



Placentia Library District

Library Board of Trustees

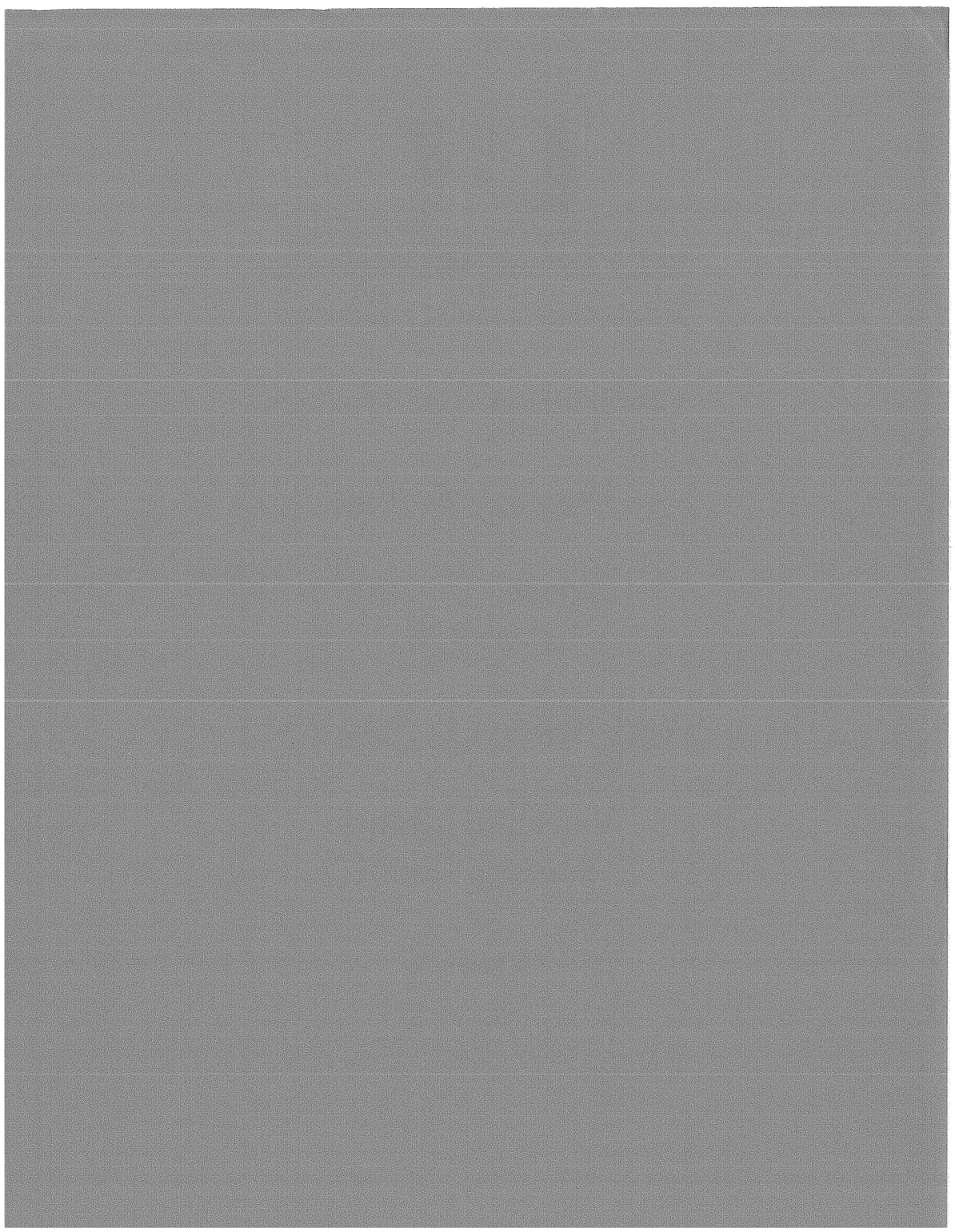
Unusual Meeting

January 15, 2008
6:30 P.M.

(Work Session @ 5:30 P.M.)

Placentia Library
History Room

Goodson





AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE
WORK SESSION
Tuesday, January 15, 2008
5:30 P.M.
Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE
Tuesday, January 15, 2008
6:30 P.M.
Placentia History Room

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

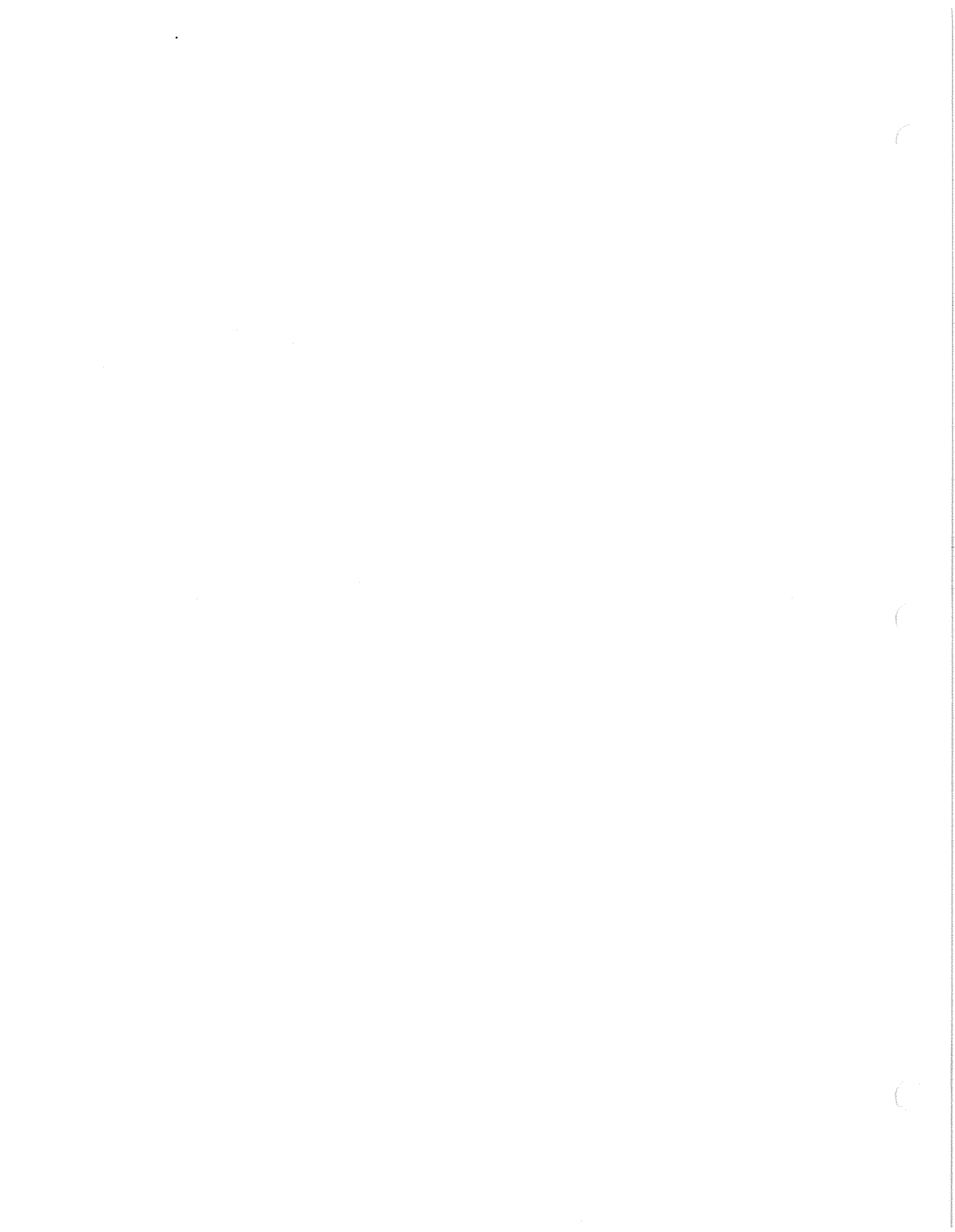
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CALL TO ORDER

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

7:00pm

Carmell Hines
Hoffman Gomez
Hernandez

M1-6W
M2-BE

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

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

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

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report

Western Dinner 1/10/08
Len: Feb 06

Rec'd letter Superior Court

Notice for
Alfred Aguirre
former
board
member

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

JT, BE, Children's Program 12/20/07
1/14
Canton Poetry Int'l, PLFF

R.D.: miss the book
G.W. - suggested

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

7. Placentia Library Friends Foundation Board of Directors Report. The minutes of the January 14, 2008 meeting are not yet available. (Trustee Turner) Hines reported that a research group from CSUF

8. Upcoming Trustee meetings and events.

Western Dinner loss of \$2500

CONSENT CALENDAR (Items 9 – 39)

MI BE
MMJT

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 39 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the December 17, 2007 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

No Nonstandard Claims were processed during this report period.

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

Claim 5067 by Minter/Wood; 5068 by Minter/DeVecchio; and 5069 and 5070 by Minter/Shkoler for a total Claims Forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$20,916.93 for Fund 707.

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

Current Claim for Fiscal Year 2007-2008: 5071, 5072, 5073, 5074, 5075, 5076 and 5077 for a total Current Claims of \$110,750.25; and Payrolls #17 (02/13/08) for \$47,472.00 and #18 (02/27/08) for \$47,472.00 for a total for Payrolls of \$94,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$205,694.25 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through January 15, 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 14 – 19)

Mr. [unclear]

14. Financial Reports for December 2007. (Receive & File)
15. Office General Ledger & Check Registers for December 2007. (Receive & File)
16. Acquisitions Report for December 2007. (Receive & File)
17. Entrepreneurial Activities Report for December 2007. (Receive & File)
18. Collection Agency Report for December 2007. (Receive & File)

19. Gift Report for December, 2007. (Receive & File)

GENERAL CONSENT REPORTS (Items 20 – 29)

20. Building Maintenance Report for December 2007. (Receive & File)
21. Personnel Report for December 2007. (Receive, File, and Ratify Appointments)
22. Volunteer Reports for December 2007. (Receive & File)
23. Circulation Report for December 2007. (Receive & File)
24. Legislative Reports from the California Special Districts Association. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. Placentia Library District Policy 6020 – Internet Access Policy as adopted by the Library Board of Trustees on December 17, 2007. (Receive & File)

STAFF REPORTS (Items 30 – 39)

30. Library Director's Report. (Minter)
31. Program Committee Report for December 2007. (Roberts)
32. Children's Services Report for December 2007. (Gurkweitz)
33. Placentia Library Literacy Services Report for December 2007. (Roberts)
34. Reference and Adult Services Report for December 2007. (Strazdas)
35. History Room Report for December 2007. (Bell)
36. Placentia Library Web Site Report for December 2007. (Napier)
37. Technology Report for December 2007. (Napier)
38. Publicity Materials Produced in December 2007. (Gomez)
39. Safety Committee Minutes for December 2007. (Goodson)

CONTINUING BUSINESS

- 40. 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.

*NOVA 1/7/08
 Reforundums
 - reception @ Nixon Libr*

- 41. Word of Mouth Marketing Topic for February 2008 – PLFF Author’s Luncheon.

Presentation: Library Director

- 42. Final Adoption of Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers’ Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity, that were reviewed at the Library Board Work Session on November 15, 2007 and adopted as a first reading on December 17, 2007.

Presentation: Library Director
 Recommendations: Adopt amended Placentia Library District Policies in Series 2000 – Personnel as follows:

*M1 - GW
 M2 - J.T.*

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

- 43. Final adoption of Placentia Library District Policy 2325 – Library Aide. Expansion of the Library Aide job description to enable the assignment of monitoring public service areas for compliance with Placentia Library District Policies regarding patron behavior.

Presentation: Library Director
 Recommendation: Adopt Placentia Library District Policy 2325 – Library Aide.

*M1 - R.D.
 M2 - GW.*

*Eliminate
 - debit card
 policy*

NEW BUSINESS

- 44. Presentation of Fiscal Year 2006-2007 Financial Audit by Lynne Netty CPA, Moreland & Associates, CPA.

Presentation: Lynne Netty, CPA
 Recommendation: Receive & File the Fiscal Year 2006-2007 Financial Audit for the Placentia Library District of Orange County.

*ML GW
 M2 RD*

CLOSED SESSION

- 45. Closed Session to Discuss a Personnel Matter

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

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

9:10

ADJOURNMENT

- 46. Agenda Preparation for the February Regular Meeting which will be held on Tuesday, February 19, 2008.

- 47. Set date for Library Board Work Session for review of Placentia Library District Policy Manual, Sections 2300, Job Descriptions, and 6000, Operations.

- 48. Review of Action Items. *Add Board appointment for Audit 07/08*

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

- 49. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the January 15, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, January 11, 2008.





Placentia Library Board Calendar

January - December, 2008

January

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- 10 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 5:30 PM PLFF Midwinter Western Dinner, Placentia Round Table
- 11 ALA Midwinter Meeting, Philadelphia, through Jan 16
- 12 1:00 PM Cowboy Poetry Workshop, Library Meeting Room
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 15 6:30 PM Library Board Meeting
- 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 17 6:00 PM Chamber Citizen of the Year Dinner
- 21 Library Closed for Martin Luther King Holiday/Staff Holiday.
- 22 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

February

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

Placentia Library Board Calendar

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February

- 21 5:30 PM Chamber Mixer
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

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March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 13 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 15 9:00 AM CALTAC Trustee Workshop in Library Leadership, City of Orange Library
- 17 6:30 PM Library Board Meeting

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April

- 18 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 10 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 13 National Library Week through Apr 19
- 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

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April

24 7:15 AM Placentia Chamber of Commerce Breakfast

May

8 5:30 PM Chamber Mixer

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

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

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

19 6:30 PM Library Board Meeting

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

7:15 AM Placentia Chamber of Commerce Breakfast

26 Library Closed for Memorial Day/Staff Holiday

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

June

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

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

12 5:30 PM Chamber Mixer

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

16 6:30 PM Library Board Meeting

26 ALA Annual Conference, Anaheim, through July 2

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

7:15 AM Placentia Chamber of Commerce Breakfast

July

4 Library Closed for Independence Day/Staff Holiday

10 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room

13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

21 6:30 PM Library Board Meeting

22 Friends of Placentia Library Incorporated in 1970

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

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July

- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

August

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

September

- 1 Library Closed for Labor Day/Staff Holiday
- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer

- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 14 Placentia Library Foundation Incorporated in 1994
- 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 23 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

- 7:15 AM Placentia Chamber of Commerce Breakfast

October

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

Jul 2008						
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Placentia Library Board Calendar

January - December, 2008

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October

- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

November

- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 Library Closed for Veterans Day/Staff Holiday
- 13 5:30 PM Chamber Mixer
7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 17 6:30 PM Library Board Meeting

December

- 5 12:00 PM Trustee terms begin
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 12 6:30 PM Chamber of Commerce Citizen of the Year Breakfast
- 14 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

Jul 2008						
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EMV*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: January 15, 2008

Trustee Events and Meetings

January 12, Saturday, 1:00 P.M.	Cowboy Poetry Workshop with Rhonda Sedgwick Stearns
January 13, Sunday, 1:00 P.M.	PLFF 2 nd Sunday Book Sale
January 14, Monday, 7:00 P.M.	PLFF Board of Directors Meeting
January 15, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series
6:30 P.M.	Library Board of Trustees Meeting
January 17, Thursday, 6:00 P.M.	Chamber of Commerce Citizen of the Year Dinner, PLFF Candidate is Barbara Hemmerling
January 21, Monday	Library Closed for Martin Luther King Holiday
January 22, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series
January 24, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast with Dr. Dennis Smith discussing the bond act measure for P-YLUSD and a speaker from Cal State Fullerton
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
5:30 P.M.	North Orange County Legislative Alliance Local Officials Reception, Nixon Museum, East Room, RSVP (714) 871-3100

January 31, Thursday, 11:30 A.M.	Independent Special Districts of Orange County, Quarterly Membership Meeting, Mesa Consolidated Water District, speaker will be Darcel Harris, Education Director, California Special Districts Association
February 2, Saturday	Miss Placentia Scholarship Pageant
February 10, Sunday, 1:00 P.M.	PLFF 2 nd Sunday Book Sale
February 11, Monday, 7:00 P.M.	PLFF Board of Directors Meeting
February 12, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series
February 14, Thursday, 7:30 A.M.	North Orange County Legislative Alliance, Brea City Hall Meeting Room
February 16, Saturday, 9:00 A.M.	Independent Library District Trustees Legislative Meeting, Buena Park Library
February 18, Monday	Library Closed for President's Day Holiday
February 19, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series
6:30 P.M.	Library Board Meeting
February 21, Thursday, 5:30 P.M.	Chamber of Commerce Mixer at Massage Endy
February 28, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, State of the City
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 17, 2007**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 17, 2007, at 6:30 P.M.
- ROLL CALL**
- Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Richard DeVecchio, Betty Escobosa, Gaeten Wood and Library Director Elizabeth Minter.
- Members Absent:** None
- Managers Absent:** None
- Others Present:** Placentia Library District Staff: Gary Bell, Yesenia Gomez, Caroline Gurkweitz, Alexander Hernandez, and Katherine Matas
- ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Secretary Turner to adopt the Agenda as printed.
- AYES:** Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- ORAL COMMUNICATIONS** No members of the public addressed the Board.
- PRESIDENT REPORT** President Shkoler reported that he attended the Chamber Breakfast featuring the Orange County Transportation Authority Representative. He also attended the Chamber Mixer featuring the Miss Placentia candidates.
- TRUSTEES' REPORTS**
- Trustee Wood attended the Chamber Mixer on December 13, 2007.
- Trustee Escobosa had nothing to report at this time.
- Secretary Turner reported that she attended the Placentia Authors Program.
- Trustee DeVecchio had reported that he attended the Chamber Mixer on December 13, 2007. He also attended the Placentia Library Friends Foundation Board of Directors Meeting for December 2007. He also attended the Orange County Library Association Program in the History Room.
- PUBLIC AGENCY RETIREMENT SERVICES PRESENTATION** Kevin Murphy, Executive Vice President for PARS on pension fund options for Placentia Library District to compare pension fund contributions and benefits provided by other local government agencies and independent special library districts in Los Angeles and Orange

Minutes, Placentia Library District Board of Trustees, Regular Meeting of December 17, 2007, Regular Date, Page 2.

Counties.

**CONSENT
CALENDAR**

It was moved by Trustee Escobosa and seconded by Secretary Turner approve Agenda Items 9-38 as printed.

MINUTES

Minutes of the November 19, 2007 Library Board of Trustees Regular Meeting

CLAIMS

Claims 5058, and 5059 by Minter/DeVecchio, and 5060,5061, and 5062 by Minter/Turner for a total Current Claims for Fiscal Year 2007-2008 of \$61,478.35 for Fund 707.

Current Claims 5063,5064,5065,5066, and 5067 for a for total of \$11,112.18 for the Fiscal Year 2007-2008 and Payrolls #14 (01/02/08) for \$47,472.00 and #15 (01/16/08) for \$47,472.00 and Payrolls #16 (01/31/08) for \$142,416.00 for a combined total of \$153,528.18.

FY2007-2008 Cash Flow Analysis through December 17, 2007 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for November 2007

Office General Ledger & Check Registers for November 2007

Acquisitions Report for November 2007

Entrepreneurial Report for November 2007

Collection Agency Report for November 2007

Gifts Report for November 2007

**GENERAL CONSENT
CALENDAR**

Building Maintenance for November 2007

Personnel Report for November 2007

Volunteer Report for November 2007

Circulation Report for November 2007

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Minutes, Placentia Library District Board of Trustees, Regular Meeting of December 17, 2007, Regular Date, Page 3.

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

STAFF REPORTS

Director's Report for November 2007

Program Committee Report for November 2007

Children's Services Report for November 2007

Placentia Library Literacy Services Report for November 2007

Reference and Adult Services Report for November 2007

History Room Report for November 2007

Placentia Library Web Site Report for November 2007

Technology Report for November 2007

Publicity Materials produced for November 2007

Safety Committee Minutes for November 2007

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

**LEGISLATIVE
ISSUES**

Library Director asked the Board if they made any contact with the Governor's Office regarding the Public Library Fund or Transaction Based Reimbursements. The Board will forward their communications on an individual basis.

**POLICY 6020-
INTERNET ACCESS
POLICY**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to the final adoption of Policy 6020 as amended.

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

**WORD OF MOUTH
MARKETING -
DECEMBER 2007**

Public Services Manager Roberts reported that the Child's Christmas in Wales Program on December 20, 2007 and several other Children's Programs through December.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of December 17, 2007, Regular Date, Page 4.

**POLICIES – SERIES
2000**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to adopt as a first reading and refer to staff for further comments.

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

**ELECTION OF
BOARD MEMBERS**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the appointment of Al Shkoler as President of the Placentia Library Board of Trustees

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the appointment of Richard DeVecchio as Secretary of the Placentia Library Board of Trustees

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

**APPOINTMENT OF
2008 LIBRARY
BOARD
REPRESENTATIVES**

Independent Special District of Orange County (ISDOC) – DeVecchio

Local Area Formation Commission (LAFCO) – Turner/DeVecchio

Placentia Civic Center Authority – Shkoler/Escobosa

Orange County Council of Governments (OCCOG) – Wood

Placentia Library Friends Foundation (PLFF) - Turner

**CALENDAR FOR
2008 REGULAR
BOARD MEETINGS**

It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 08-07 by Title only, 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 2008.

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Resolution 08-07, 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 2008.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of December 17, 2007, Regular Date, Page 5.

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

**POLICY 2325-
LIBRARY AIDE**

It was moved by Trustee Turner and seconded by Trustee DeVecchio to adopt Placentia Library District Policy 2325 – Library Aide as revised as a first reading, and refer it to staff for comments and recommendations.

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

**AGENDA
PREPARATION**

Work Session to review Placentia Library District Policy Manual, Sections 2300, Job Descriptions, and 6000, Operations. Agenda Preparation for the January Meeting will be held on Tuesday, January 15, 2008 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 17, 2007 adjourned at 9:15 P.M.

NEXT MEETING

The December Library Board Meeting will be held on Tuesday, January 15, 2008 at 6:30 P.M. in the Library History Room.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 15, 2007

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

None

TOTAL

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
January 15, 2007

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	December 18, 2007	5067	707	8,808.26	Minter/Wood
	December 26, 2007	5068	707	4,460.97	Minter/DeVecchio
	January 5, 2008	5069	707	2,406.86	Minter/Shkoler
	January 5, 2008	5070	707	5,240.84	Minter/Shkoler
SUBTOTAL FUND 707				20,916.93	
TOTAL BY LIBRARY DIRECTOR				20,916.93	

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

PAID DEC 19 2007

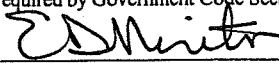
DATE 12/18/07
REPORT NO 5067

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00692 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	12-14-07/0001178-IN		0306	00		8,808.26		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$8,808.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

PAID DEC 28 2007

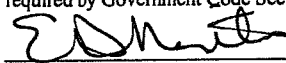
DATE 12/26/07
REPORT NO 5068

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12-19-07/05391188009		2802	00		436.81		
N068081 Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	Postage refill		1803	00		500.00		
N06965 Paychex PO Box 25159 Santa Ana CA 92799-5159	12-24-07/435871		1900	00		390.54		
	12-20-07/435511		1900	08		130.17		
						520.71		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	Sp Lit Dec 07		1900	01		226.08	"2"	
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Supply Reimb. 12/19/07		1800	00		44.46		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107-PMB 108 Yorba Linda, CA 92886	12-19-07/1769		4000	00		730.18		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	Sp Lit Dec 07		1900	01		150.78	"2"	
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	12-4-07/114		1900	08		1,200.00		
Protective Life Insurance Company P.O. Box 11407 Birmingham, AL 35246-0030	12-28-07/PL0684929		0309	00		651.95		

The claims listed above (totaling ~~4,460.97~~) 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

Page Total

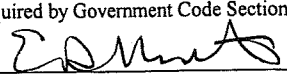
4,460.97

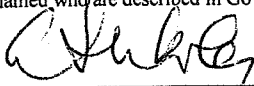
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	1-2-08/1294-IN		0308	00		1,102.32		
			0309	00		560.49		
			0310	00		396.07		
			0319	00		295.66		
			1900	00		52.32		
						2,406.86		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$2,406.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

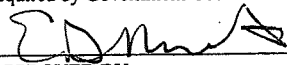
DATE 01/05/08
REPORT NO 5070

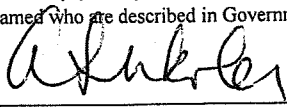
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	12-21-07/312083-9		2803	00		350.38		
AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11-17-07/T7335559		0700	01		44.88		
Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	12-7-07/X8545-2		0700	00		301.56		
			0700	08		100.52		
						402.08		
Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	1-6-07/331734		1400	00		1,300.00		
Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	12-7-07/200712-24		1900	00		5.00		
Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	12-14-07/269956		1800	00		131.13		
Greg's Carpet Cleaning 809 S. Lakeview, Unit O Placentia, CA 92870	12-21-07/03029		1400	00		1,657.50		
Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-3-07/21048		1800	00		39.87		
EARTEL 1316 W. Maurentania St. Wilmington, CA 90744	12-19-07/13743		1300	00		220.00		
Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	12-17-07/AN350253		1400	00		690.00		
Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	12-27-07/Storytime		1900	00		400.00	**2**	

The claims listed above (totaling \$5,240.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 15, 2007

TYPE	REPORT NUMBER	AMOUNT
Regular	5071	87,190.24
	5072	6,770.04
	5073	2,025.81
	5074	536.92
	5075	5,140.18
	5076	7,785.17
	5077	1,301.89
Subtotal for Regular		110,750.25
	2/13/2008	47,472.00
	2/27/2008	47,472.00
Subtotal for Payroll		94,944.00
TOTAL CURRENT CLAIMS & PAYROLL		205,694.25

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	12-4-07/T7405295		0700	08		62.19		
Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	1-2-08/03-095		2200	00		7,044.80		
Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb. 12-13-07to1-10-08		0900	00		16.13		
			1000	00		23.67		
			1800	00		3.22		
						43.02		
Elizabeth D. Minter (Petty Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Check Reimb. 11-13-07to1-8-08		0900	08		283.20		
			1000	00		71.17		
			1800	00		47.33		
			2400	05		85.00		
			2700	01		34.25		
						520.95		
First American Trust 5 First American Way 3rd Floor Santa Ana CA 92707	Pension Plan Contribution FY06-07		1900	00		76,538.64		
US Bank/ Purchasing Card Program PO Box 790428 St Louis MO 61379-0428	12-24-07/X3058		0700	02		248.57		
			1000	00		117.75		
			1800	00		213.52		
			1900	00		165.00		
			2400	01		1,512.00		
			2700	01		395.00		
			4000	00		19.90		
						2,671.74		
Independent Special District of Orange Co. C/O Joan Finnegan/ISDOC Treasurer 258 Sherwood St Costa Mesa CA 92627	1-4-08/ 2008 Mbrshp		1600	00		50.00		
Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	2-2-08/X4877		0700	02		253.90		
Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	1-6-08/200801-12		1900	00		5.00		

The claims listed above (totaling \$87,190.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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Page Total

87,190.24

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	1-1-08/169305		1900	00		116.35		
Moreland & Associates 1201 Dove St Ste 680 Newport Beach CA 92660	1-1-08/Audit 06-07		1900	00		1,738.34		
Santiago Library System c/o Metropolitan Cooperative Library System 3675 E Huntington Drive, Ste 100 Pasadena CA 91107	7-9-07/IN89		1600	00		360.00		
Legacy Integrative Solutions 18000 Studebaker Rd Ste 700 Cerritos CA 90703	12-6-07/10110		1300	00		496.56		
Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	12-28-07/9899		1900	00		45.00		
Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	1-1-08/142227		1800	00		33.00		
Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Supply Reimb. 7-Dec		1800	00		122.68		
Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb. Nov 07-Dec 07		2600	01		40.74		
Kristen Hoffman c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Education Reimb. Fall 2007		2700	01		1,638.44		
Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Education Reimb. Fall 2007		2700	01		2,178.93		

The claims listed above (totaling \$6,770.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,770.04

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
American Library Association Box 77-6499 Chicago, IL 60678-6499	1-1-08/Mbrshp							
	Shkoler		1600	00		154.00		
	Minter		1600	00		270.00		
						424.00		
MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	1-1-08/00297		1900	00		92.50		
Associated Bag Company PO Box 3036 Milwaukee, WI 53201-3036	12-21-07/Y293420		1800	00		179.89		
Placentia Disposal PO Box 79036 Phoenix AZ 85062-9036	1-1-08/X6916		1001	00		40.92		
Carol Ann Helsel 12861 West Sp 113 Garden Grove CA 92840	12-26-07/Dec 07		1900	08		200.00	**2**	
	Off-Site Story Time							
Amy Paino 5882 Amberdale Dr. Yorba Linda CA 92886	12-26-07/Dec 07		1900	08		200.00	**2**	
	Off-Site Story Time							
Lindsay Whipple 13292 Marshall Ln Tustin CA 92780	12-31-07/Dec 07		1900	00		300.00	**2**	
	Story Time							
Faronics Technology USA 2411 Old Crow Canyon Rd Ste 170 San Ramon CA 94583	12-17-07/Maint		1300	01		362.50		
Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	31-Dec-07		1900	00		126.00		
Rick Tigert 24191 Angela St Lake Forest CA 92630	Celtic Christmas Program		1900	00		50.00	**2**	
	20-Dec-07							
James Cope 774 Baylor Ave Claremont CA 91711	Celtic Christmas Program		1900	00		50.00	**2**	
	20-Dec-07							

The claims listed above (totaling \$2,025.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,025.81

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Kelli Beckwith 125 Madrid Tustin CA 92780	Celtic Christmas Program 12/20/2007		1900	00		50.00	"2"	
Bethanie Knieser 6132 Chickasaw Dr Westminster CA 92683	Celtic Christmas Program 20-Dec-07		1900	00		50.00	"2"	
Leisa Jo Waller 1121 La Loma Dr Santa Ana CA 92705	Celtic Christmas Program 20-Dec-07		1900	00		50.00	"2"	
Michele Lovenduski 3641 Bates St Irvine CA 92614	Celtic Christmas Program 20-Dec		1900	00		50.00	"2"	
Mary Beth Basu 108 N Greenwood Ave Pasadena CA 91107	Celtic Christmas Program 20-Dec-07		1900	00		50.00	"2"	
Boby May PO Box 26344 Santa Ana CA 92799	Celtic Christmas Program 20-Dec		1900	00		50.00	"2"	
Rory Johnston 3434 Troy Drive Los Angeles CA 90068	Celtic Christmas Program 20-Dec		1900	00		50.00	"2"	
Marnie Bell 2051 E Walnut Ave Orange CA 92867	Celtic Christmas Program 20-Dec-07		1900	00		50.00	"2"	
Danny Oberbeck 232 S Olive St Claremont CA 91711	Celtic Christmas Program 20-Dec-07		1900	00		50.00	"2"	
Larry Cummings 207 Breting Way Placentia CA 92870	Supply Reimb		1800	00		23.92		
American Library Association PO Box 932501 Atlanta GA 31193-2501	7-16-07/11372772		1800	00		63.00		

The claims listed above (totaling \$536.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
The Teaching Company 4151 Lafayette Center Dr Ste 100 Chantilly VA 20151-1232	12-18-07/3249164		2400	02		69.95		
	12-12-07/1537360		2400	02		2.00		
	1-2-08/1084277871		2400	05		82.00		
	1-3-08/1084289135		2400	05		82.00		
	12-21-07/1084261344		2400	05		58.00		
Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-21-07/1084261349		2400	05		237.20		
						459.20		
	1-9-08/308014		2400	05		29.96		
BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	1-10-08/308249		2400	05		317.80		
						347.76		
Books in Motion 9922 E Montgomery Suite 31 Spokane Valley WA 99206	12-11-07/104121		2400	05		6.00		
	12-26-07/15525770		2400	01		30.13		
The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12-20-07/15519552		2400	01		58.54		
	12-5-07/15483933		2400	01		29.27		
	12-7-07/15492553		2400	01		30.13		
						148.07		
Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	12-28-07/2356		2400	03		2,217.52		
	12-20-07/3764848		2400	05		61.15		
Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	12-7-07/3812095		2400	05		59.91		
	12-20-07/3815011		2400	05		79.96		
	12-10-07/3799045		2400	05		88.58		
						289.60		
The Child's World 1980 Lookout Drive Mankato MN 56003-1705	12-7-07/NA92356		2400	01		1,083.43		
	11-5-07/68910		2400	01		516.65		
The Creative Company 123 South Broad ST PO Box 227 Mankato MN 56002								

The claims listed above (totaling \$5,198.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/15/08
REPORT NO 5076

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
Abdo Publishing Co 8000 West 78th Ste Ste 310 Edina MN 55439	12-7-07/124737		2400	01		906.70		
	12-11-07/054688		2400	01		861.59		
Rourke Publishing LLC PO Box 3328 Vero Beach FL 32964	12-14-07/X83249100		2400	02		730.30		
	12-27-07/4007199331		2400	01		36.95		
Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-27-07/4007199330		2400	01		17.96		
	12-27-07/4007199329		2400	01		33.10		
	12-27-07/4007199328		2400	01		18.56		
	12-27-07/4007199327		2400	01		18.56		
	12-27-07/4007190829		2400	01		70.41		
	12-27-07/4007190828		2400	01		180.92		
	12-27-07/4007190827		2400	01		147.87		
	12-27-07/4007190826		2400	01		97.50		
	12-27-07/4007190825		2400	01		16.88		
	12-27-07/4007190824		2400	01		16.82		
	12-27-07/4007190823		2400	01		19.15		
	12-27-07/4007190822		2400	01		37.10		
	12-27-07/4007190821		2400	01		37.70		
	12-14-07/4007159822		2400	01		29.83		
	12-19-07/4007147850		2400	01		19.77		
	12-19-07/4007147849		2400	01		18.56		
	12-19-07/4007147848		2400	01		19.17		
	12-19-07/4007147847		2400	01		21.52		
	12-20-07/4007154720		2400	01		594.28		
	12-20-07/4007154719		2400	01		2,226.52		
	12-20-07/4007154718		2400	01		394.71		
	12-11-07/4007127863		2400	01		20.11		
	12-7-07/4007096299		2400	01		22.04		
12-11-07/4007106080		2400	01		153.01			
12-11-07/4007106079		2400	01		150.87			
12-11-07/4007106078		2400	01		18.56			
12-11-07/4007106077		2400	01		81.86			
12-11-07/4007106076		2400	01		37.74			
12-11-07/4007106075		2400	01		53.92			
12-11-07/4007106074		2400	01		15.00			
12-11-07/4007106073		2400	01		22.04			
12-11-07/4007106072		2400	01		32.16			
12-11-07/4007106071		2400	01		39.48			
12-11-07/4007106070		2400	01		57.11			
12-11-07/4007106069		2400	01		58.10			
12-13-07/4007136521		2400	01		11.07			
12-13-07/4007136520		2400	01		49.15			
12-13-07/4007136519		2400	01		18.56			
12-13-07/4007136518		2400	01		63.59			
12-13-07/4007136517		2400	01		185.61			
12-13-07/4007136516		2400	01		67.35			
12-13-07/4007136515		2400	01		55.41			
					6,016.88			

