

# PLACENTIA LIBRARY DISTRICT



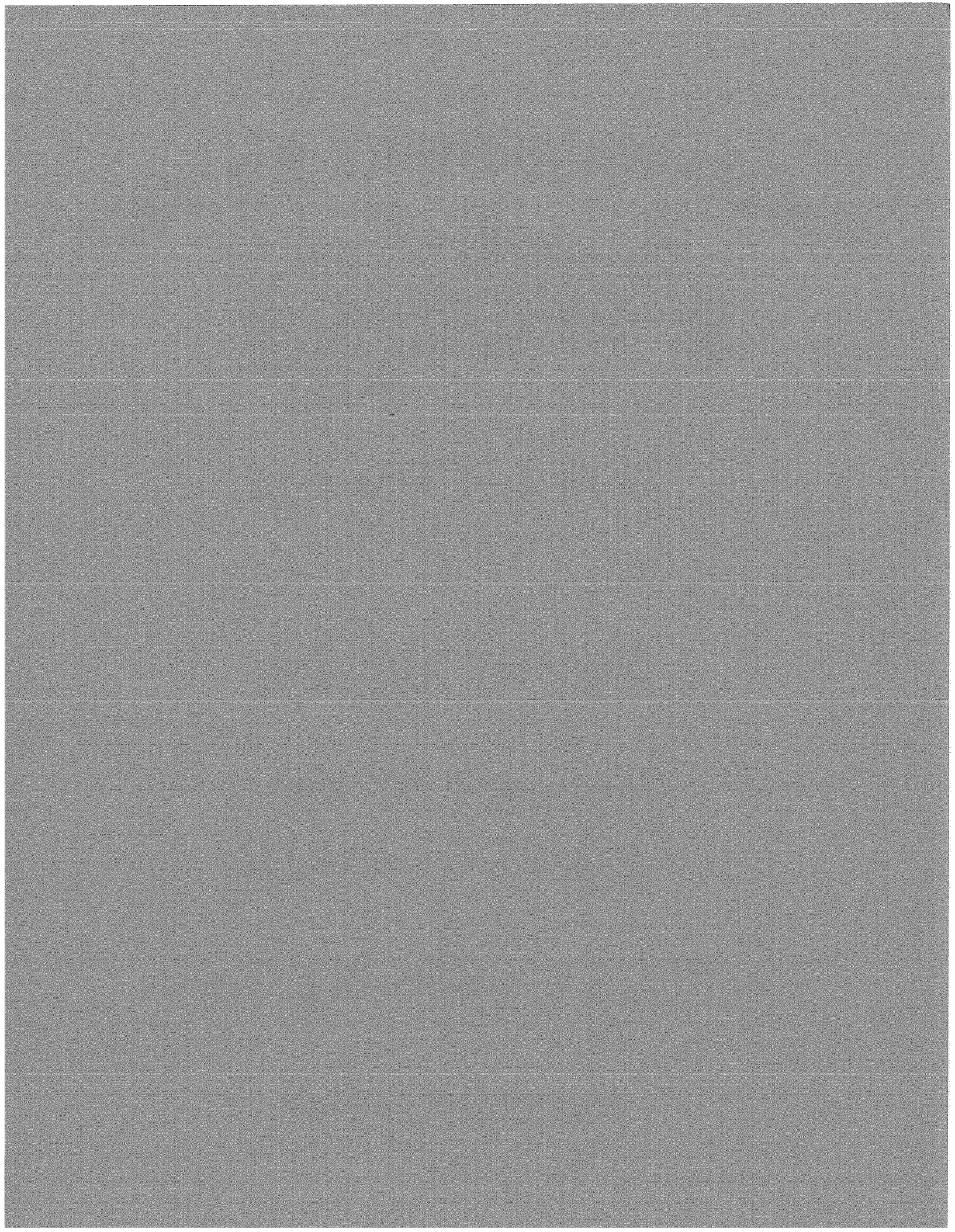
**Board of Trustees**

**Regular Meeting**

**February 22, 2005**  
**UNUSUAL DATE**

**Library Conference Room**

**Administration**



# AGENDA





## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**UNUSUAL DATE**  
Tuesday, February 22, 2005  
6:30 P.M.  
Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call

Administrative Assistant

- 2. Adoption of Agenda *m1-B.E.  
m2-G.W*

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

Presentation: Library Director  
Recommendation: Adopt by Motion

- 3. Minutes of the January 17, 2005 Regular Meeting. *m1-B.E.  
m2-R.D.*

Presentation: Library Director  
Recommendation: Approve by Motion

- 4. Oral Communications

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

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

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

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

**REPORTS**

- 5. Board President Report

*A.S. Quintin & Johnnie  
A.S. & G.W. attend Special Districts (ISD) @ B.P. are library  
We should have a reserve policy*

*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters. Conf call (Jeff O'Neill)*

- 6. Trustee Reports

*B.E. is recovering from surgery  
J.T. - new board member training - lot of mail covered*

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

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

*The H. Rio presenting - Yolanda Kwan  
Pat Frost reported  
April 11 - Friends Annual  
Denise Hamilton (Speaker)  
Nty  
Aug 30*

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

*R.D. attended Oct. encouraged Board Leadership; Russ Rice?*

- 9. Special District Risk Management Authority Board of Directors Report (Saundra Stark)

*Stark reported to the board a plaque  
Officers hear name for SA Appeter*

**CLAIMS** (Items 10 – 13)

m1 - G.W.  
m2 - R.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 10 – 13 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 4702, 4703, 4704, 4705, 4706, 4707, 4708, 4709 and 4710 forwarded by Library Director for a total of \$56,366.30.

12. Current Claims and Payroll. (Approve)

Current Claims 4711, 4712, 4713, 4714 and 4715 for a subtotal for Current Claims of \$28,544.04; Payrolls #18 (03/02/05) for \$39,286.93 and #19 (13/16/05) for \$37,027.23 for a subtotal for Payrolls of \$76,314.16; for a total of Current Claims and Payroll of \$104,858.20.

13. FY2004-2005 Cash Flow Analysis through February 22, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS** (Items 14 - 18)

m1 - R.D.  
m2 - B.E.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 14 – 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR** (Items 19 - 28)

M1 - G.W.  
M2 - B.E.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 - 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 19. Building Maintenance Report for January 2005. (Receive & File)
- 20. Personnel Report for January 2005. (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for January 2005. (Receive & File)
- 22. Circulation Report for January 2005. (Receive & File)
- 23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 24. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
- 25. Status Report on Partnerships with Community Organizations. (Receive & File)
- 26. Status Report on Active Grant Applications. (Receive & File)
- 27. Poet Laureate Report. (Receive & File)
- 28. Agenda for Orange County Council of Governments Board of Directors Meeting for January 27, 2005 (attachments are available during regular administrative office hours in the District Office). (Receive & File)
- 28a. Statement of Facts Roster of Public Agencies Filing as submitted to California Secretary of State, January 17, 2005. (Receive & File).

more frequent opps

moving to live report



had trustees email

**CONTINUING BUSINESS**

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

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

April 6, 2005 public meeting

10.8 status  
PLP \$23,000 to be dist 4-6 weeks

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

Presentation: Library Director  
Recommendation: Adopt Placentia Library District Policy 2125, Notary Public Services.

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

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

Presentation: Library Director  
 Recommendation: Adopt revisions to Placentia Library District Policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide.

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

**NEW BUSINESS**

- 32. Strategic Planning. The Library Director will present organizational and funding options for the Library Board to discuss.

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

21 & 30 APR  
 15 & 16 JUL

Spencer Beck  
 dir. retreat  
 get overview  
 but not committee

**STAFF REPORTS (Items 33 - 42)**

M1 - G.W.  
 M2 - BLE

*Items 32 - 42 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

options  
 for  
 venue  
 UCLA

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

**CLOSED SESSION**

- 43. Closed Session to Discuss a Personnel Matter

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

**ADJOURNMENT**

- 44. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 21, 2005 at 6:30 P.M.
- 45. Review of Action Items *May Date Mtg needs to change*  
*of JUN - Reserve job*  
*- Auditor presentation*
- No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 46. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 22, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 17, 2005.



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# Placentia Library Board Calendar

February 2005 - January 2006

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## February

- 7 7:00 PM Friends Board Meeting, Turner
- 10 5:30 PM Chamber Mixer
- 5:30 PM Chamber of Commerce Mixer at Atria De Palma, 351 E. Palm Drive
- 18 8:30 AM CSDA New Board Member Workshop, Santa Ana, Trustee Turner
- 20 Library Closed/Not Staff Holiday
- 21 Library Closed/Staff Holiday
- 22 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Aug 2005						
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- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2005						
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## March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina, ALL TRUSTEES
- 7 7:00 PM Friends Board Meeting, Escobosa substituting for Shkoler
- 10 5:30 PM Chamber Mixer at Nohl Ranch Inn
- 19 9:00 AM CALTAC Leadership Workshop for Trustees, Rosewood Community Center, 5600 Harbor St., Commerce
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed/Not Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

Oct 2005						
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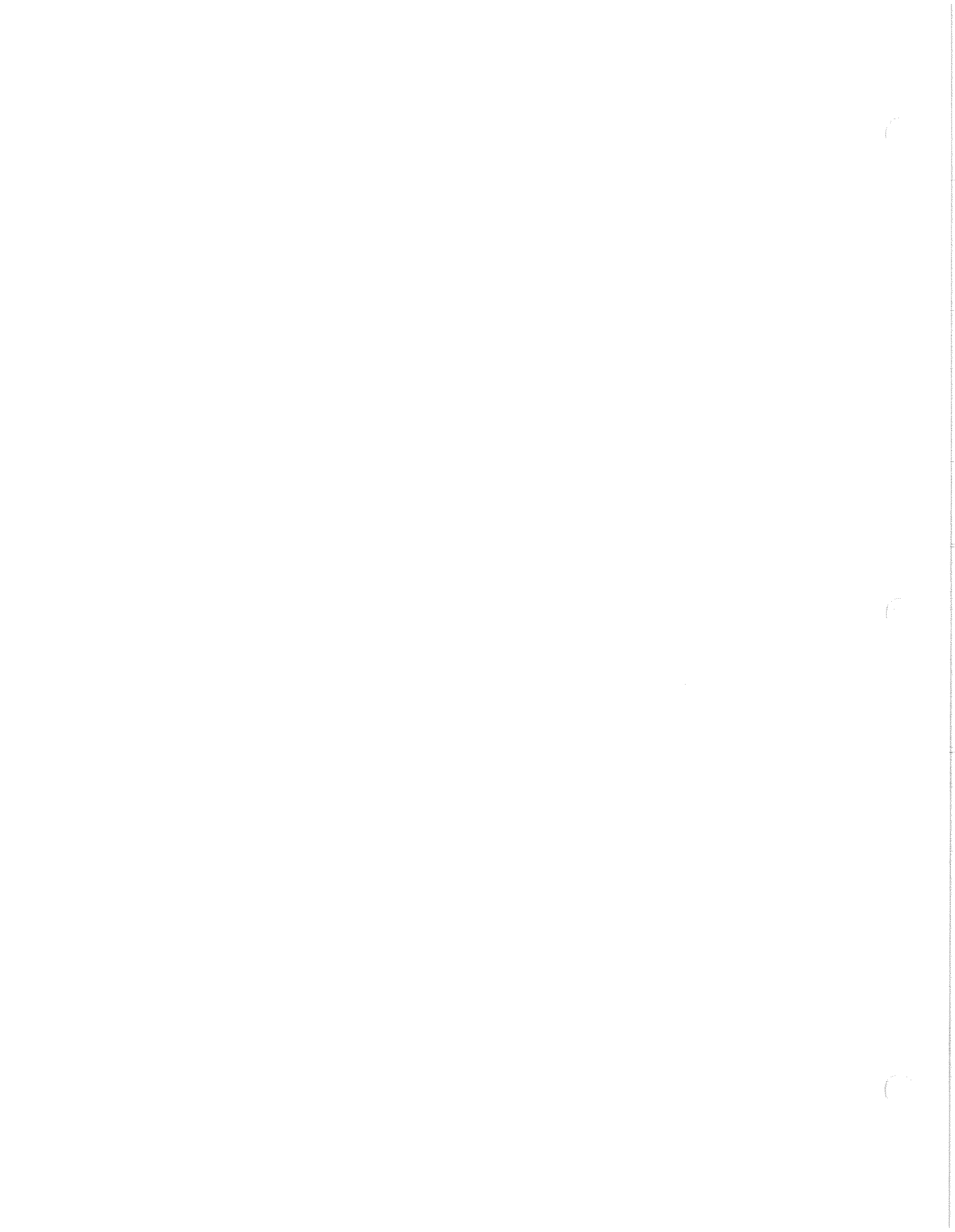
## April

- 4 7:00 PM Friends Board Meeting, Shkoler substituting for Escobosa
- 10 National Library Week, through April 16
- 11 6:30 PM Friends Annual Meeting featuring Denise Hamilton, City Council Chambers, ALL TRUSTEES
- 14 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District