The claims listed above (totaling \$7,785.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-13-07/4007136514		2400	01		55.12		
	12-13-07/4007136513		2400	01		32.19		
						87.31		
Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	12-28-07/33628322		2400	01		(5.15)		
	12-13-07/33270540		2400	01		200.90		
	12-18-07/33391908		2400	01		16.56		
	12-18-07/33391907		2400	01		11.47		
	12-18-07/33391906		2400	01		20.21		
	12-18-07/33391905		2400	01		3.57		
	12-16-07/33332308		2400	01		100.75		
	12-7-07/33125392		2400	01		22.34		
	12-6-07/33108767		2400	01		10.21		
	12-5-07/33080183		2400	01		23.37		
	12-5-07/33080184		2400	01		12.78		
	12-10-07/33188712		2400	01		45.68		
	12-10-07/33188711		2400	01		17.82		
	12-10-07-33188710		2400	01		22.66		
	12-13-07/33270539		2400	01		17.00		
	12-12-07/33245586		2400	01		36.98		
	12-20-07/33475714		2400	01		19.30		
	12-20-07/33465663		2400	01		17.44		
	12-20-07/33475715		2400	01		164.16		
	12-27-07/33595843		2400	01		3.51		
	12-31-07/33656408		2400	01		37.22		
	12-31-07/33656407		2400	01		19.88		
	12-31-07/33656406		2400	01		67.38		
12-27-07/33595845		2400	01		102.90			
12-27-07/33595844		2400	01		17.23			
12-30-07/33632714		2400	01		23.26			
12-30-07/33632713		2400	01		6.54			
1-2-08/33684297		2400	01		33.62			
1-2-08/33684296		2400	01		18.44			
12-23-07/33512921		2400	01		126.55			
					1,214.58			

The claims listed above (totaling \$1,301.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,301.89



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 \$ 47,472.00 on 2 | 13 | 08

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #17

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						44,148.96	
707	707			200	00						3,323.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	47,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY					EXPENDITURES AUTHORIZED AND APPROVED BY					APPROVED DAVID E. SUNDSTROM, Auditor-Controller		
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE	DEPUTY		DATE	

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



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

Email to: **Treasurer-Tax Collector** cashmgmt@ttc.ocgov.com or Fax to: **834-2912**
Please Pay \$ 47,472.00 on 2 | 27 | 08

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #18

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USF
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						44,148.96	
707	707			200	00						3,323.04	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	47,472.00
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER		DATE	DEPUTY		DATE					

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: January 15, 2008

BACKGROUND:

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

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through January 15, 2008 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/07		Beginning Balance			1,099,907.16
06/18/07		Payroll #1 to wire July 3, 2007		47,072.00	1,052,835.16
06/18/07		Payroll #2 to wire July 18, 2007		47,072.00	1,005,763.16
07/02/07	5007	General by Library Director & DeVecchio		21,633.08	984,130.08
07/02/07	5008	General by Library Director & DeVecchio		10,265.55	973,864.53
07/02/07	5009	General by Library Director & DeVecchio		4,064.39	969,800.14
07/09/07	5010	General by Library Director & Shkoler		2,227.83	967,572.31
07/16/07	5011	General by 3 Trustee signatures		6,298.82	961,273.49
07/16/07	5012	General by 3 Trustee signatures		2,700.42	958,573.07
07/16/07	5013	General by 3 Trustee signatures		4,905.32	953,667.75
07/16/07	5014	General by 3 Trustee signatures		12,467.68	941,200.07
07/16/07		Payroll #3 to wire August 1, 2007		49,472.00	891,728.07
07/16/07		Payroll #4 to wire August 15, 2007		49,472.00	842,256.07
07/16/07		Payroll #5 to wire August 29, 2007		49,472.00	792,784.07
07/16/07		6280-00: Supplemental	(2.11)		792,781.96
07/17/07	5015	General by Library Director, Escobosa & Wood		10,251.39	782,530.57
07/26/07	5016	General by Library Director & DeVecchio		14,862.95	767,667.62
07/26/07	5017	General by Library Director & DeVecchio		3,901.25	763,766.37
07/26/07	5018	General by Library Director & DeVecchio		6,246.38	757,519.99
08/01/07		6610:00 Interest Orange County Investment Pool	5,305.93	99.98	753,161.36
08/06/07	5019	General by Library Director & Shkoler		4,358.63	748,802.73
08/06/07	5020	General by Library Director & Shkoler		4,014.36	744,788.37
08/06/07	5021	General by Library Director & Shkoler		11,570.23	733,218.14
08/06/07		6610:00 Interest Orange County Investment Pool	(5,305.93)	(99.98)	724,736.03
08/09/07	5022	General by Library Director & DeVecchio		8,482.11	716,253.92
08/15/07		6280-00: Supplemental	10,236.34		711,837.84
08/20/07	5023	General by 3 Trustee signatures		4,416.08	707,421.76
08/20/07	5024	General by 3 Trustee signatures		9,115.97	698,305.79
08/20/07	5025	General by 3 Trustee signatures		2,453.33	695,852.46
08/20/07	5026	General by 3 Trustee signatures		1,638.70	694,213.76
08/20/07	5027	General by 3 Trustee signatures		11,951.71	682,262.05
08/20/07		Payroll #6 to wire September 12, 2007		47,472.00	634,790.05
08/20/07		Payroll #7 to wire September 26, 2007		47,472.00	587,318.05
08/22/07		6610:00 Interest Orange County Investment Pool	4,699.25	89.62	587,343.67
08/23/07		6610:00 Interest, Bank of the West	25.62		587,369.29
08/23/07		7670:00 Local Revenue, Fines & Fees	10,956.29		598,325.58
08/23/07		7670:01 Local Revenue, Passport	33,266.85		631,592.43
08/23/07		7670:02 Local Revenue, Non-Government Grants & Contributions	10,340.07		641,932.50
09/04/07	5028	General by Library Director & Turner		15,894.86	625,045.63
09/04/07	5029	General by Library Director & Turner		16,886.87	608,158.76
09/04/07	5030	General by Library Director & Turner		2,346.19	605,812.57
09/12/07		6280-00: Supplemental	742.06		558,449.41
09/17/07	5031	General by 3 Trustee signatures		47,363.16	511,086.25
09/17/07	5032	General by 3 Trustee signatures		5,241.85	505,844.40
09/17/07	5033	General by 3 Trustee signatures		2,275.49	503,568.91
09/17/07	5034	General by 3 Trustee signatures		6,187.39	497,381.52
09/17/07	5035	General by 3 Trustee signatures		7,272.50	490,109.02

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/07		Payroll #8 to wire October 10, 2007		47,472.00	442,637.02
09/17/07		Payroll #9 to wire October 24, 2007		47,472.00	395,165.02
09/18/07	5036	General by Library Director & Shkoler		7,616.13	387,548.89
09/20/07		6220-00 Unsecured Collections 1st	53,741.28	134.35	441,155.82
09/24/07		6610:00 Interest Orange County Investment Pool	4,339.15	8,273.00	437,221.97
09/25/07	5038	General by Library Director & Turner		6,082.80	431,139.17
09/25/07	5038	General by Library Director & Turner		14,314.89	416,824.28
09/25/07	5039	General by Library Director & Turner		1,409.70	415,414.58
10/10/07		6280-00: Supplemental #3	7,811.42		404,845.65
10/11/07	5040	General by Library Director & DeVecchio		10,568.93	394,276.72
10/11/07	5041	General by Library Director & DeVecchio		15,716.65	378,560.07
10/11/07	5042	General by Library Director & DeVecchio		3,917.68	374,642.39
10/11/07	5043	General by Library Director & DeVecchio		2,305.99	372,336.40
10/11/07	5044	General by Library Director & DeVecchio		6,090.71	366,245.69
10/11/07	5045	General by Library Director & DeVecchio		12,730.00	353,515.69
10/11/07	5046	General by Library Director & DeVecchio		12,411.74	341,103.95
10/22/07		6610:00 Interest Orange County Investment Pool	3,620.95		338,638.46
10/24/07	5047	General by 3 Trustee signatures		2,465.49	291,166.46
10/24/07		Payroll #10 to wire November 7, 2007		47,472.00	291,166.46
10/24/07		Payroll #11 to wire November 14, 2007		47,472.00	243,694.46
10/30/07	5048	General by Library Director & Shkoler		5,600.00	239,141.24
11/01/07	5049	General by Library Director & Shkoler		4,553.22	232,965.00
11/01/07	5050	General by Library Director & Shkoler		6,176.24	227,436.52
11/01/07	5051	General by Library Director & Shkoler		5,528.48	212,721.94
11/12/07	5052	General by Library Director & Shkoler		14,714.58	215,712.02
11/14/07		6280-00: Supplemental #4	2,990.08		208,286.28
11/19/07	5053	General by 3 Trustee signatures		7,425.74	197,981.79
11/19/07	5054	General by 3 Trustee signatures		10,304.49	185,134.56
11/19/07	5055	General by 3 Trustee signatures		12,847.23	181,943.77
11/19/07	5056	General by 3 Trustee signatures		3,190.79	167,600.26
11/19/07	5057	General by 3 Trustee signatures		14,343.51	120,128.26
11/19/07		Payroll #12 to wire December 5, 2007		47,472.00	72,656.26
11/19/07		Payroll #13 to wire December 19, 2007		47,472.00	75,605.32
11/19/07		6610:00 Interest Orange County Investment Pool	3,006.27	57.21	232,530.32
11/20/07		6210: Secured #1	157,318.30	393.30	232,565.83
11/21/07		6610:00 Interest Bank of the West	35.51		236,337.95
11/21/07		7670:00 Local Revenue, Fines & Fees	3,772.12		243,984.49
11/21/07		7670:01 Local Revenue, Passport	7,646.54		244,036.08
11/27/07		6610:00 Interest Coding correction	51.59		251,529.63
11/27/07		6970: Coding Correction	7,493.55		264,996.55
11/27/07		7670:00 Local Revenue, Fines & Fees coding correction	13,466.92		293,990.73
11/27/07		7670:02 Local Revenue, Passport coding correction	28,994.18		298,990.73
11/27/07		7670:01 Local Revenue, Non-Government Grants, coding correction	5,000.00		276,119.58
11/28/07	5058	General by Library Director & DeVecchio		22,871.15	272,496.71
11/28/07	5059	General by Library Director & DeVecchio		3,622.87	270,368.27
12/06/07	5060	General by Library Director & Turner		2,128.44	255,950.79
12/06/07	5061	General by Library Director & Turner		14,417.48	237,512.38

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
12/06/07	5062	General by Library Director & Turner		18,438.41	239,944.47
12/10/07		6690-00: State Homeowners #1	2,432.09		638,633.03
12/12/07		6210: Secured #2	399,687.78	999.22	644,069.29
12/12/07		6280-00: Supplemental #5	5,436.26		646,596.40
12/14/07		6610:00 Interest Orange County Investment Pool	2,577.35	50.24	643,301.83
12/17/07	5063	General by 3 Trustee signatures		3,294.57	641,739.39
12/17/07	5064	General by 3 Trustee signatures		1,562.44	635,503.62
12/17/07	5065	General by 3 Trustee signatures		6,235.77	635,484.22
12/17/07	5066	General by 3 Trustee signatures		19.40	588,012.22
12/17/07		Payroll #14 to wire January 2, 2008		47,472.00	540,540.22
12/17/07		Payroll #15 to wire January 16, 2008		47,472.00	493,068.22
12/17/07		Payroll #16 to wire January 30, 2008		47,472.00	484,259.96
12/18/07	5067	General by Library Director & Wood		8,808.26	803,900.48
12/20/07		6210: Secured #3	320,441.62	801.10	799,439.51
12/26/07	5068	General by Library Director & DeVecchio		4,460.97	799,442.29
12/27/07		6610:00 Interest Bank of the West	2.78		805,269.53
12/27/07		7670:00 Local Revenue, Fines & Fees	5,827.24		817,106.79
12/27/07		7670:01 Local Revenue, Passport	11,837.26		814,699.93
01/05/08	5069	General by Library Director & Shkoler		2,406.86	809,459.09
01/05/08	5070	General by Library Director & Shkoler		5,240.84	722,268.85
01/15/08	5071	General by 3 Trustee signatures		87,190.24	715,498.81
01/15/08	5072	General by 3 Trustee signatures		6,770.04	713,473.00
01/15/08	5073	General by 3 Trustee signatures		2,025.81	712,936.08
01/15/08	5074	General by 3 Trustee signatures		536.92	707,795.90
01/15/08	5075	General by 3 Trustee signatures		5,140.18	700,010.73
01/15/08	5076	General by 3 Trustee signatures		7,785.17	698,708.84
01/15/08	5077	General by 3 Trustee signatures		1,301.89	651,236.84
01/15/08		Payroll #17 to wire February 13, 2008		47,472.00	603,764.84
01/15/08		Payroll #18 to wire February 27, 2008		47,472.00	603,764.84
					603,764.84
					603,764.84

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

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

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



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

[Apportionment Schedule Letter]

b

Fund Balance Report for Funds on Deposit with the Orange County Treasurer
Post-Petition Balances (B/S Account 8010 - Cash)
 January 15, 2008

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

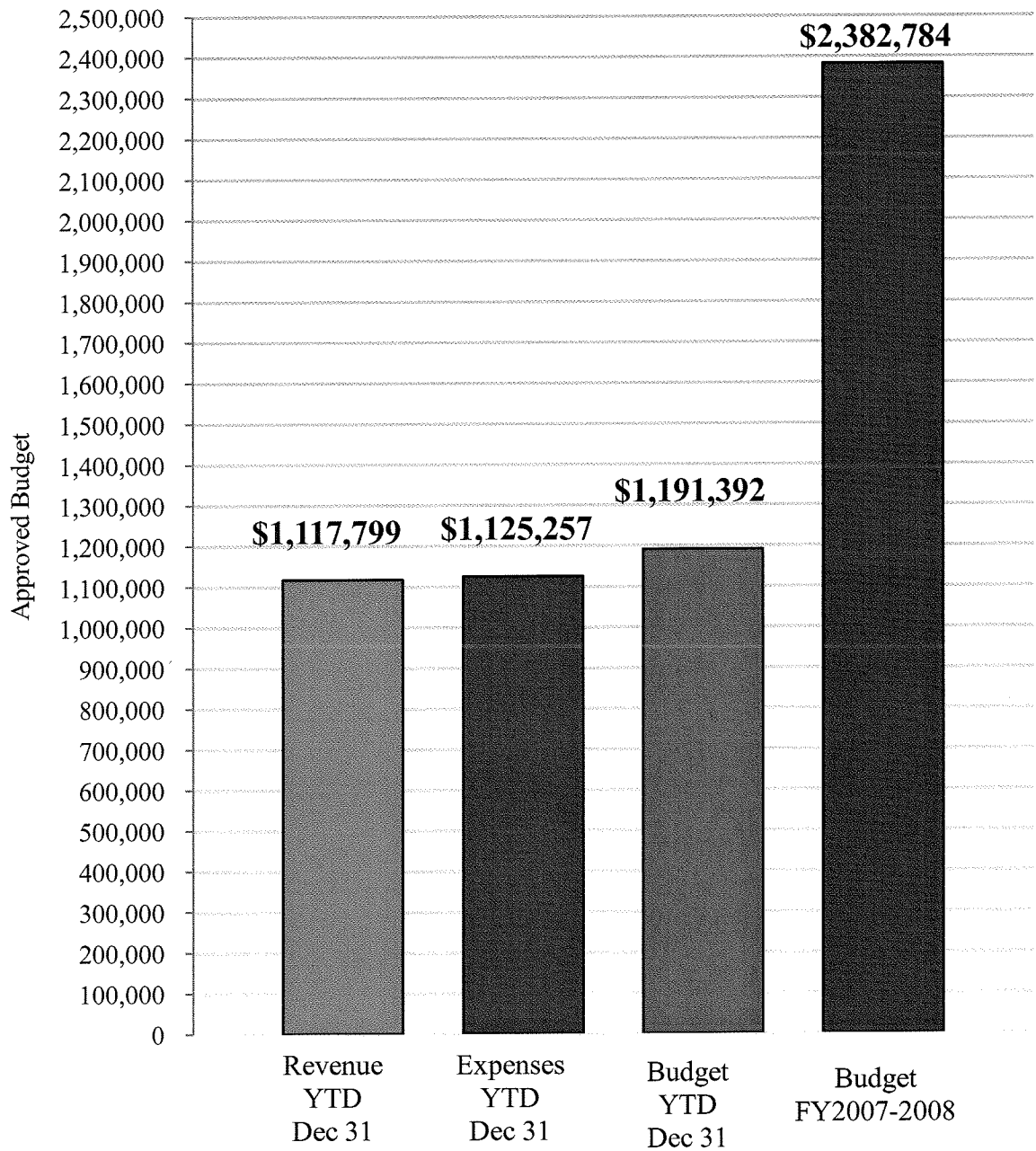
	Fiscal Year 2006-2007						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02	
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36	
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94	
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47	310,931.71	
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53	312,203.73	
12/31/06	116,326.09	11,001.23	175,461.19	1,034,744.25	10,734.83	1,348,267.59	313,523.34	
01/31/07	116,316.17	11,000.29	175,446.22	978,426.84	10,733.91	1,291,923.43	313,496.59	
02/28/07	117,314.54	11,094.71	176,952.11	933,463.67	10,826.04	1,249,651.07	316,187.40	
03/31/07	117,305.50	11,093.86	176,938.48	820,992.07	10,825.21	1,137,155.12	316,163.05	
04/30/07	142,218.47	11,187.07	178,425.10	1,283,067.88	10,916.16	1,625,814.68	342,746.80	
05/31/07	142,207.33	11,186.15	178,410.37	1,266,963.01	10,915.26	1,609,682.12	342,719.11	
06/30/07	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17	
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46	
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2007 - 2008

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	157,318.30	662,895.85	720,129.40	479,016.09	9.45%
6210-01	Public Utility	21,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	157,318.30	662,895.85	720,129.40	479,016.09	9.23%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	0.00	53,339.06	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	2,990.08	22,270.42	5,436.26	7,237.01	5.41%
6280-01	Final supplemental for prior years	0.00	0.00	13,895.25	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	55,250.00	2,990.08	36,165.67	5,436.26	7,237.01	5.41%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	160,308.38	795,351.32	725,565.66	486,253.10	8.65%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	3,041.78	17,954.69	2,580.13	2,576.43	6.91%
6610-01/02	Interest - old bond fund	0.00	51.59	3,698.76	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	3,093.37	21,653.45	2,580.13	2,576.43	7.03%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	2,483.78	2,432.09	2,483.78	0.00%
6970-00	State - ILL. & Direct Loan Reimbursement	17,000.00	7,493.55	6,440.55	0.00	0.00	44.08%
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	57,000.00	0.00	30,000.00	0.00	0.00	0.00%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	1,614.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	7,493.55	58,177.55	0.00	1,614.00	6.30%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	17,239.04	27,177.30	5,827.24	5,748.05	21.55%
7670-01	Local Revenue -- Passport	250,000.00	36,640.72	66,688.99	11,837.26	13,465.72	14.66%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	5,000.00	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	58,879.76	106,366.29	17,664.50	19,213.77	16.82%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	8.90	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	229,775.06	984,041.29	748,242.38	512,149.98	9.64%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	571,028.16	558,848.27	88,297.92	77,253.24	48.75%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	44,044.42	43,884.00	6,646.08	6,648.00	24.09%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	48,412.67	45,835.23	7,570.34	8,276.91	46.11%
0308-00	Dental Insurance	11,000	5,668.27	5,499.00	952.46	934.00	51.53%
0309-00	Life Insurance	1,000	4,038.01	931.63	583.49	106.78	403.80%
0310-00	Accidental Death & Dismemberment Insurance	4,052	2,289.82	1,417.33	369.55	350.38	56.51%
0319-00	Vision Insurance	2,550	1,066.83	1,499.92	173.89	259.20	41.84%
	Total Employee Insurance	123,602	61,475.60	55,308.11	9,649.73	9,927.27	49.74%
0350	Workers Compensation - General	8,000	2,041.00	17,688.24	0.00	0.00	25.51%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	678,589.18	675,728.62	104,593.73	93,828.51	45.68%
0700-00	Communications - Telephone	4,000	2,287.31	2,483.95	921.37	0.00	57.18%
0700-01	Communications - Modem/Fax	5,200	2,854.13	2,907.88	553.23	128.95	54.89%
0700-02	Communications - Internet/Database	3,800	495.06	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	505.88	520.88	99.42	86.54	36.13%
	Total Communications	14,400	6,142.38	5,912.71	1,574.02	215.49	42.66%
0900-00	Food - General Fund	500	235.96	302.63	0.00	0.00	47.19%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	868.87	1,328.91	0.00	0.00	19.31%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	1,104.83	1,631.54	0.00	0.00	22.10%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	7,594.49	12,815.78	2,079.69	512.32	50.63%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	7,594.49	12,815.78	2,079.69	512.32	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	3,475.18	2,554.50	125.00	220.00	46.34%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	18,000.00	13,300.00	0.00	0.00	48.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	22,373.18	16,903.00	125.00	220.00	49.17%
	HVAC	7,500	6,819.24	2,852.96	169.00	0.00	90.92%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	16,000	9,037.60	7,543.17	0.00	0.00	56.49%
	Plumbing	2,500	2,298.76	422.58	431.56	0.00	91.95%
	Electrical	7,000	6,371.02	1,273.00	0.00	0.00	91.01%
	Cleaning Service	18,000	7,925.00	7,800.00	1,300.00	1,300.00	44.03%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	708.23	4,172.34	0.00	230.00	8.85%
	Total Maintenance of Building & Grounds	62,750	33,159.85	24,137.55	1,900.56	1,530.00	52.84%
1400-00	Memberships - General Fund	4,000	4,245.95	2,026.00	257.95	1,896.00	106.15%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	30.00	120.00	0.00	0.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	4,275.95	2,146.00	257.95	1,896.00	85.52%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
1800-00	Library Supplies	22,000	23,403.30	7,950.41	2,757.30	0.00	106.38%
	Printing	14,000	17,014.95	4,222.29	205.46	107.58	121.54%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	786.00	45.00	0.00	0.00	71.45%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	194.00	192.00	33.00	32.00	55.43%
	Other Office Supplies	20,000	11,176.62	5,460.64	345.21	529.22	55.88%
	Total Office Supply Expense - General Fund	58,150	53,207.40	17,870.34	3,340.97	668.80	91.50%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1800-08	Printing	2,000	1,663.24	124.99	0.00	0.00	83.16%
	Publications	2,500	213.00	308.80	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	2,885.54	7,589.46	0.00	0.00	96.18%
	Total Adult Literacy Office Supply Expense	7,500	4,761.78	8,023.25	0.00	0.00	63.49%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	57,969.18	25,893.59	3,340.97	668.80	85.69%
1803-00	Postage Expense - General Fund	6,800	3,070.51	2,749.09	508.20	0.00	45.15%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	3,220.51	2,749.09	508.20	0.00	46.67%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	239.36	175.00	0.00	0.00	19.95%
	Pension Contribution & Operating Expenses	11,000	6,662.30	5,639.90	4,348.52	0.00	60.57%
	Anaheim Consortium Automated Library System	32,000	1,121.96	0.00	0.00	0.00	3.51%
	Library Board Consultants & Legal	10,000	9,440.00	960.95	5,250.00	0.00	94.40%
	Clipping Service	600	270.00	180.00	90.00	45.00	45.00%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	11,171.25	393.30	1,197.54	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	3,435.99	2,035.00	515.08	0.00	68.72%
	Medical Exams	2,000	1,882.00	1,552.50	0.00	0.00	94.10%
	Collection Services - Accounts Receivable	2,000	689.15	653.10	0.00	0.00	34.46%
	Audit & Accounting Services	10,000	6,911.66	7,536.40	0.00	5,974.40	69.12%
	Payroll Preparation	5,500	3,894.83	2,057.96	669.52	0.00	70.82%
	Election Expenses	0	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	6,844.41	7,949.95	3,539.05	0.00	48.89%
1900-00	Total Specialized Services - General Fund	107,300	45,719.63	39,912.01	14,805.47	7,216.94	42.61%
1900-01	Specialized Services - Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	13,495.02	2,900.00	6,298.17	0.00	96.39%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	0.00	133.35	0.00	0.00	0.00%
	Total Specialized Services	135,300	62,149.41	45,909.27	21,304.68	9,297.78	45.93%
1912-00	Investment Administrative fees for Orange County	3,000	348.57	2,216.78	57.21	49.07	11.62%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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January 15, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	684.63	667.14	186.23	12.95	38.04%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	59,365.94	59,365.94	0.00	0.00	53.82%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	3,497.44	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	38,766.23	20,710.20	0.00	0.00	
2400-02	Special Department Expense - Video		6,350.93	10,689.66	710.92	0.00	
2400-03	Special Department Expense - Electronic		27,974.56	16,555.25	937.00	(4,356.25)	
2400-04	Special Department Expense - Periodicals		7,836.69	6,149.45	109.20	0.00	
2400-05	Special Department Expense - Audio		6,880.80	9,640.45	358.40	0.00	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	718.44	348.40	0.00	0.00	35.92%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	88,935.70	67,590.85	2,115.52	(4,356.25)	35.90%
2600-00	Transportation/Travel - Local Mileage	2,500	824.52	1,074.49	426.21	30.71	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	6,698.06	6,760.04	2,181.21	125.40	63.79%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	1,789.92	3,255.87	55,332.46	199.00	23.87%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	569.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	2,935.80	83.00	14.00	0.00	195.72%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	153.40	503.40	18.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	13,652.15	11,172.01	57,545.67	324.40	58.09%
2801-00	Electricity	65,000	32,435.37	32,415.07	0.00	0.00	49.90%
2802-00	Gas	9,000	4,151.90	4,332.60	982.87	587.99	46.13%
2803-00	Water	6,000	3,455.26	3,234.23	477.32	429.99	57.59%
	Total Utilities	80,000	40,042.53	39,981.90	1,460.19	1,017.98	50.05%
	TOTAL SUPPLIES & SERVICES	841,110	417,503.65	320,800.00	92,882.10	11,419.25	49.64%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 DEC 2007	FY2006-2007 DEC 2006	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	2,307.62	4,594.75	0.00	0.00	38.46%
4000-00	Equipment - General Fund	50,000	21,630.32	25,291.00	3,143.17	721.38	43.26%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,856.20	25,291.00	3,143.17	721.38	53.71%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,856.20	25,291.00	3,143.17	721.38	53.71%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,125,256.65	1,026,414.37	200,619.00	105,969.14	47.22%
	Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	26,807.27	14,793.34	6,415.59	86.54	83.77%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	30,150.08	17,757.25	6,616.63	2,167.38	77.31%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Wendy Goodson, Administrative Services Manager *WGT*

SUBJECT: Request to transfer \$5,000.00 from County Exempt Savings Account to County Exempt Checking Account

DATE: January 15, 2008

BACKGROUND

The County Exempt Checking Account is the bank account used to fund programs such as Passport Expenses and Medical Reimbursement Policy as approved by the Board of Trustees. This checking account requires a reimbursement from the County Exempt Savings Account to conform with library and bank funding requirements.

RECOMMENDATION

Approve the transfer of \$5,000.00 from the County Exempt Savings Account to the County Exempt Checking.

Prepared by: Wendy Goodson

2007-11-15

The New Role for Council Members in the Audit Process

November 2007

by Michael Moreland and Dennis Kneier

Michael Moreland is managing partner of Moreland & Associates, Inc., a statewide accounting firm specializing in serving public agencies, and can be reached at MMoreland@moreland-assoc.com. Dennis Kneier is a council member for the City of San Marino and a certified public accountant and can be reached at dkneier@social.rr.com.

Beginning in FY 2007-08, auditors of California cities must comply with the requirements of the Statement on Auditing Standards No. 114, "The Auditor's Communication With Those Charged Institute of Certified Public Accountants (AICPA) and apply to all industries in connection with a financial statement audit. SAS No. 114 is one of a series of statements intended to improve the auditing With Governance." Statements on Auditing Standards (SASs) are issued by the American process as a result of perceived audit failures in connection with companies such as Enron. The statements are also an attempt to narrow the "expectation gap" between the CPAs' understanding of the services they provide and the public's expectation of those services.

Understanding the Distinction Between Governance And Management

SAS No. 114 distinguishes between those charged with governance versus management. Those charged with governance are the people responsible for overseeing the strategic direction of the entity and its obligations related to accountability, including overseeing the financial reporting process. Management includes the people responsible for achieving the objectives of the entity, with the authority to establish policies and make decisions by which those objectives are to be pursued. Management is responsible for the financial statements, including designing, implementing and maintaining effective internal control over financial reporting.

In large companies, such as General Motors, there is a big distinction between those charged with governance and those responsible for management. As defined here, members of the board of directors oversee the strategic direction of the company including the financial reporting process. Appointment to the General Motors board of directors is reserved for individuals who bring specific talents that have been identified as necessary to carry out the board's responsibilities. In smaller businesses, such as a restaurant or an insurance agency, those charged with governance and management are frequently the same person or small group of people.

In a California city, the city council members are "those charged with governance," and the city manager and his or her management group are "management." They are always two separate groups. To be elected to the city council, the candidate must meet residency and age requirements and receive the most votes. While many city council members possess the skills necessary to oversee the financial reporting process, there is no requirement for them or the city council as a group to have that skill set. On the other hand, the city council requires management to have the skills necessary to achieve the goals of the city, including designing, implementing and maintaining effective internal control over financial reporting.

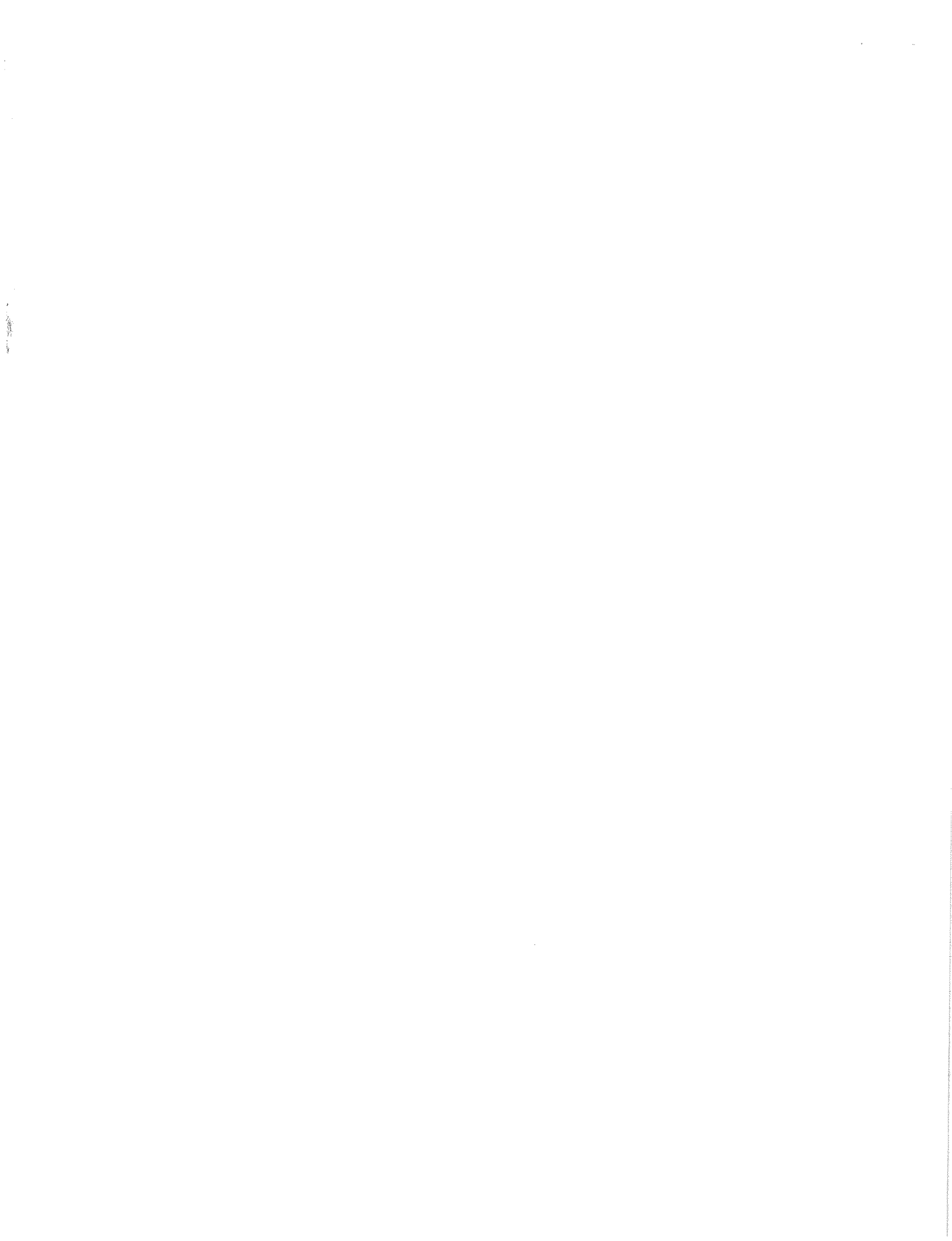
Understanding the Auditing Process

Because governance is a collective responsibility, a subgroup of the city council, such as an audit committee or even an individual, may be charged with specific tasks to help the city council meet its financial reporting oversight responsibilities. Each city council hires a CPA firm to perform the annual audit. If a city council does not have the necessary skills to carry out its oversight responsibilities, the council may hire a second CPA firm to assist them in meeting their SAS No. 114 responsibilities. They cannot use the same CPA firm for both duties.