Dec 2005						
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## April

28 7:15 AM Placentia Chamber of Commerce Breakfast

## May

2 7:00 PM Friends Board Meeting, DeVecchio

12 5:30 PM Chamber Mixer

16 6:30 PM Library Board Meeting

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

7:15 AM Placentia Chamber of Commerce Breakfast

29 Library Closed for Monday Holiday/Not Staff Holiday

30 Library Closed for Memorial Day/Staff Holiday

## June

6 7:00 PM Friends Board Meeting, Wood

9 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

23 ALA Annual Conference, Chicago, through June 29

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

7:15 AM Placentia Chamber of Commerce Breakfast

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

## July

4 Library Closed for Independence Day/Staff Holiday

14 7:00 PM Foundation Board Meeting

18 6:30 PM Library Board Meeting

28 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

## August

15 6:30 PM Library Board Meeting

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

## September

4 Library Closed for Monday Holiday/Not Staff Holiday

5 Library Closed for Labor Day/Staff Holiday

8 5:30 PM Chamber Mixer

Aug 2005

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Nov 2005

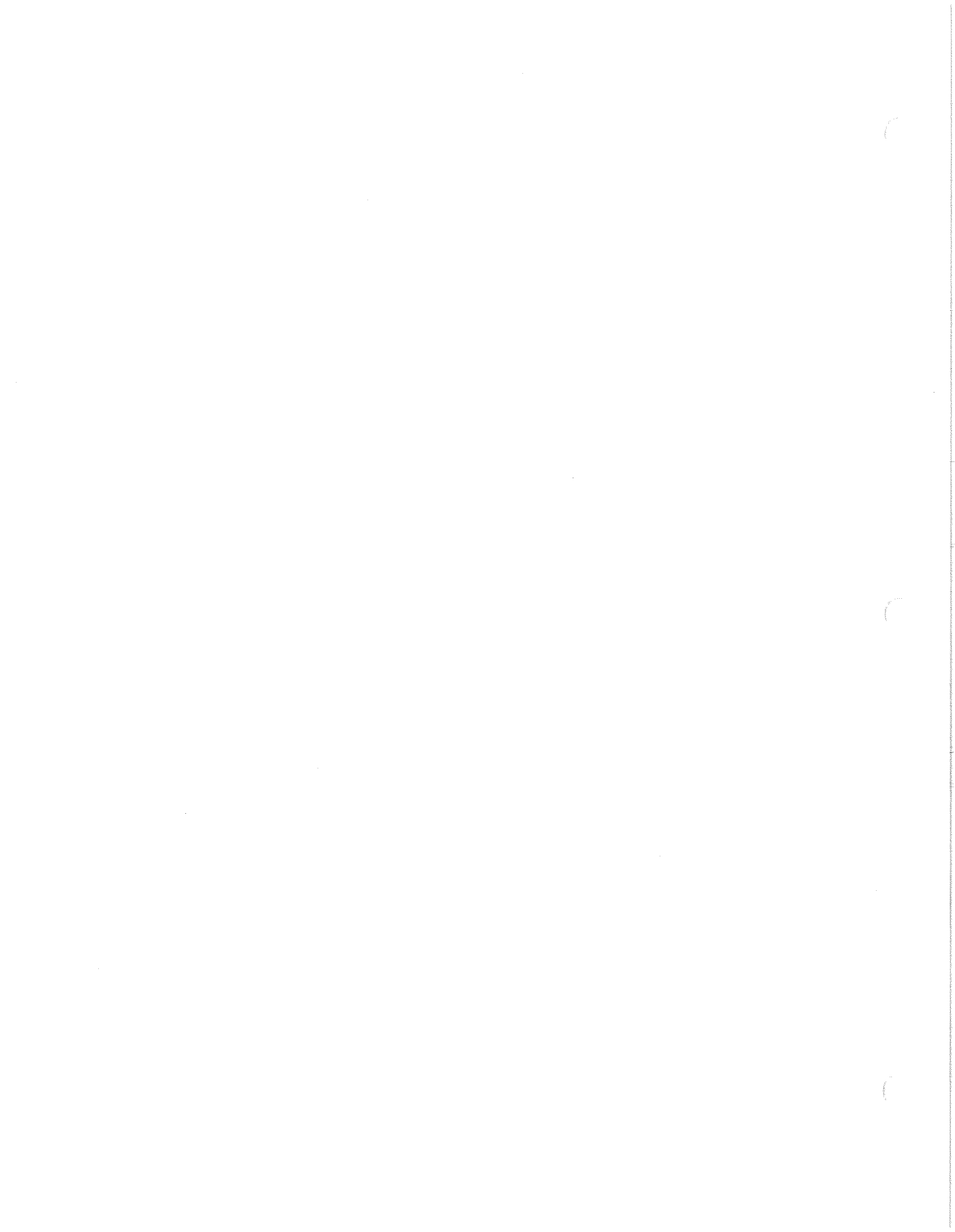
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## September

- 12 7:00 PM Friends Board Meeting, Turner
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## October

- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 13 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 7 7:00 PM Friends Board Meeting, Escobosa
- 10 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday
- 21 6:30 PM Library Board Meeting
- 24 Library Closed for Thanksgiving/Staff Holiday

## December

- 2 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 5 7:00 PM Friends Board Meeting, DeVecchio
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## January

- 2 7:00 PM Friends Board Meeting, Wood
- 12 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 16 6:30 PM Library Board Meeting
- 20 ALA Midwinter Meeting, San Antonio, through Jan 25

Aug 2005						
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# Placentia Library Board Calendar

February 2005 - January 2006

## January

26 9:00 AM Orange County Council of Governments, OC Sanitation District  
 7:15 AM Placentia Chamber of Commerce Breakfast

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Jan 2006						
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**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**January 17, 2005**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 17, 2005, 2005 at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, Eleanore Rankin, Friends of Placentia Library, Jean Lasley President, Placentia Library Foundation.

**ADOPTION OF AGENDA**

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

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

**MINUTES**

It was moved by Secretary Wood and seconded by Trustee Escobosa to approve the Minutes of the December 20, 2004 Regular Meeting as amended.

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

**ORAL COMMUNICATIONS**

No members of the public requested to address the Board.

**TRUSTEE REPORTS**

President Shkoler introduced Sandra Stark, Special District Risk Management Authority (SDRMA) Representative for the Placentia Library District. Ms. Stark gave a brief overview of the benefits of having SDRMA to reduce District liability.

President Shkoler presented Jean Lasley, President of the Placentia Library Foundation. Jean Lasley gave an overview of the Foundation's financial status and marketing materials. She also requested that the Library Board of Trustees increase their support of the Foundation.

Trustee Devecchio, Foundation Board of Director and representative of the Library Board of Trustees at the quarterly Foundation meetings, informed the Library Board that there are vacancies on the numerous Foundation committees and encouraged the Library Board to participate.

**FRIENDS**

Eleanore Rankin, President of the Friends of Placentia Library addressed the Board. She informed the Board that the Friends membership drive is winding down. The Friends have 365 members compared to last year's 410 members. She also encouraged all to attend the Friends Annual Meeting on April 11, 2005.

**CLAIMS**

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

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

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

Current Claims 4699,4700 and 4701 for a total of Current Claims of \$39,482.69; Payrolls #16 (2/2/05) for \$34,840.84 and #17 (2/16/05) for \$33,247.27 for a subtotal for Payroll of \$68,088.11; for a total of Current Claims and Payroll of \$107,570.80.

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

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

**FINANCIAL REPORTS**

It was moved by Secretary Wood, and seconded by Trustee DeVecchio to receive and file Agenda Items 13 through 17.

Financial Reports for December 2004

Office General Ledger & Check Registers for December 2004

Acquisitions Report for December 2004

Collection Agency Report for December 2004

Gifts Report for December 2004

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Turner to receive and file Agenda Items 18-26.

Building Maintenance Report for December 2004

Personnel Report for December 2004

Volunteer Report for December 2004

Circulation Report for December 2004

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

Legislative Alerts from the California Special Districts Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

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

**LEGISLATIVE  
ISSUES**

Library Director reported that the Independent Special District Meeting of December 15, 2004 gave updates on Proposition 1A.

**PUBLIC HEARING  
FINES & FEES  
POLICY –  
RESOLUTION 04-11**

It was moved by Secretary Wood and seconded by Trustee Escobosa to read Resolution 04-11 by title only.

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

It was moved by Trustee Turner and seconded by Secretary Wood to adopt Resolution 04-11.

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

**NOTARY PUBLIC  
SERVICES**

It was moved by Secretary Wood and seconded by Trustee Turner to adopt Placentia Library District Policy 2125, Notary Public Services, as a first reading and refer Policy 2125, Notary Public Services to staff for review.

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

**REVISIONS TO  
LIBRARY AIDE,  
CLERK I, CLERK II  
AND LIBRARY  
ASSISTANT  
POSITIONS**

It was moved by trustee Turner and seconded by Trustee DeVecchio to adopt revisions to Placentia Library District Policies 2319, Job Description – Library Assistant; 2321, Job Description – Library Clerk II; 2323, Job Description – Library Clerk; and 2325, Job Description – Library Aide; as a first reading and refer all aforementioned policies to staff for review.

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

**AMENDED SAFETY  
COMMITTEE  
INCENTIVE  
PROGRAM**

It was moved by Secretary Wood and seconded by Trustee Turner to approve Amended Safety Committee Incentive Program to increase the maximum annual allowance per staff member from \$18.00 to \$33.00.

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

**ANNUAL REPORT  
FOR PLACENTIA  
LIBRARY  
FOUNDATION**

The Library Board decided that a time needed to be set for Strategic Planning with the Placentia Library Foundation.

**DEFERRED  
COMPENSATION  
SERVICES**

It was moved by Secretary Wood, seconded by Trustee Turner to approve the addition of Tax Deferred Services, Inc to Placentia Library District's list of 457 Plan Providers and authorize the Library Director sign the Employer Agreement.

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

**RESOLUTION 04-12  
SDRMA  
"DESIGNATED  
PERSON"**

It was moved by Trustee Turner and seconded by Trustee Escobosa to specify Elizabeth D. Minter as the "Designated Person", read Resolution 04-12 and adopt Resolution 04-12 as amended.

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

**GRANT WRITING  
CONTRACT**

It was moved by Trustee Escobosa and seconded by Secretary Wood to approve a six-month extension at \$1,000 per month for Machoskie & Associates, Inc. to write grants for Placentia Library Literacy Services and other Library programs through July 2005.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Devecchio and seconded by Secretary Wood to authorize Trustee Turners attendance to the "New Board Member Training" Workshop in Santa Ana on February 18, 2005 at a cost of \$185 plus mileage and parking.

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

It was moved by Trustee Turner and seconded Trustee Devecchio to determine who will attend the CALTAC Workshop in Library Leadership in Commerce on March 19, 2005 and authorize staff to submit the registrations for Trustees and invited guests.

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

**CERTIFICATES OF  
DEPOSIT**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to select California National Bank for the two (2) Certificates of Deposit on account for emergency payroll.

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

**STAFF REPORTS**

Library Director's Report

Program Committee Report for December 2004.

Children's Services Report for December 2004.

Placentia Library Literacy Services Report for December 2004.

Reference and Adult Services Report for December 2004

History Room Report for December 2004

Placentia Library Web Site Report for December 2004.

Technology Report for December 2004.

Publicity Materials produced for December 2004.

Safety Committee Minutes for December 2004.

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

**CLOSED SESSION  
AGENDA**

Closed session at 8:33p.m. to discuss a Personnel Matter.

**PREPARATION**

Agenda Preparation for the February Regular Meeting will be held on Tuesday, February 22, 2005 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:45 P.M.

**FEBRUARY  
MEETING**

The February Regular Library Board Meeting will be held on Tuesday, February 22, 2005 at 6:30 P.M. in the Library Conference Room.

\_\_\_\_\_  
Gaeten Wood  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees



FRIENDS OF PLACENTIA LIBRARY  
Board of Directors Meeting  
February 7, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Nadine Blansett, Barbara Hemmerling, Virginia Walker, Frances Stoller, Renee Scott, Brenda Benner, Pat Irot, Camille Himes and Ginny Sanatar. Jean Turner was the representative from the Trustees. Nobu Nakamura, a bookstore volunteer, was a guest. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

**Secretary:** Barbara Hemmerling, read the minutes of the January 3, 2005 board meeting. They were approved as read. **Treasurer:** Camille Himes reported a balance of \$19,041.73. Camille made a motion to authorize the payment of \$74 to Laranne Millonzi for the purchase of stamps as needed. Ginny Sanatar seconded the motion. The motion carried. **Financial Secretary:** Ginny Sanatar reported the deposit of \$2,315.75 for the month of January. The treasury of the Friends has been a holding place for a \$3500 grant awarded to the History Room. Pat Irot made a motion that the remaining funds, \$1770.48, be transferred to the Foundation. They have established a History Room account. Nadine Blansett seconded this motion. The motion was approved.

**New Business:** 1) Volunteer appreciation coffee to be held Tuesday, February 15 fro 9-11 A M.. Pat Irot made a motion to allow up to \$100 for this event. Frances Stoller seconded the motion. The motion carried. 2) Jerry Tollefson has agreed to audit our financial records. 3) A suggestion was made to change the date of our annual meeting to more closely coincide with our calendar year. The consensus of the group was to continue to have our annual meeting in conjunction with National Library Week.

:  
**President' Report:** .1) Trustee's meeting: Eleanor Rankin attended the January meeting. She told of our activities. Pat Irot will attend the Febuary 22 Trustee meeting. 2) The foundation is considering an increase in their number. They are spearheading a drive to purchase new chairs for the Children's Department. 3) Author's luncheon: March 5. Ticket sales are not as lively as last year. Brenda and Camille have arranged the menu. Camille Himes, Ginny Sanatar and Pat Irot agreed to sell books at this event. 4) Annual meeting- April 11: Denise Hamilton is in contact with Eleanor. Brenda Benner, Camille Himes, Barbara Hemmerling and Nadine Blansett agreed to sell books that evening. Ginny Sanatar is chairman of the reception following the Annual Meeting. She will make a report in March. The Theme is "Volunteers-Stars of our Library." 5) Placentia Linda Hospital will be having a speaker on Pain Management on August 2. This will be followed by a light lunch. The Friends have been asked to provide a complimentary speaker/program to complete this presentation. Several ideas were presented.

The consensus agreed that we could provide up to \$100 if needed for our part of the program. More research will be given to this in the next months. **6)** The Emerald Isle/Friends project is chaired by Pat Irot and Eleanor Rankin. Elizabeth Minter asked to meet with them to better include staff members in any presentations.

**Nominating Committee:** No report.

**Chair Reports:** **1)** Workroom/ Bookstore. Pat Irot said there is an opening for Saturday 11-1. **2)** Membership-Ted Farkas no report. **3)** Publicity-no report. **4)** Second Sunday Book Sale- Ginny Sanatar has the schedule filled through June. Having three persons working is much more efficient. The group that is sending books to the Middle East will collect our unsold books; they are very dependable. **5)** Silent Auction: Nadine Blansett reported \$40 collected and \$35 due for January.

**Library Staff Reports:** **1) Elizabeth Minter** reported that Rea MacDonald has died. She was a retired employee of the Library. **2)** Julie Shook is back from her conference on Web Sites. It will take some time to get the library's new site up and running. **3)** There have been 87 passport photos taken. A profit has already been made. The notary service is being developed and will be available soon. **4.** The Foundation agreed to provide a plaque to honor Charles Frazee. **5)** Copies of the February 2005 NOTATIONS were distributed. Elizabeth explained that the Friends now have a page exclusive for their use. Laranne created the new format. The Board agreed that it is a very inclusive and attractive. **Jim Roberts:** **1)** Jim requested permission to recognize students from Western State Law School and Cal State Fullerton at our Annual meeting. They serve as tutors/interns with the Federal Work Study project. The Friends board agreed unanimously that Jim should honor anyone he feels is worthy. **2)** 825 books were given in the Books 2004 Christmas project. Toby Silberfarb and Jim worked hours choosing and sorting appropriate grade level materials. **3)** The Literacy program has received a \$1000 grant from the Raytheon Company. Also, the Bookworms group from Raytheon, donated the proceeds of their book sale, \$364, to our Literacy program.

The meeting was adjourned.