Although city council members are not required to have the skills necessary to oversee the financial reporting process in order to get elected, the city council nevertheless must have these skills to carry out the responsibilities of those charged with governance. Therefore, the city council's choices are to hire a second CPA firm to assist them or to identify someone on the council who can be trained to fulfill these responsibilities. Most city councils are likely to choose the latter option.

As indicated previously, the auditor has a responsibility under SAS No. 114 to report to those charged with governance in connection with the annual audit of the city's financial statements and:

- Communicate the responsibilities of the auditor in relation to the financial statement audit and provide an overview of the scope and timing of the audit;
- Obtain information relevant to the audit from those charged with governance; and
- Provide the city council with timely observations arising from the audit that are relevant to their responsibilities in overseeing the financial reporting process.



- SAS No. 114 focuses primarily on communications from the auditor to those charged with governance. However, effective two-way communication is also very important in assisting:
- The auditor and those charged with governance in understanding matters related to the audit in context and in developing a constructive working relationship;
- The auditor in obtaining information relevant to the audit from those charged with governance; and
- Those charged with governance in fulfilling their responsibility to oversee the financial reporting process, thereby improving their understanding of the city's financial position and reducing the risks of material misstatement of the financial statements.

If the auditor believes that the two-way communications with the city council are inadequate, he or she may modify the auditor's opinion on the basis of a scope limitation or even withdraw from the engagement. Neither of these options is acceptable in the public sector.

Therefore, it is important for council members to understand the new requirements of their auditors imposed by SAS No. 114. It is also important for city councils to identify those members with the skills necessary to provide the required two-way communication with their auditors.

League Training Provides Needed Skills

A practical way to gain the skills necessary to meet these responsibilities is to sign up for League-sponsored training that prepares city council members to more effectively oversee the financial reporting process and establish good two-way communications with their auditors. This training will be offered as part of the New Mayors and Council Members Academy, Jan. 16-18, 2008, at the Hyatt Regency in Sacramento (online registration is available at www.cacities.org/events).

The League training addresses such questions as:

- What are the requirements for an annual audit?
- What is included in the annual audit process?
- How does the city council evaluate the results of the annual audit?
- What are the city council's responsibilities in connection with the annual audit?
- How does the city council carry out its responsibilities in connection with the annual audit process?
- How does the city council oversee the financial reporting process?
- Why can't the city council's responsibilities be delegated to management?
- How does the city council evaluate management's performance in designing, implementing and maintaining effective internal control over financial reporting?
- What types of services provided by the independent auditor may lead to a lack of independence or the appearance of a lack of independence?

These are the same issues the city council will need to discuss with their auditors on an annual basis.

Many city council members may be concerned about how to address these issues because they do not believe they have the necessary background or education. That is why the League training is so important. Serving on a city council has the same responsibilities as serving on the board of directors of a company. It is critical for the city council to identify those members who, with additional training, are capable of addressing all of these issues on behalf of the entire council.

After one or more members of the city council complete the training program, the entire city council will be much more comfortable dealing with their independent auditors. Future changes in the audit process or changes in the responsibilities of the city council can be provided by the city's independent auditors.

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01/10/08
Accrual Basis

Placentia Library District
Balance Sheet
As of December 31, 2007

	<u>Dec 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,890.82
County Exempt - Savings	17,535.47
General Fund - Checking	2,622.63
General Fund - Savings	7,308.42
Literacy Fund - Savings	14,244.65
Payroll Checking - Wells Fargo	19,540.89
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>87,767.46</u>
Total Current Assets	87,767.46
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,326,723.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,816.55
Total Capital	68,737.80
Net Income	-1,221.93
Total Equity	<u>917,800.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,327,383.15</u></u>

*As required by Government Code Section 53646(b)(1):
The Placentia Library District is in compliance with its investment policy,
The Placentia Library District meets its expenditure requirements for 6 months,
The Placentia Library District investment account is held by California National Bank, original purchase date Jan 27, 2003; maturity date April 27, 2008.*

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01/10/08

Accrual Basis

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

July through December 2007

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Ordinary Income/Expense						
Income						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	5,000.00	0.00	0.00	0.00	0.00	5,000.00
COE Friends Adult Programming	2,000.00	0.00	0.00	0.00	0.00	2,000.00
COE Interest	67.10	0.00	0.00	0.00	0.00	67.10
COE Life Insur Suplmt(EDM)	259.22	0.00	0.00	0.00	0.00	259.22
COE Meeting Room Income	2,872.00	0.00	0.00	0.00	0.00	2,872.00
COE Miscellaneous Income	4.50	0.00	0.00	0.00	0.00	4.50
COE Passport Chck Reimbursement	23,426.85	0.00	0.00	0.00	0.00	23,426.85
COE Staff Appreciation Reimb	480.00	0.00	0.00	0.00	0.00	480.00
COE Test Proctoring Income	1,048.80	0.00	0.00	0.00	0.00	1,048.80
GF Bankcard Deposit	0.00	33,205.40	0.00	0.00	0.00	33,205.40
GF Cash Register - Childrens	0.00	335.00	0.00	0.00	0.00	335.00
GF Cash Register - Copy/Debit	0.00	284.46	0.00	0.00	0.00	284.46
GF Cash Register - Fines	0.00	11,896.84	0.00	0.00	0.00	11,896.84
GF Cash Register - Lost Items	0.00	1,004.40	0.00	0.00	0.00	1,004.40
GF Cash Register - Misc.	0.00	859.60	0.00	0.00	0.00	859.60
GF cash register - Passport Pho	0.00	13,627.00	0.00	0.00	0.00	13,627.00
GF Cash Register - Reserves	0.00	1,036.73	0.00	0.00	0.00	1,036.73
GF Copier coinbox	0.00	1,553.67	0.00	0.00	0.00	1,553.67
GF County Reimbursements	0.00	6,358.91	0.00	0.00	0.00	6,358.91
GF Deposit Correction Income	0.00	254.00	0.00	0.00	0.00	254.00
GF Fed Work Study Reimbursement	0.00	8,052.59	0.00	0.00	0.00	8,052.59
GF Interest	0.00	119.60	0.00	0.00	0.00	119.60
GF Miscellaneous Income	0.00	1,259.05	0.00	0.00	0.00	1,259.05
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	2,177.00	0.00	0.00	0.00	2,177.00
GF Passport Revenue	0.00	79,761.34	0.00	0.00	0.00	79,761.34
GF State Library Grants	0.00	5,000.00	0.00	0.00	0.00	5,000.00
GF State Library Reimbursements	0.00	7,493.55	0.00	0.00	0.00	7,493.55
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	56.98	0.00	0.00	56.98
PA Wire Transfer from County	0.00	0.00	0.00	627,136.00	0.00	627,136.00
Total Income	36,658.47	184,619.21	642.89	627,136.00	0.00	849,056.57
Expense						
COE Bank fees	15.50	0.00	0.00	0.00	0.00	15.50
COE Childn's Strytime (Friends)	400.00	0.00	0.00	0.00	0.00	400.00
COE Childn's Summer Rdng Prgm	3,265.60	0.00	0.00	0.00	0.00	3,265.60
COE Friend's Director's Fund	698.61	0.00	0.00	0.00	0.00	698.61
COE Friends Adlt Prgm Expense	422.26	0.00	0.00	0.00	0.00	422.26
COE Life Insurance payment	651.95	0.00	0.00	0.00	0.00	651.95
COE Medical Reimbursement Polic	1,866.19	0.00	0.00	0.00	0.00	1,866.19
COE Meeting Room Maintenance	1,144.76	0.00	0.00	0.00	0.00	1,144.76
COE Passport Expenses	24,677.50	0.00	0.00	0.00	0.00	24,677.50
COE Staff Appreciation	740.02	0.00	0.00	0.00	0.00	740.02
GF Advertising Expense	0.00	47.33	0.00	0.00	0.00	47.33
GF Bank Fees	0.00	28.00	0.00	0.00	0.00	28.00
GF Bank Return Check Item/Fees	0.00	158.00	0.00	0.00	0.00	158.00
GF Bankcard Service Charge	0.00	1,422.59	0.00	0.00	0.00	1,422.59
GF Equipment (400)	0.00	927.34	0.00	0.00	0.00	927.34
GF Food	0.00	20.82	0.00	0.00	0.00	20.82
GF Household Expenses	0.00	122.76	0.00	0.00	0.00	122.76
GF Library Materials - Audio V	0.00	85.00	0.00	0.00	0.00	85.00
GF Literacy	0.00	1,185.24	0.00	0.00	0.00	1,185.24
GF Office Expense	0.00	1,199.35	0.00	0.00	0.00	1,199.35
GF Patron Credit	0.00	13.90	0.00	0.00	0.00	13.90
GF Postage	0.00	0.00	0.00	0.00	0.00	0.00
GF Transfer to COE	0.00	12,384.65	0.00	0.00	0.00	12,384.65
GF Transfer to GF Savings	0.00	21,837.59	0.00	0.00	0.00	21,837.59
GF Transfers to County	0.00	150,780.04	0.00	0.00	0.00	150,780.04
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	71.40	0.00	0.00	0.00	71.40
GF Travel Staff	0.00	720.97	0.00	0.00	0.00	720.97
GF Travel Trustees	0.00	119.00	0.00	0.00	0.00	119.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	42,154.92	0.00	42,154.92
PA Empl Optional Benefit	0.00	0.00	0.00	885.00	0.00	885.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,529.25	0.00	2,529.25
PA Employee Life Insurance	0.00	0.00	0.00	259.22	0.00	259.22
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	144,228.65	0.00	144,228.65
PA Salaries	0.00	0.00	0.00	435,254.58	0.00	435,254.58
Total Expense	33,882.39	191,465.18	0.00	625,311.62	0.00	850,659.19
Net Ordinary Income	2,776.08	-6,845.97	642.89	1,824.38	0.00	-1,602.62
Net Income	2,776.08	-6,845.97	642.89	1,824.38	0.00	-1,602.62

11:19 AM
01/10/08

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 12/31/2007**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,609.60
Cleared Transactions						
Checks and Payments - 51 items						
Check	10/23/2007	7570	Saundra Stark	X	-556.63	-556.63
Check	10/23/2007	7569	Gaeten Wood	X	-157.23	-713.86
Check	11/28/2007	7628	U.S. Department of ...	X	-186.00	-899.86
Check	11/28/2007	7629	U.S. Department of ...	X	-143.25	-1,043.11
Check	11/28/2007	7626	U.S. Department of ...	X	-104.00	-1,147.11
Check	11/28/2007	7627	U.S. Department of ...	X	-67.00	-1,214.11
Check	11/28/2007	7624	Gerald M. Binder, P...	X	-50.00	-1,264.11
Check	11/29/2007	7631	U.S. Department of ...	X	-127.00	-1,391.11
Check	11/29/2007	7632	U.S. Department of ...	X	-67.00	-1,458.11
Check	11/29/2007	7634	U.S. Department of ...	X	-67.00	-1,525.11
Check	11/29/2007	7635	U.S. Department of ...	X	-67.00	-1,592.11
Check	11/29/2007	7630	Margo's Flowers	X	-51.72	-1,643.83
Check	11/29/2007	7633	Elizabeth D Minter	X	-50.00	-1,693.83
Check	12/1/2007	7637	U.S. Department of ...	X	-260.00	-1,953.83
Check	12/1/2007	7636	U.S. Department of ...	X	-134.00	-2,087.83
Check	12/4/2007	7641	U.S. Department of ...	X	-127.00	-2,214.83
Check	12/4/2007	7639	U.S. Department of ...	X	-127.00	-2,341.83
Check	12/4/2007	7640	U.S. Department of ...	X	-112.00	-2,453.83
Check	12/5/2007	7642	U.S. Department of ...	X	-112.00	-2,565.83
Check	12/5/2007	7643	U.S. Department of ...	X	-52.00	-2,617.83
Check	12/6/2007	7644	U.S. Department of ...	X	-223.00	-2,840.83
Check	12/6/2007	7645	U.S. Department of ...	X	-127.00	-2,967.83
Check	12/6/2007	7646	U.S. Department of ...	X	-67.00	-3,034.83
Check	12/8/2007	7647	U.S. Department of ...	X	-52.00	-3,086.83
Check	12/10/2007	7648	U.S. Department of ...	X	-67.00	-3,153.83
Check	12/11/2007	7649	Mark Passarella	X	-67.00	-3,220.83
Check	12/12/2007	7650	U.S. Department of ...	X	-52.00	-3,272.83
Check	12/13/2007	7654	U.S. Department of ...	X	-271.50	-3,544.33
Check	12/13/2007	7651	U.S. Department of ...	X	-134.00	-3,678.33
Check	12/13/2007	7652	U.S. Department of ...	X	-67.00	-3,745.33
Check	12/17/2007	7655	U.S. Department of ...	X	-104.00	-3,849.33
Check	12/18/2007	7657	U.S. Department of ...	X	-134.00	-3,983.33
Check	12/18/2007	7656	U.S. Department of ...	X	-67.00	-4,050.33
Check	12/19/2007	7660	U.S. Department of ...	X	-134.00	-4,184.33
Check	12/19/2007	7661	U.S. Department of ...	X	-67.00	-4,251.33
Check	12/19/2007	7659	U.S. Department of ...	X	-67.00	-4,318.33
Check	12/19/2007	7658	U.S. Department of ...	X	-52.00	-4,370.33
Check	12/20/2007	7663	U.S. Department of ...	X	-67.00	-4,437.33
Check	12/20/2007	7664	U.S. Department of ...	X	-67.00	-4,504.33
Check	12/20/2007	7662	Sam's Club	X	-48.80	-4,553.13
Check	12/22/2007	7670	U.S. Department of ...	X	-127.00	-4,680.13
Check	12/22/2007	7668	U.S. Department of ...	X	-67.00	-4,747.13
Check	12/22/2007	7669	U.S. Department of ...	X	-52.00	-4,799.13
Check	12/22/2007	7666	Yesenia Gomez	X	-15.00	-4,814.13
Check	12/23/2007	7672	U.S. Department of ...	X	-143.25	-4,957.38
Check	12/27/2007	7674	U.S. Department of ...	X	-134.00	-5,091.38
Check	12/27/2007	7675	U.S. Department of ...	X	-67.00	-5,158.38
Check	12/27/2007	7676	U.S. Department of ...	X	-67.00	-5,225.38
Check	12/27/2007	7677	U.S. Department of ...	X	-67.00	-5,292.38
Check	12/27/2007	7673	U.S. Department of ...	X	-67.00	-5,359.38
Check	12/29/2007	7678	U.S. Department of ...	X	-67.00	-5,426.38
Total Checks and Payments					-5,426.38	-5,426.38
Deposits and Credits - 28 items						
Check	12/1/2005	6021	Kendal Flowers	X	0.00	0.00
Check	3/1/2006	6151	Passport Services	X	0.00	0.00
Check	3/2/2006	6159	Passport Services	X	0.00	0.00
Check	12/31/2006	6809	Estella A. Wnek	X	0.00	0.00
Check	8/22/2007	7452	Jim Roberts	X	0.00	0.00
Check	9/10/2007	7483	Rafael Gomez	X	0.00	0.00
Check	9/18/2007	7500	Color Tech Screenp...	X	0.00	0.00
Check	11/15/2007	7597	Cantemos	X	0.00	0.00
Check	11/20/2007	7609	UPS	X	0.00	0.00
Check	11/28/2007	7625	Sam's Club	X	0.00	0.00
Deposit	12/1/2007			X	984.25	984.25

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/4/2007	7638	U.S. Department of ...	X	0.00	984.25
Deposit	12/4/2007			X	134.00	1,118.25
Deposit	12/6/2007			X	52.00	1,170.25
Deposit	12/6/2007			X	112.00	1,282.25
Deposit	12/6/2007			X	112.00	1,394.25
Deposit	12/7/2007			X	417.00	1,811.25
Check	12/13/2007	7653	U.S. Department of ...	X	0.00	1,811.25
Deposit	12/13/2007			X	52.00	1,863.25
Deposit	12/14/2007			X	942.25	2,805.50
Deposit	12/15/2007			X	112.00	2,917.50
Deposit	12/15/2007			X	201.00	3,118.50
Deposit	12/20/2007			X	67.00	3,185.50
Deposit	12/20/2007			X	119.00	3,304.50
Deposit	12/26/2007			X	67.00	3,371.50
Deposit	12/26/2007			X	500.00	3,871.50
Deposit	12/31/2007			X	67.00	3,938.50
Deposit	1/9/2008			X	0.00	3,938.50
Total Deposits and Credits					3,938.50	3,938.50
Total Cleared Transactions					-1,487.88	-1,487.88
Cleared Balance					-1,487.88	3,121.72
Uncleared Transactions						
Checks and Payments - 3 items						
Check	12/20/2007	7665	Minuteman Press		-96.90	-96.90
Check	12/22/2007	7667	Estella A. Wnek		-15.00	-111.90
Check	12/29/2007	7679	U.S. Department of ...		-119.00	-230.90
Total Checks and Payments					-230.90	-230.90
Total Uncleared Transactions					-230.90	-230.90
Register Balance as of 12/31/2007					-1,718.78	2,890.82
New Transactions						
Checks and Payments - 15 items						
Check	1/2/2008	7680	U.S. Department of ...		-67.00	-67.00
Check	1/3/2008	7682	U.S. Department of ...		-290.00	-357.00
Check	1/3/2008	7681	U.S. Department of ...		-104.00	-461.00
Check	1/3/2008	7683	U.S. Department of ...		-67.00	-528.00
Check	1/3/2008	7684	U.S. Department of ...		-67.00	-595.00
Check	1/3/2008	7685	U.S. Department of ...		-67.00	-662.00
Check	1/5/2008	7687	U.S. Department of ...		-335.00	-997.00
Check	1/5/2008	7686	U.S. Department of ...		-67.00	-1,064.00
Check	1/7/2008	7688	U.S. Department of ...		-127.00	-1,191.00
Check	1/7/2008	7689	U.S. Department of ...		-67.00	-1,258.00
Check	1/8/2008	7690	U.S. Department of ...		-186.00	-1,444.00
Check	1/8/2008	7691	U.S. Department of ...		-104.00	-1,548.00
Check	1/8/2008	7693	U.S. Department of ...		-67.00	-1,615.00
Check	1/8/2008	7692	U.S. Department of ...		-67.00	-1,682.00
Check	1/9/2008	7694	U.S. Department of ...		-112.00	-1,794.00
Total Checks and Payments					-1,794.00	-1,794.00
Deposits and Credits - 4 items						
Deposit	1/5/2008				104.00	104.00
Deposit	1/5/2008				134.00	238.00
Deposit	1/5/2008				603.25	841.25
Deposit	1/8/2008				67.00	908.25
Total Deposits and Credits					908.25	908.25
Total New Transactions					-885.75	-885.75
Ending Balance					-2,604.53	2,005.07

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Placentia Library District Reconciliation Detail

County Exempt - Savings, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,771.06
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/1/2007	1578	Greg's Carpet & Up...	X	-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 16 items						
Deposit	12/1/2007			X	19.94	19.94
Deposit	12/6/2007			X	35.00	54.94
Deposit	12/6/2007			X	35.00	89.94
Deposit	12/13/2007			X	19.94	109.88
Deposit	12/13/2007			X	140.00	249.88
Deposit	12/15/2007			X	35.00	284.88
Deposit	12/15/2007			X	105.00	389.88
Deposit	12/20/2007			X	30.00	419.88
Deposit	12/20/2007			X	30.00	449.88
Deposit	12/22/2007			X	19.94	469.82
Check	12/26/2007	1579	Protective Life Insur...	X	0.00	469.82
Deposit	12/26/2007			X	30.00	499.82
Deposit	12/27/2007			X	31.50	531.32
Deposit	12/31/2007			X	12.14	543.46
Deposit	12/31/2007			X	30.00	573.46
Deposit	12/31/2007			X	30.00	603.46
Total Deposits and Credits					603.46	603.46
Total Cleared Transactions					428.50	428.50
Cleared Balance					428.50	18,199.56
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/26/2007	1580	Protective Life Insur...		-651.95	-651.95
Total Checks and Payments					-651.95	-651.95
Total Uncleared Transactions					-651.95	-651.95
Register Balance as of 12/31/2007					-223.45	17,547.61
Ending Balance					-223.45	17,547.61

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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,530.64
Cleared Transactions						
Checks and Payments - 11 items						
Check	11/21/2007		Bank of the West	X	-4.50	-4.50
Check	11/29/2007	5640	Placentia Library Di...	X	-984.25	-988.75
Check	11/29/2007	5639	Placentia Chamber ...	X	-42.00	-1,030.75
Check	12/3/2007		Bank of the West	X	-190.39	-1,221.14
Check	12/12/2007	5646	El Torito	X	-24.43	-1,245.57
Check	12/13/2007	5648	Placentia Glass & S...	X	-47.33	-1,292.90
Check	12/14/2007	5649	Placentia Library Di...	X	-942.25	-2,235.15
Check	12/17/2007	5650	Placentia Library G...	X	-3,498.47	-5,733.62
Check	12/18/2007	5651	Sam's Club	X	-283.20	-6,016.82
Check	12/18/2007	5652	Smart & Final	X	-71.17	-6,087.99
Check	12/26/2007	5653	Placentia Library Di...	X	-500.00	-6,587.99
Total Checks and Payments					-6,587.99	-6,587.99
Deposits and Credits - 27 items						
Check	7/31/2007		Bank of the West	X	0.00	0.00
Deposit	12/3/2007			X	40.00	40.00
Deposit	12/3/2007			X	315.00	355.00
Deposit	12/4/2007			X	232.00	587.00
Deposit	12/5/2007			X	162.00	749.00
Check	12/7/2007	5647	Secretary of State	X	0.00	749.00
Deposit	12/7/2007			X	293.95	1,042.95
Check	12/10/2007	5644	Secretary of State	X	0.00	1,042.95
Check	12/10/2007	5645	Secretary of State	X	0.00	1,042.95
Check	12/10/2007	5643	School of Continuin...	X	0.00	1,042.95
Deposit	12/10/2007			X	30.00	1,072.95
Deposit	12/10/2007			X	137.00	1,209.95
Deposit	12/11/2007			X	172.00	1,381.95
Deposit	12/13/2007			X	40.00	1,421.95
Deposit	12/14/2007			X	80.00	1,501.95
Deposit	12/17/2007			X	40.00	1,541.95
Deposit	12/17/2007			X	189.00	1,730.95
Deposit	12/19/2007			X	40.00	1,770.95
Deposit	12/19/2007			X	528.00	2,298.95
Deposit	12/20/2007			X	142.00	2,440.95
Deposit	12/21/2007			X	112.00	2,552.95
Deposit	12/24/2007			X	87.00	2,639.95
Deposit	12/24/2007			X	268.25	2,908.20
Deposit	12/26/2007			X	154.47	3,062.67
Deposit	12/27/2007			X	222.00	3,284.67
Deposit	12/28/2007			X	463.00	3,747.67
Deposit	12/31/2007			X	366.00	4,113.67
Total Deposits and Credits					4,113.67	4,113.67
Total Cleared Transactions					-2,474.32	-2,474.32
Cleared Balance					-2,474.32	3,056.32
Uncleared Transactions						
Checks and Payments - 2 items						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	12/21/2007		Bank of the West		-4.50	-433.69
Total Checks and Payments					-433.69	-433.69
Total Uncleared Transactions					-433.69	-433.69
Register Balance as of 12/31/2007					-2,908.01	2,622.63
New Transactions						
Checks and Payments - 2 items						
Check	1/7/2008	5655	Placentia Library Di...		-603.25	-603.25
Check	1/8/2008	5657	Orange County Cler...		-34.25	-637.50
Total Checks and Payments					-637.50	-637.50
Deposits and Credits - 11 items						
Deposit	1/2/2008				58.29	58.29

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Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	1/3/2008				647.00	705.29
Deposit	1/4/2008				142.00	847.29
Deposit	1/5/2008				451.39	1,298.68
Check	1/6/2008	5654	Sam's Club			1,298.68
Check	1/7/2008	5656	Sam's Club			1,298.68
Deposit	1/7/2008				242.00	1,540.68
Deposit	1/7/2008				585.00	2,125.68
Deposit	1/8/2008				68.00	2,193.68
Deposit	1/8/2008				503.00	2,696.68
Deposit	1/9/2008				411.00	3,107.68
Total Deposits and Credits					3,107.68	3,107.68
Total New Transactions					2,470.18	2,470.18
Ending Balance					-437.83	5,092.81

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 12/31/2007**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						8,346.41
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/17/2007	1290	Orange County Aud...	X	-25,719.87	-25,719.87
Total Checks and Payments					-25,719.87	-25,719.87
Deposits and Credits - 32 items						
Deposit	12/4/2007			X	1,166.20	1,166.20
Deposit	12/5/2007			X	394.10	1,560.30
Deposit	12/6/2007			X	141.50	1,701.80
Deposit	12/6/2007			X	394.55	2,096.35
Deposit	12/6/2007			X	421.70	2,518.05
Deposit	12/6/2007			X	619.71	3,137.76
Deposit	12/6/2007			X	427.70	3,565.46
Deposit	12/7/2007			X	529.95	4,095.41
Deposit	12/10/2007			X	584.90	4,680.31
Deposit	12/10/2007			X	8,052.59	12,732.90
Deposit	12/12/2007			X	25.10	12,758.00
Deposit	12/12/2007			X	591.60	13,349.60
Deposit	12/13/2007			X	423.10	13,772.70
Deposit	12/15/2007			X	54.75	13,827.45
Deposit	12/15/2007			X	300.70	14,128.15
Deposit	12/15/2007			X	345.85	14,474.00
Deposit	12/15/2007			X	1,406.80	15,880.80
Deposit	12/17/2007			X	494.19	16,374.99
Deposit	12/17/2007			X	3,498.47	19,873.46
Deposit	12/18/2007			X	161.04	20,034.50
Deposit	12/18/2007			X	413.59	20,448.09
Deposit	12/20/2007			X	75.80	20,523.89
Deposit	12/20/2007			X	399.14	20,923.03
Deposit	12/20/2007			X	587.47	21,510.50
Deposit	12/22/2007			X	307.60	21,818.10
Deposit	12/26/2007			X	208.60	22,026.70
Deposit	12/26/2007			X	390.30	22,417.00
Deposit	12/27/2007			X	312.70	22,729.70
Deposit	12/31/2007			X	11.80	22,741.50
Deposit	12/31/2007			X	336.40	23,077.90
Deposit	12/31/2007			X	808.65	23,886.55
Deposit	12/31/2007			X	1,433.20	25,319.75
Total Deposits and Credits					25,319.75	25,319.75
Total Cleared Transactions					-400.12	-400.12
Cleared Balance					-400.12	7,946.29
Register Balance as of 12/31/2007					-400.12	7,946.29
New Transactions						
Deposits and Credits - 5 items						
Deposit	1/5/2008				880.35	880.35
Deposit	1/5/2008				1,197.20	2,077.55
Deposit	1/5/2008				30,000.00	32,077.55
Deposit	1/8/2008				856.80	32,934.35
Deposit	1/9/2008				607.30	33,541.65
Total Deposits and Credits					33,541.65	33,541.65
Total New Transactions					33,541.65	33,541.65
Ending Balance					33,141.53	41,487.94

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,244.65
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2007			X	9.68	9.68
Total Deposits and Credits					9.68	9.68
Total Cleared Transactions					9.68	9.68
Cleared Balance					9.68	14,254.33
Register Balance as of 12/31/2007					9.68	14,254.33
Ending Balance					9.68	14,254.33

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,219.78
Cleared Transactions						
Checks and Payments - 72 items						
Check	10/31/2007	8402	Thomas Sheridan	X	-519.83	-519.83
Check	11/14/2007	8430	Thomas Sheridan	X	-114.15	-633.98
Check	11/14/2007	8415	Kayla Kawile	X	-90.04	-724.02
Check	11/28/2007	8464	Tax Deferred Servic...	X	-1,944.34	-2,668.36
Check	11/28/2007	8437	Gary Bell	X	-1,586.55	-4,254.91
Check	11/28/2007	8463	Nationwide Retirem...	X	-1,153.45	-5,408.36
Check	11/28/2007	8445	Beatrice V. Quintanar	X	-977.55	-6,385.91
Check	11/28/2007	8440	David Ferrari	X	-915.57	-7,301.48
Check	11/28/2007	8446	Hilda Rivera	X	-754.81	-8,056.29
Check	11/28/2007	8454	Truc Nguyen	X	-501.30	-8,557.59
Check	11/28/2007	8439	Diane Cunningham	X	-460.03	-9,017.62
Check	11/28/2007	8451	Paulette Garcia	X	-277.73	-9,295.35
Check	11/28/2007	8455	Christina Perez	X	-242.03	-9,537.38
Check	11/28/2007	8443	Noreth Men	X	-240.48	-9,777.86
Check	11/28/2007	8460	Orange County Aud...	X	-231.89	-10,009.75
Check	11/28/2007	8450	Raquel Galarza	X	-202.84	-10,212.59
Check	11/28/2007	8457	Thomas Sheridan	X	-171.22	-10,383.81
Check	11/28/2007	8449	Rosa De Alba	X	-163.02	-10,546.83
Check	11/28/2007	8453	Buckner Nesheim	X	-161.34	-10,708.17
Check	11/28/2007	8459	Natalia Wingert	X	-150.22	-10,858.39
Check	11/28/2007	8462	Prepaid Legal Servi...	X	-147.50	-11,005.89
Check	11/28/2007	8458	Joseph Von Regius	X	-135.85	-11,141.74
Check	11/28/2007	8447	Kelleny Rivera	X	-120.51	-11,262.25
Check	11/28/2007	8452	Melissa Manzanarez	X	-89.99	-11,352.24
Check	11/28/2007	8456	Araceli Ramirez	X	-85.61	-11,437.85
Check	11/28/2007	8448	Robert Almanza	X	-81.51	-11,519.36
Check	11/28/2007	8444	Joe Queriapa	X	-76.18	-11,595.54
Check	11/28/2007	8461	Placentia Library Di...	X	-19.94	-11,615.48
Check	12/12/2007		Paychex	X	-26,622.85	-38,238.33
Check	12/12/2007		Paychex	X	-11,180.65	-49,418.98
Check	12/12/2007	8494	Tax Deferred Servic...	X	-1,979.34	-51,398.32
Check	12/12/2007	8465	Gary Bell	X	-1,586.55	-52,984.87
Check	12/12/2007	8493	Nationwide Retirem...	X	-1,153.45	-54,138.32
Check	12/12/2007	8473	Beatrice V. Quintanar	X	-989.23	-55,127.55
Check	12/12/2007	8467	David Ferrari	X	-905.03	-56,032.58
Check	12/12/2007	8474	Hilda Rivera	X	-754.76	-56,787.34
Check	12/12/2007	8469	Alexander Hernandez	X	-602.10	-57,389.44
Check	12/12/2007	8484	Truc Nguyen	X	-501.30	-57,890.74
Check	12/12/2007	8488	Sothavy Ton	X	-461.75	-58,352.49
Check	12/12/2007	8478	Amanda Evans	X	-386.52	-58,739.01
Check	12/12/2007	8486	Araceli Ramirez	X	-277.73	-59,016.74
Check	12/12/2007	8466	Diane Cunningham	X	-233.49	-59,250.23
Check	12/12/2007	8491	Orange County Aud...	X	-231.89	-59,482.12
Check	12/12/2007	8480	Paulette Garcia	X	-226.84	-59,708.96
Check	12/12/2007	8483	Buckner Nesheim	X	-224.68	-59,933.64
Check	12/12/2007	8485	Christina Perez	X	-224.17	-60,157.81
Check	12/12/2007	8489	Joseph Von Regius	X	-176.60	-60,334.41
Check	12/12/2007	8477	Denisse Curiel	X	-163.02	-60,497.43
Check	12/12/2007	8482	Melissa Manzanarez	X	-157.30	-60,654.73
Check	12/12/2007	8475	Kelleny Rivera	X	-139.97	-60,794.70
Check	12/12/2007	8472	Joe Queriapa	X	-138.52	-60,933.22
Check	12/12/2007	8490	Natalia Wingert	X	-126.88	-61,060.10
Check	12/12/2007	8476	Robert Almanza	X	-108.67	-61,168.77
Check	12/12/2007	8468	Denae Frieling	X	-108.13	-61,276.90
Check	12/12/2007	8470	Gabriel Hernandez	X	-104.87	-61,381.77
Check	12/12/2007	8492	Placentia Library Di...	X	-19.94	-61,401.71
Check	12/26/2007		Paychex	X	-27,093.30	-88,495.01
Check	12/26/2007		Paychex	X	-11,628.06	-100,123.07
Check	12/26/2007	8529	Tax Deferred Servic...	X	-1,979.30	-102,102.37
Check	12/26/2007	8498	David Ferrari	X	-931.41	-103,033.78
Check	12/26/2007	8503	Hilda Rivera	X	-754.76	-103,788.54
Check	12/26/2007	8499	Alexander Hernandez	X	-650.88	-104,439.42
Check	12/26/2007	8507	Anna Cox	X	-501.30	-104,940.72
Check	12/26/2007	8523	Joseph Von Regius	X	-264.91	-105,205.63
Check	12/26/2007	8525	Orange County Aud...	X	-231.89	-105,437.52

Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 12/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/26/2007	8518	Araceli Ramirez	X	-223.66	-105,661.18
Check	12/26/2007	8497	Diane Cunningham	X	-155.67	-105,816.85
Check	12/26/2007	8504	Kelleny Rivera	X	-139.97	-105,956.82
Check	12/26/2007	8501	Joe Queriapa	X	-138.52	-106,095.34
Check	12/26/2007		Paychex	X	-53.05	-106,148.39
Check	12/26/2007	8526	Placentia Library Di...	X	-19.94	-106,168.33
Check	12/26/2007		Paychex	X	-8.78	-106,177.11
Total Checks and Payments					-106,177.11	-106,177.11
Deposits and Credits - 3 items						
Check	8/22/2007	8210	Lachmi Jaini	X	0.00	0.00
Deposit	12/5/2007			X	47,472.00	47,472.00
Deposit	12/19/2007			X	47,472.00	94,944.00
Total Deposits and Credits					94,944.00	94,944.00
Total Cleared Transactions					-11,233.11	-11,233.11
Cleared Balance					-11,233.11	28,986.67
Uncleared Transactions						
Checks and Payments - 31 items						
Check	5/30/2007	7986	Orange County Aud...		-190.20	-190.20
Check	9/5/2007	8276	Thomas Sheridan		-42.81	-233.01
Check	10/17/2007	8372	May Lo		-33.97	-266.98
Check	11/28/2007	8442	Kayla Kawile		-138.52	-405.50
Check	12/12/2007	8481	Danielle Koliboski		-294.44	-699.94
Check	12/12/2007	8487	Evelyn Soqui		-164.74	-864.68
Check	12/12/2007	8479	Raquel Galarza		-137.41	-1,002.09
Check	12/12/2007	8471	Kayla Kawile		-110.82	-1,112.91
Check	12/26/2007	8495	Gary Bell		-1,586.55	-2,699.46
Check	12/26/2007	8528	Nationwide Retirem...		-1,153.39	-3,852.85
Check	12/26/2007	8502	Beatrice V. Quintanar		-989.23	-4,842.08
Check	12/26/2007	8516	Truc Nguyen		-468.05	-5,310.13
Check	12/26/2007	8519	Colleen Reyes		-453.74	-5,763.87
Check	12/26/2007	8520	Thomas Sheridan		-449.85	-6,213.72
Check	12/26/2007	8510	Amanda Evans		-386.52	-6,600.24
Check	12/26/2007	8524	Natalia Wingert		-301.92	-6,902.16
Check	12/26/2007	8517	Christina Perez		-264.30	-7,166.46
Check	12/26/2007	8521	Evelyn Soqui		-254.91	-7,421.37
Check	12/26/2007	8506	Tiffany Armstrong		-253.43	-7,674.80
Check	12/26/2007	8512	Paulette Garcia		-226.84	-7,901.64
Check	12/26/2007	8515	Buckner Nesheim		-217.49	-8,119.13
Check	12/26/2007	8522	Sothavy Ton		-209.96	-8,329.09
Check	12/26/2007	8496	Dorothy J. Cummings		-187.28	-8,516.37
Check	12/26/2007	8511	Raquel Galarza		-170.12	-8,686.49
Check	12/26/2007	8514	Melissa Manzanarez		-150.62	-8,837.11
Check	12/26/2007	8527	Prepaid Legal Servi...		-147.50	-8,984.61
Check	12/26/2007	8500	Kayla Kawile		-138.52	-9,123.13
Check	12/26/2007	8505	Robert Almanza		-108.67	-9,231.80
Check	12/26/2007	8509	Rosa De Alba		-95.10	-9,326.90
Check	12/26/2007	8513	Danielle Koliboski		-64.54	-9,391.44
Check	12/26/2007	8508	Denisse Curiel		-54.34	-9,445.78
Total Checks and Payments					-9,445.78	-9,445.78
Total Uncleared Transactions					-9,445.78	-9,445.78
Register Balance as of 12/31/2007					-20,678.89	19,540.89
New Transactions						
Deposits and Credits - 1 item						
Deposit	1/2/2008				47,472.00	47,472.00
Total Deposits and Credits					47,472.00	47,472.00
Total New Transactions					47,472.00	47,472.00
Ending Balance					26,793.11	67,012.89

ESM
11/10/2007
Page 2

ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF DECEMBER 2007
 Prepared by Vernon Napier, 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	\$13,651	1,005	668	\$2,721	185	133	\$16,372	1190	801	\$127	6	6	\$16,499	1196	807
Adult Circulating Non-Fiction	\$17,123	810	783	\$6,388	308	301	\$23,511	1118	1084	\$190	10	8	\$23,701	1128	1092
Adult Reference	\$4,237	54	51	\$361	7	6	\$4,598	61	57	\$0	0	0	\$4,598	61	57
Adult magazines	\$7,297	0	151	\$0	0	0	\$7,297	0	151	\$0	0	0	\$7,297	0	151
Adult on-line databases	\$32,263	5	9	\$0	0	0	\$32,263	5	9	\$0	0	0	\$32,263	5	9
Total Adult Non-Fiction	\$60,920	869	994	\$6,749	315	307	\$67,669	1184	1301	\$190	10	8	\$67,858	1194	1309
TOTAL ADULT PRINT MATERIALS	\$74,572	1874	1892	\$9,469	500	440	\$84,041	2374	2102	\$317	16	14	\$84,357	2390	2116
Adult Music CDs	\$104	6	6	\$0	0	0	\$104	6	6	\$0	0	0	\$104	6	6
Adult Audio Books (incl. Overdrive)	\$7,735	106	106	\$831	13	13	\$8,566	119	119	\$15	1	1	\$8,581	120	120
Adult DVDs	\$6,475	416	166	\$545	28	12	\$7,020	444	180	\$1,205	22	8	\$8,225	466	188
TOTAL ADULT NON-PRINT MATERIALS	\$14,314	528	280	\$1,377	41	25	\$15,690	568	305	\$1,220	23	9	\$16,910	592	314
TOTAL ADULT MATERIALS	\$88,885	2402	1942	\$10,846	541	465	\$99,731	2,943	2,407	\$1,536	39	23	\$101,267	2,982	2,430
Juvenile Fiction	\$4,467	705	511	\$967	206	126	\$5,434	911	637	\$107	13	13	\$5,541	924	650
Juvenile Circulating Non-Fiction	\$4,033	217	198	\$3,196	233	199	\$7,229	450	397	\$0	0	0	\$7,229	450	397
Juvenile Reference	\$164	1	1	\$0	0	0	\$164	1	1	\$0	0	0	\$164	1	1
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile on-line databases	\$399	0	1	\$0	0	0	\$399	0	1	\$0	0	0	\$399	0	1
Total Junior Non-Fiction	\$4,596	218	200	\$3,196	233	199	\$7,792	451	399	\$0	0	0	\$7,792	451	399
TOTAL JUVENILE PRINT MATERIALS	\$9,063	923	711	\$4,163	439	325	\$13,226	1,362	1,036	\$107	13	13	\$13,333	1,375	1,049
Juvenile Music CDs	\$73	10	10	\$0	0	0	\$73	10	10	\$0	0	0	\$73	10	10
Juvenile Audio Books	\$249	8	5	\$0	0	0	\$249	8	5	\$37	1	1	\$286	9	6
Juvenile DVDs	\$50	2	2	\$0	0	0	\$50	2	2	\$0	0	0	\$50	2	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$371	20	17	\$0	0	0	\$371	20	17	\$37	1	1	\$408	21	18
TOTAL JUVENILE MATERIALS	\$9,434	943	728	\$4,163	439	325	\$13,597	1382	1053	\$144	14	14	\$13,741	1396	1067
Total Fiction	\$18,118	1710	1179	\$3,687	391	259	\$21,805	2101	1438	\$234	19	19	\$22,040	2120	1457
Total Non-Fiction	\$65,516	1087	1194	\$9,945	548	506	\$75,461	1635	1700	\$190	10	8	\$75,651	1645	1708
Total Music CDs	\$177	16	16	\$0	0	0	\$177	16	16	\$0	0	0	\$177	16	16
Total Audio Books	\$7,983	114	111	\$831	13	13	\$8,815	127	124	\$52	2	2	\$8,867	129	126
Total Video DVDs	\$6,524	418	170	\$545	28	12	\$7,070	446	182	\$1,205	22	8	\$8,274	468	190
TOTAL MATERIALS	\$98,319	3345	2670	\$15,009	980	790	\$113,328	4325	3460	\$1,681	53	37	\$115,008	4378	3497

Outstanding Orders as of December 2007

General Fund	\$21,890
Adopt-a-book	\$0
TOTAL	\$21,890

Entrepenurial Activities Report
Net Revenue Summary
December-07

	Dec-07	Dec-06	YTD 2007-2008	YTD 2006-2007
Passport	9,063.51	8,279.66	73,187.71	73,440.28
Passport Photos	1,240.00	1,160.00	9,500.00	9,570.00
Notary Public	250.00	160.00	1,680.00	1,870.00
Test Proctor	151.50	30.00	1,018.80	803.60
Total	10,705.01	9,629.66	85,386.51	85,683.88

Prepared by: Wendy Goodson

Summary of Current Status Of Unique Management Accounts
January 15, 2008

Adenda Item 18

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	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	0
TOTAL YTD	76	6348	20	1757.88	0

NIQUE MANAGEMENT SERVICES, INC.

CREATED: 01/01/2008 6:21 PM J2

SUMMARY STATUS REPORT

PAGE: 257

MS YESENIA GOMEZ

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

EDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 12/31/2007

Accounts Submitted	: 1,617	Dollars Submitted	: 155,624.36	Dollars Received	: 54,610.90
Bankruptcies	: 14	Dollars in Bankruptcy	: 1,120.96	Material Returned	: 24,042.75
Incorrect Addresses	: 215	Dollars in Skips	: 13,659.23	Dollars Waived	: 5,940.37
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 106,442.22
Accounts in Process	: 1,387	Dollars in Process	: 134,655.20	% of Dollars Activated	: 79.05%
of Accounts Activated	: 1,076				
of Accounts Activated	: 77.58%				

**Donor Report For December 2007
Placentia Library Friends Foundation**

Full Name	Total Cash Donation
Glenn & Kathryn Baldwin	
Mr. & Mrs. Stephen Schwinn	
Albertsons	
Mr. AL Archuleta	
Allen & Shirley Baker	
Kathleen Baker & Joel Petruschke	
Tracy & Lilith Baker	
Mr. & Mrs. Chris Bluemle	
Mr. & Mrs. Turgut Cakiraga	
Elizabeth Clarke	
Kenneth & Janice Coulson	
Edward & Nancy Lee Davis	
Mr. & Mrs. Joan Dooley	
Ms. Janet R. Genow-Klein	
Ms. Arlene C. Grace	
Anna C (Pat) Irot	
Mr. C. E. Johnson	
Carolyn M. Joseph	
Raymond & Eleanore Kaldenbach	
Elizabeth Langmore	
Mrs. Toni Lindquist	
Patrick & Sharon McDonald	
Patricia McGrath	
Ms. Brenda McGuire	
Mrs. Jane Murray	
James & Kathy Paddock	
Placentia Round Table Women's Club	
Ralphs	
Mr. & Mrs. Cecil S. Rospaw	
Ms. Inez Segovia	
Ms. Georgia H. Stavakes	
Ms. Mary E. Tanaka	
Mrs. Susan Toman	
Mr. & Mrs. Henry Walling	
Ms. Carolyn M. Weber	
Mrs. Barbara Wilson	
	\$4,247.91

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Building Maintenance Report for December 2007
DATE: January 9, 2008

HVAC:	12-1-07	Regular monthly maintenance
Plumber	12-17-07	Replaced water heater in staff room

Prepared by: Vernon Napier

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Personnel Report for Dec 2007
DATE: January 15, 2008

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Clerk I (PT)
Library Aide (PT)

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

Volunteer Report						
To: Elizabeth Minter, Director, Placentia Library						
From: Lois Monroe, Volunteer Coordinator						
Temporary Volunteers		Sept. '07	Oct. '07	Nov. '07	Dec. '07	
Afton Aikele				0	6	
Omar Arellano				0	6	
Sherrie Callovi				2	4	
Patti English				2	8	
Becky Fierro			5	8	5	
Julio Gonzalez		2	4	5	3	
Tyler Harris	(completed hrs)		17	0	0	
Arlene Hernandez		6	16	11	6	
Alan Huang			12	8	0	
Mia Kissick	(completed hrs)	2	0	0	0	
Margie McPhail				6	0	
Rueben Mathews		23	4	9	7	
Chiranj Modi				3	9	
Randy Oshiro		6	4	4	3	
Michael Palow		10	2	8	10	
Harshal Patel			14	67	79	
Liliana Romero		10	6	6	4	
Karen Sueda				7	8	
Shervin Taheri	(completed hrs)	17	21	0	0	
Tsaylia Yang				2	6	
Paulina Tran	(resigned)			5	3	
Tracey Tran	(resigned)			5	3	
Cathy Walsh		6	4	6	5	
Katherine Xu	(completed hrs)	9	4	0	0	
Kevin Yeh					2	
		TOTAL	91	113	167	177
Children's Dept. Vol's		Sept. '07	Oct. '07	Nov. '07	Dec. '07	
Sandy Augstein		12	32	16.25	16.5	
Melinda Egawa					9.5	
Eddie Jani			2.25	0	0	
Desire Sidlo		6		4	2	
Kirby Su				8	4	
Jo Ann Britton		4.3		0	0	
Lucerito Miranda		3		0	0	
		TOTAL	25.3	34.25	28.25	32

BOOKSTORE VOLUNTEERS	SEPT.'07	OCT.'07	NOV.'07	Dec.'07
Lillian Bart		10	6	6
Steve Bidd	0	0	0	2
Jill Botha	0	0	4	4
Joyce Byrne	8	10	6	6
Glennis Clancy	8	10	10	10
Sandy Davis	8	8	8	6
Carol Fizzard	10	2	4	8
Pete Fioroni	6	11	9	11
Dotty Greninger	6	8	8	8
Eugenia Hathaway (Gene)	4	4	4	4
Tammie Haugen	8	8	6	4
Florence Henderson	0	0	8	8
Marge Horrocks	0	0	8	8
Amy Lin	8	8	4	10
Tippawan Mathong (Tippi)	5	6	6	8
Ann McLoughlin (sub)	0	4	0	0
Bill Mitchell	6	2	6	1
Claire Myers	6	6	8	10
Bob Olson	2	2	2	4
Carmen Rodriguez	4	8	8	8
Gerry Sandoval	0	8	6	6
Rose Salem	8	8	8	4
Shawn Sorokin	6	6	8	8
Inez Segovia	6	8	8	6
Barbara Shears	9	6	4	6
Pamela Silva			7	4
Pat Silverman (resigned)	8	4	0	0
Margo Thum	11	18	12	18
Jerri Tollefson	0	4	0	0
Phyllis Wilcox	6	0	6	8
TOTAL	143	169	174	186
REGULAR VOLUNTEERS				
Theresa Backes (mends books)	6	12	9	11
Lynda Baker (sub)	2	4	0	0
Nadine Blansett	52	27	21	41
JoAnn Britton (childrens)			5	5
Cathie Ford (sub)	2	0	4	0
Jeanette Gardner (History Rm)	22	28.5	8	10
John Haagen (sort & price)	6	8	1.3	9
Jack Hanley (sort and price)	8.3	3.5	7.5	10.5
Ginny Hausmann (sub)	0	0	2	2
Barbara Hemmerling (sort & price, sub)	30	20	19	14
Pat Irot (History Rm, Bookstore, sort & price)	37	33	71	53
Pat Jertberg (History Rm)	10	11	6	9
Nancy Lone-Tollefson	40	49	37	36
Linda Mencken (resigned)	0	0	0	0
Carol Pence (Sunday Sales)	0	0	0	0
Eleanore Rankin (sub)	3	5	4	1
Marie Schmidt (sub) & Hist. Room	34	12	15	23
Linda Scott (backroom & sub)	0	2	0	2
Fay Soo (sub)	2	2	2	4
Barbara Wilson (sort & price)	5	6.25	4.3	5
Ruth Schafer (sub)	0	0	0	0
Marge Boelman (processing)	5	1	8	10
Patty Clugston (videos)	6	7	8	9
Jean Fitzgerald (check-in)	9	3	12	5
TOTAL	279.3	234.25	244.1	259.5

**Literacy Tutor Report
December 2007**

	Last Name	First Name	Key Word	Hours
1	Ahmed	Hafasa	PRREP	8
2	Almanza	Robert	FWS-F	8
3	Arellano	Omar	PRREP	16
4	Armstrong	Tiffany	INTERNSHIP	46
5	Ayalew	Luladey	PRREP	16
6	Bostwick	James	PRREP	4
7	Bounds	Diane	ADULT	12
8	Chhor	Alissa	PRREP	2
9	Chung	Andy	PRREP	18
10	Cisneros	Martha	PRREP	28
11	Clements	Steven	ADULT	4
12	Cox	Anna	FWS-F	40
13	Curiel	Denisse	FWS-F	4
14	De Alba	Rosa	FWS-F	8
15	Dreim	Courney	PRREP	8
16	Eichstedt	Shelby	PRREP	2
17	Evans	Amanda	FWS-F	30
18	Fazil	Abraham	PRREP	4
19	Foster	Elinor	ADULT	2
20	Fuller	Laura	FWS-W	4
21	Fuog	Sarah	PRREP	4
22	Galarza	Raquel	FWS-F	28
23	Gamboa	Adaly	PRREP	2
24	Garcia	Paulette	FWS-F	16
25	Garnant	Victoria	INTERNSHIP	16
26	Gonzalez	Danny	PRREP	4
27	Goodman	Dale	ADULT	44
28	Hamrell	Judy	ADULT	6
29	Holmes	Nancy	ADULT	4
30	Huang	Aian	PRREP	6
31	Koliboski	Danielle	FWS-F	4
32	Lee	Al	ADULT	20
33	Leslie	Sandra	ADULT	10
34	Manzanarez	Melissa	FWS-F	12
35	Mc Grath	Patricia	ADULT	2
36	Nardin	Linda	ADULT	6
37	Neiderman	Bree	PRREP	14
38	Nesheim	Buckner	FWS-F	10
39	Nguyen	Truc (Sara)	FWS-F	46
40	Patel	Shivam	ADULT	2
41	Perez	Christina	FWS-F	20
42	Ping-Luen	Chung (Ophel	PRREP	4
43	Piran	Grizelle	PRREP	12
44	Ramirez	Araceli	FWS-F	16
45	Reyes	Colleen	FWS-F	34
46	Rivera	Kelleny	PRREP	14
47	Ross	Charlotte	ADULT	8
48	Rudie	Marlene	ADULT	4

49	Saldaña	Cristina	INTERNSHIP	140
50	Sargeant	Lynn	ADULT	4
51	Shah	Anand	PRREP	6
52	Shah	Raj	PRREP	4
53	Sheridan	Thomas	FWS-F	32
54	Shimizu	Ken	ADULT	2
55	Smith	Allie	ADULT	560
56	Soqui	Evelyn	FWS-F	20
57	Suh	Beom (Stacy)	PRREP	8
58	Tat	Thien	ADULT	2
59	Ton	Sothavy	FWS-F	14
60	Uribe	TJ	PRREP	6
61	Von Regius	Joseph	FWS-F	20
62	Wingert	Natalie	FWS-F	25
63	Yeh	Kevin	PRREP	6
64	Arneal	Jin	PRREP	10
65	Burgett	Danielle	PRREP	4
66	Catherine	Victoriana	PRREP	4
67	Garcia	Maria	PRREP	10
68	Aviles	Juan	PRREP	4
69	Calleros	Brianna	PRREP	2
70	Chen	Tina	PRREP	6
71	Quang	Undy	PRREP	2
72	Arvizu	Claudia	PRREP	6
73	Castaneda	Sergio	PRREP	10
74	Manug	Roxana	PRREP	10
				1549

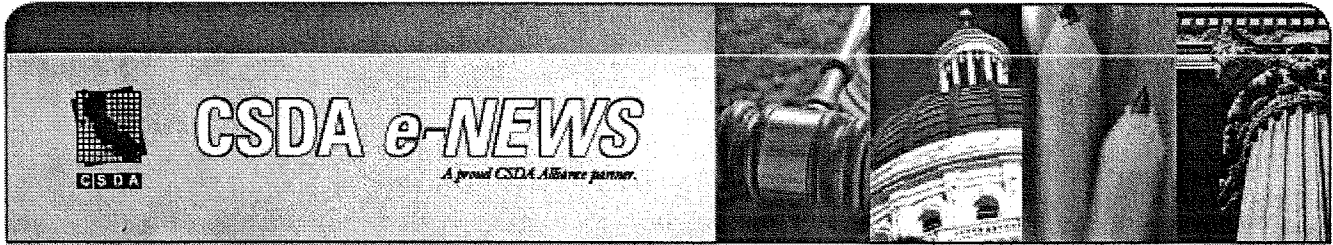
Placentia Library District
Circulation Report – December 2007

	December 2007	December 2006	Y-T-D 2007	Y-T-D 2006	Y-T-D % change
1st Time Checkouts	14,273	11,327	102,479	90,703	11.5%
Phone Renewals	724	941	5,566	5,398	3.0%
In-Building Renewals	457	279	4,326	2,850	34.1%
<u>On-line renewals</u>	1,871	n/a	3,738	n/a	n/a
TOTAL CHECKOUTS	17,325	12,547	116,109	98,951	14.8%
On-Time Checkins	17,441	14,368	118,352	103,303	12.7%
<u>Late Checkins</u>	1,302	1,028	<u>7,255</u>	<u>6,531</u>	<u>10.0%</u>
TOTAL CHECKINS	18,743	15,396	125,607	109,834	12.6%
Holds Placed	613	344	3,949	2,911	26.3%
Holds Cancelled	21	14	82	104	-26.8%
Holds Filled	474	295	3,021	2,319	23.2%
NEW PATRON REGISTRATIONS	177	247	1,607	1,986	-23.6%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	5,114	4,590	38,390	35,688	7.0%
Juvenile Print	6,146	5,168	46,512	42,170	9.3%
Audio	1,058	926	6,746	6,493	3.8%
<u>Visual</u>	4,979	3,113	<u>31,568</u>	<u>22,807</u>	<u>27.8%</u>
TOTAL CIRCULATION	17,297	13,797	123,216	107,158	13.0%
CIRCULATION BY PLACE OF RESIDENCE					
Placentia residents	9,732	7,524	70,784	60,453	14.6%
<i>Placentia residents (as a percentage)</i>	<i>56.3%</i>	<i>54.5%</i>	<i>57.4%</i>	<i>56.4%</i>	
Anaheim residents	3,186	2,778	22,369	17,240	22.9%
<i>Anaheim residents (as a percentage)</i>	<i>18.4%</i>	<i>20.1%</i>	<i>18.2%</i>	<i>16.1%</i>	
Non-residents (includes Anaheim)	7,565	6,273	52,432	46,705	10.9%
<i>Non-residents (as a percentage)</i>	<i>43.7%</i>	<i>45.5%</i>	<i>42.6%</i>	<i>43.6%</i>	
TYPES OF ACTIVE BORROWERS					
Adult	12,838	10,352			
Young Adult	311	207			
Juvenile	2,185	2,151			
New Borrower	745	729			
Reciprocal borrowers	164	n/a			
Gold Members	613	n/a			
<u>Other (staff)</u>	465	358			
TOTAL ACTIVE BORROWERS *	17,321	13,797			
TOTAL REGISTERED BORROWERS **	34,388	31,113			
ATTENDANCE	44,949	37,166	303,555	272,353	10.3%

* Active borrowers have used the Library this month

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

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January 7, 2008

In this issue...

- [Legislature is Back in Business](#)
- [Governor to Present State of the State Address](#)
- [Governor and Speaker Submit Healthcare Reform Initiative](#)
- [New Document from Senate Local Government Available](#)
- [Governor's Post-Employment Benefits Commission Holds Press Conference](#)
- [Register Now for Board Member Training](#)
- [CSDA Finance Corporation: Working for Your District!](#)
- [CSDA Explores Shipping Discount Options](#)
- [Special District Leadership Foundation - Congratulations are in Order](#)
- [District Weighs Ban on Smoking in Parks](#)
- [O.C. Sewage Will Soon be Drinking Water](#)

Employment

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

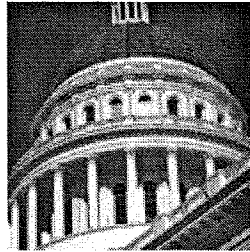
District Manager
Trinity County RCD

Financial Manager
Tahoe RCD

Public Outreach Specialist
Tahoe RCD

Public Works Director

Legislature is Back in Business



Today the Legislature will meet again after a three-month recess. Though they were technically 'off,' special sessions dealing with healthcare reform, water issues and the budget crisis kept legislators and staff busy. However, none of those issues were resolved, and the returning

Legislature faces a slew of tasks, including the above topics, two-year bills yet to be resolved, new bills to be introduced and a laundry list of propositions, all in an election year. 2008 is shaping up to be an interesting year.

Governor to Present State of the State Address

The governor will present his State of the State address Tuesday at 3:30 before both houses of the Legislature. This Thursday, he will release his 2008/09 proposed state budget and declare a fiscal state of emergency, calling for a special session of the Legislature to address the budget crisis. This declaration is not the declaration he is required to issue under Proposition 1A. CSDA will be staying on top of any updates pertaining to Prop 1A and will keep members posted as information becomes available.

Governor and Speaker Submit Healthcare Reform Initiative

Governor Arnold Schwarzenegger and Assembly Speaker Fabian Nunez (D-Los Angeles) jointly filed a measure to fund the proposed healthcare reform efforts. The Democratic legislative leadership and the Republican governor were unable to pass the funding provisions through the Legislature, as the plan includes tax increases that Republican lawmakers have steadfastly opposed. [Read more about this initiative...](#)

New Document from Senate Local Government Available

The Senate Local Government Committee recently released a new helpful document dealing with local tax powers. Called

CSDA Calendar

Jan 24-25
Board Member Training
Emeryville

Feb 7-8
Board Member Training
Manteca

Feb 21
General Manager Training
Auburn

Feb 22
Supervisory Training
Auburn

Sept 22-25
Annual Conference and Exhibitor Showcase
Irvine

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

FAQ

What is the difference between independent and dependent districts?

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

Survey

Which company do you use for your express shipping needs?

[Click here to answer!](#)

City of Tracy

Purchasing Officer
Santa Fe Irrigation District

General Manager
North Tahoe PUD

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

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

Advertisers

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'Revenues and Responsibilities,' this document provides an inventory of local taxing authority, including special districts' ability to tax. It is a table that lists the purpose of the tax, the location of the authority in the California Codes, the authorized entity to use it and any relevant notes.

CSDA assisted in the review of the initial drafts of the document. The final document can be found at CSDA's Members website. Log into <http://members.csda.net> and select the Legislation and Grassroots tab.

Governor's Post-Employment Benefits Commission Holds Press Conference

The Governor's Public Employee Post-Employment Benefits Commission held a press conference earlier today to release its report and recommendations. The report is now available on-line and may be accessed at www.pebc.ca.gov.

Education

Register Now for Board Member Training

Registration is open and there are still some seats available for the Board Member Training in Emeryville on January 24 and 25. Leading a special district as a newly elected or appointed official is both exciting and challenging. CSDA's Board Member Training is designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader. [Read more about this training...](#)

Membership



**CSDA Finance Corporation:
Working for Your District!**



The new year is upon us which brings the implementation of new projects in many districts. If you are like many districts across the state, your board has approved a project and you are preparing to move forward, but you still need to figure out how to finance it! Let the CSDA Finance Corporation be the answer to your financing needs; be it a \$50,000 vehicle, a \$100 million infrastructure overhaul or anything in between! [Read more about the CSDA Finance Corporation...](#)

CSDA Explores Shipping Discount Options

In an effort to bring you even more member benefits; CSDA is exploring partnership opportunities with shipping companies to offer your district discounted shipping services. Please [CLICK HERE](#) to answer our brief survey and let us know who you use for shipping, how often and which companies you would consider using. Thank you for your valuable participation in this brief survey!

Special District Leadership Foundation

Special District Leadership Foundation - Congratulations are in Order

Tim Deutsch, General Manager of the Orange County Cemetery District and *Kirk Howie, Assistant General Manager of the Three Valleys Municipal Water District* have completed the CSDA Special District Leadership Academy and the other qualifications necessary to receive the 'Recognition in Special District Governance' certificate. They were recognized by SDLF in December 2007. [Read more about the Recognition in Special District Governance program...](#)

In the News

District Weighs Ban on Smoking in Parks

Concerned about the effect of secondhand smoke and the potential for wildfires, the Rancho Simi Recreation and Park District will consider a plan to ban smoking at public parks in the unincorporated community of Oak Park. [Read more of this story...](#)

O.C. Sewage Will Soon be Drinking Water

As a hedge against water shortages and population growth, Orange County has begun operating the world's largest, most modern reclamation plant -- a facility that can turn 70 million gallons of treated sewage into drinking water every day. The new purification system at the Orange County Water District headquarters in Fountain Valley cost about \$490 million and comprises a labyrinth of pipes, filters, holding tanks and pumps across 20 acres. [Read more of this story...](#)

Spread the e-News!

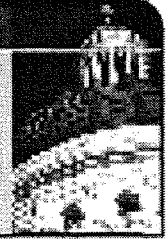
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email

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Legislative Alert

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Governor Schwarzenegger announced this morning that he will be issuing proclamations declaring a fiscal emergency in California. The governor also called for a special session of the Legislature to discuss the crisis and announced that the proclamations will be issued concurrently with the release of his proposed 2008-09 state budget. The special session is to convene January 10, 2008 and emergency legislation will be drafted over the holidays to address the current year shortfall. Included below is the full press release from the governor's office, detailing the announcement. [Click here to review the document "Tying Our Own Hands,"](#) which summarizes the policies the governor has pursued in an effort to achieve financial stability for the state. CSDA will continue to monitor developments regarding the budget shortfall and will keep you informed as details become available.

GAAS:976:07

For Immediate Release:

Friday, December 21, 2007

Gov. Schwarzenegger Announces Special Session to Address Fiscal Emergency

Governor Says Reducing Spending is Way to Solve the Problem

Citing a projected current-year budget shortfall of \$3.3 billion, Governor Arnold Schwarzenegger announced today that he will issue proclamations declaring a fiscal emergency and calling a special session of the Legislature to address it on Thursday, January 10, 2008.

The proclamations will be issued concurrently with the release of the Governor's proposed 2008-09 state budget. Emergency legislation is also being drafted over the holidays to address the current year shortfall and will be introduced immediately upon opening of the special session.

"While California's economy remains fundamentally sound and continues to grow, a combination of factors has dramatically changed our budget outlook this fall," Governor Schwarzenegger said. "I have briefed each of the legislative leaders on our projected budget shortfall and I believe that when the Legislature reconvenes in January immediate action is necessary. I will continue my discussions with the leaders in the coming weeks, so that we can narrow as many differences as possible and move quickly in the special session to bring this year's budget back into balance. In addition, I have also met with dozens of officials in the last three weeks including law enforcement and education leaders, as well as advocates for patients and persons with disabilities, to talk about our budget situation."

Since taking office, Governor Schwarzenegger has actively pursued policies to achieve greater fiscal stability for the state without stealing from local governments and infrastructure funding. He successfully negotiated and campaigned for passage of Propositions 57, 58 and 1A, protecting local funding and transportation dollars for local projects in 2004 and he campaigned unsuccessfully for a spending cap in 2005.

"I firmly believe that the way to solve our chronic budget problem is with fiscal restraint. We will figure out how to get spending in line with revenue," said Governor Schwarzenegger. "We must take action as soon as the Legislature returns to close the current-year shortfall and balance the budget for the coming fiscal year. But it is also essential for us to make long-term fundamental budget reform an absolute priority. Our current situation makes it clear the state's budget system is flawed. However our fiscal adversity actually creates an opportunity - if we rise to the challenge - to implement lasting reform. I believe that we must and I am ready to work with the Legislature to achieve it. In the meantime, Californians should enjoy the holiday season with the confidence that our economy is fundamentally strong."

Among the factors contributing to the current-year shortfall:

- A revised - and lower - current-year revenue forecast, driven in part by the continuing slump in the housing sector and the ongoing effects of the subprime mortgage collapse.
- Increased firefighting costs related to this fall's wildfires in Southern California.
- Legal challenges that have delayed implementation of Indian gaming compacts.
- Lower estimated local property tax revenues, which affect the state's share of K-14 school funding.
- An appellate court decision in a lawsuit over teachers' retirement funding.

Under the provisions of Proposition 58, approved by Californians in March 2004, the Governor has the authority to declare a fiscal emergency if he determines that the state faces substantial revenue shortfalls or expenditure increases. The Governor is then required to call a special session of the Legislature and to propose legislation to address the fiscal emergency. If the Legislature fails to approve and send legislation to the Governor to address the fiscal emergency within 45 days, it would be prohibited from acting on any other bills or adjourning in joint recess until such legislation is passed.

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814

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Governor Schwarzenegger and California's Budget

Tying Our Own Hands

Since taking office Governor Schwarzenegger's leadership has successfully spearheaded efforts to take past budget-balancing ploys off the table. Prior to his administration, the State of California was criticized by local governments for regularly using local tax dollars in difficult budget years to help cover Sacramento shortfalls (estimates put this number at \$40 billion between 1992-2004.). The Governor proposed a new set of solutions and has actively pursued policies to achieve greater fiscal stability for the state.

- **Governor Schwarzenegger proposed the California Recovery Plan.** The Governor's proposal included a Constitutional amendment to limit budget spending; it also proposed issuing economic recovery bonds and reforming workers compensation.
 - While the Legislature failed to adopt the Governor's initial spending limit proposal, the Governor fully supported the final negotiated product.
- **Governor Schwarzenegger negotiated and championed Proposition 58.** The Governor championed the California Balanced Budget Act (Proposition 58) which:
 - Requires that the State of California enact a balanced budget each year.
 - Allows the Governor to declare a fiscal state of emergency and make mid-year budget adjustments, in the event that the state faces significant revenue shortfalls or spending deficiencies.
 - Establishes a rainy day reserve.
 - Prohibits most future borrowing to cover budget deficits (general obligation bonds, revenue bonds, and certain other forms of long-term borrowing).
- **Governor Schwarzenegger negotiated and championed Proposition 1A.** The Governor worked with the legislature to place the Protection of Local Government Revenues Act (Proposition 1A) on the November 2004 ballot and campaigned on its behalf. Passed by voters, this Constitutional amendment prevents the State of California from taking funding from local coffers. As a result, the State of California cannot:
 - Reduce or reallocate local sales taxes.
 - Shift property taxes to schools (ERAF) or reallocate them among local government agencies.
 - Reduce the Vehicle Licensing Fee rate below .65 percent of value unless the state provides replacement revenue.
 - Mandate costs on locals by shifting partial or full responsibility for costs of shared programs.
- **Governor Schwarzenegger pushed for a state spending limit.** In 2005 the Governor championed Proposition 76, the California Live Within Our Means Act, which included a spending limit for the state budget—showing his commitment to solving our budget's structural problems and the state's spending habits even in prosperous economic times.
- **Governor Schwarzenegger raised the bar on Proposition 42.** As a result, the state lost its ability to borrow from these transportation funds on an open-ended basis.
 - Proposition 1A—the voter-approved 2006 ballot proposition to protect transportation funding that was part of the Governor's Strategic Growth Plan—made it more difficult for the state to tap Proposition 42 transportation funds.
 - The proposition amended the State Constitution to provide that transfers of sales taxes on gasoline under Proposition 42 can only be suspended *on the condition that* the suspended amount is repaid within three years. The bond also provided that an equal share of any outstanding debt related to past suspensions of Proposition 42 (done in 03-04 and in 04-05) is repaid every year. That ongoing repayment amount is \$82.7 million.