Barbara Hemmerling, Secretary



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 22, 2005

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Library Trustees  
January 22, 2005

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	January 20, 2005	4702	9,778.24
	January 20, 2005	4703	3,230.49
	January 27, 2005	4704	3,534.91
	February 3, 2005	4705	4,529.58
	February 3, 2005	4706	13,532.65
	February 10, 2005	4707	7,740.74
	February 10, 2005	4708	9,822.70
	February 10, 2005	4709	518.57
	February 17, 2005	4710	3,678.42
TOTAL BY LIBRARY DIRECTOR			\$ 56,366.30
TOTAL			<u>\$ 56,366.30</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

01/20/05  
4702

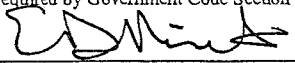
Agenda Item 11  
Page 2 of 10

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707  
1-27-05

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/		Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Rev				Doc Number	SC
			BS Acct	Rev					
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	1-10-05/56579		0700	00			14.40		
			1400	00			2,025.74		
			2800	00			6,334.08		
							8,374.22		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	1-13-05/7330591-JA05		4000	00			154.21		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-8-05/714-528-1906		0700	00			98.51		
	1-8-05/714-528-8236		0700	01			34.30		
							132.81		
N03825M Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	1-6-05/X3264		1800	00			190.63		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	1-13-05/742560		1800	00			92.30		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1-11-05/1908856		1800	00			590.98		
N06685 Honeywell Security Monitoring P.O. Box 5114 Carol Stream, IL 60197-5114	1-6-05/3112760		1400	00			168.09		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	Mbshp - Gurkweitz		1600	00			75.00		

The claims listed above (totaling \$9,778.24) 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.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total

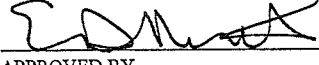
9,778.24

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 207  
01-27-05

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06819B American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	1-6-05/07519418		1800	00		248.83		
	12-14-04/07410130		1800	00		71.10		
							319.93	
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	1-13-05/A36453		1800	00		70.04		
N15655A Map Masters 12120 Tech Center Drive, Suite B Poway, CA 92064-7102	1-13-05/8749		1800	00		397.50		
			1800	08		397.50		
							795.00	
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	12-22-04/X9240		1800	00		126.88		
			2700	00		340.00		
			2700	01		70.00		
			2700	02		680.00		
						1,216.88		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	1-1-05/145010		1900	00		143.20		
N26013 Paper and Ribbon Supply Co PO Box 3601 Cherry Hill NK 08034-0550	1-6-05/162743		1800	00		52.95		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	1-10-05/25019		1000	00		225.00		
need vendor # Pitney Bowes PO Box 856042 Louisville KY 40285-6042	12-24-04/17834748869		1803	00		32.49		
United Cerebral Palsy of OC 230 Commerce Suite 190 Irvine CA 92602-1336	Jan 19, 2005 Disability Training for Staff		1900	00		375.00		

The claims listed above (totaling \$3,230.49) 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

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COUNTERSIGNED BY

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ATTESTED AND/OR COUNTERSIGNED B

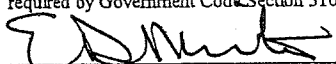
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707  
2-2-05

Payee Name/and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	Jan 04 32021628		1803	00		700.00		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	1/26/04 A36466		1800	00		126.07		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	Feb 05 0101900005435		0300	00		902.70		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Jan 05 Music Time & Story Time		1900	00		450.00	"2"	
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	1/24/05 154404		1800	00		41.97		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	1/20/05 5182		0300	00		303.19		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	1/1/05 99-2005		1900	08		1,000.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	12/11/05-1-15/05 Travel Reimb		2700	01		10.98		

The claims listed above (totaling \$3,534.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/03/05  
REPORT NO 4705

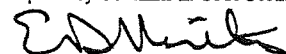
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

2-9-05

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev	Cat		Number	
N01074 The Gas Company PO Box C Monterey Park, CA 91756	1-26-05/05391188009		2800	00		2,146.10		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	2-1-05 095946		1800	00		29.50		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Feb 05 120996030001		0300	00		405.84		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1-25-05 5657		1800	00		42.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	1-24-05 312083-9		2800	00		202.93		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-2-05 714-223-1698		0700	01		342.48		
	1-2-05 714-524-8408		0700	08		10.17		
						352.65		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	2-1-05 EAP		1900	00		35.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	1-21-05 X6509		1800	00		1,315.56		

The claims listed above (totaling \$4,529.58) 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

4,529.58

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/03/05  
REPORT NO 4706

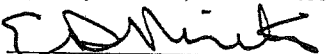
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

2-9-05

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	1-27-05 20050127		1900	00		632.20		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	1-27-05 05-1018		1300	01		6,500.00		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	1-24-05 10521		1800	00		110.00		
	1-24-05 10522		1800	00		110.00		
	1-24-05 10523		1800	00		110.00		
						330.00		
N29024 Laranne Millonzi c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Sep 04 to Feb 1, 05 Travel Reimb		2700	01		67.64		
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	11-29-04 11075		4000	00		5,666.23		
need vendor # Foto Hall 601 North Placentia Ave Fullerton CA 92831	1-26-05 31803		1800	00		215.34		
need vendor # Wholesale Toners PO Box 7080 Huntington Beach CA 92615-7080	1-18-05 13346		1800	00		121.24		

The claims listed above (totaling \$13,532.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

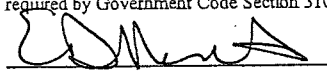


Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	2-7-05 56635		0700	00		7.23		
			1400	00		2,060.61		
			2800	00		3,493.88		
						5,561.72		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	2-1-05/05-2-160 2-1-05/05-2-165		1400	00		115.50		
			1400	00		182.50		
						298.00		
N03735 ISDOC Attn: Joan C. Finnegan ISDOC Treasurer 258 Sherwood Street Costa Mesa, CA 92627	12/31/04 Mbrshp Dues 05-06		1600	00		50.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-7-05/335-253-2062 335-253206		0700	01		273.63		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	2-7-05/062799		1400	00		1,300.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	2-7-08/200502-36		1900	00		15.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	1-21-05/X9240		1800	00		8.34		
			1900	00		6.95		
			2400	08		74.95		
						90.24		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	2-1-05/145528		1900	00		152.15		

The claims listed above (totaling \$7,740.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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

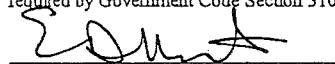
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ATTESTED AND/OR COUNTERSIGNED B

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	1-28-05 Spanish Lit Program		1900	08		277.28	"2"	
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	2-7-05 594628625		0700	00		67.02		
			0700	00		67.03		
						134.05		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	1/28/05 Spanish Lit Program		1900	08		145.86	"2"	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1-11-05 to 2-05 Travel Reimb		2700	01		23.11		
N27566 Sam's Club P.O. Box 9001907 Louisville, KY 40290-1907	Feb 05 Annual Mbrshp		1600	00		120.00		
			1600	08		60.00		
						180.00		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	3-1-05 to 4-1-05 0200502069580		0300	00		8,045.40		
N29354 O.C.S. Output Control Software, Inc. 2319 Dunwin Dr., Unit #7 Mississauga, Ontario L5L 1A3	1-26-05 203025		1800	00		17.00		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	2-1-05/104-2005		1900	08		1,000.00		

The claims listed above (totaling \$9,822.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

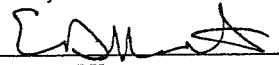
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	2-3-05/17699		1800	00		505.35		
Gary Bell c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Jan 05 Travel Reimb		2700	01		13.22		

The claims listed above (totaling \$518.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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

\_\_\_\_\_  
ATTESTED AND/OR COUNTERSIGNED B

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE  
REPORT NO

Agenda Item 11  
02/17/05 Page 10 of 10  
4710

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-17-05 714-528-8236		0700	01		37.93		
	1-17-05 714-528-1906		0700	00		110.56		
							<b>148.49</b>	
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	1-26-05 A37698		0700	05		215.50		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	2-9-05 708014		1800	00		22.84		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	2-4-05 1938460		1800	00		126.92		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	2-11-05 A36489		1800	00		81.89		
	2-9-05 203036		1800	00		771.00		
O.C.S. Output Control Software, Inc. 2319 Dunwin Dr., Unit #7 Mississauga, Ontario L5L 1A3								
need vendor # Able Card Corporation 1720 Flower Ave DuarTE CA 91010	2-8-05 0012404-IN		1800	00		2,311.78		

The claims listed above (totaling \$3,678.42) 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

3,678.42

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
February 22, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4711	17,370.56
	4712	2,902.80
	4713	1,811.38
	4714	1,137.12
	4715	5,322.18
Subtotal for Regular		28,544.04
Payroll	3/2/2005	39,286.93
	3/16/2005	37,027.23
Subtotal for Payroll		76,314.16
TOTAL CURRENT CLAIMS & PAYROLL		104,858.20

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct	Rev				
N03642A NewsBank P.O. Box 1130 Chester, VT 05413	2-7-05 RN430527		2400	03		9,575.00		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	2-10-05 2309585 1-27-05 2287598 1-28-05 2292241 1-18-05 2276336		2400	05		372.12 27.80 94.61 318.51		
						<b>813.04</b>		
N03828F Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	1-8-05 4004562071 1-29-05 4004601544 1-5-05 0000127063 1-5-05 0001253951		2400	03		59.27 51.19 450.00 -326.25		
						<b>234.21</b>		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	12-29-04 6008632P		2400	05		163.78		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	1-4-05 U455736 1-4-05 U455737 1-12-05 U468435 1-5-05 U458262 1-13-05 U470201 1-13-05 U470202 1-14-05 U473744 1-21-05 U487699 1-21-05 U487700 1-21-05 U487701 1-17-05 U477042 1-24-05 U490276 1-17-05 U477041 1-14-05 U473747 1-14-05 U473746 1-14-05 U473745 1-26-05 U493791 1-27-05 U495968 1-27-05 U495969 1-27-05 U495970 1-25-05 U492080 1-25-05 U492081 1-25-05 U492082		2400	01		19.91 23.33 21.39 1,901.50 19.33 1,111.97 49.81 133.79 590.09 23.33 277.18 42.77 553.82 261.57 165.27 528.74 113.37 18.68 48.69 84.57 18.68 139.20 437.54		
						<b>6,584.53</b>		

The claims listed above (totaling \$17,370.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

APPROVED CLAIMS									
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only		
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC	
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	1-25-05 U492083		2400	01		45.53			
	1-25-05 U492084		2400	01		176.94			
	1-25-05 U492085		2400	01		78.27			
	2-1-05 U502755		2400	01		19.01			
	2-1-05 U502756		2400	01		75.94			
	2-2-05 U505741		2400	01		30.12			
	2-2-05 U505742		2400	01		132.44			
	2-8-05 U516789		2400	01		36.30			
	1-25-05 U492076		2400	01		28.17			
	1-25-05 U492077		2400	01		56.08			
	1-25-05 U492078		2400	01		666.89			
	1-25-05 U492079		2400	01		74.01			
	2-9-05 U519450		2400	01		87.53			
							<b>1,507.23</b>		
	N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	1-25-05 92636202		2400	01		35.64		
		1-24-05 92631200		2400	01		56.83		
1-24-05 92631199			2400	01		15.22			
1-24-05 92631198			2400	01		33.71			
1-24-05 92631197			2400	01		33.68			
1-24-05 92631196			2400	01		17.61			
1-24-05 92631195			2400	01		27.32			
1-24-05 92631194			2400	01		82.93			
1-24-05 92631193			2400	01		10.87			
1-24-05 92631192			2400	01		32.18			
1-24-05 92631191			2400	01		16.95			
1-19-05 92540980			2400	01		34.11			
1-19-05 92558185			2400	01		17.38			
1-19-05 92558186			2400	01		141.05			
1-19-05 92558187			2400	01		102.65			
1-18-05 92521065			2400	01		16.85			
1-18-05 92521066			2400	01		15.86			
1-18-05 92521067			2400	01		51.23			
1-18-05 92521068			2400	01		15.28			
1-18-05 92521069			2400	01		196.80			
1-18-05 92521070		2400	01		49.18				
1-10-05 92378450		2400	01		37.84				
1-10-05 92378449		2400	01		47.29				
1-10-05 92378448		2400	01		13.33				
1-10-05 92378447		2400	01		16.32				
1-10-05 92378446		2400	01		32.13				
1-7-05 92346545		2400	01		28.73				
1-12-05 92435162		2400	01		115.97				
1-12-05 92435161		2400	01		37.86				
1-12-05 92435160		2400	01		62.77				
						<b>1,395.57</b>			

The claims listed above (totaling \$2,902.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A	1-12-05 92435159		2400	01		330.06		
Ingram Library Services	1-12-05 92435158		2400	01		43.76		
P.O. Box 502779	1-13-05 92461548		2400	01		20.68		
St. Louis, MO 63150-2779	1-3-05 92272064		2400	01		13.19		
	1-3-05 92272063		2400	01		33.98		
	1-3-05 92272062		2400	01		14.49		
	1-3-05 92272061		2400	01		16.01		
	1-3-05 92272060		2400	01		92.69		
	1-3-05 92272059		2400	01		20.40		
	1-3-05 92272058		2400	01		48.13		
	1-3-05 92272057		2400	01		25.70		
	1-3-05 92272056		2400	01		27.61		
	1-3-05 92272055		2400	01		37.01		
	1-3-05 92272054		2400	01		100.98		
	1-3-05 92272053		2400	01		43.36		
	2-2-05 92791954		2400	01		138.15		
	2-2-05 92791953		2400	01		16.16		
	2-2-05 92791952		2400	01		15.97		
	1-28-05 92708640		2400	01		53.61		
	1-27-05 92700934		2400	01		88.93		
	1-27-05 92700933		2400	01		18.49		
	1-27-05 92700932		2400	01		66.76		
	1-27-05 92700931		2400	01		16.88		
	1-31-05 92745050		2400	01		42.75		
	1-31-05 92475049		2400	01		33.67		
	2-10-05 92921877		2400	01		36.73		
	2-10-05 92921876		2400	01		16.78		
	2-10-05 92921875		2400	01		34.01		
	2-10-05 92921874		2400	01		18.97		
	2-8-05 92874277		2400	01		14.94		
	2-8-05 92874276		2400	01		28.54		
	2-8-05 92874275		2400	01		14.27		
	2-7-05 92859830		2400	01		21.78		
	2-7-05 92859829		2400	01		24.05		
	2-7-05 92859828		2400	01		26.26		
	2-7-05 92859827		2400	01		112.29		
	2-7-05 92859826		2400	01		13.38		
	2-7-05 92859825		2400	01		12.03		
	2-9-05 92887735		2400	01		23.37		
	2-3-05 92810814		2400	01		21.34		
	2-4-05 92818076		2400	01		33.22		
						<b>1,811.38</b>		