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December 18, 2007

In this issue...

- [Is Proposition 1A at Risk?](#)
- NEW MEMBER BENEFIT!**
[Discounted Cellular Phones and Service for you and Your District at www.csdamobile.com](#)
- [Perata Blasts Cal Chamber's Initiatives](#)
- [Plan Now to Attend General Manager Training and Supervisory Training/Sexual Harassment Training in February of 2008](#)
- [Remember to Hold Your Hotel Room for the 2008 Board Member Training Class](#)
- [Annual Conference Exhibitor Showcase – Reserve Your Booth ASAP](#)
- [Is Your District a District of Distinction?](#)
- [District Update Forms – One Key to Good Service](#)
- [Osos District Offers Plan to Save Rare Snail](#)
- [Tri-City Medical Center Seeks Final OK for \\$778M Seismic Retrofit](#)

Employment

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

General Manager
North Tahoe PUD

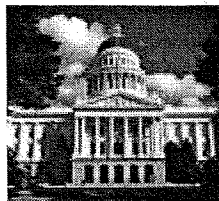
Golf Course Manager
Southgate Recreation and Park District

General Manager
Valley-Wide Recreation and Park District

CSDA wishes everyone a happy holiday. The e-News

will be off the next two weeks and will return the week of January 7, 2008.

Is Proposition 1A at Risk?



The short answer is yes. Given the magnitude of the estimated \$14 billion state budget deficit, everything is on the table, including shifting additional property tax revenues from local governments, which is permitted under

Proposition 1A, provided specific conditions are met. [Read more about the current deficit and how it relates to Prop 1A...](#)



CSDA LAUNCHES NEW MEMBER BENEFIT! Discounted Cellular Phones and Service for you and Your District at www.csdamobile.com!

CSDA's newest member benefit is ready and waiting for you! CSDA has created a partnership with A2connect to bring CSDA members great deals and discounts on cell phones and services. A2connect has access to 20 major carriers, including Verizon, Sprint, AT&T, T-Mobile, Jitterbug, Alltel and many more. CSDA members are now able to purchase the phone of their choice, including smart phones, music phones, Razrs and more! Members can visit www.csdamobile.com or call the toll free phone number (800) 620-1273 for more information and options available. [Read more about this service...](#)

Perata Blasts Cal Chamber's Initiatives

Senate President Pro Tempore Don Perata (D-Oakland) and Senator Mike Machado (D-Linden), along with water experts and environmentalists, held a press conference criticizing the California Chamber of Commerce's water storage bond initiatives. The 'Pave the Rivers' initiatives, as they called it, would force the state to spend money on dams that would

CSDA Calendar

Jan 24-25
Board Member Training
Emeryville

Feb 7-8
Board Member Training
Manteca

Feb 21
General Manager Training
Auburn

Feb 22
Supervisory Training
Auburn

Sept 22-25
Annual Conference and Exhibitor Showcase
Irvine

Call Chris Ashley at 877.924.2732 to register for any of the above workshops.

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

FAQ

A board member no longer conducts his/her duties. When can the position be considered vacant?

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

Survey

Program Supervisor
 Sacramento Metropolitan
 Air Quality Mgmt District

harm the environment and fail to supply clean drinking water for the state's future needs, the senators claimed.

Human Resources Manager
 Olivenhain Municipal Water District

Two weeks ago, the California Chamber of Commerce introduced four water storage bonds, asking for nearly \$12 billion in bonds for a variety of projects, including dams. To see the four proposals, log onto <http://members.csdanet> and select the Legislation and Advocacy tab.

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

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

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Education

Plan Now to Attend General Manager Training and Supervisory Training/Sexual Harassment Training in February of 2008

Board General Manager Training and Supervisory Training are scheduled back-to-back on February 21 and February 22, 2008. The 2008 Supervisory class will be followed by a two-hour Sexual Harassment Compliance Training class taught by Dennis Timoney. [Read more about these trainings...](#)

Remember to Hold Your Hotel Room for the 2008 Board Member Training Class

Board Member Training will be here before you know it. Scheduled for January 24 and 25 in Emeryville, (near Berkley) California, this class is designed not only for new board members, but for those of you who have been around for awhile and want to brush up on laws, regulations and leadership techniques. Taught by seasoned board member and general manager, David Aranda, this is one of the most sought-after CSDA classes. [Read more about this training...](#)

Annual Conference Exhibitor Showcase – Reserve Your Booth ASAP

Pamela Williams, meetings coordinator is currently taking reservations for exhibit booths for the 2008 Exhibitor Showcase. Scheduled for September 23-24 at the Hyatt Regency Irvine Hotel, the 2008 CSDA Exhibitor Showcase promises to be one of the most unique and exciting tradeshows in CSDA history. This year's theme, e-District: embracing technology, has drawn a number of new vendors. Business Affiliates and vendors are not waiting – they are selecting their spaces now. There are a few choice 'prime' and 'premiere' packages available. Call Pamela at 877.924.CSDA to learn about the new opportunities available to you for the first time ever. You are not going to want to miss this one, so call today!

Is Your District a District of Distinction?

Special districts provide the most efficient, responsive local services to California communities and yet they have been under frequent scrutiny by the media and Legislature, which allege that special districts are often invisible and unaccountable. The Special District Leadership Foundation (SDLF) has developed the District of Distinction program to help correct these misperceptions by providing districts with a means for proactively demonstrating their viability as providers of essential public services. [Learn more about this program...](#)



Membership

District Update Forms – One Key to Good Service

CSDA appreciates your continued membership! With your district's 2008 renewal notice your district received a District Update Form outlining the current information we have about your district; including services, operating budget, staff and board. Your participation in making any necessary updates on these forms and sending them back to the CSDA office is greatly appreciated! Update forms can be mailed back with your membership renewal or faxed to 916.442.7889. Thank you for helping ensure we have the most current information so we can best serve your district!

In the News

Osos District Offers Plan to Save Rare Snail

Threatened by a state agency for not having the proper permits to grade and remove vegetation on a key parcel of land, the Los Osos Community Services District recently submitted a plan detailing how it will maintain the property to protect a rare snail. [Read more of this story...](#)

Tri-City Medical Center Seeks Final OK for \$778M Seismic Retrofit

Spending \$778 million should provide Tri-City Medical Center with the seismic retrofit and building renovations that the aging hospital needs to maintain its role as the primary acute-care

facility in North County. The present six members of the Tri-City Healthcare District board unanimously selected the second alternative — the least expensive of the three design concepts — during the last week of November. [Read more of this story...](#)

Spread the e-News!

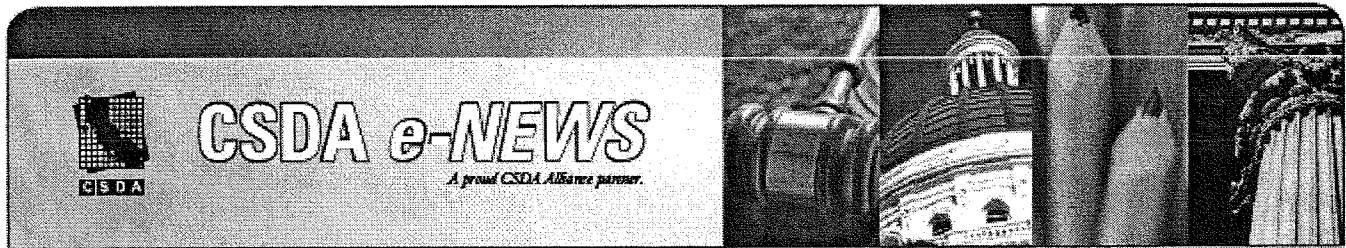
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@cda.net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

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Is Proposition 1A at Risk?

The short answer is yes. Given the magnitude of the estimated \$14 billion state budget deficit, everything is on the table, including shifting additional property tax revenues from local governments, which is permitted under Proposition 1A, provided specific conditions are met.

Proposition 1A, co-sponsored by CSDA and supported by the governor, every local government organization and scores of legislators, was passed by the voters in 2004 with an unprecedented 84 percent "yes" vote. By passing Proposition 1A, the voters expressed their strong support for protecting local governments' property tax revenues, placing those protections in the state constitution.

In addition to providing constitutional protections for property tax revenues, Proposition 1A also requires the state to fully fund state mandated programs and suspends any mandate on local governments in any year the Legislature does not fully fund the mandate, including all costs incurred in prior years.

Proposition 1A contains language, commencing in fiscal year 2008-09, that allows a temporary suspension of the property tax protections wherein the state may "borrow" not more than 8 percent of total property tax revenues, currently estimated at approximately \$2 billion, provided the following conditions are met:

1. The governor, and only the governor, must issue a proclamation declaring a "severe fiscal hardship;"
2. The Legislature must then enact an urgency statute suspending Proposition 1A's property tax protections. That statute requires a two-thirds vote in each house of the Legislature; and,
3. The Legislature must enact a statute providing for the full repayment of the "borrowed funds," plus interest within 3 years.

Finally, Proposition 1A prohibits the Legislature from suspending the property tax protections more than twice in any 10-year period and only if any previous borrowed property tax revenues have been repaid.

A frequently asked question is: If Proposition 1A is suspended; will the Legislature use the same formula that was utilized in the recent 2-year property tax shift?

Should Proposition 1A be suspended, the governor and Legislature would be free to propose any formula they so chose. They could, for example, assign a dollar amount of property tax revenues to be "borrowed" from cities, counties and special districts and leave the formula details to each such segment of local government, which was the process followed in part with the recent 2-year shift. Conversely, the governor and Legislature could propose a specific formula for cities, counties and special districts, allowing some modifications during the legislative process. Key for the governor and Legislature will be to obtain the total amount of property tax revenues from local governments as part of a larger state budget solution.

What You Can (and Should) Do

The Legislature returns to Sacramento on January 7 and budget-related issues are certain to be center stage. CSDA

encourages each district to contact their legislators and provide specific information relative to what losing additional property tax revenues means to your district and the citizens you serve. In so doing:

1. Given property tax revenues are down and significantly so in certain areas of the state, share the property tax reductions your district will experience next year and how that reality, coupled with an additional property tax shift under Proposition 1A will impact your district's ability to maintain service levels;
2. Limit your comments to the factual impacts of losing additional property tax revenues, as angry and/or "its not our problem" comments are not helpful; and,
3. Share your cost-impact analysis with your local media and constituents/customers, as each may become an ally in our collective effort to block a suspension of Proposition 1A.

Lastly, don't be surprised if some legislators argue back that all local governments supported Proposition 1A, knowing full well that the measure contained a provision allowing the borrowing of property tax revenues under certain conditions, and given the magnitude of the current state budget deficit, everyone, including local governments, must participate in the solution.

CSDA will continue to provide its membership with timely updates as this critical issue moves forward.

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Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, January 10, 2008 2:30 PM
To: 'MCLS/SLS/SSCLS Directors'; bwolfe; CA School of Culinary Arts; Citrus Comm College; CSUN; El Camino College; El Segundo USD; Glendora High School; 'Heller, Ehrman, White & McAuliffe'; Huntington Beach PL; Moorpark City Library; nkleban@la.aiuniv.edu; Palm Springs PL; Rancho Mirage PL; Santa Monica College; Sidley Austin Brown & Wood LLP; Southwestern University; Thelen Reid & Priest LLP
Cc: bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber
Subject: FW: [calix] Governor's Budget: Cuts to PLF and TBR
Attachments: ATT00013.txt

From: calix-bounces@lists.sjsu.edu [mailto:calix-bounces@lists.sjsu.edu] **On Behalf Of** Laura Fisher
Sent: Thursday, January 10, 2008 1:46 PM
To: Calix
Subject: [calix] Governor's Budget: Cuts to PLF and TBR

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

I. GOVERNOR RELEASES 2008-09 STATE BUDGET - CUTS PUBLIC LIBRARY PROGRAMS BY 10 PERCENT

CLA's Letter Writing Campaign May Have Prevented Deeper Cuts to PLF and TBR

Facing a daunting \$14.5 billion deficit, at 11 a.m. today Governor Arnold Schwarzenegger released his much-anticipated 2008-09 California State Budget. The Governor began his press conference this morning by stating that he would be proposing a ten percent across-the-board cut to "almost every program," which he called, "very difficult to do. I can see every single person hurt by these cuts." In fact, the Governor notes in his Budget primer, that the ten percent reduction is in effect for "all General Fund departments and programs, Boards, Commissions, and elected offices-including the legislative and judicial branches..." He adds, "While these reductions present numerous challenges to implement, this across-the-board reduction approach is designed to protect essential services by spreading reductions as evenly as possible so that no single program is singled out for severe reductions." Having said that, it is apparent from the list of cuts released today that several areas of the Budget will bear a larger brunt of the reductions, such as health and welfare, education, and parks and recreation. For example, the Governor proposes cuts to the Department of Parks and Recreation that will result in the closing of "48 state parks out of 278 existing parks," cutting Medi-Cal payments to counties by \$75.8 million, and a controversial suspension of Proposition 98, with cuts to K-12 education, amounting to \$4.4 billion.

There had been a rumor that suspending Proposition 1A, to seize property taxes from cities, counties, and special districts, might be on the table. However, this solution does not appear to be part of the Governor's proposal.

IMPACT ON PUBLIC LIBRARIES

The Public Library Foundation and the Transaction Based Reimbursement program, as well as state operations for the California State Library, each fell victim to the ten percent across-the-board cut. The PLF was reduced by \$1.4 million and the TBR was reduced by \$1.4 million. However, based on the radical proposed cuts in

various programs in the Budget, we are of the firm belief that CLA lobbying efforts, as well as CLA's grass roots writing campaign to legislators and the Governor, may have protected the Public Library Foundation and Transaction Based Reimbursement from deeper reductions than those listed below:

The Governor's Budget states:

BUDGET-BALANCING REDUCTIONS

- Total budget-balancing reductions for the California State Library amount to \$5.1 million in 2008-09.
- The major reductions in 2008-09 are described below:
- A \$1.6 million reduction for State Operations - Support. The actual impact depends on how the State Library implements this unallocated reduction.
- A \$1.4 million reduction for the Transaction Based Reimbursement Program. The reduction would reduce state reimbursement of the local costs for library book loan programs.
- A \$1.4 million reduction for the Public Library Foundation Program. This would reduce state support for local library operating costs. Local libraries may need to delay purchases of new materials or reduce the hours or days of operations."

The Governor's Budget provides two increases in funding for the State Library:

MAJOR PROGRAM CHANGES

- The Budget provides \$1,420,000 General Fund to acquire and implement the California State Library's new Integrated Library System.
- The Budget provides \$2,600,000 General Fund to relocate State Library staff and materials during the renovation of the Library and Courts Building.

II. GOVERNOR DECLARES A "FISCAL EMERGENCY" - SPECIAL SESSION ON THE BUDGET TO FOLLOW

In his State of the State speech on Tuesday evening, Governor Schwarzenegger noted that he was concerned about the current Budget process, where "automatic formulas increase spending by 7.3 percent...We do not have a revenue problem, we have a spending problem. We need to fix the system." Thus, today the Governor stated that he is calling a "Special Session of the Legislature to immediately address the Budget and cash shortfall." The Governor is also proposing the so-called "Budget Stabilization Act" which would "provide for automatic reductions. These reductions will be triggered whenever the Governor projects that the state will be in deficit. The Governor will be required to estimate the year-end balance in the General Fund three times each year - in November, January and May. When this estimate shows a likely General Fund deficit of one percent or less, the Governor will reduce appropriations, on an annualized basis by 2 percent; when it shows a deficit of greater than one percent, appropriations will be reduced by 5 percent."

This proposal is likely to receive strong resistance by the Democratic-controlled legislature, who feel that any mid year Budget reductions should be subject to legislative determination, rather than a sole determination by the Governor.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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


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

DATE: January 15, 2008

No invoices were received during this report period. They normally do not arrive until the third week of the month.

Agenda Item 26

TO: Elizabeth Minter, Library Director


FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 15, 2008

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.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) is active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers last school year.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled this year.
- ◆ The homework club at Topaz Elementary School is for 7th and 8th grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on October 8.
- ◆ The homework Club at Kraemer Middle School began again in early November.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 8, in Room 402, and has been averaging about 20 students a day. This homework club is held from 3:30-5:30 Mon.-Thurs.

TO: Elizabeth D. Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 Date: January 15, 2008

SUBJECT: Grant Status

Source	Date Submitted		Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	Homework Club	Library Amount	
	Submitted	By								Library	Amount
Grants Pending											
Barbara Bush Foundation	07/07/07	Ferrari									35,000
Staples Foundation	09/30/07	Ferrari									\$10,000
TOTAL PENDING											
TOTAL											
CLLS (State Library)	\$30,000	08/01/07	PLLS	X	X	X	X				
Draper Grant	\$10,000	3/1/2007	Ferrari						X		
Disney Grant	\$5,000	9/6/2007	PLLS						X		
CLLS (State Library)	\$23,729	11/9/2007	PLLS	X	X	X	X				
TOTAL											
Grants Denied/Withdrawn											
Pacific Life	35,000	08/27/07	Ferrari								X
Pacific Life	\$5,000	08/27/07	Ferrari			X					
Irvine Health Found.	7,000	10/07/07	Ferrari								X
Rosenthal Fund	3,000	3/1/2007	Ferrari			X					X
Klein Foundation	25,000	7/1/2007	Ferrari			X					
TOTAL											\$75,000

Submitted By: ELLI, FFL, Adult Literacy, Spanish Literacy, Children's, Homework Club, History Room, Library, Clubs

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE : January 15, 2008

SUBJECT: **Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee one time in December.

Meredith will be working with the Program Committee in planning for our Cowboy poetry Even for January 12th.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

6020.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.2.1 Users are required to enter their Library Card or Guest Pass number and personal identification number.

6020.2.2 Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes.

6020.2.3 No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

6020.2.4 Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

6020.2.5 Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

6020.2.6 Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

6020.1.7 Patrons using unfiltered access must use a computer with a privacy screen.

6020.2.7 No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: January 15, 2008

Activities Report:

Dec 17 Library Board Meeting
Dec 19 Christmas program presentation for Homework Club at HIS House
Dec 20 Conducted Special Santiago Library System Council Meeting to discuss the system merger proposal process.
Dec 27 PLFF Finance Committee Meeting
Jan 3 Met with caterers to finalize plans for PLFF dinner on Jan 10
Jan 10 North Orange County Legislative Alliance meeting
PLFF Midwinter Western Dinner

Staff Meetings:

Dec 19 All Staff (Goodson & Minter) -- Agenda & Minutes are Attachment A.
Literacy (Roberts) – Agenda and Minutes not provided.
Circulation & Passport (Hoffman) – Minutes are Attachment B.
Jan 9 Program Committee (Roberts) – Minutes not yet available.

Managers Meeting:

No Manager Meetings were held because several of the managers were out each week on vacation or sick leave.

PLACENTIA LIBRARY DISTRICT

ALL STAFF MEETING AGENDA

December 19, 2007 - 1:30pm

- Police Chief Anderson, City of Placentia
- Public Behavior Issues in the Library
- Safety Training Update
- **Department Updates**
 - Public Services
 - Adult (Mary, Kathy)
 - Children's (Caroline, Phyllis)
 - Literacy (Jim, Toby, Nadia, Hilda)
 - Volunteer Services (Lois)
 - Technical Services
 - Web/Technology (Vernon)
 - Acquisitions (Katie)
 - Circulation (Kristen)
 - Administrative Services
 - Development (Yesenia)
 - Admin (Wendy)
- **Next All Staff Meeting**

We meet next on January 16 at 3:30pm. Please advise Jim or Vernon of any items you wish to have on the agenda.



All Staff Meeting

PLACENTIA LIBRARY DISTRICT ALL STAFF MEETING MINUTES December 19, 2007 - 1:30pm

Police Chief Anderson, City of Placentia
Spoke about the changes he is making to the police department and answered questions from the staff regarding "problem" patrons.

Public Behavior Issues in the Library

- Placentia Library Friends Foundation Membership Campaign
 - *David won the Membership Campaign contest.*
- Safety Training Update

• Department Updates

Public Services

Adult (Mary, Kathy)

Children's (Caroline, Phyllis)

• *Caroline brought cake and cookies for everyone.*

Literacy (Jim, Toby, Nadia, Hilda)

Volunteer Services (Lois)

Technical Services

Web/Technology (Vernon)

Acquisitions (Katie)

Circulation (Kristen)

Administrative Services

Development (Yesenia)

Admin (Wendy)

• Next All Staff Meeting

We meet next on January 16 at 3:30pm. Please advise Jim or Vernon of any items you wish to have on the agenda.

Circulation

CIRCULATION MEETING AGENDA 12-19-07 4:30 pm

Attendance: Beatrice, Jesus, Shawn, David, Estella

- Minutes *Estella*
- Checking in DVDs
 - be sure to verify that the correct DVD is in the case before checking in
 - DVD series can be very confusing, as there are series #'s and volume #'s
 - *acknowledged*
- Passport payments
 - If someone pays with both cash and credit, ring up cash in register first under proper categories, then run credit card
 - Only write the categories on the credit card receipt that correspond to the credit card transaction amount, not the full amount of all passport payments
 - *acknowledged*
- Other issues?

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: January 15, 2008
 SUBJECT: Program Committee Report for the month of December.

ADULT SERVICES

	Dec 06-07	Dec 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	1	1	8	5
NUMBER OF ATTENDEES	40	70	120	138

CHILDREN'S SERVICES

	Dec 06-07	Dec 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	28	30	142	174
NUMBER OF ATTENDEES	791	1,184	5,205	6,627

PROGRAM COMMITTEE

	Dec 06-07	Dec 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	2	1	10	9
NUMBER OF ATTENDEES	16	10	73	83
NEWS RELEASES	1	1	6	6

LITERACY SERVICES

	Dec 06-07	Dec 07-08	YTD 06-07	YTD 07-08
Total Tutors	109	78	207	185
Total Students	228	271	254	155
Total Hours	1,934	605	6,908	4,422

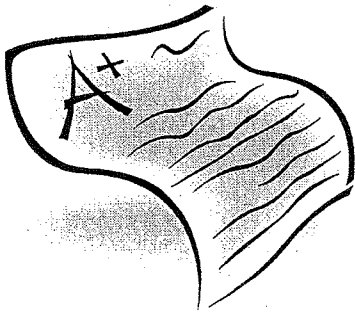
For more detailed literacy statistics, see Agenda Item 33, pages 2 of 3 and 3 of 3.

INVITING ALL KINDERGARTEN - 12TH GRADE STUDENTS

PLACENTIA LIBRARY DISTRICT

P.A.S.S. AT PLACENTIA LIBRARY

INVITES YOU TO THE



HOMEWORK
CLUB

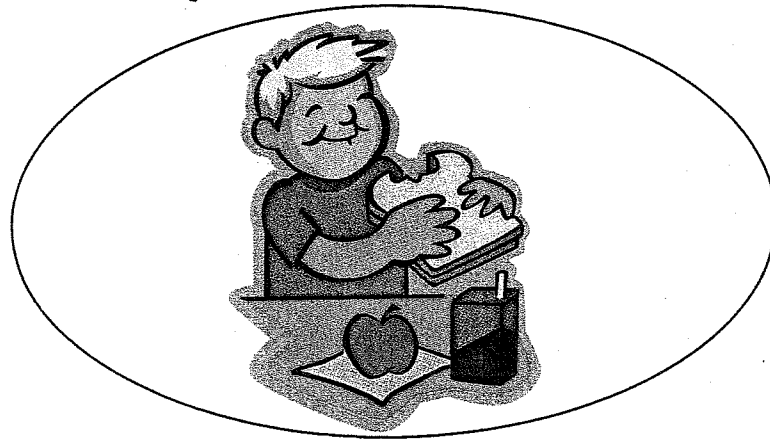
MONDAYS, TUESDAYS, WEDNESDAYS AND THURSDAYS
4:00 P.M. TO 6:00 P.M.

STARTING MONDAY, SEPTEMBER 17TH, 2007

STUDENTS NEED TO BRING THEIR HOMEWORK AND TEXTBOOKS

PASS is a homework assistance program that is available to all K-12 students. We provide students with tutors who are able to help the students with their homework assignments. This program requires no pre-registration. Students are welcome to drop-in as needed. Students are helped on a first come, first served basis. Parents of elementary school children must remain in the building during the homework club session.

FOR MORE INFORMATION, PLEASE CALL JIM ROBERTS, NADIA
DALLSTREAM OR TOBY SILBERFARB, IN THE LITERACY DEPARTMENT,
AT 524-8408 EXT 215, 214 OR 213.



Lunch!

at the Library

For parents and caregivers with children 5 years old and younger. Come to the Children's Department and enjoy a story, a lesson on a health topic, and a FREE light lunch.



Children & Families
Commission of Orange County

2008: January 17 / February 21 / March 20
April 17 / May 22. All at NOON.

PLACENTIA LIBRARY

411 E. Chapman Ave. Placentia CA 92870 / 714-528-1906 ext 212



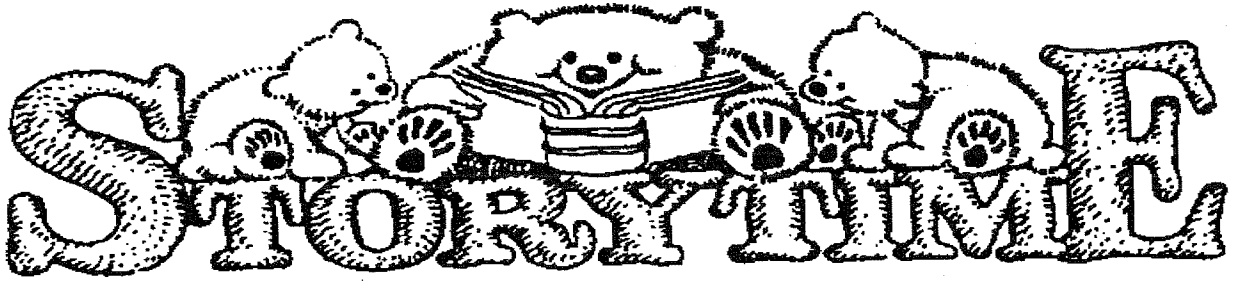
Pocket Tales:
Stories & Music
With Lindsay Whipple
Wednesdays
6:30 p.m.

Contact Children's Dept for current schedule.

Placentia Library / 411 E. Chapman Ave

Placentia, Ca 92870

714-528-1906 ext 212



Placentia Library / 411 E. Chapman Ave. / Placentia, CA 92870
(714) 528-1906 ext 212

Story Time with Georgette Baker!

Georgette Baker is a certified teacher, speaker of 5 languages and world-traveling performer. Georgette has been performing for children exclusively for more than 15 years. She enlivens performances with abounding enthusiasm for her unusual artifacts and creatures (which she shares with her audiences), her contagious laughter, and her exaggerated storytelling techniques.

Thursday morning

Lap-Sit for children 24 months and younger
9:05-9:25 a.m.

Story Time I for children 6 years old and younger
9:45-10:15 a.m.

Story Time II for children 6 years old and younger
10:30-11:00 a.m.

- ◆ Thursday Lap-Sit program made possible by the Gordon & Dixie Shaw Fund
- ◆ Programs are free and no pre-registration is necessary.
- ◆ Schedule subject to change without notice.

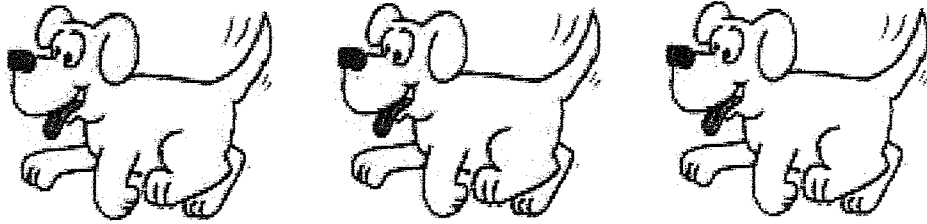


TEACHERS!
HAVE YOU HEARD?
*PLACENTIA LIBRARY HAS A NEW
OUTREACH SERVICE TO YOUR CLASSROOM.*

**No field trip forms or bus to schedule for a trip to
the library. We send a storyteller to your
classroom!**

**For Monday or Wednesday reservations call:
Amy at 714-402-9133
For Thursday or Friday reservations call:
Carol Ann at 714-904-3496**

**Placentia Library District Children's Dept.
411 E. Chapman Ave. Placentia 92870 / 714-528-1906 ext 212
NOT A SCHOOL SPONSORED EVENT**



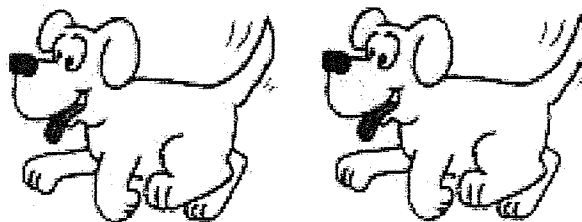
Read to the Dogs!

(or just pet these wonderful animals)

Open to all ages!
January 28, Monday
February 25, Monday
March 31, Monday
at 6:00 p.m.

**Specially trained dogs from
Bright and Beautiful Therapy Dogs, Inc.**

**Placentia Library / Children's Dept /
411 E. Chapman Ave. Placentia, CA
714-528-1906 ext. 212**



“Weighing Your Options” Nutrition & Healthy Living Series

Free Event

Healthy Cooking
Demonstrations—
Free Samples!!

Presented by Placentia Linda
Hospital, Prospect Medical
Group & Placentia
Library.

All programs in this series will be held from

10:30 a.m. to 12 p.m.

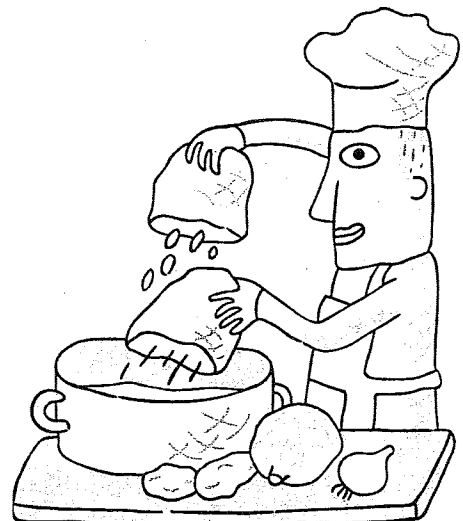
at the Placentia Library Meeting Room

411 East Chapman Avenue

on the following dates:

- Tuesday, January 15, 2008
-Diet and Nutrition
- Tuesday, January 22, 2008
-Exercise
- Tuesday, February 12, 2008
-Reading Food Labels
- Tuesday, February 19, 2008
-Making Healthy Food Choices
- Tuesday, March 11, 2008
-Emotional Eating
- Tuesday, March 18, 2008
-Eating Out and Recipe Modification

Start the year thinking healthy! This six-session nutrition and healthy living program, taught by Paul Montanchez, MPH, CHES, CDE, Health Educator for Prospect Medical Group, will help you do just that.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, January 15th, 2008


Subject: December 2007 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	93
Story Time I: 6 years & younger	4	103
Story Time II: 6 years & younger	4	141
Holidays events	2	149
Read to the Dogs event	1	35
Pocket Tales: Stories & Music	3	92
After School Craft	1	24
School Outreach Visits	11	547
Total December 2007	30	1184
Total December 2006	28	794
Current FY to date	174	6627
Previous FY to date	142	5205

Cg

CHILDREN'S DEPT. REFERENCE STATS			
JANUARY 15th, 2008		Meeting	
AGENDA ITEM 32			
PAGE 2 OF 2			
DATE	IN-PERSON	PHONE	TOTAL
1	36	5	41
2	27	1	28
3	45	3	48
4	49	4	53
5	41	0	41
6	43	1	44
closed 7			
8	34	4	38
9	31	1	32
10	41	7	48
11	46	5	51
12	44	3	47
13	40	4	44
closed 14			
15	44	2	46
16	21	0	21
17	46	4	50
18	41	8	49
19	40	3	43
20	33	2	35
closed 21			
22	30	3	33
23	21	1	22
closed 24			
closed 25			
26	40	5	45
27	37	3	40
closed 28			
29	30	3	33
30	16	1	17
closed 31			
TOTAL			
	876	73	949

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 15, 2008

SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of December.

Tutor Training. There was one tutor training workshop in December, and 6 tutors were trained. All are tutoring or pending

Placentia Rotary Reading Enrichment Program (PRREP). The PRREP Clubs at El Dorado High School and Valencia High School began again in October. We are still signing up PRREP volunteers for this school year.

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on October 8. The Kraemer-Placentia Library Homework Club started in early November.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in mid-October. We are active at three elementary schools--Ruby Drive, Topaz, and Brookhaven.