The claims listed above (totaling \$1,811.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	1-7-05 91610282		2400	01		46.11		
	2-4-05 91661940		2400	01		14.43		
	1-14-05 91622601		2400	01		33.77		
							<b>94.31</b>	
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	2-3-05 13827991		2400	01		85.20		
	1-11-05 13790880		2400	01		86.07		
							<b>171.27</b>	
N06819B American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	1-7-05 07519417		2400	01		41.20		
N13034 Omnigraphics P.O. Box 625 Holmes, PA 19043	12-31-04 10445017-4514		2400	01		80.25		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	1-18-05 I10306054		2400	01		76.00		
N22268 Midwest Tape PO Box 820 Holland OH 43528	1-19-05 1029623		2400	02		25.24		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	2-1-05 I0049636		2400	01		193.28		
	2-1-05 I0049623		2400	01		202.98		
							<b>396.26</b>	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1-7-05 1985039		2400	01		17.49		
	1-12-05 1990301		2400	01		11.04		
	1-25-05 1992456		2400	01		6.05		
							<b>34.58</b>	
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	1-27-05 186658		2400	05		59.88		
	1-19-05 185335		2400	05		158.13		
							<b>218.01</b>	

The claims listed above (totaling \$1,137.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
need vendor Resource Directory Group 1330 East 223rd St Suite 523 Carson CA 90745	2-1-05 INV-12384		2400	01		43.06		
need vendor	1-25-05 1088999432		2400	05		45.20		
Random House	1-19-05 1088973278		2400	05		59.60		
Dept 0919	1-19-05 1088973279		2400	05		112.00		
PO Box 120001	2-1-05 1089023250		2400	05		126.40		
Dallas TX 75312-0919						<b>343.20</b>		
need vendor # Gem Guides Book Co 315 Cloverleaf Dr Suite F Baldwin Park CA 91706	1-18-05 226954		2400	01		79.82		
need vendor # African American Publications 1224 General Mercer Road Washington Crossing PA 18977	12-3-04 66266		2400	01		249.10		
need vendor # SB&F PO Box 3000 Denville N	2-8-05 0016106		2400	04		45.00		
need vendor # Books in Motion 9922 East Montgomery Ste 31 Spokane WA 99206	2-10-05 200051		2400	05		319.06		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks 1-4-05to2-10-05		1000	00		452.29		
			1000	08		54.07		
			1600	00		78.00		
			1800	08		72.58		
			2700	00		30.00		
			2700	01		155.00		
			2700	02		185.00		
			2700	08		25.00		
			3700	00		3,191.00		
						<b>4,242.94</b>		

The claims listed above (totaling \$5,322.18) 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

5,322.18



## 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 \$ 39,286.93 on 3 | 2 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #18

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						37,047.49	
707	707			200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	39,286.93
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED <b>DAVID E. SUNDSTROM,</b> Auditor-Controller				
CLAIMANT												

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



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

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

Please Pay \$ 37,027.23 on 3 | 16 | 05

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121000248  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #19

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	S CL
707	707			0100	00						34,787.79	
707	707			200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	37,027.23
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT		DATE		AUTHORIZED SIGNER		DATE		DEPUTY		DATE		

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Cash Flow Analysis  
**DATE:** February 22, 2005

**BACKGROUND:**

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

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

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through February 22, 2005.



Placentia Library District  
FY2004-2005 General Fund Cash Flow

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

Placentia Library District  
FY2004-2005 General Fund Cash Flow

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



Placentia Library District  
FY2004-2005 General Fund Cash Flow

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

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/05	4702	General by Library Director		9,778.24	530,784.34
01/20/05	4703	General by Library Director		3,230.49	527,553.85
01/20/05		Secured #4	90,617.50	226.54	617,944.81
01/20/05		Unsecured	7,318.65	18.30	625,245.16
01/20/05		Supplemental #6	11,375.01		636,620.17
01/21/05		Interest, Dec.	1,236.20	71.28	637,785.09
01/27/05	4704	General by Library Director		3,534.91	634,250.18
02/03/05	4705	General by Library Director		4,529.58	629,720.60
02/03/05	4706	General by Library Director		13,532.65	616,187.95
02/10/05	4707	General by Library Director		7,740.74	608,447.21
02/10/05	4708	General by Library Director		9,822.70	598,624.51
02/10/05	4709	General by Library Director		518.57	598,105.94
02/17/05	4710	General by Library Director		3,678.42	594,427.52
02/22/05	4711	General		17,370.56	577,056.96
02/22/05	4712	General		2,902.80	574,154.16
02/22/05	4713	General		1,811.38	572,342.78
02/22/05	4714	General		1,137.12	571,205.66
02/22/05	4715	General		5,322.18	565,883.48
02/22/05		Payroll to wire 3/2/05		39,286.93	526,596.55
02/22/05		Payroll to wire 3/16/05		37,027.23	489,569.32
					489,569.32

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2004-2005

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
February 22, 2005

	Fiscal Year 2004-2005						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97	
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91	
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74	
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19	
31-Oct-04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56	
30-Nov-04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26	
31-Dec-04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58	
31-Jan-05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63	
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

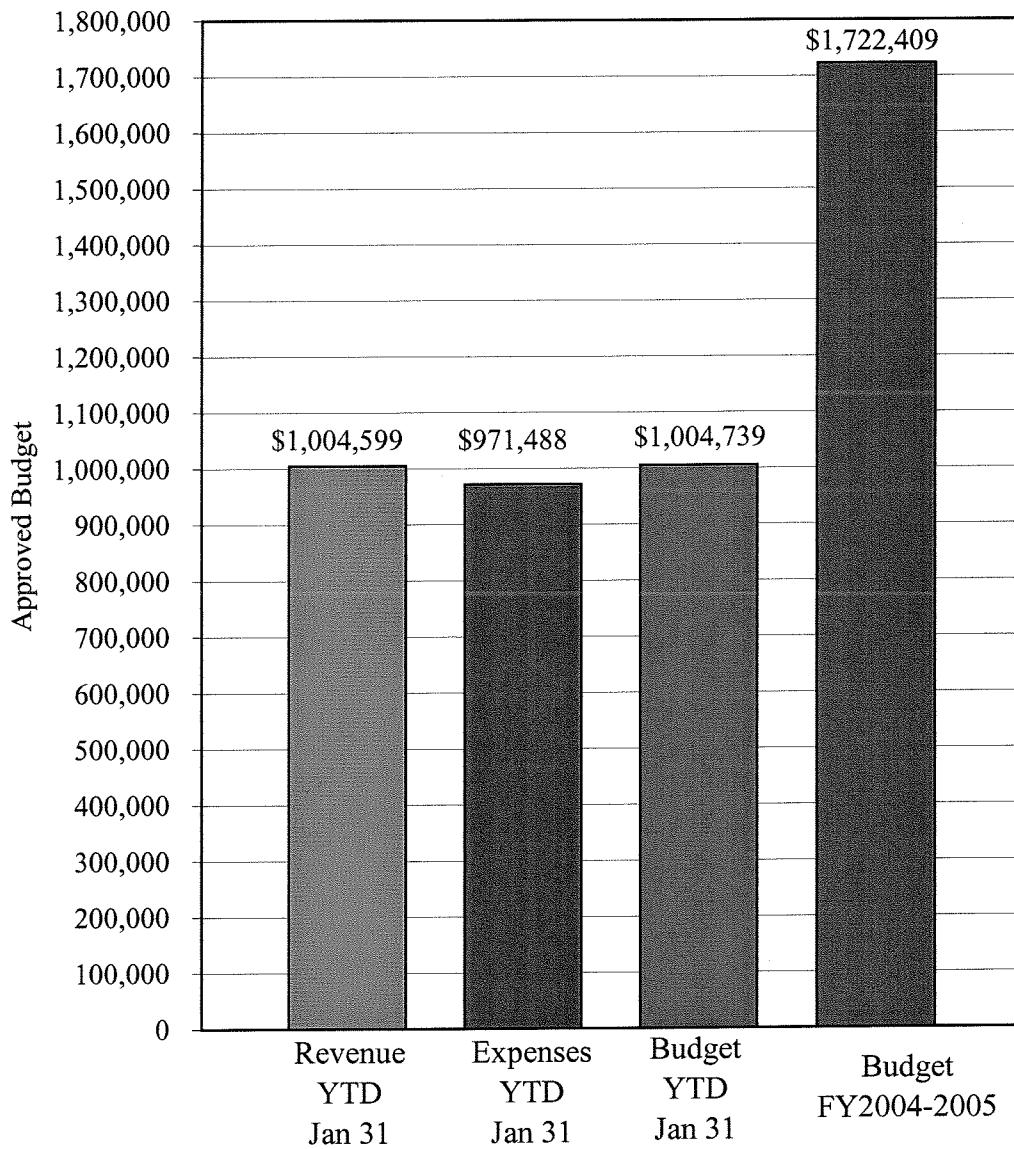
	Fiscal Year 2003-2004						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76	
31-Jul-03	118,833.87	10,051.95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



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2004 - 2005

### General Fund Cash Flow







PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 2005	FY2003-2004 JAN 2004	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	732,858.26	660,910.67	90,617.50	36,635.51	59.34%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - CURRENT SECURED</b>	<b>1,271,995.00</b>	<b>732,858.26</b>	<b>660,910.67</b>	<b>90,617.50</b>	<b>36,635.51</b>	<b>57.61%</b>
6220	<b>PROP. TAXES - CURRENT UNSECURED</b>	<b>61,000.00</b>	<b>61,148.55</b>	<b>56,521.08</b>	<b>7,318.65</b>	<b>3,808.59</b>	<b>100.24%</b>
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - PRIOR SECURED</b>	<b>13,000.00</b>	<b>12,766.29</b>	<b>30,907.80</b>	<b>0.00</b>	<b>0.00</b>	<b>98.20%</b>
6240	<b>TOTAL PROP. TAXES PRIOR UNSECURED</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
6250	<b>TAXES - SPECIAL DISTRICT AUGMENTATION</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6260	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6280-00	Property taxes current supplemental	48,000.00	43,596.71	29,424.57	11,375.01	7,492.52	90.83%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	0.00	
	<b>TOTAL PROP. TAXES SUPPLEMENTAL - CURREI</b>	<b>48,000.00</b>	<b>46,866.06</b>	<b>33,538.25</b>	<b>11,375.01</b>	<b>7,492.52</b>	<b>97.64%</b>
6300	<b>PROP. TAXES SUPPLEMENTAL - PRIOR</b>	<b>1,400.00</b>	<b>2,035.01</b>	<b>1,567.37</b>	<b>0.00</b>	<b>0.00</b>	<b>145.36%</b>
6540	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL TAXES</b>	<b>1,400,145.00</b>	<b>855,674.17</b>	<b>783,445.17</b>	<b>109,311.16</b>	<b>47,936.62</b>	<b>61.11%</b>

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 2005	FY2003-2004 JAN 2004	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	5,117.56	2,316.74	1,236.20	302.36	127.94%
6610-01/02	Interest - old bond fund	0.00	0.00	3.77	0.00	3.77	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	5,117.56	2,320.51	1,236.20	306.13	127.94%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,608.60	8,703.95	6,026.02	7,659.48	50.64%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	5,214.15	10,666.46	0.00	0.00	37.24%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	30,000.00	51,194.00	0.00	0.00	58.60%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	8,520.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.68	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	43,734.15	61,861.14	0.00	0.00	48.99%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	15,538.08	11,831.82	3,039.69	777.40	70.63%
7670-01	Local Revenue -- Passport	175,000.00	73,925.95	74,199.01	10,022.89	4,917.65	42.24%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	2,000.00	19,003.25	0.00	10,000.00	
	TOTAL LOCAL REVENUE	212,000.00	91,464.03	105,034.08	13,062.58	15,695.05	43.14%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	9.94	0.00	9.94	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	1,004,598.51	961,374.79	129,635.96	71,607.22	58.33%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	416,746.96	359,889.00	57,339.24	56,857.96	54.75%
0200	Retirement (Social Security & Pension Contribution)	106,841	62,905.22	58,555.58	4,478.88	4,349.64	58.88%
	Health & Life Insurance/Blue Shield CA	83,667	24,410.88	20,684.12	11,724.60	3,726.76	29.18%
	Long Term Disability/Hartford	4,186	2,063.28	1,794.46	0.00	268.82	49.29%
	Life Insurance/Fortis & Protective Life	1,814	1,498.40	1,498.40	0.00	0.00	82.60%
	Vision Service Plan/VSP	2,870	1,359.15	1,161.84	161.28	197.31	47.36%
	Dental/Ameritas	8,938	5,130.90	4,542.40	0.00	588.50	57.41%
0300	Total Employee Insurance	101,475	34,462.61	29,681.22	11,885.88	4,781.39	33.96%
0310	Unemployment Insurance	-	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	13,000	9,683.00	9,683.00	0.00	0.00	74.48%
	TOTAL SALARIES & EMPLOYEE BENEFITS	982,433	523,797.79	457,808.80	73,704.00	65,988.99	53.32%
0700-00	Communications - Telephone	2,000	767.28	624.86	178.94	142.42	38.36%
0700-01	Communications - Modem/Fax	7,800	5,596.54	4,948.47	376.76	648.07	71.75%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,508.50	1,293.00	215.50	215.50	55.87%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	842.27	776.79	127.72	65.48	56.15%
	Total Communications	14,800	8,714.59	7,643.12	898.92	1,071.47	58.88%
0900-00	Food - General Fund	350	198.36	198.36	0.00	0.00	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	102.51	102.51	0.00	0.00	
0090-09	Food - Families for Literacy	500	298.27	298.27	0.00	0.00	
	Total Food	1,100	599.14	599.14	0.00	0.00	54.47%
1000-00	Household Expense	4,250	1,164.02	1,164.02	256.36	0.00	27.39%
1100-00	Insurance - Liability	12,000	11,120.12	11,120.12	0.00	0.00	92.67%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	941.63	841.62	0.00	100.01	31.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	33,530.00	33,530.00	0.00	0.00	134.12%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	34,471.63	34,371.62	0.00	100.01	120.95%
	HVAC	7,500	2,265.86	1,314.27	168.09	951.59	30.21%
	Carpet Cleaning	2,750	522.72	522.72	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500	16,552.01	14,283.61	2,025.74	2,268.40	60.19%
	Plumbing	3,000	1,863.59	1,863.59	0.00	0.00	62.12%
	Electrical	4,000	3,137.41	1,401.41	0.00	1,736.00	78.44%
	Cleaning Service	16,000	7,700.00	6,600.00	1,300.00	1,100.00	48.13%
	Locksmith	1,000	64.50	0.00	0.00	64.50	6.45%
	Other (Includes Fire Alarm & Extinguishers)	6,500	6,262.28	3,919.28	0.00	2,343.00	96.34%
1400-00	Total Maintenance of Building & Grounds	68,250	38,368.37	29,904.88	3,493.83	8,463.49	56.22%
1600-00	Memberships - General Fund	3,100	3,287.00	3,207.00	220.00	80.00	106.03%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	100.00	100.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	3,387.00	3,307.00	220.00	80.00	92.79%
1700-00	Miscellaneous Expense - General Fund	-	4,711.58	4,597.00	0.00	114.58	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	4,711.58	4,597.00	0.00	114.58	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	6,521.73	6,359.50	1,564.58	162.23	54.35%
	Printing	11,500	7,666.87	7,377.44	270.09	289.43	66.67%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	268.82	268.82	319.93	0.00	24.44%
	Paper	700	388.53	388.53	0.00	0.00	55.50%
	Drinking Water Service	350	192.50	165.00	29.50	27.50	55.00%
	Other Office Supplies	10,000	7,439.40	6,759.82	793.68	679.58	74.39%
	Total Office Supply Expense - General Fund	35,650	22,477.85	21,319.11	2,977.78	1,158.74	63.05%
1800-07	ELLI Grant Supply Expense	500	255.71	255.71	0.00	0.00	
1800-08	Printing	2,000	1,141.50	1,141.50	0.00	0.00	
	Publications	2,500	449.92	449.92	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	0.00	0.00	397.50	0.00	
	Total Adult Literacy Office Supply Expense	5,500	1,591.42	1,591.42	397.50	0.00	28.93%
1800-09	Supply Expense Families for Literacy	2,000	1,456.99	1,456.99	0.00	0.00	
	Total Office Expense	43,650	25,781.97	24,623.23	3,375.28	1,158.74	59.07%
1803-00	Postage Expense - General Fund	4,500	2,011.47	1,974.62	42.29	36.85	44.70%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	37.00	37.00	0.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150	37.00	37.00	0.00	0.00	
	Total Postage Expense	4,750	2,085.47	2,048.62	42.29	36.85	43.90%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	245.00	210.00	35.00	35.00	58.33%
	Pension Contribution & Operating Expenses	7,000	4,055.88	4,055.88	1,564.26	0.00	57.94%
	Anaheim Consortium Automated Library System	35,000	32,222.53	646.50	33,155.00	31,576.03	92.06%
	Library Board Consultants & Legal	10,000	19,214.35	18,314.35	0.00	900.00	
	Clipping Service	504	346.00	294.00	42.00	52.00	68.65%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	7,387.68	7,330.95	71.28	56.73	77.77%
	Advertising (Including WEB Site)	2,000	1,367.50	1,352.50	515.00	15.00	68.38%
	Medical Exams	1,200	499.00	443.50	85.50	55.50	41.58%
	Collection Services - Accounts Receivable	2,800	1,326.11	1,181.02	143.20	145.09	47.36%
	Audit & Accounting Services	8,600	5,420.00	4,845.00	0.00	575.00	63.02%
	Payroll Preparation	3,600	1,814.91	1,508.41	402.28	306.50	50.41%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	375.00	0.00	
	Other (Includes Contract Storyteller)	15,000	9,844.04	8,044.04	585.00	1,800.00	65.63%
1900-00	Total Specialized Services - General Fund	114,124	83,743.00	48,226.15	36,973.52	35,516.85	73.38%
1900-01	Specialized Services - Spanish Literacy	3,000	933.68	579.86	0.00	353.82	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	3,860.00	3,860.00	431.92	0.00	77.20%
1900-09	Specialized Services - Families for Literacy	500	1,150.00	1,150.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	1,793.58	1,692.47	244.84	101.11	11.96%
	Total Specialized Services	137,624	91,480.26	55,508.48	37,650.28	35,971.78	66.47%
2000-00	Legal Notices - General Fund	650	192.24	192.24	2,376.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	192.24	192.24	2,376.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	700	559.74	504.92	0.00	54.82	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	58,214.38	58,214.38	7,044.80	0.00	55.44%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	31,259.59	16,927.95	3,161.78	14,331.64	17.86%
2400-02	Special Department Expense - Video		2,710.79	2,694.56	88.71	16.23	
2400-03	Special Department Expense - Electronic		14,172.19	14,172.19	44.19	0.00	
2400-04	Special Department Expense - Periodicals		7,507.58	7,507.58	0.00	0.00	
2400-05	Special Department Expense - Audio		4,550.97	4,135.15	413.46	415.82	
2400-07	Special Department Expense - ELLI Grant		815.73	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	1,811.96	1,811.96	0.00	0.00	90.60%
2400-09	Special Department Expense - Families for Literacy		2,940.65	2,852.65	0.00	88.00	
	Total Special Department Expense	177,000	65,769.46	50,917.77	3,708.14	14,851.69	37.16%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	810.70	0.00	340.00	810.70	32.43%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	1,789.90	1,673.40	70.00	116.50	39.78%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	768.50	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	1,020.00	1,020.00	0.00	0.00	136.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	22.32	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	0.00	0.00	(319.40)	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	52.56	52.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	3,695.48	2,768.28	859.10	927.20	32.85%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 22, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JAN 05	FY2003-2004 JAN 04	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	28,448.85	25,497.87	6,334.08	2,950.98	39.51%
	Gas	4,200	1,639.39	1,639.39	1,331.36	0.00	39.03%
	Water	4,250	2,216.58	1,967.68	179.53	248.90	52.15%
	Total Utilities	80,450	32,304.82	29,104.94	7,844.97	3,199.88	40.16%
	TOTAL SUPPLIES & SERVICES	693,624	382,620.27	316,589.76	67,769.97	66,030.51	55.16%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	5,725.84	2,535.84	0.00	3,190.00	95.43%
4000-00	Equipment - General Fund	20,000	23,954.73	20,712.89	1,934.92	3,241.84	119.77%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	23,954.73	20,712.89	1,934.92	3,241.84	119.77%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	23,954.73	20,712.89	1,934.92	3,241.84	59.36%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,722,409	936,098.63	797,647.29	143,408.89	138,451.34	54.35%
	ELLI Grant Summary Object Code 07	1,500	1,094	1,094	0	0	1.99
	CLC Summary Object Code 08	3,150	8,345	8,280	638	65	
	FFL Grant Summary Object Code 09	3,000	5,935	5,847	0	88	
	TOTAL LITERACY (Excluding Personnel)	21,050	15,374	15,221	638	153	



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

	<u>Jan 31, 05</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	698.69
County Exempt - Savings	7,689.51
General Fund - Checking	8,014.16
General Fund - Savings	24,921.85
Literacy Fund - Savings	9,574.96
Payroll Checking - Wells Fargo	7,497.44
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
<b>Total Payroll Checking (CDs)</b>	<u>43,661.34</u>
<b>Total Checking/Savings</b>	<u>102,057.95</u>
<b>Total Current Assets</b>	<u>102,057.95</u>
<b>TOTAL ASSETS</b>	<u><u>102,057.95</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	2,481.40
<b>Total Equity</b>	<u>102,057.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>102,057.95</u></u>

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,401.04
<b>Cleared Transactions</b>						
<b>Checks and Payments - 42 items</b>						
Check	12/28/2004	5393	Passport Services	X	-55.00	-55.00
Check	12/29/2004	5394	Passport Services	X	-40.00	-95.00
Check	12/30/2004	5395	Passport Services	X	-55.00	-150.00
Check	1/3/2005	5397	Passport Services	X	-55.00	-205.00
Check	1/3/2005	5398	Passport Services	X	-55.00	-260.00
Check	1/4/2005	5399	Passport Services	X	-115.00	-375.00
Check	1/4/2005	5400	Passport Services	X	-55.00	-430.00
Check	1/5/2005	5401	Passport Services	X	-55.00	-485.00
Check	1/5/2005	5402	Passport Services	X	-55.00	-540.00
Check	1/6/2005	5406	Passport Services	X	-100.00	-640.00
Check	1/6/2005	5405	Passport Services	X	-115.00	-755.00
Check	1/6/2005	5409	Passport Services	X	-110.00	-865.00
Check	1/6/2005	5403	Passport Services	X	-55.00	-920.00
Check	1/6/2005	5407	Passport Services	X	-100.00	-1,020.00
Check	1/6/2005	5408	Passport Services	X	-55.00	-1,075.00
Check	1/6/2005	5404	Passport Services	X	-55.00	-1,130.00
Check	1/8/2005	5412	Passport Services	X	-115.00	-1,245.00
Check	1/8/2005	5411	Passport Services	X	-230.00	-1,475.00
Check	1/10/2005	5416	Passport Services	X	-110.00	-1,585.00
Check	1/10/2005	5415	Passport Services	X	-55.00	-1,640.00
Check	1/10/2005	5414	Passport Services	X	-55.00	-1,695.00
Check	1/10/2005	5413	Passport Services	X	-110.00	-1,805.00
Check	1/11/2005	5418	Passport Services	X	-55.00	-1,860.00
Check	1/11/2005	5417	Passport Services	X	-40.00	-1,900.00
Check	1/12/2005	5419	Passport Services	X	-80.00	-1,980.00
Check	1/12/2005	5420	Passport Services	X	-115.00	-2,095.00
Check	1/15/2005	5426	Passport Services	X	-110.00	-2,205.00
Check	1/15/2005	5425	Passport Services	X	-13.65	-2,218.65
Check	1/15/2005	5424	Passport Services	X	-110.00	-2,328.65
Check	1/15/2005	5427	Passport Services	X	-55.00	-2,383.65
Check	1/18/2005	5429	Passport Services	X	-55.00	-2,438.65
Check	1/18/2005	5428	Orchid Affair	X	-61.50	-2,500.15
Check	1/19/2005	5431	Passport Services	X	-55.00	-2,555.15
Check	1/19/2005	5430	Passport Services	X	-230.00	-2,785.15
Check	1/20/2005	5432	Passport Services	X	-115.00	-2,900.15
Check	1/22/2005	5434	Passport Services	X	-110.00	-3,010.15
Check	1/22/2005	5433	Passport Services	X	-55.00	-3,065.15
Check	1/22/2005	5435	Passport Services	X	-55.00	-3,120.15
Check	1/24/2005	5436	Passport Services	X	-40.00	-3,160.15
Check	1/25/2005	5437	Passport Services	X	-200.00	-3,360.15
Check	1/31/2005			X	-11.00	-3,371.15
Check	2/9/2005	5410	US Postmaster Pla...	X	-37.00	-3,408.15
<b>Total Checks and Payments</b>					<b>-3,408.15</b>	<b>-3,408.15</b>
<b>Deposits and Credits - 21 items</b>						
Deposit	1/3/2005			X	55.00	55.00
Deposit	1/5/2005			X	110.00	165.00
Deposit	1/6/2005			X	55.00	220.00
Deposit	1/10/2005			X	115.00	335.00
Deposit	1/10/2005			X	500.00	835.00
Deposit	1/11/2005			X	422.19	1,257.19
Deposit	1/11/2005			X	220.00	1,477.19
Check	1/15/2005	5423	Passport Services	X	0.00	1,477.19
Check	1/15/2005	5422	Passport Services	X	0.00	1,477.19
Check	1/15/2005	5421	Passport Services	X	0.00	1,477.19
Deposit	1/16/2005			X	120.00	1,597.19
Deposit	1/16/2005			X	55.00	1,652.19
Deposit	1/18/2005			X	1,221.96	2,874.15
Deposit	1/20/2005			X	55.00	2,929.15
Deposit	1/25/2005			X	240.00	3,169.15
Deposit	1/27/2005			X	110.00	3,279.15
Deposit	1/27/2005			X	175.00	3,454.15
Check	1/31/2005		Bank of the West	X	0.00	3,454.15
Deposit	1/31/2005			X	110.00	3,564.15

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	1/31/2005			X	170.00	3,734.15
Deposit	1/31/2005			X	55.00	3,789.15
Total Deposits and Credits					3,789.15	3,789.15
Total Cleared Transactions					381.00	381.00
Cleared Balance					381.00	1,782.04
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/27/2004		Wells Fargo Bank		-5.00	-115.00
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-128.35
Check	1/27/2005	5444	Passport Services		-55.00	-183.35
Check	1/27/2005	5443	Passport Services		-55.00	-238.35
Check	1/27/2005	5438	Passport Services		-115.00	-353.35
Check	1/27/2005	5439	Passport Services		-55.00	-408.35
Check	1/27/2005	5440	Passport Services		-55.00	-463.35
Check	1/27/2005	5442	Passport Services		-55.00	-518.35
Check	1/27/2005	5441	Passport Services		-55.00	-573.35
Check	1/29/2005	5445	Passport Services		-115.00	-688.35
Check	1/29/2005	5446	Passport Services		-55.00	-743.35
Check	1/29/2005	5448	Passport Services		-55.00	-798.35
Check	1/29/2005	5447	Passport Services		-55.00	-853.35
Check	1/30/2005	5449	Passport Services		-80.00	-933.35
Check	1/30/2005	5450	Passport Services		-55.00	-988.35
Check	1/31/2005	5452	Passport Services		-40.00	-1,028.35
Check	1/31/2005	5451	Passport Services		-55.00	-1,083.35
Total Checks and Payments					-1,083.35	-1,083.35
Total Uncleared Transactions					-1,083.35	-1,083.35
Register Balance as of 01/31/2005					-702.35	698.69
<b>New Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	2/1/2005	5456	Passport Services		-230.00	-230.00
Check	2/1/2005	5454	Passport Services		-55.00	-285.00
Check	2/1/2005	5453	Passport Services		-55.00	-340.00
Check	2/1/2005	5455	Passport Services		-80.00	-420.00
Check	2/2/2005	5457	Passport Services		-55.00	-475.00
Check	2/2/2005	5458	Passport Services		-55.00	-530.00
Check	2/3/2005	5459	Passport Services		-40.00	-570.00
Check	2/6/2005	5460	Passport Services		-55.00	-625.00
Check	2/7/2005	5462	Passport Services		-55.00	-680.00
Check	2/7/2005	5461	Passport Services		-55.00	-735.00
Check	2/7/2005	5463	Passport Services		-55.00	-790.00
Check	2/9/2005	5466	RealSantas.com		-431.00	-1,221.00
Check	2/9/2005	5465	Passport Services		-40.00	-1,261.00
Check	2/9/2005	5464	Passport Services		-55.00	-1,316.00
Total Checks and Payments					-1,316.00	-1,316.00
<b>Deposits and Credits - 5 items</b>						
Deposit	2/3/2005				55.00	55.00
Deposit	2/3/2005				1,150.00	1,205.00
Deposit	2/7/2005				55.00	1,260.00
Deposit	2/7/2005				19.94	1,279.94
Deposit	2/9/2005				55.00	1,334.94
Total Deposits and Credits					1,334.94	1,334.94
Total New Transactions					18.94	18.94
Ending Balance					-683.41	717.63