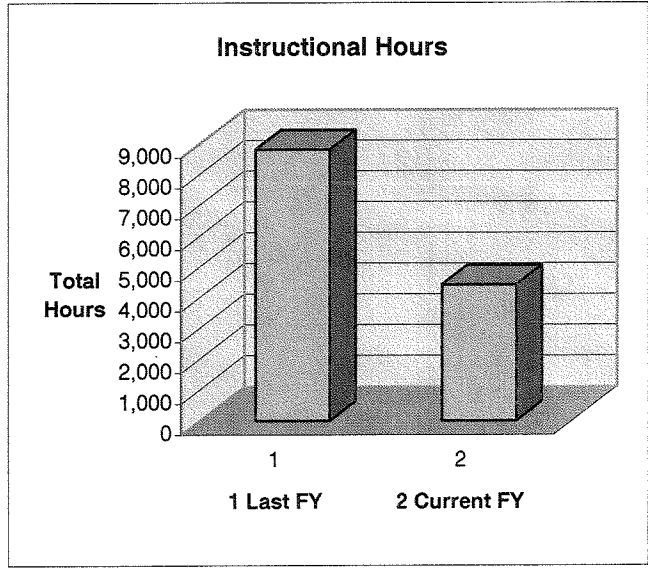
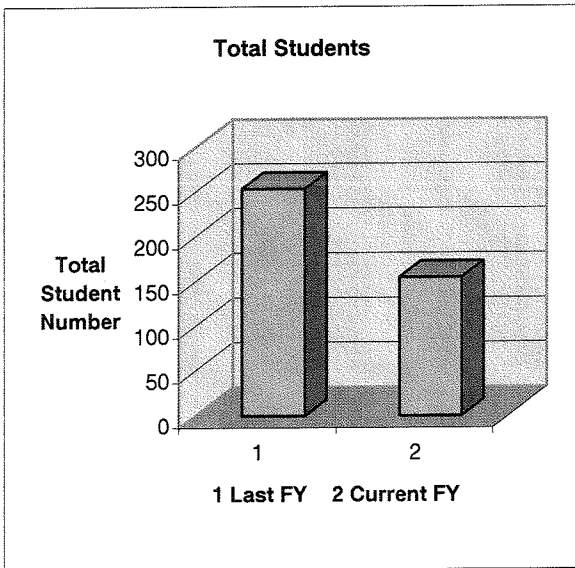
Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and continue to be this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have twenty-two (22) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

Literacy statistics. See Agenda Item 33 Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Dec 06-07	Dec 07-08	YTD 06-07	YTD 07-08
Tutors				
Adult	61	48	80	81
Teen	55	34	65	48
Hours Instruction	1,804	1,549	8,721	4,422
Other Volunteer Hours	120	120	720	840
Total Hours	1,924	1,669	9,441	5,262
Training Workshops				
Workshops Held	2	1	8	8
Tutors Trained	16	4	82	74
Students				
With Adult Tutors	145	44	186	78
With Teen Tutors	71	71	77	107
In Groups	0	0	0	0
Total Active Students	216	115	263	185
Families for Literacy				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	180	300
ELLI Program				
K-6th Grade Students	220	40	417	75
Tutors for K-6th Grade	12	10	22	23
Hours of Instruction	385	225	3,058	740
Homework Clubs				
On-Site: Students	98	120	435	343
On-Site Tutors	14	10	67	55
Hours of Instruction	160	160	576	602
H.I.S. House Students	13	13	38	23
H.I.S. House Tutors	9	9	20	8
Hours of Instruction	114	114	551	606
Topaz Students	36	36	121	68
Topaz Tutors	9	9	22	4
Hours of Instruction	338	338	3,118	1,584
Kraemer Students	86	86	166	80
Kraemer Tutors	9	9	19	5
Hours of Instruction	577	577	661	414
Total Tutors	116	78	207	185
Total Students	216	271	254	155
Total Instruction Hours	1,804	605	8,812	4,422



TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian MCS

DATE: January 14, 2007

SUBJECT: Reference and Adult Services report for December, 2007

- There was one Program Committee meeting during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. The trough featured books written by Suzanne Enoch, who will be featured at the March 1, 2008 author's luncheon. Playaways have been temporarily moved to the area near our recorded books. Also set out for patrons were multiple copies of *High Country* by the western author Willard Wyman in preparation for the Placentia Library Friends Foundation program to be held at the Placentia Round Table on Thursday, January 10. Hanukkah, Christmas, and Kwanzaa books appeared in the sleighs after Thanksgiving for the holiday period.
- On Thursday, December 20, the library celebrated the holiday season with "A Child's Christmas in Wales." Held for the third year, it attracted 70 patrons of all ages who made very positive comments about the program in the written evaluations that were submitted. Under the direction of History Librarian Gary Bell, the hour and a half program with a short intermission featured about a dozen performers who sang, read, did jokes, and generally made everyone merry. The number of attendees has grown each year (last year, there were about 50 patrons) and it might be wise to feature it again in 2008.
- Upcoming confirmed programs include a program at the Placentia Round Table on Thursday, January 10 with the western author Willard Wyman; Rhonda Sedgewick Stearns, who will present a poetry workshop on Saturday, January 12; "Buying on eBay" with Deborah Miller on Tuesday, February 12; "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24; and "Money Basics" on Tuesday, April 22.
- The Placentia Library is partnering with the Placentia-Linda Hospital and is the location for Senior Yoga classes every Tuesday and Thursday morning. These classes will be taught by the YMCA until there is newly-constructed space available at the hospital. The library will host morning nutrition classes with some cooking being done during January, February and March.

Statistical Comparisons at the Reference Desk
December FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	158	206	1,065	1,367
Desk Reference Questions	1,787	3,306	11,568	18,382
E-Mail Reference Questions	0	0	3	1
Ready Reference	13	31	141	183
Instruction	181	109	1,222	1,244
Computer Use	2,502	3,281	22,552	24,182
Reference Books: In-Library Use	2,413	3,276	17,266	24,271
Patron Database Signups	N/A	N/A	933	N/A

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: January 15, 2008
SUBJECT: **History Room report for December**

History Room visitors in December: fiscal year: 2006-2007: 1
History Room visitors in December: fiscal year: 2007-2008: 7

On December 13th the History Room hosted a meeting of the Orange County Library Association. Pat Irot gave the presentation for the event, giving the assembled members information about our History Room and its origins and detailed facts about what a rich resource for our community the Placentia History Room is. She then shared our recently completed 1938 flood DVD with the members, providing them with an example of how we are preserving our history and moving forward with projects to enhance it.

On December 15th the History Room hosted our first in a series of local author celebrations. The event was enthusiastically attended by over twenty people, who listened to the authors' presentations, asked questions of them, and enjoyed cider and refreshments while the authors sold and signed copies of their books. The six authors were Jeanette Gardner, Mike Gardner, Joann De Matteo, Joanna Keating-Velasco, Clairee Tynes and Gabriella Koliass. It was a diverse and eclectic collection of books and the authors seemed to enjoy connection with each other, as well as with the audience. Our next celebration is planned for February 2nd and thus far the confirmed authors are David Bauman, Jim Armstrong and Margo Palmgren.

We have obtained bound copies of the Placentia Round Table Club minutes.

Marie Schmidt attended the December city council meeting and reminded the assembled officials of our city's birthday. She promoted our History Room to the group and is an all round good ambassador for the Placentia History collection.

Board member Richard Devecchio has expressed interest in producing something for the History Room and also suggested Jim Armstrong to be one of our next celebrated authors.

The annual holiday Celtic Christmas evening on December 20th was enthusiastically attended by over seventy people. Elizabeth Minter, our director, provided delicious shortbread and sandwiches and the night culminated in the reading of Dylan Thomas's perennial classic.

Placentia Library District
On-line database usage – December 2007

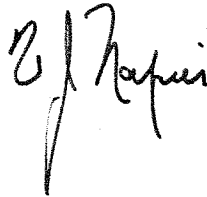
	December 2007	December 2006		Y-T-D 2007	Y-T-D 2006	Y-T-D change
Chilton Library (Automobiles)	2	-		31	0	31
General Reference Center	45	81		415	528	-113
Opposing Viewpoints	169	95		420	358	62
Newsbank -Newspaper search	36	70		364	184	180
Newsbank -Magazine search	0	2		3	4	-1
L.A Times	6	8		44	25	19
Wall Street Journal	7	5		29	657	-628
Heritage Quest	1,036	5,067		24,736	24,497	239
Learning Express (Learn a test)	5	2		82	15	67
Novelist	1	4		10	224	-214
Tumblebooks	258	864		2,396	1,826	570
MorningStar	43	38		706	192	514
Value Line	167	-		3,615	0	3,615

Library website traffic for the period January 2007 through December 2007

	Jan'07	Feb'07	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Oct'07	Nov'07	Dec'07	Y-T-D	Monthly Average
Unique visitors	n/a	n/a	2,569	2,388	2,301	2,216	2,336	2,246	2,455	2,587	2,533	2,150	23,783	2,378
Number of visits	n/a	n/a	4,317	4,000	3,925	3,742	3,864	3,836	4,037	4,327	4,220	3,636	39,904	3,990
(visits per visitor)	n/a	n/a	1.68	1.67	1.70	1.68	1.65	1.70	1.64	1.67	1.66	1.69	205,430	1.67
Pages visited	n/a	n/a	20,338	18,835	19,422	17,373	22,980	23,934	20,064	22,537	21,417	18,530	205,430	20,543
(pages per visit)	n/a	n/a	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5.20	5.07	5.09		5.15
Pages most viewed														
Application for library card	n/a	n/a	0	57	44	99	27	18	45	57	0	35	382	38
Borrowing library materials	n/a	n/a	164	135	117	110	130	109	119	117	55	80	1,136	114
Calendar	n/a	n/a	174	122	109	226	170	161	145	128	124	83	1,442	144
Catalog	n/a	n/a	491	604	301	468	5,603	340	375	423	367	337	9,309	931
Community links	n/a	n/a	66	57	59	64	44	72	58	57	84	23	584	58
Contact Us	n/a	n/a	150	162	169	159	167	126	181	151	188	157	1,610	161
Frequently Asked Questions	n/a	n/a	242	261	233	235	254	201	237	272	238	163	2,336	234
Home page	n/a	n/a	14,543	13,008	13,856	12,760	17,236	18,994	14,875	16,589	15,805	13,682	151,348	15,135
Kids page	n/a	n/a	206	178	199	317	209	206	205	202	215	137	2,074	207
Literacy services	n/a	n/a	77	83	72	58	76	116	172	201	174	136	1,165	117
Passport applications	n/a	n/a	546	444	311	317	324	245	234	226	179	181	3,007	301
Photos (pick of the pics)	n/a	n/a	159	115	85	92	126	103	68	121	107	112	1,088	109
Searching for information	n/a	n/a	670	626	728	424	451	493	489	492	483	353	5,209	521

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: January 9, 2008
SUBJECT: **Technology Report for December 2007**

A handwritten signature in black ink, appearing to read "V. Napier", is positioned to the right of the "FROM:" line.

- Commissioned further refinements to the History Room's PICK database.
- Began re-designing the Library's website taking into account our new logo and color scheme.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily DEC 07 2007

ALMANAC

**DISPUTE OVER MONEY
PLACENTIA**

332
The city and BNSF disagree over how much is owed to the railroad company for improvements made to the tracks as part of the Quiet Zone project, city officials say.

BNSF, which owns and operates the railroad tracks on the south side of the city, sent invoices totaling \$400,000 to the city for improvements that included medians, safety devices and signage.

The city expected the bill to be \$250,000, city engineer Andy Muth said at Tuesday's City Council meeting.

The Quiet Zone project, which finished in August, took more than six years and \$9 million to complete.

BNSF officials could be reached.

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The Register
Daily DEC 12 2007

332 **PLACENTIA**
Talking about writing: Local authors will share their writing and publishing experiences from 1 to 5 p.m. Saturday at the Placentia Public Library. Authors include Clairee Tynes, Michael Gardner, Larry de Graaf, Jeannette Gardner and JoAnn de Matteo. Information: 714-528-1945, ext. 224.

Eric Neff

714-704-3782

eneff@ocregister.com

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The Register
Daily DEC 08 2007

GARDEN EVENTS 332

**EDITOR'S
TOP PICK**

Annual Fresh Holiday Wreath Workshop: Learn floral design techniques and be guided by an expert as you create a holiday wreath from fresh greenery and nature's decorations. 10 a.m. Dec. 8, Fullerton Arboretum, 1900 Associated Road, Fullerton. \$50/person includes supplies for wreath. 714-278-3579.

www.arboretum.fullerton.edu

Southern California Orchid Species Society: Monthly meeting of the club. This month's speaker will be Fred Clarke of Sunset Valley Orchids in Vista, whose topic will be *Cattleya mossiae*. 2 p.m. Dec. 9, Placentia Library, 411 E. Chapman Ave., Placentia. Free. 714-528-1906.

Orange County Branch of the Cymbidium Society of America:

Monthly meeting of the club. 8 p.m. Dec. 12, Garden Grove Community Meeting Center, 11300 Stanford Ave., Garden Grove. Free. 714-991-8661.

Mission San Juan Capistrano Garden Tours: Garden volunteers lead visitors on Wednesday morning tours of the beautiful Mission San Juan Capistrano gardens. 10 a.m. Dec. 12, Mission San Juan Capistrano, 26801 Ortega Highway, San Juan Capistrano, San Juan Capistrano. \$5-\$9. 949-234-1300. www.missionsjc.com

Del Norte Garden Club. Features speaker Victoria Michaels of Anaheim on "Color in the Shade Garden." 9:30 a.m. Dec. 13, Placentia Library, 411 E. Chapman Ave., Placentia. Free. 562-691-6917.

California Organic Gardening Club. Meeting, 6 p.m. Dec. 12, Women's Civic Club of Garden Grove, 9501 Chapman Ave., Garden Grove. Free. 714-892-1792.

The Urban Garden Talks. A little style and flair can turn a few plants into an easy and inexpensive gift. Learn how to utilize your garden and the flower mart to make great holiday garden gifts. 12 p.m. Dec. 12, W.M. Keck Amphitheatre at Walt Disney Concert Hall, Music Center of Los Angeles County, Los Angeles. Free. 213-972-3688.

California Native Plant Society, Orange County Chapter Meeting. Share some of your favorite photos of native plants - in the wild or in the garden, locally or anywhere in the world. Bring 10-20 if they're spectacular. 7 p.m. Dec. 20, Duck Club, 5 Riparian View, Irvine. Free. 949-552-0691. ocnps.org

Christmas Arrangements with Candy Nakanishi. The Anaheim Garden Club showcases Nakanishi, who has taught floral culture and landscaping. 10 a.m. Dec. 21, Anaheim United Methodist Church, 1000 S. State College Blvd., Anaheim. Free. 714-778-3938. www.geocities.com/anaheimgardenclub

Announcements are published on a space-available basis and must be submitted two weeks before the event by going to ocregister.com/homegarden and clicking on Home Calendar or Garden Calendar under EVENTS. We do not accept mailed notices of events.

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Placentia News
Weekly DEC 13 2007

HOLIDAY READING AT THE LIBRARY

³³²The Placentia Public Library will present "A Child's Christmas in Wales" on Dec. 20 at 6:30 p.m.

The program will include songs, readings, dramatics and refreshments.

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

pacific clippings

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Placentia News
Weekly DEC 13 2007

AUTHORS OF PLACENTIA TO SHARE STORIES

³³²Local authors will share their writing and publishing experiences from 1 to 5 p.m. Friday at the Placentia Public Library.

Authors include Clairee Tynes, Michael Gardner, Larry de Graaf, Jeannette Gardner and JoAnn de Matteo. Time will be set aside for autographing copies of books.

Information: 714-528-1945, ext. 224.

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Fullerton Observer
Weekly DEC 15 2007

DEC 20: A CELTIC CHRISTMAS MAS PLACENTIA LIBRARY,

411 E. CHAPMAN AVE,
PLACENTIA 332

INFO: 528-1906 OR 870-7620

6:30pm: A FREE PROGRAM presented by TinBox Theatricals. Enjoy songs, poetry, music and dramatic/comedic readings rich in holiday traditions of the British Isles on Dec. 20 at 6:30pm. There will also be a carol singalong and a reception with the actors.

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Placentia News
Weekly DEC 13 2007

WESTERN DINNER EVENT WILL BENEFIT LIBRARY

³³²The Placentia Library Friends Foundation is holding a midwinter western round-up to raise money for the Public Library.

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

The dinner is \$45 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave. Tickets are available at the library circulation desk, or online at www.placentialibrary.org.

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Los Angeles Times
OC Edition DEC 19 2007
Daily

THURSDAY 332

Farmers market: Holiday carolers perform at the Holiday Farmers' Market and craft fair, 9 a.m.-1:30 p.m. Free. Center Street Promenade and Lemon Street, Anaheim.

Book group: The Aliso Viejo Library book group for adults discusses "White Noise" by Don DeLillo. 10:30 a.m. Free. Aliso Viejo Library, 1 Journey. (949) 360-1730 or www.ocpl.org

Children's crafts: Children can make winter crafts and have holiday treats. 3:30 p.m. Free. Chapman Library, 9182 Chapman Ave., Garden Grove. (714) 539-2115 or www.ocpl.org

Concert: "A Child's Christmas in Wales" features songs, readings, refreshments. 6:30-8:30 p.m. Free. Placentia Library, 711 E. Chapman Ave. (714) 528-1906 or www.placentialibrary.org

Concert: The Westminster High School Band performs a holiday show. 7-8 p.m. Free. Bella Terra Amphitheater, 7777 Edinger Ave., Huntington Beach. (714) 897-2534 or www.bella-terra-hb.com

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Los Angeles Times
OC Edition DEC 20 2007
Daily

Orange County Calendar

TODAY 332

Farmers market: Holiday carolers perform at the Holiday Farmers' Market and craft fair, 9 a.m.-1:30 p.m. Free. Center Street Promenade and Lemon Street, Anaheim.

Book group: The Aliso Viejo Library book group for adults discusses "White Noise" by Don DeLillo. 10:30 a.m. Free. Aliso Viejo Library, 1 Journey. (949) 360-1730 or www.ocpl.org

Children's crafts: Children can make winter crafts and have holiday treats. 3:30 p.m. Free. Chapman Library, 9182 Chapman Ave., Garden Grove. (714) 539-2115 or www.ocpl.org

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Concert: The Westminster High School Band performs a holiday show. 7-8 p.m. Free. Bella Terra Amphitheater, 7777 Edinger Ave., Huntington Beach. (714) 897-2534 or www.bella-terra-hb.com

counts the journey of Mary and Joseph to Bethlehem. 6 p.m. Free. Richman Park, 711 S. Highland Ave., Fullerton. (714) 738-3146 or www.ci.fullerton.ca.us

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Placentia News
Weekly DEC 20 2007

SNAPSHOTS



WE WANT TO WIN: Contestants for the Miss Placentia and Miss Outstanding Teen competitions Ashley Sewell, 20, from left, Rosario Rivera, 15, and Bree Neidermann, 15, talk to Santa Claus during a mixer sponsored by the Chamber of Commerce.

Meet Miss Placentia

Photos by Rod Veal

Candidates for Miss Placentia title visited a recent Chamber of Commerce mixer. Also there were potential Outstanding Teen candidates and community groups and businesses that will sponsor the girls.



FUNNY: Contestants for the Miss Placentia and Miss Outstanding Teen laugh at Lauren Howard, the current Miss Placentia, as she announces this year's contestants.

JOKING: Jim Roberts, from the Placentia Library, greets and jokes with Diamond Hairston, 17, of Fullerton and Danielle Lenore, 17, of Yorba Linda, who will be contestants.



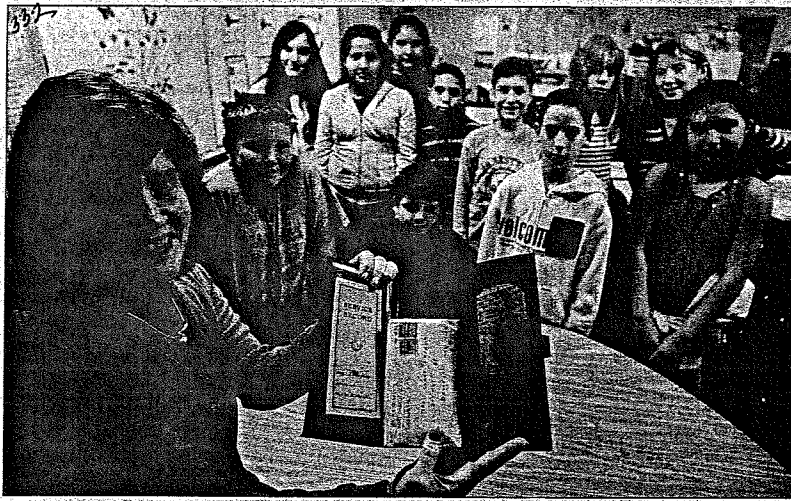
YOUNG FAN: Miss Placentia Lauren Howard talks with Paige Williams, 5 of Placentia.



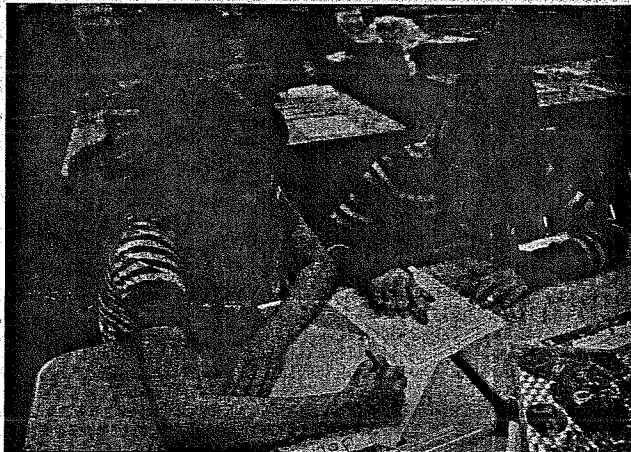
COURTING A SPONSOR: Bree Neidermann talks with Eleanore Rankin, the first vice president of the Roundtable Women's Club, who will sponsor a few of the contestants in the pageant.



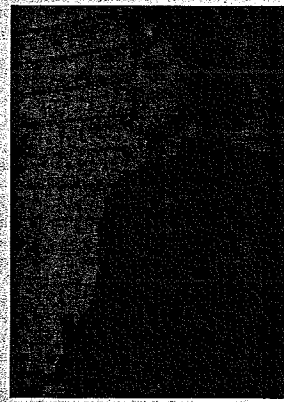
MIXIN' IT UP: Contestant for the Miss Placentia crown Sharon Keng talks with an unidentified man.



HUNTING A VET: Teacher Linda Loe, left, poses with her students and, in her hand, is the honorable discharge papers for Georgia Shellenbarger, a World War II veteran. The class has used the find as an entry into WWII history and research into who Shellenbarger is. **ROD VEAL, THE ORANGE COUNTY REGISTER**



HUNTING A VET: Raven Westewald, left, and Kayla Kenny, both students at Van Buren Elementary, look over paperwork belonging to Georgia Shellenbarger. **ROD VEAL, THE ORANGE COUNTY REGISTER**



HUNTING A VET: A photo, presumably, of Georgia Shellenbarger, a WWII veteran, who became the subject of an investigation by students at Van Buren Elementary. **CONTRIBUTED PHOTO**

GEORGIA ON THEIR MINDS

The accidental find of a wallet full of papers connects a class with a servicewoman from World War II.

By **ERIC NEFF**
THE ORANGE COUNTY REGISTER

PLACENTIA • It all started in an auto yard.

Don Coffman was working at Ecology Auto Wrecking in Santa Fe Springs when he noticed a pristine leather travel wallet lying in the dirt.

He picked it up, asked around unsuccessfully to find an owner, and finally brought it home to his wife, Melanie, an antique collector and teaching aide at Van Buren Elementary School in Placentia.

Melanie Coffman brought it in to show Lynda Loe, who teaches reading.

The wallet had a military logo on it, and inside were the yellowed documents and photos of a Women's Army Corps veteran from World War II - Georgia Anna Shellenbarger.

Loe introduced Shellenbarger to her students, and ever since the wallet has served as a passport to World War II history.

Inside were hints to Shellenbarger's time with the military,

which the students can recite from memory.

"There was so much in this little packet. We found out so much," Loe said. "It really is like a time capsule."

Loe teaches fourth-, fifth- and sixth-grade children who have difficulties in reading and math.

"I told my kids we're going to be like Sherlock Holmes; we're going to follow every lead," Loe said.

Shellenbarger's papers include several addresses, including one in Washington, D.C., and another one in New York.

One of her postwar documents says she resigned from General Motors Corp. in 1946 to "enter religious work."

The children searched for all the Shellenbargers they could find in the phone book. No one knew of her.

Shellenbarger's history made fourth-grader Cole Lanksbury wonder about not just her past, but his own.

Cole told his grandfather about Shellenbarger and

Inside the wallet

- Her honorable discharge papers
- Pictures from a military show
- Shot of her in uniform
- Log of her travels while serving
- Her application for unemployment insurance - including a receipt for her \$20 check
- Her pledge to donate monthly to a Bible Institute in the Philippines
- Her resignation form from GMC Motors, which says that she "resigned to enter religious work"

asked if he was in the war; yes, he said, and he told the boy about serving in World War II.

"In my 30 years of teaching, it's the most excited I've seen kids about something that happened before they were born," Loe said.

Along the way, kids have learned math by doing calculations with ages and dates for Shellenbarger during different points of her life.

The papers are being donated to the United States Women's Army Museum in Fort Lee, Va., where they will be put on display with letters from the students.

"We would like to know if she's alive, and we would like to know where she lives," fifth-grader Austin Ritter wrote in

his letter.

Unfortunately, Loe's class will not get the chance to meet the woman they've come to learn so much about. Social Security death records accessed by The Register show that Shellenbarger died in 1968. She was 46.

"They're going to be really disappointed," Loe said of her students. "They're going to be really sad to hear that she died when she was 46. We'll do a math problem on the board with it; that's all we can do."

News researcher Michael Doss contributed to this report.

CONTACT THE WRITER:
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Placentia News
Weekly DEC 20 2007

Western dinner to benefit library

³³² The Placentia Library Friends Foundation is holding a dinner featuring Willard Wyman, author of High Country, Rhonda Sedgwick Sterns, cowboy poet and storyteller, and David Bourne, a saloon pianist featured in the HBO series Deadwood.

The dinner is \$45 per person plus a cash bar, and it is being held from 5:30 to 9 p.m. Jan. 10 at the Placentia Round Table at 901 N. Bradford Ave. Tickets are available at the library circulation desk, or online at www.placentialibrary.org.

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The Register
Daily JAN - 2 2008

³³² **PLACENTIA**
Veteran event: An open house for veterans is planned for 6 to 8 p.m. Jan. 23 in the History Room at the Placentia Library. Veterans are invited to get acquainted with staff and learn about the resources provided by the library. Information: 714-528-1925, ext. 224.

Eric Neff
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The Register
Daily DEC 30 2007

PLACENTIA

Budget deficit at \$3 million

³³² **THEN**

The city was expecting to have a \$5.4 million general fund deficit at the end of the 2007 fiscal year.

NOW

The updated projection for the fund balance is a deficit of \$3 million. City officials cite fiscal restraint as the reason for the reduced projection.

WHAT'S NEXT

Finance Director Terrence Beaman said the deficit is still "not good" and emphasized that, while the situation has improved, it's still "up in the air" because of a pending CalTrans audit for city spending of state funds on a defunct rail trench project.

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The Register
Daily DEC 31 2007

³³² **PLACENTIA**
Meeting canceled: The City Council meeting scheduled for Wednesday has been canceled. The next meeting will be Jan. 15. The cancellation will delay the appointment of a replacement on the audit oversight committee for Mayor Scott Nelson, who vacated the seat when he was appointed to the City Council in November.

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

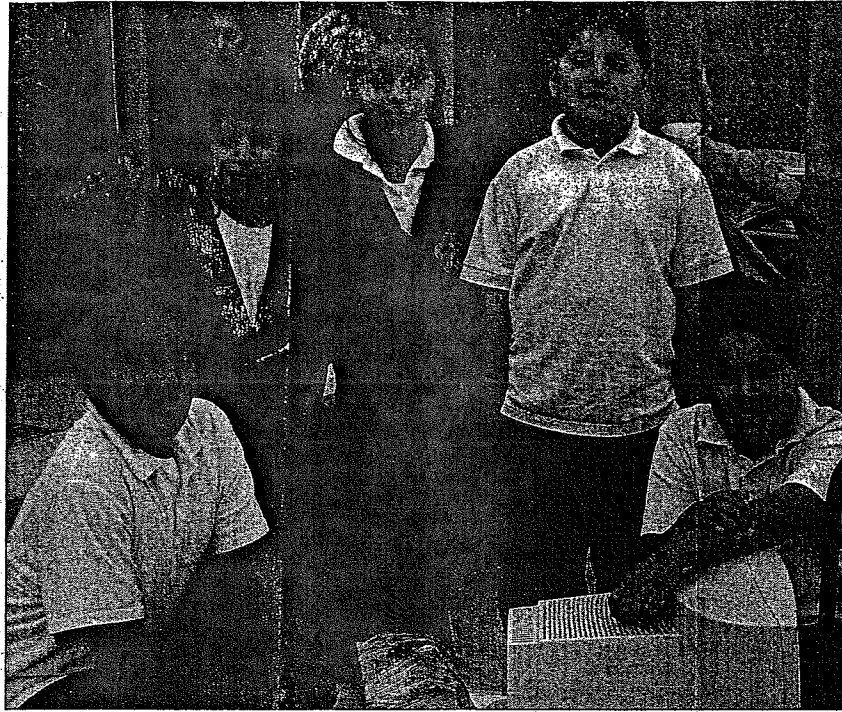
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The Register
Daily JAN 03 2008

³³² **PLACENTIA**
Captain's delay: Police Capt. Gary Sprague has told Chief Jim Anderson that he intends to delay his retirement four to six weeks to "clean up some work on my desk," Sprague said from his home Wednesday. Sprague was out sick with the flu Wednesday, but said he hopes to get back to his desk and start finishing work this week. Sprague has been a captain with Placentia Police since 2004, when he was promoted from lieutenant.

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

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PHOTOS COURTESY OF COMMUNITY ACTION PARTNERSHIPS

KID STUFF: Juan Rodriguez, Maribel Banda, Brianda Valenzuela, Juan Zavala and Jesus Guzman, from left, are receiving computers refurbished by Community Action Partnerships.

HIGH-TECH HELP

Students at Melrose Elementary in Placentia get refurbished computers for the holidays.

By ERIC NEFF
THE ORANGE COUNTY REGISTER

PLACENTIA • Scores of children from Melrose Elementary are entering the new year with a new toy - their first home computer.

Community Action Partnership, a nonprofit that aims to fight poverty, dis-

tributed refurbished computers to 94 kids from low-income families.

The program, which has distributed 6,000 computers so far, takes computers that have been donated by local businesses and refurbishes them.

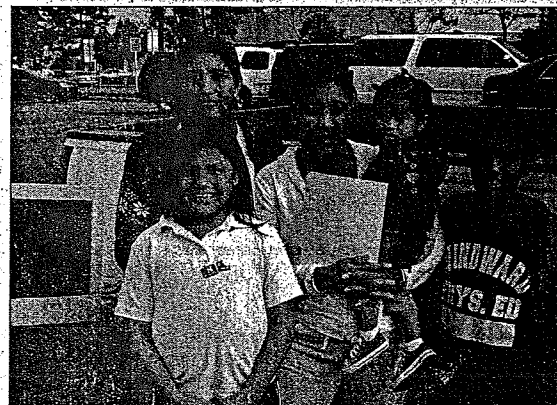
"Helping low-income children to obtain comput-

ers and access to the Internet will help them to become more proficient and competitive with their marketable skills," said program manager Trudy Wilson.

Children who participate in the free-lunch program were eligible for, though not assured of, a computer.



GIVING: Community Action Partnerships truck driver Dennis Burrell, in back, distributes a refurbished computer to the Sandoval family, from left, Jessenia, Rosaura and Jesus.



FREE COMPUTER: Chela Martinez and Adrina Sanchez, center, receive a refurbished computer donated to Sanchez's children, from left, Adriana, baby Wendy and Albert.

SAFETY COMMITTEE MEETING
December 13, 2007
MINUTES

I. Call to Order: 11:00 A.M.

Members Attending: Nadia Dallstream
Jesus Diaz
David Ferrari
Wendy Goodson
Alexander Hernandez

II. Old Business

1. The Safety Training and Incentive Program is available to the entire staff to complete Safety Training Courses pertinent to their job classifications.

Prepared by : Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EMM*
SUBJECT: Legislative Issues and a Review of the Status of the State Budget and State Library Budget
DATE: January 15, 2008

BACKGROUND

Agenda Item 24 contains information about current legislation affecting independent special districts and libraries.

I attended the North Orange County Legislative Alliance meeting on January 17, 2008. The topic for discussion was taking public positions on the referendums on the February ballot. Information on the NOCLA positions is available at its web site: www.nocla.org.

The Independent Library District Trustees will meet on Saturday, February 16, 2008 in the Board Room at the Buena Park Library District from 9:00 to 11:00 A.M. The agenda will include discussion of the State budget and legislative reports from both the California Special Districts Association and the California Library Association.

The Trustees may report on any contacts they have had with Federal, California or Orange County Legislators.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director
Placentia Library District Board of Trustees
Placentia Library Foundation Board of Directors
Placentia Library District History Room Committee
Placentia Library Foundation Book Store Volunteers
Library Staff


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


SUBJECT: **Word of Mouth Marketing topic for February 2008 – Placentia Library Friends Foundation Author’s Luncheon**


DATE: January 15, 2008

The fifth topic for the Word of Mouth Marketing campaign will be the **Placentia Library Friends Foundation Author’s Luncheon**.


The badges will be distributed on February 1st. Please wear them at work every day. Please also feel free to wear them when you are shopping or otherwise out in the community.


 The badges are designed to be conversation starters. They need your participation to make them successful!

 This is the 15th year –program began in 1994


 Authors have been

1994 Ciji Ware	1999 T. Jefferson Parker	2004 Kelly Lange
1995 Elizabeth George	2000 Ruth Heller	2005 Thom Racina
1996 Elizabeth Forsythe Hailey	2001 Diane Leslie	2006 D. P. Lyle, MD
1997 Vick Knight	2002 Doreen Ludwig	2007 Sherry Halperin
1998 Barbara Seranella	2003 Lisa See	2008 Suzanne Enoch


 2008 Author is Suzanne Enoch, a Valencia High School Graduate. Romance Writer, has been on the USA Today and New York Times paperback best seller list.


 The Library has her books available in the wooden rack beside the new book display.

 Tickets are \$45.

 Event is Saturday, March 1st (always the first Saturday in March), at Alta Vista Country Club

 Celebrity waiters honor leaders of community organizations.

 Ticket sales and tips support the PLFF Adopt-a-Book program and the Book Endowment Fund – have raised over \$100,000.

 Special prizes for everyone at the table with the largest tip.

Thanks to the Program Committee for nominating the topics for the District's Word of Mouth Marketing campaign. The topics for the next few months are:

February – PLFF Author's Luncheon

March – Library Website

April – Volunteer Opportunities

May -- Summer Reading Program

June – Placentia History Room

July – Audio Books & e-books (digital branch)

August – Literacy Tutor Sign-up



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Final Adoption of Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity.

DATE: January 15, 2008


BACKGROUND

At its Work Session on November 17, 2007 the Library Board of Trustees reviewed Placentia Library District Policies 2200 through 2270, Personnel. At its Regular Meeting on December 17, 2007 the Library Board adopted as a first reading Placentia Library District Policies 2020 -- Vacations; 2040 – Sick Leave; 2110 – Health and Welfare Benefits; 2115 – Volunteer Workers' Compensation Insurance; 2120 – Educational Assistance; 2125 Notary Public Training Services; 2130 – Pay Periods and Distribution of Pay Checks; 2160 – Authorized Leave; 2170 – Performance Evaluation; and 2220 – Equal Employment Opportunity and referred them to the staff for review and comments.