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2/9/05 Page 2

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,923.85
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	1/11/2005	1534	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 14 items</b>						
Deposit	1/5/2005			X	19.94	19.94
Deposit	1/6/2005			X	35.00	54.94
Deposit	1/10/2005			X	105.00	159.94
Deposit	1/10/2005			X	385.00	544.94
Deposit	1/10/2005			X	19.94	564.88
Deposit	1/11/2005			X	35.00	599.88
Deposit	1/16/2005			X	170.00	769.88
Deposit	1/16/2005			X	30.00	799.88
Deposit	1/18/2005			X	65.00	864.88
Deposit	1/24/2005			X	109.94	974.82
Deposit	1/27/2005			X	30.00	1,004.82
Deposit	1/31/2005			X	35.00	1,039.82
Deposit	1/31/2005			X	35.00	1,074.82
Deposit	1/31/2005			X	1.88	1,076.70
Total Deposits and Credits					1,076.70	1,076.70
Total Cleared Transactions					921.18	921.18
Cleared Balance					921.18	7,845.03
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	1/31/2005	1535	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 01/31/2005					765.66	7,689.51
<b>New Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Deposit	2/1/2005				630.00	630.00
Deposit	2/1/2005				30.00	660.00
Deposit	2/3/2005				30.00	690.00
Total Deposits and Credits					690.00	690.00
Total New Transactions					690.00	690.00
<b>Ending Balance</b>					<b>1,455.66</b>	<b>8,379.51</b>

*20 units  
2/9/2005*

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 01/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,429.19
Cleared Transactions						
Checks and Payments - 14 items						
Check	11/4/2004	4971	ISDOC	X	-36.00	-36.00
Check	1/3/2005	5008	Foto Hall	X	-676.82	-712.82
Check	1/3/2005		Bank of the West	X	-97.04	-809.86
Check	1/4/2005		Bank of the West	X	-1.90	-811.76
Check	1/10/2005	5014	Placentia Library Di...	X	-1,415.85	-2,227.61
Check	1/10/2005	5010	Placentia Library Di...	X	-500.00	-2,727.61
Check	1/10/2005	5012	Placentia Library Di...	X	-35.00	-2,762.61
Check	1/10/2005	5013	Placentia Library Di...	X	-422.19	-3,184.80
Check	1/12/2005	5016	Sam's Club	X	-56.62	-3,241.42
Check	1/12/2005	5015	Rembrandt's Beauti...	X	-20.00	-3,261.42
Check	1/17/2005	5017	Placentia Library Di...	X	-1,221.96	-4,483.38
Check	1/19/2005	5019	Rembrandt's Beauti...	X	-20.00	-4,503.38
Check	1/21/2005		Bank of the West	X	-4.50	-4,507.88
Check	1/27/2005	5024	Placentia Chamber ...	X	-50.00	-4,557.88
Total Checks and Payments					-4,557.88	-4,557.88
Deposits and Credits - 37 items						
Deposit	1/4/2005			X	9.40	9.40
Deposit	1/4/2005			X	313.50	322.90
Deposit	1/5/2005			X	281.40	604.30
Deposit	1/6/2005			X	9.60	613.90
Deposit	1/6/2005			X	117.20	731.10
Deposit	1/7/2005			X	182.40	913.50
Deposit	1/10/2005			X	423.58	1,337.08
Deposit	1/10/2005			X	469.00	1,806.08
Deposit	1/10/2005			X	71.96	1,878.04
Deposit	1/11/2005			X	310.00	2,188.04
Deposit	1/11/2005			X	1,954.29	4,142.33
Deposit	1/12/2005			X	333.40	4,475.73
Deposit	1/13/2005			X	77.72	4,553.45
Deposit	1/13/2005			X	67.20	4,620.65
Deposit	1/14/2005			X	87.00	4,707.65
Deposit	1/14/2005			X	62.80	4,770.45
Deposit	1/18/2005			X	50.00	4,820.45
Deposit	1/18/2005			X	4.37	4,824.82
Deposit	1/18/2005			X	295.90	5,120.72
Deposit	1/18/2005			X	15.40	5,136.12
Deposit	1/19/2005			X	172.00	5,308.12
Check	1/19/2005	5018	Rembrandt's Beauti...	X	0.00	5,308.12
Deposit	1/19/2005			X	534.66	5,842.78
Deposit	1/20/2005			X	176.43	6,019.21
Deposit	1/21/2005			X	226.00	6,245.21
Deposit	1/24/2005			X	226.00	6,471.21
Deposit	1/24/2005			X	11.66	6,482.87
Deposit	1/24/2005			X	60.23	6,543.10
Deposit	1/24/2005			X	220.00	6,763.10
Deposit	1/25/2005			X	40.00	6,803.10
Deposit	1/26/2005			X	196.24	6,999.34
Deposit	1/27/2005			X	87.00	7,086.34
Deposit	1/28/2005			X	219.00	7,305.34
Deposit	1/28/2005			X	29.14	7,334.48
Deposit	1/31/2005			X	13.99	7,348.47
Deposit	1/31/2005			X	376.00	7,724.47
Deposit	1/31/2005			X	409.00	8,133.47
Total Deposits and Credits					8,133.47	8,133.47
Total Cleared Transactions					3,575.59	3,575.59
Cleared Balance					3,575.59	12,004.78

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	1/6/2005	5009	Postmaster		-37.00	-37.00
Check	1/20/2005	5020	Association of Fund...		-60.00	-97.00
Check	1/23/2005	5021	CSDA		-185.00	-282.00
Check	1/24/2005	5022	CALTAC		-78.00	-360.00
Check	1/26/2005	5023	State Board of Equ...		-3,191.00	-3,551.00
Check	1/27/2005	5025	Bed Broker		-439.62	-3,990.62
Total Checks and Payments					-3,990.62	-3,990.62
<b>Deposits and Credits - 1 item</b>						
Check	10/14/2004	4955	Wal Mart			0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-3,990.62	-3,990.62
Register Balance as of 01/31/2005					-415.03	8,014.16
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	2/2/2005	5026	Rembrandt's Beauti...		-20.00	-20.00
Check	2/3/2005	5027	Placentia Library Di...		-1,150.00	-1,170.00
Check	2/9/2005	5029	Rembrandt's Beauti...		-20.00	-1,190.00
Total Checks and Payments					-1,190.00	-1,190.00
<b>Deposits and Credits - 2 items</b>						
Check	2/7/2005	5028	Office Max			0.00
Deposit	2/9/2005				469.00	469.00
Total Deposits and Credits					469.00	469.00
Total New Transactions					-721.00	-721.00
<b>Ending Balance</b>					<b>-1,136.03</b>	<b>7,293.16</b>

*2005  
2/9/2005*

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						20,935.13
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	1/10/2005	1246	Orange County Aud...	X	-18,641.73	-18,641.73
Check	1/21/2005		Bank of the West	X	-30.00	-18,671.73
Check	1/21/2005		Bank of the West	X	-4.00	-18,675.73
<b>Total Checks and Payments</b>					-18,675.73	-18,675.73
<b>Deposits and Credits - 33 items</b>						
Deposit	1/3/2005			X	447.94	447.94
Deposit	1/5/2005			X	367.85	815.79
Deposit	1/5/2005			X	612.55	1,428.34
Deposit	1/6/2005			X	556.70	1,985.04
Deposit	1/10/2005			X	1,317.30	3,302.34
Deposit	1/10/2005			X	435.00	3,737.34
Deposit	1/10/2005			X	426.27	4,163.61
Deposit	1/11/2005			X	370.42	4,534.03
Deposit	1/11/2005			X	4,213.86	8,747.89
Deposit	1/13/2005			X	1,415.85	10,163.74
Deposit	1/16/2005			X	410.48	10,574.22
Deposit	1/16/2005			X	440.90	11,015.12
Deposit	1/16/2005			X	768.29	11,783.41
Deposit	1/16/2005			X	191.40	11,974.81
Deposit	1/16/2005			X	890.00	12,864.81
Deposit	1/18/2005			X	43.40	12,908.21
Deposit	1/18/2005			X	433.00	13,341.21
Deposit	1/20/2005			X	844.39	14,185.60
Deposit	1/20/2005			X	308.70	14,494.30
Deposit	1/20/2005			X	8.45	14,502.75
Deposit	1/23/2005			X	404.95	14,907.70
Deposit	1/23/2005			X	742.00	15,649.70
Deposit	1/23/2005			X	763.65	16,413.35
Deposit	1/24/2005			X	1,000.00	17,413.35
Deposit	1/24/2005			X	727.80	18,141.15
Deposit	1/25/2005			X	411.55	18,552.70
Deposit	1/26/2005			X	432.15	18,984.85
Deposit	1/27/2005			X	698.55	19,683.40
Deposit	1/31/2005			X	584.90	20,268.30
Deposit	1/31/2005			X	876.90	21,145.20
Deposit	1/31/2005			X	720.00	21,865.20
Deposit	1/31/2005			X	790.40	22,655.60
Deposit	1/31/2005			X	6.85	22,662.45
<b>Total Deposits and Credits</b>					22,662.45	22,662.45
<b>Total Cleared Transactions</b>					3,986.72	3,986.72
<b>Cleared Balance</b>					3,986.72	24,921.85
<b>Register Balance as of 01/31/2005</b>					3,986.72	24,921.85
<b>New Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	2/7/2005	1247	Orange County Aud...		-50,999.09	-50,999.09
<b>Total Checks and Payments</b>					-50,999.09	-50,999.09

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 8 items</b>						
Deposit	2/1/2005				513.00	513.00
Deposit	2/2/2005				474.05	987.05
Deposit	2/3/2005				29,191.00	30,178.05
Deposit	2/3/2005				661.35	30,839.40
Deposit	2/7/2005				526.90	31,366.30
Deposit	2/7/2005				772.70	32,139.00
Deposit	2/7/2005				376.55	32,515.55
Deposit	2/9/2005				618.65	33,134.20
Total Deposits and Credits					33,134.20	33,134.20
Total New Transactions					-17,864.89	-17,864.89
<b>Ending Balance</b>					<b>-13,878.17</b>	<b>7,056.96</b>

*works  
2/5/2005*



**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 01/31/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,572.52
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	1/31/2005			X	2.44	2.44
Total Deposits and Credits					<u>2.44</u>	<u>2.44</u>
Total Cleared Transactions					<u>2.44</u>	<u>2.44</u>
Cleared Balance					<u>2.44</u>	<u>9,574.96</u>
Register Balance as of 01/31/2005					<u>2.44</u>	<u>9,574.96</u>
<b>Ending Balance</b>					<u><u>2.44</u></u>	<u><u>9,574.96</u></u>

*2.44  
2/9/2005*

## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 01/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,831.44
Cleared Transactions						
Checks and Payments - 63 items						
Check	8/25/2004	4380	Angie-An Mai	X	-30.80	-30.80
Check	12/15/2004	4739	Christina Perez	X	-239.27	-270.07
Check	12/15/2004	4737	Ryan Lighthill	X	-123.20	-393.27
Check	12/15/2004	4729	Terrie Loewer	X	-63.78	-457.05
Check	12/29/2004	4757	Esther P. Guzman	X	-301.73	-758.78
Check	12/29/2004	4758	Joyce G. Hampton	X	-337.36	-1,096.14
Check	12/29/2004	4759	Alexander Hernandez	X	-453.84	-1,549.98
Check	12/29/2004	4769	Beatrice V. Quintanar	X	-328.80	-1,878.78
Check	12/29/2004	4772	Lena Rodriguez	X	-110.22	-1,989.00
Check	12/29/2004	4773	Mauricio Rojas	X	-57.07	-2,046.07
Check	12/29/2004	4781	Angelica Alatorre	X	-258.71	-2,304.78
Check	12/29/2004	4782	Kamala Connors	X	-360.17	-2,664.95
Check	12/29/2004	4783	Shannon Ford	X	-103.57	-2,768.52
Check	12/29/2004	4785	Melissa Manzanarez	X	-52.36	-2,820.88
Check	12/29/2004	4787	Melissa Porter	X	-148.89	-2,969.77
Check	12/29/2004	4789	Evelyn Soqui	X	-119.90	-3,089.67
Check	12/29/2004	4790	Sothavy Ton	X	-113.96	-3,203.63
Check	12/29/2004	4792	Placentia Library Di...	X	-19.94	-3,223.57
Check	12/29/2004	4793	Nationwide Retirem...	X	-1,835.76	-5,059.33
Check	12/29/2004	4752	Gail Erwin	X	-126.32	-5,185.65
Check	12/29/2004		Paychex	X	-19,185.67	-24,371.32
Check	12/29/2004		Paychex	X	-8,591.61	-32,962.93
Check	12/29/2004	4747	Lynn Baden	X	-134.70	-33,097.63
Check	12/29/2004	4748	Gary Bell	X	-1,410.92	-34,508.55
Check	12/29/2004	4749	Dorothy J. Cummings	X	-249.92	-34,758.47
Check	12/29/2004	4750	Jesus Diaz	X	-588.77	-35,347.24
Check	12/29/2004	4751	Diane Eddington	X	-134.98	-35,482.22
Check	12/29/2004	4788	Hilda Rivera	X	-564.05	-36,046.27
Check	1/12/2005		Paychex	X	-18,456.87	-54,503.14
Check	1/12/2005		Paychex	X	-8,784.33	-63,287.47
Check	1/12/2005	4794	Lynn Baden	X	-138.90	-63,426.37
Check	1/12/2005	4795	Gary Bell	X	-1,412.46	-64,838.83
Check	1/12/2005	4796	Dorothy J. Cummings	X	-80.51	-64,919.34
Check	1/12/2005	4797	Jesus Diaz	X	-663.37	-65,582.71
Check	1/12/2005	4798	Gail Erwin	X	-65.25	-65,647.96
Check	1/12/2005	4802	Esther P. Guzman	X	-278.45	-65,926.41
Check	1/12/2005	4803	Joyce G. Hampton	X	-337.74	-66,264.15
Check	1/12/2005	4804	Alexander Hernandez	X	-371.70	-66,635.85
Check	1/12/2005	4811	Beatrice V. Quintanar	X	-321.03	-66,956.88
Check	1/12/2005	4814	Lena Rodriguez	X	-110.25	-67,067.13
Check	1/12/2005	4815	Mauricio Rojas	X	-160.51	-67,227.64
Check	1/12/2005	4824	Angelica Alatorre	X	-246.39	-67,474.03
Check	1/12/2005	4825	Shannon Ford	X	-117.23	-67,591.26
Check	1/12/2005	4826	Melissa Porter	X	-123.00	-67,714.26
Check	1/12/2005	4827	Hilda Rivera	X	-493.01	-68,207.27
Check	1/12/2005	4828	Evelyn Soqui	X	-228.45	-68,435.72
Check	1/12/2005	4829	Sothavy Ton	X	-129.36	-68,565.08
Check	1/12/2005	4830	Orange County Aud...	X	-240.00	-68,805.08
Check	1/12/2005	4831	Placentia Library Di...	X	-19.94	-68,825.02
Check	1/12/2005	4832	Nationwide Retirem...	X	-1,835.76	-70,660.78
Check	1/26/2005	4864	Shannon Ford	X	-64.68	-70,725.46
Check	1/26/2005	4866	Melissa Porter	X	-194.21	-70,919.67
Check	1/26/2005	4843	Alexander Hernandez	X	-354.99	-71,274.66
Check	1/26/2005	4867	Hilda Rivera	X	-421.16	-71,695.82
Check	1/26/2005	4868	Evelyn Soqui	X	-395.70	-72,091.52
Check	1/26/2005	4836	Gail Erwin	X	-126.35	-72,217.87
Check	1/26/2005	4870	Sothavy Ton	X	-129.36	-72,347.23
Check	1/26/2005	4834	Dorothy J. Cummings	X	-172.60	-72,519.83
Check	1/26/2005	4833	Gary Bell	X	-1,412.46	-73,932.29
Check	1/26/2005		Paychex	X	-8,913.74	-82,846.03
Check	1/26/2005	4871	Orange County Aud...	X	-267.00	-83,113.03
Check	1/26/2005	4872	Placentia Library Di...	X	-19.94	-83,132.97
Check	1/26/2005		Paychex	X	-18,310.07	-101,443.04
Total Checks and Payments					-101,443.04	-101,443.04