The policies were discussed at the Library Staff meeting on December 19, 2007 and posted on the staff intranet on December 20, 2007. They were posted again with a reminder for comments on January 6, 2008.

Written comments regarding Policy 2120 – Educational Assistance are included as Attachment A. As a result of these comments several changes are recommended and are indicated in blue type in the attached document.

The following are the policies as adopted as a first reading on December 17, 2007 and are now ready for final adoption. Policy 2120 has some additional recommendations in blue type.


 2020 Vacations – Attachment B

Added Section 2020.12 which has a buyout provision for a maximum of 25% of one year's vacation earnings for staff with a balance over 80 hours.

 2040 Sick Leave – Attachment C


Added language to Section 4040.11 to state that this benefit is for non-exempt staff only.

Added Section 2040.12 which has a two for one conversion provision for sick leave to vacation leave for employees with a balance over 800 hours.

 2110 Health and Welfare Benefits – Attachment D

Added Section 2110.4 stating that the District is covered by Social Security and Medicare.


Reorganized and expanded Sections 2110.5 Money Purchase Pension Plan and 2110.6, Deferred Compensation/457 Plan.

 2115 Volunteer Workers' Compensation Insurance – Attachment E


Updated name of the Placentia Library Friends Foundation.

 2120 Educational Assistance – Attachment F

Deleted Section 2120.2.4 and added the content to Section 2120.2.

 2125 Notary Public Training and Services – Attachment G


Multiple changes to provide for mandatory Notary certification for Library Clerk I and Library Clerk II positions. This does not affect staff who were hired prior to the Notary program.

 2130 Pay Periods and Distribution of Pay Checks – Attachment H

Updates the name of the office.

 2160 Authorized Leave – Attachment I

Grammatical change.

 2170 Performance Evaluation – Attachment J

Adds the Manager of Administrative Services to the list of those who prepare performance evaluations.

 2220 Equal Employment Opportunity – Attachment K

Deletes the statement, "We want to have the best available persons in every job."

RECOMMENDATION

Adopt amended Placentia Library District Policies in Series 2000 – Personnel as follows:

2020 – Vacations

2040 – Sick Leave

2110 – Health and Welfare Benefits

2115 – Volunteer Workers' Compensation Insurance

2120 – Educational Assistance

2125 – Notary Public Training Services

2130 – Pay Periods and Distribution of Pay Checks

2160 – Authorized Leave

2170 – Performance Evaluation

2220 – Equal Employment Opportunity

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

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

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

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

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

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

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

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

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

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

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

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

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

Deleted: As such, pay in lieu of vacation time away from work will not be permitted.¶

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2040.11 The District provides an incentive program for non-exempt employees for the accumulation of sick leave hours. Exempt employees are not eligible for this program.

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

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

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

2040.12 Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.

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

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

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

2040.13 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.13.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.13.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.13.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

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

2040.14.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

| **2040.14.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

| **2040.14.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

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

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

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

2110.0.3.1 Medical Insurance Reimbursement of:

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

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

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

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

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

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

2110.3 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

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

2110.5 Money Purchase Pension Plan.

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

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Deleted: employee retirement

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

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Deleted: retirement plan

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

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2110.6.5 Deferred Compensation/457 Plan.

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2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.¶

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

Deleted: the United States Conference of Mayors

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

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

Deleted: or any other deferred compensation adopted by the Library Board of Trustees.

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

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

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

Placentia Library District

POLICY HANDBOOK

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

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

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

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

Deleted: Friends of Placentia Library

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

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

Deleted: Friends of Placentia Library

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

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

2120.2 The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

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

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

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

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

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

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

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

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

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

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

2120.6 If an employee leaves Placentia Library District within twenty-four months after receiving tuition reimbursement then he/she must reimburse the District based on a pro-rata time since the beginning of each class for which reimbursement was approved.

*17 months
w/ no pro rata
M - R.D
M 2:JT*

- Deleted:** based on a pro-rata time since the beginning of each class for which reimbursement was approved.
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¶
2120.6. Only c
- Deleted:** approved
- Deleted:** Correspondence courses are not reimbursable under this policy.

Placentia Library District

POLICY HANDBOOK

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

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

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

Deleted: for up to five employees concurrently.

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

Deleted: 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

Deleted: 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. Library Clerk I and Library Clerk II who do not pass the certification test on the second attempt will be ineligible to complete their probationary period.

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

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

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

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

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

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

Placentia Library District

POLICY HANDBOOK

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

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

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

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

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

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

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2130.4 Paychecks will be issued only to the employee.

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

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

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

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

Deleted: or his/her designated representative

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

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

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Equal Employment Opportunity
POLICY NUMBER: 2220

2220.1 Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit.

Deleted: We want to have the best available persons in every job.¶

- 2220.1.1** The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.
- 2220.1.2** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.
- 2220.1.3** All such discrimination is unlawful.
- 2220.1.4** Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Final adoption of Placentia Library District Policy 2325 – Library Aide.
DATE: January 15, 2008

BACKGROUND

At its Regular Meeting on December 17, 2007 the Library Board of Trustees adopted as a first reading Placentia Library District Policy 2325 – Library Aide as revised and referred it to staff for comments.

The staff comment received is Attachment A.

Placentia Library District Policy 2325 as adopted as a first reading on December 17, 2007 is Attachment B.

The Library Director recommends that age requirements not be attached to any job description except for Page/Shelver which is restricted to high school students.

RECOMMENDATION

Adopt Placentia Library District Policy 2325 – Library Aide.

Elizabeth Minter

From: Vernon [vnapier@placentialibrary.org]
Sent: Monday, January 07, 2008 1:05 PM
To: 'Elizabeth Minter'
Subject: Re: Library Aide job description

Elizabeth

Should we indicate that this position is available only to those over a certain age (18?)

Vernon Napier
Technical Services Manager
Placentia Library District
714-528-1925 ext.207
vnapier@placentialibrary.org

Hard work must have killed someone.

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Placentia Library District

POLICY HANDBOOK

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

2325.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Administrative Services, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials, monitors all public service areas including library furnishings, equipment and patron activities, and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

2325.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

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

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

2325.1.5 Prepares library materials for public use.

2325.1.6 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

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

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

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2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

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2325.2.2 Empties the book drop.

2325.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Patrols the public service areas and enforces the provisions of Placentia Library District Policies regarding patron behavior: 6025 – Public Internet Use Policy; 6040 – Beverage & Food Policy; 6060 – Patron Behavior & Latchkey Children Policy; 6065 – Public Behavior Policy; and any additional behavior policies that may be adopted by the Library Board of Trustees.

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2325.2.7 Inspects the public rest rooms on a regular basis and reports problems to the Circulation Supervisor or the Librarian-in-Charge.

2325.2.8 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

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2325.6.9 Searches for library materials on the shelves as assigned by Library staff.

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2325.2.10 Runs errands for Library staff.

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2325.2.11 Retrieves newspapers and magazines from storage areas.

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2325.2.12 Assists public with unloading gift books and magazines from their cars.

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2325.2.13 Re-stocks the vending machines.

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2325.2.14 Sets up and breaks down tables and chairs in the Meeting Room.

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2325.2.15 Works in Technical Services in support of professional staff.

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2325.2.16 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

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2325.2.17 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

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2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

- 2325.4.1** Ability to file accurately according to library filing rules.
- 2325.4.2** Ability to meet the public with tact and courtesy.
- 2325.4.3** Ability to follow oral and written instructions.
- 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2325.4.5** Ability to follow Library policies and procedures.
- 2325.4.6** Ability to organize and manage work flow for self.
- 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

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

- 2325.5.1.1** Must possess mobility to work in a standard office setting.
- 2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.
- 2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.
- 2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.
- 2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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2325.6 Work Environment

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Presentation of Fiscal Year 2006-2007 Financial Audit by Lynne Netty, CPA, from Moreland & Associates, CPA

DATE: January 15, 2008

BACKGROUND:

Lynne Netty, CPA from Moreland & Associates, will present the findings for the Fiscal Year 2006-2007 Audit of Financial Transactions for Placentia Library District.

Attachment A is the Transmittal Letter from Moreland & Associates to the Library Board of Trustees.

Attachment B is the Scope of Services and Appropriations Limit Worksheet provided by Moreland & Associates.

Attachment C is the Independent Auditor's Report for the Year Ending June 30, 2007.

Attachment D is the Management Letter for the Library Director from Moreland & Associates.

RECOMMENDATION:

Receive & File the Financial Audit for Fiscal Year 2006-2007.



1201 DOVE STREET, SUITE 680
NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) for the year ended June 30, 2007, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 4, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

Our responsibility as described by professional standards is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the basic financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing the District's financial statements and our report thereon does not extend beyond financial information identified in our report, and we have no obligation to perform any procedures to corroborate other information contained in these documents.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. We will advise management about the appropriateness of accounting policies and their application. The significant accounting policies of the District are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions during the year that were both significant and unusual, or transactions for which there is a lack of authoritative guidance or consensus.

The Honorable Board of Trustees
of the Placentia Library District
January 4, 2008
Page 2

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based upon management's knowledge and experience about past and current events and assumptions about future events. We noted that the District's significant account balances are not dependent upon management's estimates.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the District, either individually or in the aggregate, indicate matters that could have a significant effect on the District's financial reporting process.

Disagreements With Management

There were no disagreements with management on financial accounting, reporting or auditing matters that, if not satisfactorily resolved, that could be significant to the District's financial statements or to our auditors' report.

Consultation With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed With Management Prior to Retention

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. These discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Moulton & Associates, Inc.

Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

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NEWPORT BEACH, CALIFORNIA 92660

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January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

Independent Accountants' Report on Agreed-Upon Procedures
Applied to Appropriations Limit Worksheets

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation) of the Placentia Library District (District) for the year ended June 30, 2007. These procedures, which were agreed to by the District and the League of California Cities (as presented in the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*), were performed solely to assist the Placentia Library District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The Placentia Library District's management is responsible for the Appropriations Limit worksheet No. 6 (or other alternative computation). This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets No. 1 through No. 7 (or other alternative computations) and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Trustees. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the Board of Trustees.

Finding: No exceptions were noted as a result of these procedures.

The Honorable Board of Trustees of
the Placentia Library District
January 4, 2008
Page 2

2. For the accompanying Appropriations Limit worksheet No. 6, we added line A, last year's limit, to line E, total adjustments, and compared the resulting amount to line F, this year's limit.

Finding: No exceptions were noted as a result of these procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit worksheet No. 6 to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of this procedure.

4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriations limit adopted by the Board of Trustees during the prior year.

Finding: No exceptions were noted as a result of this procedure.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet No. 6 (or other alternative computation). Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Moulton & Associates, Inc.

PLACENTIA LIBRARY DISTRICT
APPROPRIATIONS LIMIT WORKSHEET #6
FY 2006 – 2007
BUDGET

	<u>AMOUNT</u>
A. LAST YEAR'S LIMIT	\$2,963,176
B. ADJUSTMENT FACTORS	
1. Population %	2.18%
2. Inflation %	3.96%
Total Adjustment %	6.23%
C. ANNUAL ADJUSTMENT \$	\$ 184,497
D. OTHER ADJUSTMENTS:	
Assumed Responsibility - Booking Fees	-
Property Tax Collections (Lost Responsibility) (Transfer to Private) (Computational Rounding)	-
Sub-total	-
E. TOTAL ADJUSTMENTS	\$ 184,497
F. CURRENT YEAR LIMIT	\$3,147,673



PLACENTIA LIBRARY DISTRICT

Independent Auditors' Report and
Annual Financial Statements

For the Year Ended June 30, 2007

PLACENTIA LIBRARY DISTRICT
Annual Financial Report
June 30, 2007

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January 4, 2008

The Honorable Board of Trustees of
the Placentia Library District

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2007 which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2007 and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and other required supplementary information identified in the accompanying table of contents are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Moreland & Associates, Inc.

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Management's Discussion and Analysis

As management of the Placentia Library District of Orange County, we offer readers of the Placentia Library District of Orange County's financial statements this narrative overview and analysis of the financial activities of the Placentia Library District of Orange County for the fiscal year ended June 30, 2007. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements, which can be found on pages 12 to 29 of this report.

Financial Highlights

- 📖 The assets of the Placentia Library District of Orange County exceeded its liabilities at the close of the most recent fiscal year by \$2,479,280 (*net assets*). Of this amount, \$1,539,066 (*unrestricted net assets*) may be used to meet the District's ongoing obligations to citizens and creditors.
- 📖 The District's total net assets increased by \$212,780. This increase is attributable to lower expenditures and higher revenues than budgeted during the current fiscal year.
- 📖 As of the close of the current fiscal year, the Placentia Library District of Orange County's governmental funds reported combined ending fund balances of \$1,631,343, an increase of \$137,046 in comparison with the prior year. Approximately 100 percent of this total amount, \$1,631,343 is available for spending at the government's discretion (*unreserved fund balance*).
- 📖 At the end of the current fiscal year, unreserved fund balance for the general fund was \$1,631,343, or 65 percent of total general fund expenditures.
- 📖 The Placentia Library District of Orange County's total debt decreased by \$91,244 (20 percent) during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Placentia Library District of Orange County's basic financial statements. The Placentia Library District of Orange County basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Placentia Library District of Orange County' finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Placentia Library District of Orange County's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Placentia Library District of Orange County is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in new assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 12 to 13 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Placentia Library District of Orange County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Placentia Library District of Orange County adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 12 to 29 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 to 29 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Placentia Library District of Orange County, assets exceeded liabilities by \$2,479,280 at the close of the most recent fiscal year.

Approximately 38 percent of the Placentia Library District of Orange County's net assets reflects its investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The Placentia Library District of Orange County uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Placentia Library District of Orange County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Placentia Library District of Orange County Net Assets	
	Governmental Activities 2006-07
Current and other assets	\$ 1,633,565
Capital assets	1,223,446
Total Assets	<u>2,857,011</u>
Long-term liabilities outstanding	375,509
Other liabilities	2,222
Total Liabilities	<u>377,731</u>
Net assets:	
Invested in capital assets, net of related debt	940,214
Restricted	-
Unrestricted	1,539,066
Total net assets	<u>\$ 2,479,280</u>

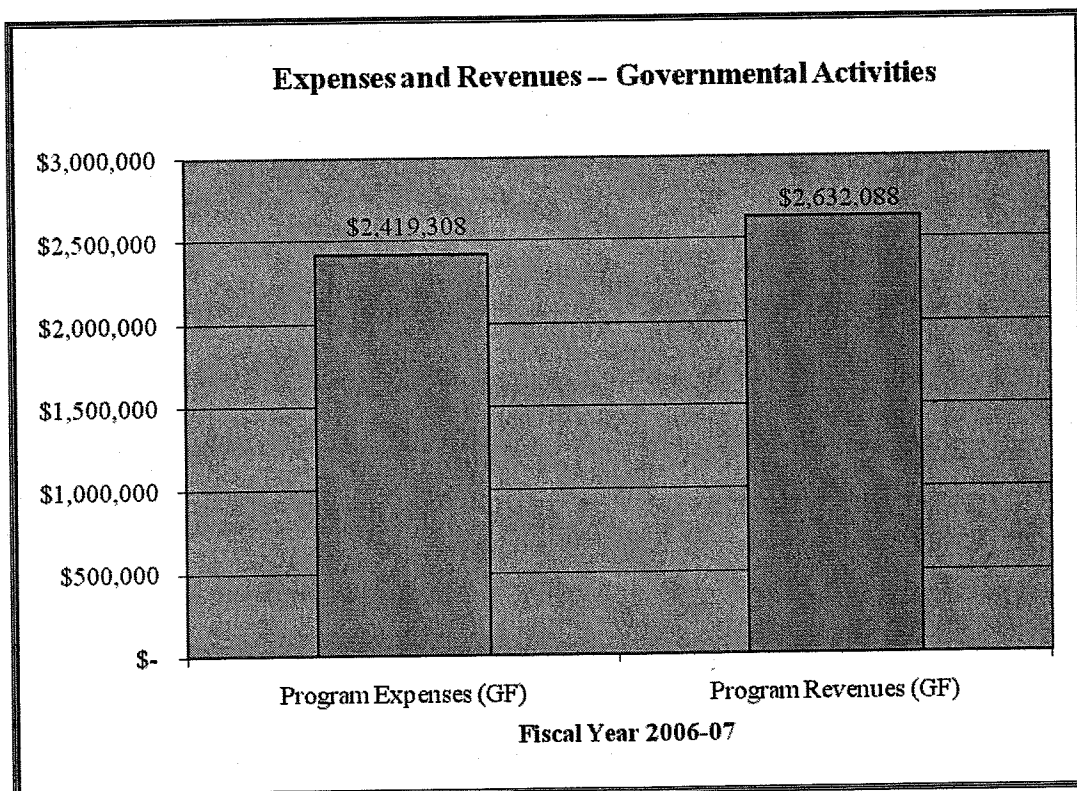
None of the Placentia Library District of Orange County's net assets are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$1,539,066) may be used to meet the government's ongoing obligations to citizens and creditors.

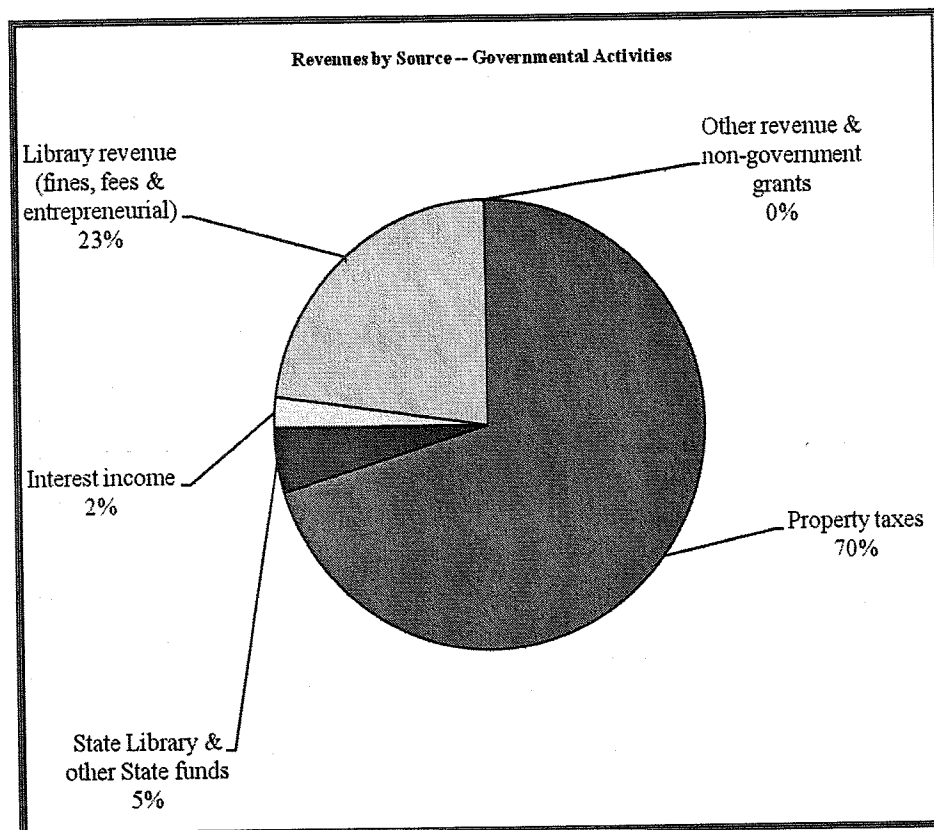
The government's net assets increased by \$212,780 during the current fiscal year. About 41 percent of this increase is from an increase in property tax revenue, about 58 percent is from other State revenue and the remainder reflects savings in expenditures.

Governmental activities. Governmental activities increased the Placentia Library District of Orange County's net assets by \$212,780, thereby accounting for 100 percent of the total growth in the net assets of the Placentia Library District of Orange County. Key elements of this increase are as follows:

- Property taxes increased by \$199,963 (12 percent) during the year. Most of this increase is the product of the increase in the number and property value of the existing homes sold and a smaller amount for the inclusion of several new properties on the property tax rolls for the first time.

- Operating grants from the State Library of California for governmental activities in support of literacy programs remained fairly constant.





For the most part, increases in expenses closely paralleled inflation and growth in the demand for services.

Financial Analysis of the Government's Funds

As noted earlier, the Placentia Library District of Orange County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Placentia Library District of Orange County's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the Placentia Library District of Orange County's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the fiscal year 2006-2007, the Placentia Library District of Orange County's governmental fund reported an ending balance of \$1,631,343, an increase of \$137,046 in comparison with the prior year. Approximately 100 percent of this total amount (\$1,631,343) constitutes *unreserved fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the Placentia Library District of Orange County. At the end of the current fiscal year, the unreserved fund balance of the general fund was \$1,631,343, while the total fund balance was \$1,631,343. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and the total fund balance to total fund expenditures. Unreserved fund balance represents 65 percent of total generating fund expenditures, and the total fund balance also represents 65 percent of that same amount.

The fund balance of the Placentia Library District of Orange County's general fund increased by \$137,046 during the current fiscal year. Key factors in this growth are as follows:

- 📖 Property tax revenue increased.
- 📖 Expenses were less than budgeted.

The fund balance designated for lease payments reported in the general fund is \$104,364.

General Fund Budgetary Highlights

There were no differences between the original budget and the final amended budget. Current year revenues exceeded expenditures by \$137,046 so there was no need to draw upon existing fund balance.

Capital Asset and Debt Administration

Capital Assets. Placentia Library District of Orange County spent \$36,563 on equipment. The equipment purchased included an outside sign board, point of sale equipment and software and replacement computers for public services and office applications.

No major capital events were undertaken in the current fiscal year.

Additional information on the Placentia Library District of Orange County's capital assets can be found in Note III. B. on page 26 of this report.

Long-term debt. At the end of the current fiscal year the Placentia Library District of Orange County had total bonded debt outstanding of \$375,509. Of this amount, \$283,232 comprises debt backed by the full faith and credit of the government. The remaining \$92,277 of the Placentia Library District of Orange County's debt represents the District's obligation to its employees for compensated absences.

Placentia Library District of Orange County's Outstanding Debt	
	Governmental activities
	<u>June 30, 2007</u>
Capital Lease, Equipment	\$160,075
Capital Lease, Building	-
Capital Lease, Civic Center Renovation	123,157
Compensated Absences	<u>92,277</u>
Total	<u>\$375,509</u>

The Placentia Library District of Orange County's total debt decreased by \$91,244 during the current fiscal year. The primary change was the payment on the HVAC lease and the Civic Center Renovation loan.

California statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The 2006 property valuation for the City of Placentia is \$4,763,378,572. The current debt limitation for the Placentia Library District of Orange County is \$476,337,857, which is significantly in excess of the Placentia Library District of Orange County's outstanding general obligation debt.

Additional information on the Placentia Library District of Orange County's long-term debt can be found on note X on page XX of this report.

Economic Factors and Next Year's Budgets and Rates

- ☞ The assumption used in the Fiscal Year 2007-08 Budget was that the property valuation growth would be 5%.
- ☞ That the categorical grants from the State Library of California for Family Literacy, the English Language Literacy Intensive Program, and the Adult Literacy Program will continue to erode since the State funding has not increased in recent years. Staff is seeking corporate grants to replace these funds.
- ☞ That the Public Library Fund grant from the State Library of California will remain constant at approximately \$21,000. This is down from \$88,826 in Fiscal Year 2000-01.

- ☐ That local revenue for Passports and photos will increase significantly because of changes in Passport requirements by the Department of State.

All of these factors were considered in preparing the Placentia Library District of Orange County's budget for Fiscal Year 2007-08.

During the current fiscal year, unreserved fund balance in the general fund increased to \$1,631,343. The Placentia Library District of Orange County has carried over all of this amount for paying the District's expenses between July 1, 2007 and the end of November, 2007 when the first property tax allocation is received from the Orange County Treasurer.

Requests for Information

This financial report is designed to provide a general overview of the Placentia Library District of Orange County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director's Office, Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870-6198.

Elizabeth D. Minter, MLS
Library Director
Placentia Library District of Orange County

BASIC FINANCIAL STATEMENTS

PLACENTIA LIBRARY DISTRICT
Statement of Net Assets
June 30, 2007

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,545,100
Taxes receivable	74,336
Interest receivable	14,129
Capital assets, non-depreciable	81,498
Capital assets, net of accumulated depreciation	<u>1,141,948</u>
 Total Assets	 <u>2,857,011</u>
 <u>LIABILITIES</u>	
Accounts payable	597
Due to other governments	129
Accrued liabilities	1,496
Noncurrent liabilities:	
Due within one year	104,055
Due in more than one year:	
Capital leases	179,177
Compensated absences	<u>92,277</u>
 Total Liabilities	 <u>377,731</u>
 <u>NET ASSETS</u>	
Invested in capital assets, net of related debt	940,214
Unrestricted	<u>1,539,066</u>
 Total Net Assets	 <u>\$ 2,479,280</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Activities
For the Year Ended June 30, 2007

	Expenses	Program Revenues		Net Governmental Activities
		Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
General government	\$ 2,403,754	\$ 601,022	\$ 123,677	\$ (1,679,055)
Interest	15,554			(15,554)
Total Governmental Activities	<u>\$ 2,419,308</u>	<u>\$ 601,022</u>	<u>\$ 123,677</u>	<u>(1,694,609)</u>

General Revenue	
Property tax	1,849,464
Unrestricted investment earnings	57,516
Other revenues	409
Total General Revenue	<u>1,907,389</u>
 Change in Net Assets	 212,780
 Net Assets - Beginning of Year	 <u>2,266,500</u>
 Net Assets - End of Year	 <u><u>\$ 2,479,280</u></u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Balance Sheet
Governmental Fund
June 30, 2007

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and investments	\$ 1,545,100
Taxes receivable	74,336
Interest receivable	<u>14,129</u>
Total Assets	<u><u>\$ 1,633,565</u></u>
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities:	
Accounts payable	\$ 597
Due to other governments	129
Accrued liabilities	<u>1,496</u>
Total Liabilities	2,222
Fund Balances:	
Unreserved	<u>1,631,343</u>
Total Liabilities and Fund Balances	<u><u>\$ 1,633,565</u></u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Assets
June 30, 2007

	<u>General Fund</u>
Fund balance of governmental fund	\$ 1,631,343
<p>Amounts reported for governmental activities in the statement of net assets are different because:</p>	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	1,223,446
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(375,509)</u>
Net Assets of Governmental Activities	<u>\$ 2,479,280</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Revenues, Expenditures and
Change in Fund Balance
Governmental Fund
For the Year Ended June 30, 2007

	General Fund
Revenues:	
Property taxes	\$ 1,849,464
Other state funds	123,677
Interest income	57,516
Library income	601,022
Miscellaneous	409
	2,632,088
 Total Revenues	 2,632,088
Expenditures:	
Current:	
Salaries and employee benefits	1,316,829
Professional services	165,787
Maintenance	108,297
Office and administration	202,734
Library programs	175,160
Books and library materials	234,594
Miscellaneous	76,997
Capital outlay	94,726
Debt service:	
Principal lease payments	104,364
Interest	15,554
	2,495,042
 Total Expenditures	 2,495,042
 Net Change in Fund Balance	 137,046
 Fund Balance - Beginning of Year	 1,494,297
 Fund Balance - End of Year	 \$ 1,631,343

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Statement of Revenues, Expenditures
and Change in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2007

	General Fund
Net change in fund balance of the governmental fund	\$ 137,046
<p>Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balance because:</p>	
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount that depreciation exceeded capital outlay in the current period.</p>	(15,510)
<p>Long-term debt proceeds are reported as an other financing source and principal payments are reported as expenditures in governmental funds. However, these transactions have no effect on net assets.</p>	91,244
Change in Net Assets of Governmental Activities	\$ 212,780

See Accompanying Notes to the Financial Statements.

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PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements
June 30, 2007

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Placentia Library District of Orange County (District) conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The following is a summary of the significant policies.

A. Reporting Entity

The District was incorporated in 1919 under the provisions of the California Education Code. The District is governed by a Board of Trustees which consists of five members who are elected at large. As required by generally accepted accounting principles, the accompanying financial statements include the financial activity of the District.

The County of Orange performs all accounting functions and acts as a fiduciary agent.

B. Measurement Focus, Basis of Presentation and Financial Statement Presentations

The accounts of the District are organized and operated within the basis of a fund, which consists of a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Government-wide Financial Statements

The Government-wide Financial Statements include a Statement of Net Assets and a Statement of Activities. These statements present summaries of governmental activities for the District.

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets as well as long-term debt, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

specific function. The types of transactions reported as program revenues for the District are classified in three categories: 1) charges for services, and 2) operating grants and contributions. Charges for services include revenues generated from issuing passports to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The District has elected not to follow subsequent private-sector guidance.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

Governmental Fund Financial Statements

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Change in Fund Balance for the governmental fund. An accompanying schedule is presented to reconcile and explain the differences in net assets as presented in these statements to the net assets presented in the Government-wide Financial Statements.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Change in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally those that are anticipated to be received within 60 days after year-end) are recognized when due. Property taxes are subject to accrual if received within 60 days after year-end. The primary sources susceptible to accrual are property taxes, investment income, and grant revenues.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recognized when due.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Fund Classifications

The District reports only one governmental fund. The *General Fund* is the District's operating fund. It accounts for all financial resources of the District.

C. Property Tax Revenues

The County of Orange is permitted by State Law (Proposition 13) to levy taxes at 1 percent of full market value of the property (at time of purchase) and can increase the assessed value no more than two percent per year. The District receives a share of this basic levy.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on July 1 and are payable in two installments which become delinquent after December 10 and April 10. The County bills and collects the property taxes and remits them to the District in installments during the year. Property tax revenues are recognized when levied to the extent that they are available to finance current operations. Property tax revenues are approximately 60 percent of total operating revenues.

D. Investments

Investments are stated at fair value which is based on quoted market prices. All investments are controlled by an investment policy that is adopted annually by the Board of Trustees within the provisions of California Government Code.

E. Capital Assets

Capital assets, which include, land, buildings and improvements, equipment, and furniture, are reported in the government-wide financial statements. Capital assets are defined by the District as individual assets with an initial, individual cost of more than \$5,000. All purchased capital assets are valued at cost where historical cost records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair value on the date received. Capital assets acquired with capital leases are capitalized in accordance with generally accepted accounting principles.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Using the convention of no depreciation expense in the year of acquisition, depreciation is recorded in the Government-wide Financial Statements on a straight-line basis over the useful life of the assets as follows: furniture, and equipment – 5 to 10 years, and buildings and improvements – 50 years.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

F. Compensated Absences Payable

Compensated absences include accrued vacation and sick leave that are available to employees in future years either in time off or in cash (upon leaving the employment of the District). All compensated absences are accrued when incurred in the government-wide financial statements. A liability for compensated absences is reported in governmental funds only if they have matured, for example as a result of employee resignations or retirements.

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

G. Claims and Judgments

The District has no estimated liability for claims and judgments as of June 30, 2007. Additionally, based on historical trends, the District estimates no liability for incurred but not reported claims.

H. Classification of Net Assets and Fund Balance

Government-wide Financial Statements

In the Government-wide Financial Statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt: This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation on these assets and the outstanding principal of related debt reduce this category.

Restricted Net Assets: This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The District had no restricted net assets at June 30, 2007.

Unrestricted Net Assets: This category represents the net assets of the District that are not externally restricted for any project or other purpose.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

I. Budgetary Principles

General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting – under which purchase orders, contracts, or other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. The District had no encumbrances outstanding at fiscal year-end.

Continuing Appropriations

Unexpended annual appropriations lapse at the end of the fiscal year; encumbered appropriations are rebudgeted in the next fiscal year.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

III. DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

Cash and investments at June 30, 2007 consisted of the following:

Checking Account	\$	48,688
Bank Accounts - Payroll		17,336
Certificates of Deposit		<u>23,625</u>
Subtotal Deposits		89,649
Cash held by County of Orange Treasurer		<u>1,455,451</u>
Total Cash and Investments		<u><u>\$ 1,545,100</u></u>

The District investment policy authorizes investment in the local government investment pool administered by the County of Orange and investments authorized under provisions of California Government Code. The District investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk:

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of year end, the average life month end maturity of the investments contained in the Orange County Investment Pool (OCIP) is approximately 335 days.

Disclosures Relating to Credit Risk:

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The OCIP is not rated.

Concentration of Credit Risk:

The investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total investments.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Custodial Credit Risk:

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Districts deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

B. Capital Assets

Changes in capital assets during the fiscal year ended June 30, 2007 were as follows:

	<u>Balance at July 1, 2006</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at June 30, 2007</u>
Nondepreciable Capital Assets:				
Land	\$ 81,498			\$ 81,498
Depreciable Capital Assets:				
Buildings and other improvements	2,029,651			2,029,651
Equipment and furniture	626,490	\$ 36,563		663,053
Subtotal	2,656,141	36,563		2,692,704
Less Accumulated Depreciation for:				
Buildings and other improvements	(914,597)	(40,593)		(955,190)
Equipment and furniture	(584,086)	(11,480)		(595,566)
Subtotal	(1,498,683)	(52,073)		(1,550,756)
Net Depreciable Assets	1,157,458	(15,510)		1,141,948
Total Net Capital Assets	\$ 1,238,956	\$ (15,510)	\$ -	\$ 1,223,446

Depreciation expense of \$52,073 was charged to the general government function of the District.