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 01/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 5 items</b>						
Deposit	1/5/2005			X	33,632.62	33,632.62
Deposit	1/19/2005			X	33,247.27	66,879.89
Check	1/26/2005	4855	Mauricio Rojas	X	0.00	66,879.89
Check	2/3/2005	2038	Mauricio Rojas	X	0.00	66,879.89
Check	2/9/2005	4885	Joyce G. Hampton	X	0.00	66,879.89
Total Deposits and Credits					66,879.89	66,879.89
Total Cleared Transactions					-34,563.15	-34,563.15
Cleared Balance					-34,563.15	12,268.29
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	11/3/2004	4562	Diane Eddington		-67.49	-67.49
Check	11/17/2004	4644	Hubert Chim		-95.24	-162.73
Check	12/29/2004	4786	Christina Perez		-61.59	-224.32
Check	12/29/2004	4784	Ryan Lighthill		-61.59	-285.91
Check	1/26/2005	4850	Margaret Puentes		-42.52	-328.43
Check	1/26/2005	4842	Joyce G. Hampton		-258.93	-587.36
Check	1/26/2005	4841	Esther P. Guzman		-278.45	-865.81
Check	1/26/2005	4835	Jesus Diaz		-527.00	-1,392.81
Check	1/26/2005	4873	Nationwide Retirem...		-1,855.76	-3,248.57
Check	1/26/2005	4869	Din Thong		-700.33	-3,948.90
Check	1/26/2005	4865	Angie-An Mai		-117.03	-4,065.93
Check	1/26/2005	4851	Beatrice V. Quintanar		-323.65	-4,389.58
Check	1/26/2005	4863	Angelica Alatorre		-271.02	-4,660.60
Check	1/26/2005	4854	Lena Rodriguez		-110.25	-4,770.85
Total Checks and Payments					-4,770.85	-4,770.85
Total Uncleared Transactions					-4,770.85	-4,770.85
Register Balance as of 01/31/2005					-39,334.00	7,497.44
<b>New Transactions</b>						
<b>Checks and Payments - 29 items</b>						
Check	2/3/2005	2039	Mauricio Rojas		-57.07	-57.07
Check	2/3/2005		Wells Fargo Bank		-25.00	-82.07
Check	2/9/2005	4874	Gary Bell		-1,412.46	-1,494.53
Check	2/9/2005	4875	Dorothy J. Cummings		-275.74	-1,770.27
Check	2/9/2005	4876	Joy Di Loreto		-485.33	-2,255.60
Check	2/9/2005	4877	Jesus Diaz		-511.05	-2,766.65
Check	2/9/2005	4883	Esther P. Guzman		-278.45	-3,045.10
Check	2/9/2005	4884	Joyce G. Hampton		-219.52	-3,264.62
Check	2/9/2005	4886	Alexander Hernandez		-343.83	-3,608.45
Check	2/9/2005	4893	Beatrice V. Quintanar		-305.28	-3,913.73
Check	2/9/2005	4896	Lena Rodriguez		-110.25	-4,023.98
Check	2/9/2005	4897	Mauricio Rojas		-427.82	-4,451.80
Check	2/9/2005	4906	Angelica Alatorre		-147.84	-4,599.64
Check	2/9/2005	4907	Kamala Connors		-24.64	-4,624.28
Check	2/9/2005	4908	Shannon Ford		-373.08	-4,997.36
Check	2/9/2005	4909	Ryan Lighthill		-98.55	-5,095.91
Check	2/9/2005	4910	Angie-An Mai		-277.19	-5,373.10
Check	2/9/2005	4911	Melissa Manzanarez		-86.24	-5,459.34
Check	2/9/2005	4912	Melissa Porter		-142.42	-5,601.76
Check	2/9/2005	4913	Hilda Rivera		-421.16	-6,022.92
Check	2/9/2005	4914	Evelyn Soqui		-335.39	-6,358.31
Check	2/9/2005	4915	Din Thong		-585.37	-6,943.68
Check	2/9/2005	4916	Ton Sothavy		-123.20	-7,066.88
Check	2/9/2005	4917	Orange County Aud...		-267.00	-7,333.88
Check	2/9/2005	4918	Placentia Library Di...		-19.94	-7,353.82
Check	2/9/2005	4919	Nationwide Retirem...		-1,938.45	-9,292.27
Check	2/9/2005	4878	Gail Erwin		-126.35	-9,418.62

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 01/31/2005

Type	Date	Num	Name	Clr	Amount	Balance
Check	2/9/2005		Paychex		-9,181.53	-18,600.15
Check	2/9/2005		Paychex		-18,314.10	-36,914.25
Total Checks and Payments					-36,914.25	-36,914.25
<b>Deposits and Credits - 2 items</b>						
Deposit	2/2/2005				34,840.84	34,840.84
Deposit	2/16/2005				33,247.27	68,088.11
Total Deposits and Credits					68,088.11	68,088.11
Total New Transactions					31,173.86	31,173.86
<b>Ending Balance</b>					<b>-8,160.14</b>	<b>38,671.30</b>

*Ed Hunt  
2/14/05*

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 2005  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	2,572.35	181	0.00	0	2,572.35	181	115.95	6	2,688.30	187
Adult Circulating Non-Fiction	4,911.14	231	0.00	0	4,911.14	231	142.75	7	5,053.89	238
Adult Reference	2,070.29	53	0.00	0	2,070.29	53	49.50	4	2,119.79	57
Adult Print Continuations	76.00	1	0.00	0	76.00	1	0.00	0	76.00	1
Adult Electronic Continuations	44.19	3	0.00	0	44.19	3	0.00	0	44.19	3
Total Adult Non-Fiction	7,101.62	288	0.00	0	7,101.62	288	192.25	11	7,293.87	299
TOTAL ADULT PRINT MATERIALS	9,673.97	469	0.00	0	9,673.97	469	308.20	17	9,982.17	486
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	1,479.27	28	0.00	0	1,479.27	28	88.00	1	1,567.27	29
Total Adult Audio	1,479.27	28	0.00	0	1,479.27	28	88.00	1	1,567.27	29
Adult Video Educational	0.00	0	0.00	0	0.00	0	50.00	3	50.00	3
Adult Video Entertainment	25.24	1	0.00	0	25.24	1	1,260.00	63	1,285.24	64
Total Adult Video	25.24	1	0.00	0	25.24	1	1,310.00	66	1,335.24	67
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,504.51	29	0.00	0	1,504.51	29	1,398.00	67	2,902.51	96
TOTAL ADULT MATERIALS	11,178.48	498	0.00	0	11,178.48	498	1,706.20	84	12,884.68	582
Juvenile Fiction	270.91	45	0.00	0	270.91	45	0.00	0	270.91	45
Juvenile Circulating Non-Fiction	0.00	0	30.47	3	30.47	3	0.00	0	30.47	3
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	30.47	3	30.47	3	0.00	0	30.47	3
TOTAL JUVENILE PRINT MATERIALS	270.91	45	30.47	3	301.38	48	0.00	0	301.38	48
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	205.00	11	205.00	11
Total Juvenile Video	0.00	0	0.00	0	0.00	0	205.00	11	205.00	11
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	205.00	11	205.00	11
TOTAL JUVENILE MATERIALS	270.91	45	30.47	3	301.38	48	205.00	11	506.38	59
Total Fiction	2,843.26	226	0.00	0	2,843.26	226	115.95	6	2,959.21	232
Total Non-Fiction	7,101.62	288	30.47	3	7,132.09	291	192.25	11	7,324.34	302
Total Audio	1,479.27	28	0.00	0	1,479.27	28	88.00	1	1,567.27	29
Total Video	25.24	1	0.00	0	25.24	1	1,315.00	77	1,340.24	78
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	11,449.39	543	30.47	3	11,479.86	546	1,911.20	95	13,391.06	641

OUTSTANDING ORDERS AS OF JANUARY 31, 2005

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$9,697.32	\$156.31	\$9,853.63

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	8,808.47	635	3,291.35	267	12,099.82	902	1,598.20	72	13,698.02	974
Adult Circulating Non-Fiction	14,636.06	700	1,527.53	98	16,163.59	798	2,448.03	102	18,611.62	900
Adult Reference	12,019.43	167	676.79	9	12,696.22	176	544.35	12	13,240.57	188
Adult Print Continuities	16,863.52	313	0.00	0	16,863.52	313	0.00	0	16,863.52	313
Adult Electronic Continuities	13,109.69	66	0.00	0	13,109.69	66	0.00	0	13,109.69	66
Total Adult Non-Fiction	56,628.70	1246	2,204.32	107	58,833.02	1,353	2,992.38	114	61,825.40	1,467
TOTAL ADULT PRINT MATERIALS	65,437.17	1881	5,495.67	374	70,932.84	2,255	4,590.58	186	75,523.42	2,441
Adult Audio/Music	37.12	2	0.00	0	37.12	2	160.00	10	197.12	12
Adult Audio Books	5,613.30	122	2,043.81	33	7,657.11	155	119.98	2	7,777.09	157
Total Adult Audio	5,650.42	124	2,043.81	33	7,694.23	157	279.98	12	7,974.21	169
Adult Video Educational	626.52	41	4,988.49	216	5,615.01	257	89.95	5	5,704.96	262
Adult Video Entertainment	2,381.78	143	0.00	0	2,381.78	143	1,456.99	74	3,838.77	217
Total Adult Video	3,008.30	184	4,988.49	216	7,996.79	400	1,546.94	79	9,543.73	479
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	8,658.72	308	7,032.30	249	15,691.02	557	1,826.92	91	17,517.94	648
TOTAL ADULT MATERIALS	74,095.89	2,189	12,527.97	623	86,623.86	2,812	6,417.50	277	93,041.36	3,089
Juvenile Fiction	1,517.92	160	2,014.46	180	3,532.38	340	475.73	75	4,008.11	415
Juvenile Circulating Non-Fiction	9,982.81	45	265.73	17	10,248.54	62	44.95	2	10,293.49	64
Juvenile Reference	29.68	1	0.00	0	29.68	1	0.00	0	29.68	1
Juvenile Print Continuities	1,328.47	14	146.61	1	1,475.08	15	0.00	0	1,475.08	15
Juvenile Electronic Continuities	399.00	1	0.00	0	399.00	1	0.00	0	399.00	1
Total Juvenile Non-Fiction	11,739.96	61	412.34	18	12,152.30	79	44.95	2	12,197.25	81
TOTAL JUVENILE PRINT MATERIALS	13,257.88	221	2,426.80	198	15,684.68	419	520.68	77	16,205.36	496
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Total Juvenile Audio	2,872.32	48	0.00	0	2,872.32	48	96.00	2	2,968.32	50
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	608.85	35	608.85	35
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	1,195.00	60	1,195.00	60
Total Juvenile Video	0.00	0	0.00	0	0.00	0	1,803.85	95	1,803.85	95
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	0.00	0	2,872.32	48	1,899.85	97	4,772.17	145
TOTAL JUVENILE MATERIALS	16,130.20	269	2,426.80	198	18,557.00	467	2,420.53	174	20,977.53	641
Total Fiction	10,326.39	795	5,305.81	447	15,632.20	1,242	2,073.93	147	17,706.13	1,389
Total Non-Fiction	68,368.66	1,307	2,616.66	125	70,985.32	1,432	3,037.33	116	74,022.65	1,548
Total Audio	8,522.74	172	2,043.81	33	10,566.55	205	375.98	14	10,942.53	219
Total Video	3,008.30	184	4,988.49	216	7,996.79	400	3,550.79	174	11,347.58	574
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	90,226.09	2,458	14,954.77	821	105,180.86	3,279	8,838.03	445	114,018.89	3,730

Summary of Current Status of Unique Management Accounts  
February 22, 2005

Agenda Item 17

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	8	683	7	842.49	0
November	10	690	3	432.85	0
December	16	697	4	523.01	0
January	17	707	6	757.4	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>89</b>	<b>4774</b>	<b>33</b>	<b>4635.6</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

SUMMARY STATUS REPORT

PAGE: 129

CREATED: 02/01/2005 12:49 AM MK

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 01/31/2005

Accounts Submitted	:	1,092	Dollars Submitted	:	100,971.46	Dollars Received	:	37,591.08
Bankruptcies	:	6	Dollars in Bankruptcy	:	515.69	Material Returned	:	13,030.23
Direct Addresses	:	131	Dollars in Skips	:	8,242.64	Dollars Waived	:	2,514.88
Factor Disputes/Suspends	:	3	Dollars in Dispute	:	144.60	Total Activated	:	67,816.07
Accounts in Process	:	952	Dollars in Process	:	89,298.48	% of Dollars Activated	:	75.94%
# of Accounts Activated	:	707						
% of Accounts Activated	:	74.26%						





TO: Library Board of Trustees  
 FROM: Elizabeth Minter, Library Director *EW*  
 DATE: February 22, 2005  
 SUBJECT: **GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

Dixie & Gordon Shaw  
 Ralph D. Goff \$172.87

**BOOK ENDOWMENT DONATIONS**

Fred & Elizabeth Minter  
 D.E.A. Cunningham, Ph.D. \$150.00

**GENERAL FUND DONATIONS**

Brian & Carol Tramison  
 Robert & Jean Turner  
 Frank & Pamel Yrungaray  
 Sunshine Arena Cavalluzzi  
 Alcoa  
 Tenet \$1,845.00

**TOTAL DONATIONS:** \$2,167.87

<b>TOTAL ALL DONATIONS</b>	<b>\$2,167.87</b>
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Prepared By: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