C. Noncurrent Liabilities

All noncurrent liabilities will be repaid from future general fund resources. The following is a summary of the changes in long-term debt for the fiscal year ended June 30, 2007:

	<u>Balance at July 1, 2006</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2007</u>	<u>Due Within One Year</u>
Equipment capital lease	\$ 181,148		\$ 21,073	\$ 160,075	\$ 21,951
Civic Center renovation capital lease	205,261		82,104	123,157	82,104
Compensated absences	80,344	\$ 11,933		92,277	
	\$ 466,753	\$ 11,933	\$ 103,177	\$ 375,509	\$ 104,055

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Equipment Capital Lease

The District has entered into a lease agreement for a heating, lighting, and air conditioning system. For accounting purposes, the lease agreement qualifies as a capital lease and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The interest rate on the capital lease is 4.1%. The remaining payments are detailed below by fiscal year:

<u>Year Ending</u> <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 21,951	\$ 6,228	\$ 28,179
2009	22,865	5,314	28,179
2010	23,817	4,363	28,180
2011	24,808	3,371	28,179
2012	25,841	2,338	28,179
2013-2014	<u>40,793</u>	<u>1,476</u>	<u>42,269</u>
Total	<u>\$ 160,075</u>	<u>\$ 23,090</u>	<u>\$ 183,165</u>

Civic Center Renovation

The City of Placentia obtained a loan to renovate the Civic Center area which included the Library in 2002. The District agreed to repay the Library's share of the project after the repayment of prior indebtedness in the year 2005. The Board of Trustees approved the promissory note for the renovation loan October 2003.

The original note was for \$293,691 with interest at the rate of 6.5% per annum payable in semiannual payments. The semiannual payments increase to \$50,000 each in March 2007. The remaining payments are detailed below by fiscal year:

<u>Year Ending</u> <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 82,104	\$ 8,448	\$ 90,552
2009	<u>41,053</u>	<u>4,225</u>	<u>45,278</u>
Total	<u>\$ 123,157</u>	<u>\$ 12,673</u>	<u>\$ 135,830</u>

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

IV. OTHER INFORMATION

A. Defined Contribution Plan

The District's employees participate in a defined contribution plan administered by National Retirement Services, Inc. All employees with six months of service and who are at least twenty-one years of age are eligible to participate in the plan. The plan was established by Resolution of the Board of Trustees and may be amended by approval of the Board of Trustees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The contributions and any interest earned vest in increasing amounts per year of service: 1 year of service – 20% vested, 2 years of service – 40% vested, 3 years of service – 60% vested, 4 years of service – 80% vested, and 5 years of service – 100% vested.

Annually the District contributes seven percent of eligible employees' wages. For fiscal year 2006-2007, the District contributed \$80,347, based on covered salaries of \$1,007,140 for the covered period. There were 28 covered employees during the year. Assets of the plan totaled \$788,470 at June 30, 2007.

B. Liability, Property, And Workers' Compensation Protection

Intergovernmental Risk Sharing Joint Powers Agreement

The District is a member of the Special District Risk Management (Authority). The Authority is comprised of California public entities and is organized under a joint powers agreement pursuant to California Government Code Section 6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group-purchased insurance for property and other coverage.

Self Insurance Programs of the Authority

General and Auto Liability, Public Officials' and Employees' Errors and Omissions, and Employment Practices Liability. Coverage is for \$2.5 million combined single limit and per occurrence with another \$2.5 million excess coverage layer. Deductibles are \$500 per occurrence for third party general liability property damage, \$1,000 per occurrence for third party auto liability property damage, and 50% coinsurance of cost expended by the Authority in excess of \$10,000 up to \$50,000 per occurrence for employment related claims.

Employee Dishonesty. Coverage is \$400,000 per loss.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2007

Property Loss. Coverage is for replacement cost to a combined total of \$500 million per occurrence, subject to a \$1,000 deductible.

Boiler and Machinery. Coverage is for replacement cost up to \$50 million per occurrence, subject to a \$1,000 deductible.

Public Officials Personal Liability. Coverage is for \$500,000 per occurrence for each covered official, subject to a \$500 deductible.

Workers' Compensation and Employers' Liability. Coverage is \$50 million per occurrence for workers' compensation and \$10 million for employers' liability coverage.

Adequacy of Protection

During the past three fiscal (claims) years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

C. Relationship to Placentia Civic Center Authority

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District of Orange County, was formed in May 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility, and a library. The Authority is the owner of the facility and leases the facility back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and the District. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the District based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Financial statements of the Placentia Civic Center Authority may be obtained from the City of Placentia Finance Manager at Placentia City Hall 401 E. Chapman Avenue, Placentia, CA 92870.

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**REQUIRED SUPPLEMENTARY
INFORMATION**

PLACENTIA LIBRARY DISTRICT
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2007

	Original and Final Budget	Actual	Variance with Final Budget Positive/ (Negative)
Revenues:			
Property taxes	\$ 1,761,338	\$ 1,849,464	\$ 88,126
Other state funds		123,677	123,677
Interest income	435,546	57,516	(378,030)
Library income		601,022	601,022
Miscellaneous		409	409
Total Revenues	2,196,884	2,632,088	435,204
Expenditures:			
Current:			
Salaries and employee benefits	1,322,949	1,316,829	6,120
Professional services	168,190	165,787	2,403
Maintenance	102,750	108,297	(5,547)
Office and administration	193,700	202,734	(9,034)
Library programs		175,160	(175,160)
Books and library materials	225,816	234,594	(8,778)
Contingency	1,233,844		1,233,844
Miscellaneous	32,553	76,997	(44,444)
Capital outlay	56,700	94,726	(38,026)
Debt service:			
Principal payments	121,146	104,364	16,782
Interest payments	15,554	15,554	
Total Expenditures	3,473,202	2,495,042	978,160
Net Change in Fund Balance	(1,276,318)	137,046	1,413,364
Fund Balances - Beginning of Year	1,494,297	1,494,297	
Fund Balances - End of Year	\$ 217,979	\$ 1,631,343	\$ 1,413,364

See Accompanying Note to Required Supplementary Information.

PLACENTIA LIBRARY DISTRICT
Note to Required Supplementary Information
June 30, 2007

I. General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

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Moreland & Associates, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

1201 DOVE STREET, SUITE 680
NEWPORT BEACH, CALIFORNIA 92660

570 RANCHEROS DRIVE, SUITE 260
SAN MARCOS, CA 92069

TELEPHONE (949) 221-0025

January 4, 2008

Ms. Elizabeth Minter
Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear Ms. Minter:

We have audited the financial statements of the governmental activities and the major fund of the Placentia Library District (District) as of and for the year ended June 30, 2007, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 4, 2008. In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the basic financial statements and not to provide an opinion on the internal control over financial reporting. In connection with our audit, we noted the following items relating to its internal control over financial reporting which are discussed below.

CASH AND INVESTMENTS

Comment

The District does not include all of the required information on the monthly treasurer's report as required by Government Code Section 53646 (b) (1).

- The report does not include the issuer, date of issue or dollar amount invested for the investments.

Recommendation

We recommend that all required information be presented on the treasurer's report.

Ms. Elizabeth Minter
Library Director
Placentia Library District
January 4, 2008
Page 2

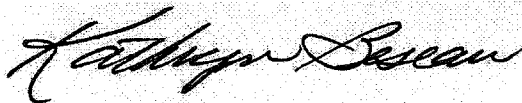
This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

We would like to express our appreciation for the courtesy and assistance extended to us during our audit by all of your staff.

We would be pleased to discuss with you at your convenience the matters contained in this letter or any other matters which you would like to discuss.

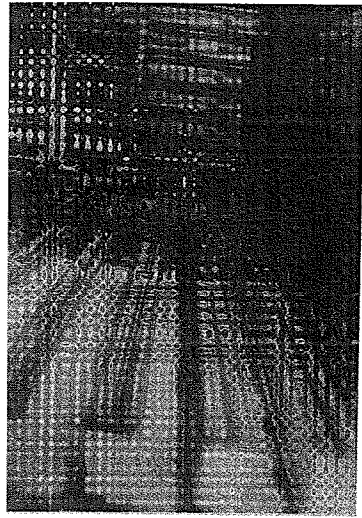
Very truly yours,

MORELAND & ASSOCIATES, INC.

A handwritten signature in cursive script, appearing to read "Kathryn Beseau".

Kathryn Beseau, Partner

KB:sr



Who's Minding the Store?

A trustee asks: *I am at my library three to four times a week, and I like to speak to the director whenever I am there. I want to be kept up to date on everything in the library. Lately I've been told that he is not in and no one can tell me where he is. Do I have a right know his whereabouts and to see his time sheet?*

You obviously take full advantage of the materials and programs that your library offers, confirming the value of a library to a community's quality of life. However, one must ask why you feel it is necessary to speak with the director each time you visit the library or to check on his whereabouts.

Most library directors are diligent in providing comprehensive monthly reports to their trustees prior to board meetings. These reports may include, circulation statistics, collection

development (materials added and deleted), computer usage, reference questions answered, program attendance, staff visits to schools, and so on. Department reports and the director's report summarize the past month's events. Usually included in the Board packet is backup information on agenda items awaiting board action.

If you want additional information regarding an issue that is under review or may be on the agenda for the board meeting, speak with the board president so that a clarifying memo can be sent to all board members. Trustees need to understand that the board has broad authority, but it is a *collective authority*. Thus trustees can only act in their official capacity during board

continued on page 3

Statewide Trustee Education Starts Fast in Kansas

Being a library trustee is a tough job! Not enough money. Not enough space. Uncertainty about laws and authority, etc.

But help is now available in Kansas. On July 1, the Kansas Trustee Education Program (KanTEP) was officially launched by the State Library of Kansas (SLK). "KanTEP will achieve four things," said state librarian Christie Brandau at the 2007 Trustees Friends Day luncheon. "It provides a benchmark for quality library trusteeship. It provides a guide to the training and guidance needed by trustees to fulfill their responsibilities. It is a tangible recognition of achievement and excellence. And it is an incentive to continue training."

KLTA, State Library partnership. In 2006, Brandau requested the Kansas Library Trustee Association (KLTA) to study trustee

training and certification. Existing trustee training in Kansas and four other states was researched. Ideas were reviewed with the seven regional system consultants and their directors as well as the KLTA board. KLTA's final recommendations were used by the State Library of Kansas (SLK) in finalizing the program.

KanTEP's five core areas address:

- the library director;
- board operations;
- budgets, marketing, and advocacy;
- policies; and
- planning for future needs.

Participants who get at least one hour of training in each of the five core areas will get a certificate from SLK that is good for three years. Recertification is available.

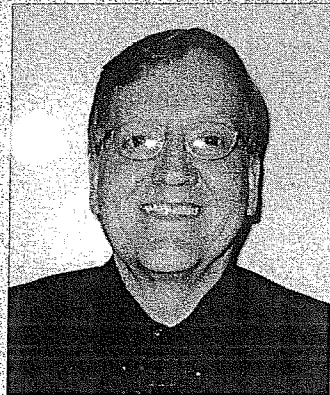
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News and Views	4
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ALTA Award Nominations Sought	8

President's Message

Exploring Partnerships



ALTA President
Don Roalkvam

These are truly exciting times for all of us, ALTA and FOLUSA members!

Since my article in the previous issue of *The Voice*, I've received several messages from ALTA members. Some of you told me that our partnership with FOLUSA is a good idea whose time has come. For others of you, well, let's just say you're still skeptical about it. Please keep in mind that I want to hear your comments—good and bad.

It is very important that we hear your voice in this discussion because this is not a done deal or something already decided by ALA. We are the drivers of this, and I want to know what you are thinking. As the planning continues, the boards of both organizations are committed to ensuring that the distinctive and important roles both groups play in the library community are preserved and that benefits to trustees and Friends will continue to grow.

The ALTA Executive Committee met in Chicago on October 19 and 20. This was the first time we had an opportunity to meet face to face to discuss where ALTA is going and how we plan to get there. We also met with ALA assistant executive director Mary Ghikas and ALA membership director John Chrastka to share where ALTA is financially and how we will improve on that in the future.

We talked about a possible structure for the organization that will meet both the needs of trustees and Friends. We know that trustees and Friends are not the same. Both groups focus on different roles and functions for libraries. However, there are other areas where they can work together for the betterment of libraries. Furthermore, there are definite benefits in a partnership for both ALTA and FOLUSA.

We both generate roughly the same revenue from membership dues, but ALTA lacks the number of products FOLUSA offers to the library community. FOLUSA's publishing and consulting services can be brought to ALTA to help get the word out for library advocacy and increase our revenues so that we can serve our members better. By forming our partnership, we will have the opportunity to provide joint programming

at the national level to support and enhance the work of trustees and Friends.

But we can expand from there, too. We can enhance the work of the our regional programming committee and regional representatives by providing an opportunity to work together to produce and disseminate Web-based programming for library trustees, directors, those in state and regional library governance, and library supporters who can't attend the national meetings. We have begun to discuss program podcasts and online programs that can be given by members to their own boards at their own libraries.

A new partnership will create new synergies that can translate into increased ALTA membership. There is strength in unity. By bringing all library supporters together for America's libraries, we will strengthen both organizations and unite our voices for libraries. I strongly believe that our best days are yet to come. This partnership will provide many avenues for growth and recognition. Our powerful advocacy partnership will help ALTA and FOLUSA gain national recognition within and outside the library community.

We have scheduled an ALTA Town Meeting on Sunday, January 13, at the Midwinter Meeting in Philadelphia for you to hear what is being worked on and to add your comments—pro and con—to the process. Up until now, the discussion has been at a very high level, with few details. At that meeting, we will provide more information about structure, membership categories, and dues. We are planning to give you as definite answers to your questions as we can to help us all through the change process we are contemplating.

We are also planning on a similar meeting at the ALA Annual Conference in Anaheim, California, in the summer. At this second meeting we will provide you with an update and give more description in more detail with input you will have provided at Midwinter.

I want to emphasize an important point I have made before. We will not, repeat NOT, rush through the transition and force our decision down your throats, whatever it is! Let me reiterate

what I said for the press: "This is a bold new step for ALTA. Our association developed a sweeping new plan for the future last year, and this potential opportunity meshes well with our vision to grow membership, create new partnerships, and strengthen our voice for advocacy."

Now, having just said that, not everything will be as it is today. We are looking at a structure similar to the Association of Specialized and Cooperative Library Agencies. We are contemplating the creation of a trustee section for trustees and others who are current ALTA members. We also are planning for a Friends section for Friends of libraries. We also are looking at a possible third section for corporate partners. I see each section having its own governance structure, with the overall board made up of members from the sections.

How those board and section members are chosen, from where, what the requirements for board and committee participation will be, and how executive officers are selected are some of the issues to be determined. You may remember that a keystone of ALTA's restructuring plan was to provide the membership with an option for a library board to join as a group at a lower rate than if they joined separately. This is still our plan as we move forward, but we also are looking at various levels of membership, from those wanting to participate fully in ALA, to those for whom ALA participation is not a consideration.

I have spent much time talking about the future, but what about the here and now? There is absolutely no reason for anyone to think that current committee work does not matter. We have future commitments that we must honor. We have programs to finalize for upcoming conferences, awards to be decided on, and other committee work that must continue. Committees shouldn't need to be working like gang busters during Midwinter Meeting and Annual Conference to get things done. They need to take bites out of the work by spreading out their tasks during the rest of the year.

This is not a time for standing idly by waiting for something to happen between ALTA and FOLUSA. I have said before there will be no change in the structure in 2008. I do look for more joint endeavors between ALTA and FOLUSA this coming year. For example, the ALTA President's Program at Conference this summer will be a collaboration between ALTA and FOLUSA. ALTA and FOLUSA will work together with the ALA Washington Office to co-sponsor our annual ALA Legislative Day in Washington, the preconference, and other programs, as well.

As I said at the beginning of this article, these are exciting times. I hope you will join us in Philadelphia to help shape our destiny and join together to make us the best we can be.

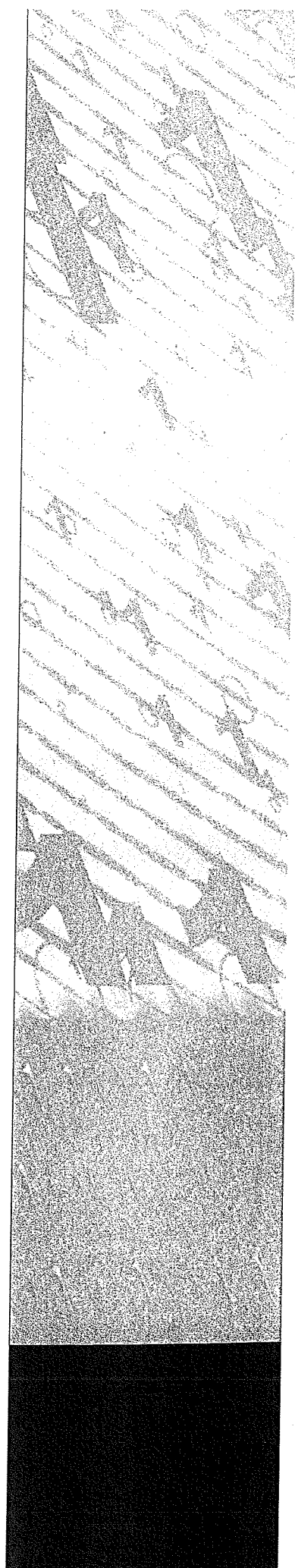
Who's Minding the Store? *continued from page 1*

meetings. All requests for information come from the board. Asking to see the director's personnel file would require board agreement obtained when the board is in session. *Under NY Freedom Of Information Law [FOIL] there are no rights to any material maintained in personnel files. Nor are time sheets public records.*

You might consider asking the board to establish some criteria whereby the director provides

the board with advance notice of dates for his upcoming off-site meetings, conferences, and so on.

This would be a good time for the board to meet and re-examine the Board of Trustees' role and responsibility and to establish a mutual understanding of the limitations of authority of the individual trustee.—*Shirley Lang, Trustee, Syosset (N.Y.) Public Library and past ALTA Board member*



Welcome, new ALTA members!

Carolyn Petersen
Fircrest, WA

Kathryn Geier
Ishpeming, MI

Albert Wiltshire
Brooklyn, NY

Robin Gard
Fort Collins, CO

Blanca Lopez
Chester, NY

Robert Emmer
Lodi, CA

George Neely
Lodi, CA

Randel Carben
Bridgeview, IL

Gary Lewis
Bridgeview, IL

Alice Vilimek
Bridgeviw, IL

Matthew Bogusz
Des Plaines, IL

Glenda Choate
Jones, OK

FUNDRAISING AND GRANTS

The Friends of the Stillwater (Okla.) Public Library have a sale of used items twice each year. In the first three sales they cleared \$25,000 to be used for the extras that make a great library. The Yale (Okla.) Friends raised money by asking for \$10 donations. After one hundred donations were received, a drawing was held for a \$200 gift certificate.—*Friends of Libraries in Oklahoma Newsletter 39, no. 1 (Summer 2006): 6–7.*

Sheridan (Wyo.) Friends of the Library (FOL) had five hundred people at their annual silent auction, with 120 volunteers bringing near-legendary hors d'oeuvres and desserts. Bookshelves were covered with table linens and decorations. The event averages \$42,000.

Niobrara County (Wyo.) Library Foundation had a lot of bake sales, raffles, bingo, and donations to reach their \$250,000 goal for \$83,333 matching funds from the Kresge Foundation. Their goal is a \$1.5 million endowment by 2015 in their small county with below-average household incomes.

Grant money also is an option for raising funds. The Foundation Center (www.foundationcenter.org) provides three hundred collections around the country of searchable directories and databases as well as how-to guides for nonprofits to locate grant sources. Going to the Web page will provide your closest access point.—*Wyoming Library Roundup 49, no. 1 (Winter 2007): 18–19, 26.*

SHIRLEY BARRETT REMEMBERED

Past ALTA Board member and trustee of the Oak Lawn (Ill.) Public Library, Shirley Barrett, passed away in late October. Condolences and remembrances may be sent to Jim Casey, Oak Lawn Public Library, 9427 S. Raymond Ave., Oak Lawn, IL 60453.

EXPANSION PROPOSED AT FOUNTAINDALE PL

The Fountaindale Public Library District, located in Bolingbrook, Illinois, about thirty miles southwest of Chicago, is expecting to go to referendum in February to build a new, 100,000-square-foot library as well as upgrade its Romeoville location. The library has outgrown its current, 48,000-

square-foot Bolingbrook facility, and the facility in Romeoville is in desperate need of an upgrade to its infrastructure and a face lift.

ALTA first vice-president/president elect Peggy Danhof is the current Fountaindale Public Library District Board president.

“The district’s population is growing rapidly, and is forecasted to reach over 105,000 people. Currently we serve over 71,000 people,” said Karen Anderson, library director. “When the current buildings opened, the district served 35,000 people. We expect that the new building will meet growth estimates for its collection for at least twenty years, if not more.”

The \$48 million plan is expected to cost \$0.09 cents per \$100 equalized assessed valuation (EAV), or \$0.009 per tax dollar. The library currently receives \$0.29 cents per \$100 EAV for operating costs.

GOLDEN RULES FOR TRUSTEES

The Voice included the ALTA “Ethics Statement for Public Library Trustees” in an earlier issue. The Massachusetts Public Library Trustees Handbook includes these “Golden Rules for Trustees”:

- Leave the actual management of the library to the library director. It is the library director’s responsibility to select books and other library materials, employ the staff, and supervise day-to-day operations.
- After a policy or rule is adopted by the majority vote of the library board, do not criticize or restate your opposition publicly.
- Respect confidential information. Do not divulge information learned during executive sessions of the board, or any information regarding future board actions or plans until such action is officially taken.
- Observe the board’s and the library’s publicity and information policies. Do not give information individually, but refer requests to the director or an appropriate representative to interpret policies.
- Treat staff members and the director in an objective manner. Under no circumstances listen to grievances of a staff member or treat individ-

Welcome, new ALTA members!

ual problems on your own. The library director is in charge of the staff and has administrative control up to the point where a grievance is presented to the library as a whole.

- Do not suggest hiring a relative as a library employee, or two members of the same family.
- All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting. Even the chairperson should abide by this rule.
- Do not hold board meetings without the library director.
- Complaints from the public are the director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

"GREAT WORK, GENUINE PROBLEMS"

Library Journal has a series of articles by John Berry III reporting on a study of job satisfaction

among librarians. Most library staffers (85 percent) who responded said they would choose a career in librarianship again if they had to start over. Nearly all library workers were deeply dissatisfied with salaries and library funding, the lack of which hampers creativity and innovation. A surprisingly high number expressed disenchantment with the competence of their management. Even those managers declared themselves unprepared to deal with community politics.

While respondents cited "love of books" as the most common reason they chose their careers, an equal number opted for librarianship after trying other professions and careers. Reasons respondents reported job satisfaction were:

- working with the public;
- helping people;
- assisting people in a "poor" community;
- making a positive difference in the larger community; and
- knowing they changed perceptions of librarians and libraries.

—John Berry, "Great Work, Genuine Problems," *Library Journal* 132, no. 16 (1 Oct. 2007): 26–29.

Sometimes, Timing Is Everything!

EXECUTIVE DIRECTOR'S REPORT

Earlier this year, the position for executive director of the Association of Library Trustees and Advocates (ALTA) became open. Seeing a unique opportunity, ALA Executive Director Keith Fiels came to Philadelphia to visit me at the Friends of Libraries U.S.A. (FOLUSA) headquarters, asking if we thought, as he does, that our country's libraries could all be strengthened by a united association bringing all formalized library support groups together. He proposed a possible partnership between ALTA and FOLUSA.

This is certainly a very interesting idea, and one that the boards of both associations thought worth investigating. Interestingly, FOLUSA has

its roots in ALA, having been part of that association until 1994, when we moved to Philadelphia and became an independent organization.

So, why might our respective associations want to come together? After all, the Friends and trustees have very different roles. I believe that there is merit in the idea that uniting all citizen support groups will strengthen libraries. Trustees and Friends often work together for library advocacy, and together our numbers—and therefore our voices—would be much stronger. In addition, together we might have greater access to national grants, and we would have access to our combined resources to serve you better.

You might well ask, "Are there any risks to ALTA?" We don't think so, but we are taking a year for both boards to work together to ensure that

Jean Abbott
Dalton, NH

Darlene McCoy
Parma, OH

Jane Ward
Amesbury, MA

Mary Ann Oswald
Calumet City, IL

Ignacio Jasso
Calumet City, IL

Temple Beth Am Library
Miami, FL

Rick Werner
Cleveland, OH

Tracy McGehee
Oklahoma City, OK

Jim Shonts
Nicoma Park, OK

Santa Clara County Library
Los Gatos, CA

Bertha Jolly
Calumet City, IL

Darlene Gray-Everett
Calumet City, IL

ALTA at a Glance
www.ala.org/alta

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

Midwinter 2008, Philadelphia

FRIDAY, JANUARY 11, 2008	
9 A.M.–3:30 P.M.	Advocacy Institute
4–5:30 P.M.	Executive Committee Meeting
5:30–7:30 P.M.	ALA Exhibits All Conference Reception—NO CONFLICT Time
7:30–10 P.M.	President's Reception—City Tavern, 138 S. 2nd St., \$55
SATURDAY, JANUARY 12, 2008	
8–10 A.M.	Board Orientation (closed)
10:30 A.M.–12:30 P.M.	Board of Directors Meeting
1:30–3:30 P.M.	All Committee Meeting: PLA National Conf., President's Events, Membership, Leadership Dev, Development, Legislative Committee
4–5:30 P.M.	AWARDS Committee Meeting
SUNDAY, JANUARY 13, 2008	
10:30 A.M.–noon	All Committee Meeting: Intellectual Freedom, Advocacy, Regional Program, Publications Development, Newsletter, Web Site
1:30–3:30 P.M.	ALTA Town Hall Meeting/Open Forum
4–6 P.M.	Nominating Committee Meeting (Closed)
4–6 P.M.	Annual Conference Program Committee meeting
MONDAY, JANUARY 14, 2008	
8–10 A.M.	Board of Directors Meeting
10–10:30 A.M.	Executive Committee Meeting
10:30 A.M.–12:30 P.M.	NO/LOW CONFLICT TIME ALA

Look on ALTA's Web site for meeting locations (www.ala.org/alta)

Sometimes, Timing Is Everything! *continued from page 5*

both our members would have expanded services only. Before entering into a year of discussion about a possible partnership, we will be looking for ways to provide excellent services at affordable rates to a trustees and Friends group.

During the next year, I will be the executive director for both ALTA and FOLUSA as we all work

together to see whether formalizing a partnership makes sense for everyone. My promise to you is that, no matter what we decide, the services you receive will remain the same or better, and at reasonable rates to ensure your ability to stay active.

Here's to an exciting year ahead!—Sally G. Reed, Acting ALTA Executive Director

Customer convenience rules. Trustees can't waste time! KanTEP lets trustees pick which training methods work best for them. Methods include training conducted by the director in board meetings, state and national conferences, computer-desktop self-study, and regional system sessions.

For example, more than 160 trustees attended the annual trustee workshops offered by the Northeast Kansas Library System in late July. They each got one credit for "Marketing the Library to Your Community." Conducted by KLTA members, the workshop fulfilled one of KanTEP's five core areas.

SLK will conduct a full-day of training for "Reaching for Excellence: The Certification Program for Kansas Library Trustees" in October. Training in all five core areas will be offered. At the end of the day, participants will have met all requirements to become a certified trustee. The course will be offered live in Manhattan and via videoconferencing in other locations.

Board meeting training tested. In what appears to be a national first, ten Kansas pilot libraries tested conducting short, in-board-meeting training sessions. Directors at Abilene, Basehor, Belleville, Bonner Springs, Emporia, Garnett,

Kingman, Quinter, Syracuse, and Topeka-Shawnee County used KanTEP materials for a fifteen- to twenty-minute discussion. The topics selected were:

- "Effective Board Meetings" (4 sessions)
- "Marketing the Library to the Community" (1 session)
- "Budget Issues for Trustees" (3 sessions)
- "Evaluating the Director"

Directors were e-mailed a one-page discussion template and a short handout for trustees for each of the four topics. Each topic began with a "How would you handle this?" discussion starter.

Did board meeting CE work? Five pilot project directors returned evaluation forms. They gave positive ratings to all three aspects of their template—easy to use, clearly written, and helpful discussion starter—and also to the trustee handout. Forty-six trustees returned evaluation forms. Unanimously, they said they'd like to continue board meeting training. Most picked every three to four months for frequency.

Who'll be in the First Class of certified Kansas trustees? On Trustees-Friends Day, Brandau said, "I invite you personally to take a look at KanTEP and then consider becoming some of the first certified Kansas library trustees. If you do, I promise that you will have the satisfaction of knowing you have done the best for your library and your community."

Recognition to the First Class will include SLK, KLTA, and the regional systems to which those trustees belong. Paper and electronic venues will be used. In addition, trustees will be honored at the 2008 Trustees-Friends Day, part of the Kansas Library Association's annual conference.

For more information about KanTEP, go to www.kslibtrustees.org, then click on "Kansas Trustee Education Program." For more information about the State Library's accreditation program, go to www.skyways.org/KSL/development/libdev.html, then click on "Certification Program for Kansas Public Library Trustees." Or contact Shannon Roy, SLK, at shanroy@kslib.info.—*Ellen G. Miller, Kansas Library Trustee Association and past ALTA Board member*

KANSAS TRUSTEES WANT MORE BOARD MEETING TRAINING

When asked, "What other CE topics would you like to see presented in your board meetings?" trustee responses included:

- how to read the budget balance sheet;
- computer technical information;
- state compliance issues (employees info and library materials, handicapped accessibility);
- policies and planning for the future;
- evaluating the director;
- library advocacy;
- emergency preparedness;
- partnerships; and
- new trustee orientation.

Mark Your Calendar Important ALTA Dates

ALA MIDWINTER MEETING

Jan. 11–16, 2008
Philadelphia

TEEN TECH WEEK

March 4–10, 2008

NATIONAL LIBRARY WEEK

April 13–19, 2008

NATIONAL LIBRARY WORKERS DAY

April 15, 2008

NATIONAL LIBRARY LEGISLATIVE DAY

May 13–14, 2008

ALA ANNUAL CONFERENCE

June 26–July 2, 2008
Anaheim, Calif.

ALTA Seeks Nominations for 2007 Awards

The Association for Library Trustees and Advocates (ALTA) invites your nomination and applications for its 2007 awards. The deadline for all nominations and applications is March 31, 2008. Applications may be obtained online at www.ala.org/ala/alta/altaawards/awards.htm or by calling 1-800-545-2433, ext. 2161.

- The ALA Trustee Citation is presented to two public library trustees each year in recognition of distinguished service to library development.
- The ALTA/Gale Outstanding Trustee Conference Grant provides a \$750 grant for a trustee, currently in service on a library board, to attend the ALA Annual Conference. It is presented to trustees who have demonstrated qualitative interests

and efforts in supportive service of a local public library and have never attended an ALA Annual Conference.

- The ALTA Literacy Award is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the United States, particularly as it relates to the role of the public library.
- The ALTA Major Benefactors Honor Award is presented to individuals, families, or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper, or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

Spring issue deadline: Article submissions due to editor: February 7, 2008

ALTA Voice of
America's
Library
Trustees &
Advocates

American Library Association
50 E. Huron St.
Chicago, IL 60611

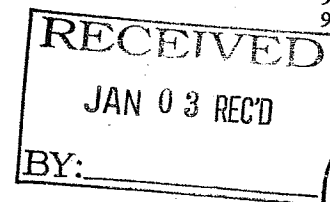
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2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a master's degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review and administers the adjusted budget.

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

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Placentia Library District

POLICY HANDBOOK

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

2303.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

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

2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

2303.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2303.1.4 Maintains the District's checkbooks and general ledger.

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

2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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

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

2303.2 Typical Tasks

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

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

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

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

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

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

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

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

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

2303.2.10 Makes travel arrangements for District Staff and Trustees.

2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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

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

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

2303.2.15 Works on special projects as assigned.

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

2303.2.17 Manages the recruitment process for all District positions.

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

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

2303.2.20 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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

2303.2.22 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2303.2.23 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2303.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

2303.4 Knowledge and abilities:

2303.4.1 Proficiency in Word, Excel and Quickbooks.

2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.3 Knowledge of personal computer hardware and software operations.

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

2303.4.5 Ability to apply the knowledge listed above.

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

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

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

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

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

2303.4.11 Ability to analyze difficult problems and recommend solutions.

2303.4.12 Ability to take independent action.

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

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

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

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

2303.5 Physical Demands

2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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

2303.5.1.2 Must possess mobility to operate a motor vehicle.

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

2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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

2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

2303.6 Work Environment

2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

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

2305.1 Description: The Public Services Manager, under the general direction of the Library Director, manages the adult services, children’s services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

2305.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director’s review.

2305.1.3 Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

2305.1.4 Oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.5 Coordinates the continuing education and in-service training program for the Public Services staff.

2305.1.6 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2305.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2305.1.8 Prepares monthly and annual reports on the public service activities of the Library.

2305.1.9 Coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks:

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

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

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

2305.2.4 Manages and coordinates the Public Service Program Information on Library's WEB site.

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

2305.2.6 Prepares grant applications for Public Service activities.

2305.2.7 Speaks before community groups about books and Library services.

2305.2.8 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

2305.2.9 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

2305.2.10 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2305.2.11 Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

2305.2.12 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2305.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2305.2.14 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2305.4 Skills and Abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2305.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2305.4.3 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.4 Knowledge of basic fund accounting and budgeting.

2305.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.6 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2305.4.7 Ability to organize and manage workflow for self and others , to supervise and direct staff and implement applicable policies and procedures.

2305.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2305.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

2305.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2305.5 Physical Demands:

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

- 2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2305.5.1.2 Must possess mobility to operate a motor vehicle.
- 2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2305.5.1.4 Must possess vision to read printed material and a computer screen.
- 2305.5.1.5 Must possess stamina to move about the Library.
- 2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2305.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307
REVISED:

2307.1 Description: The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

2307.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

2307.1.4 Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

2307.1.5 Coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

2307.1.8 Prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks:

2307.2.1 Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

2307.2.3 Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

2307.2.4 Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2307.2.5 Manages the online catalog for the Library and instructs staff in the use of the online library system.

2307.2.6 Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

2307.2.7 Prepares grant applications for Technical Services activities.

2307.2.8 Negotiates and manages contracts and service agreements with Library vendors.

2307.2.9 Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

2307.2.10 Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

2307.2.11 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2307.2.13 Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

2307.2.14 Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2307.2.15 Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2307.4 Skills and Abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

2307.4.4 Knowledge of literature and standard works in various fields.

2307.4.5 Knowledge of basic fund accounting and budgeting.

2307.4.6 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.7 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2307.4.8 Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

2307.4.9 Ability to analyze difficult problems , recommend solutions and take independent action

2307.4.10 Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

2307.5.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

2307.5 Physical Demands:

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 Must possess vision to read printed material and a computer screen.

2307.5.1.5 Must possess stamina to move about the Library.

2307.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2307.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2307.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review and administers the adjusted budget.

2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license and be a United States citizen.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a master's degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