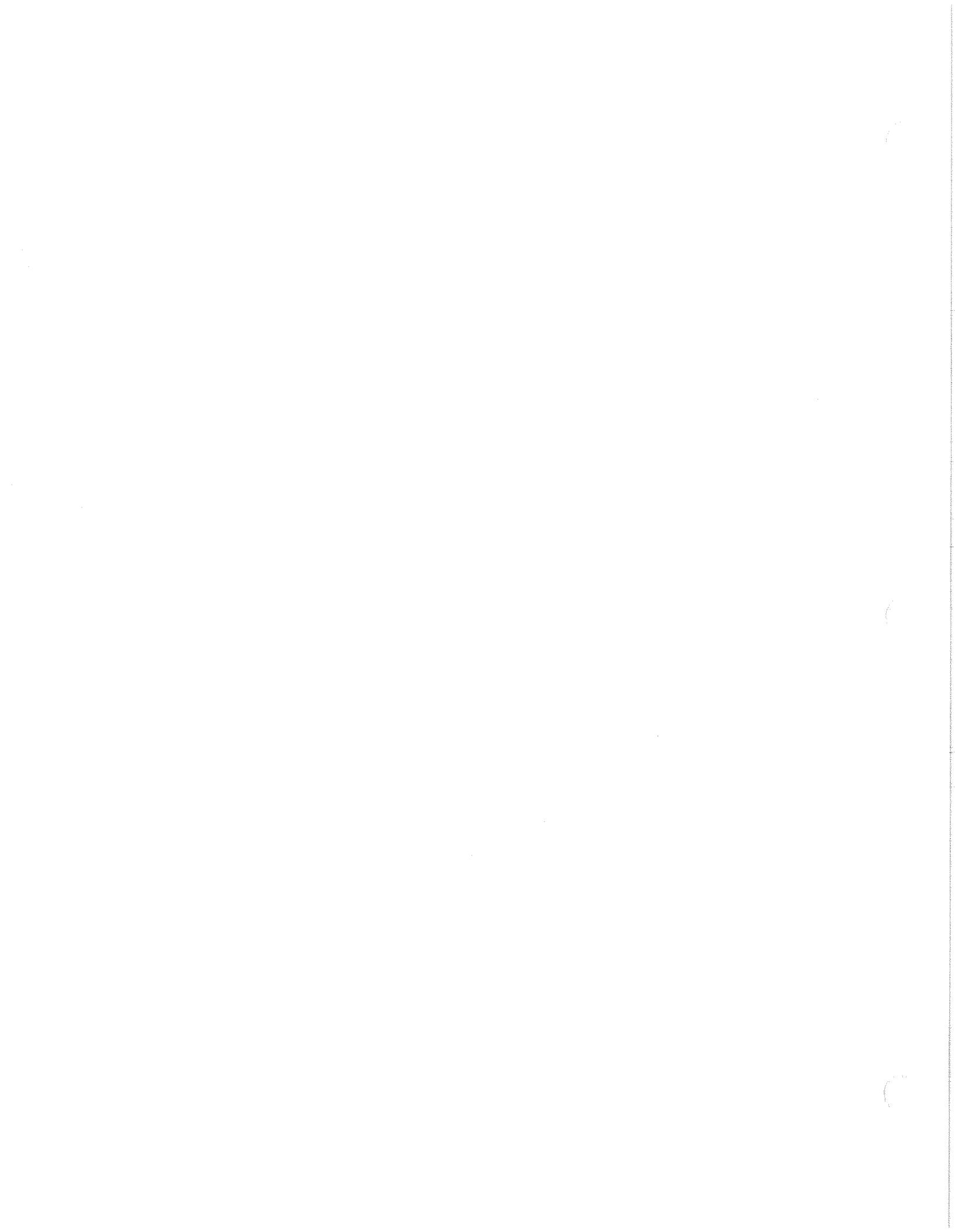
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *E.D.M.*  
**SUBJECT:** **Building Maintenance Report for January 2005**  
**DATE:** February 22, 2004

HVAC: 1/24/05 - Adjusted temperature set point in Meeting Room.  
Plumbing: No service calls in January.  
Electrical: 1/13/05 - Relamp light in patron women's restroom.  
Carpet Cleaners: 1/28/05 - Cleaned Meeting Room carpet.  
General Contractor: 1/9/05 - Fixed leak in Children's Dept.  
Locksmith: No service calls in January.  
Telephone: 1/31/05 - Telephone installation complete.  
Water Cooler: 1/6/05 - Installed regulator and adjusted pipe pressure.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for January 2005  
**DATE:** February 22, 2005

RESIGNATIONS:  
None

APPOINTMENTS:  
None

OPEN POSITIONS:  
None

WORKERS' COMPENSATION LEAVE:  
None

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *SDM*  
**SUBJECT:** Volunteer Report  
**DATE:** February 22, 2005

Development Director/Volunteer Coordinator Laranne Millonzi was out of the office the week of February 14<sup>th</sup> so the Volunteer Report will be distributed at the Library Board Meeting on February 22, 2005.

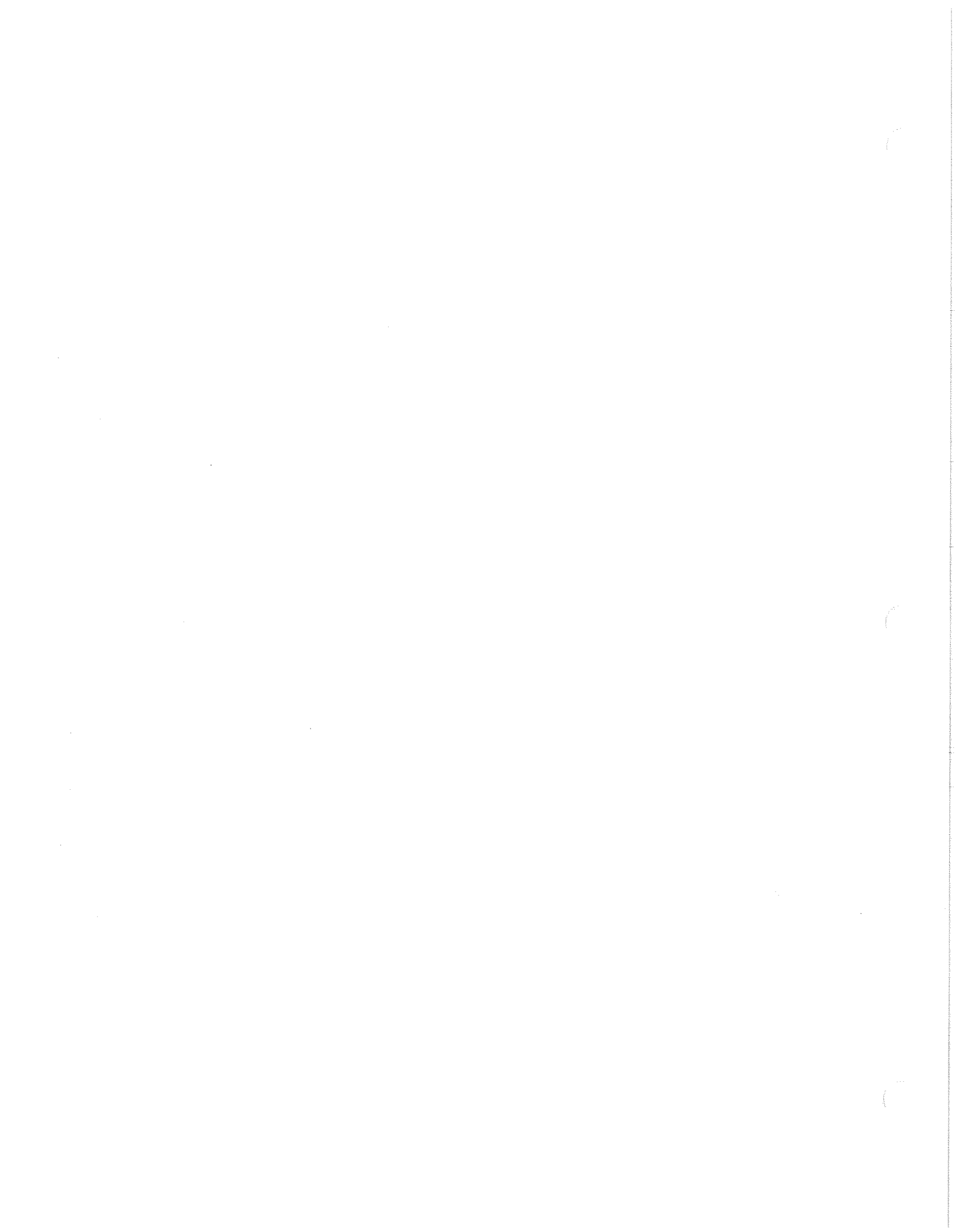




Placentia Library District  
Circulation Report  
February 22, 2005

Agenda Item 22

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 January	FY03-04 January
1st Time Checkouts	91,974	82,248	11.83%	14,199	12,030
Phone Renewals	9,411	12,491	-24.66%	1,132	1,860
In-Building Renewals	2,367	3,236	-26.85%	359	255
TOTAL RENEWALS	11,778	15,727	-25.11%	1,491	2,115
TOTAL CHECKOUTS	103,752	97,975	5.90%	15,690	14,145
On-Time Checkins	99,617	85,440	16.59%	13,858	10,710
Late Checkins	6,941	6,895	0.67%	1,232	954
TOTAL CHECKINS	106,558	92,335	15.40%	15,090	11,664
Holds Placed	3,883	1,579	145.92%	554	394
Holds Cancelled	276	49	463.27%	36	0
Holds Filled	3,033	2,360	28.52%	471	370
Patrons Registered	2,281	2,340	-2.52%	311	274
Titles Added	2,449	3,331	-26.48%	405	609
Volumes Added	2,784	3,453	-19.37%	440	640
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	43,941	41,668	5.46%	6,535	5,745
Juvenile Print	46,482	44,413	4.66%	7,084	6,750
Total Print	90,423	86,081	5.04%	13,619	12,495
Audio	6,846	4,912	39.37%	1,027	848
Visual	12,303	7,918	55.38%	1,938	1,294
Total Audio Visual	19,149	12,830	49.25%	2,965	2,142
TOTAL CIRCULATION	109,572	98,911	10.78%	16,584	14,637
Placentia Circulation	65,743	62,038	5.97%	9,568	8,820
%Placentia Circulation	60.00%	62.72%		57.69%	60.26%
Anaheim/Yorba Linda Circulation	18,576	16,431	13.05%	3,153	2,742
%Anaheim/Yorba Linda Circulation	17%	16.61%		19%	18.73%
TYPES OF ACTIVE BORROWERS					
Adult	79,187	68,655	15.34%	12,494	10,391
Young Adult	1,730	1,782	-2.92%	249	210
Juvenile	19,567	20,325	-3.73%	2,633	3,056
New Borrower	7,388	7,242	2.02%	873	819
Non Resident	0		N/A	0	0
Other (staff)	1,582	1,728	-8.45%	246	144
TOTAL ACTIVE BORROWERS	109,454	99,732	9.75%	16,495	14,620
TOTAL REGISTERED BORROWERS	136,114	130,942	3.95%	20,336	19,349
ATTENDANCE	236,017	236,896	-0.37%	38,494	26,891
Adult Reference-In Building	9,664	6,117	57.99%	1,697	1,022
Adult Reference-Telephone	1,263	1,027	22.98%	179	141
Children's Reference-In Building	8,023	3,686	117.66%	1,987	947
Children's Reference-Telephone	143	181	-20.99%	37	33
Total Adult Reference	10,927	7,144	52.95%	1,876	1,163
Total Children's Reference	8,166	3,867	111.17%	2,024	980
Total in Building Reference	17,687	9,803	80.42%	3,684	1,969
Total Telephone Reference	1,406	1,208	16.39%	216	174
TOTAL REFERENCE	19,093	11,011	73.40%	3,900	2,143



PLACENTIA INVOICES

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

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

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Oct-04	12/14/04	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Nov-04	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>17,946.15</b>	<b>5,752.85</b>	<b>3,679.66</b>	<b>877.50</b>	<b>0.00</b>	<b>43.33</b>	<b>28,299.49</b>
<b>AVG</b>		<b>4,486.54</b>	<b>1,150.57</b>	<b>735.93</b>	<b>175.50</b>	<b>0.00</b>	<b>8.67</b>	<b>5,659.90</b>

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	1,177.42	196.50	0.00	1,373.92	686.96
Oct-03	1,364.88	211.50	0.00	1,576.38	788.19
Nov-03	1,401.08	204.00	0.00	1,605.08	802.54
Dec-03	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	6,324.32	1,035.00	0.00	7,359.32	3,679.66
AVG	1,264.86	207.00	0.00	1,471.86	735.93

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	284.72	270.54	60.56	0.00	561.60	1,177.42
Oct-03	355.90	330.66	60.56	0.00	617.76	1,364.88
Nov-03	379.98	345.50	65.80	0.00	609.80	1,401.08
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,590.04	1,457.72	308.04	0.00	2,968.52	6,324.32
AVG	318.01	291.54	61.61	0.00	593.70	1,264.86

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	9.00	2.00	0.00		22.00	41.00
Aug-03	8.00	8.00	2.00	0.00		20.00	38.00
Sep-03	8.00	9.00	2.00	0.00		20.00	39.00
Oct-03	10.00	11.00	2.00	0.00		22.00	45.00
Nov-03	9.00	10.00	2.00	0.00		20.00	41.00
Dec-03	0.00	0.00	0.00	0.00		0.00	0.00
Jan-04	0.00	0.00	0.00	0.00		0.00	0.00
Feb-04	0.00	0.00	0.00	0.00		0.00	0.00
Mar-04	0.00	0.00	0.00	0.00		0.00	0.00
Apr-04	0.00	0.00	0.00	0.00		0.00	0.00
May-04	0.00	0.00	0.00	0.00		0.00	0.00
Jun-04	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	43.00	47.00	10.00	0.00		104.00	204.00
AVG	8.60	9.40	2.00	0.00		20.80	40.80

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Wednesday, February 16, 2005 9:43 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Special Update - Public Pension Reform Hearing Held

CSGDA Legislative Information

### Pension Reform Special Update – February 16, 2005

Yesterday, the Senate Budget and Fiscal Review Subcommittee #4 held a hearing on the **Budget Implications of Privatization of Public Pensions: Defined Benefit vs. Defined Contribution**. The scheduled witnesses included:

1. Ronald Snell, National Conference of State Legislatures;
2. Rick Roeder, Gabriel, Roeder, Smith & Co.;
3. Tom Dithridge, Department of Finance;
4. Fred Buenrostro, PERS;
5. Jack Ehnes, STRS;
6. Judy Boyette, UC Retirement Plan; and,
7. Bob Palmer, State Association of County Retirement Systems.

Highlights of the hearing included numerous state examples presented by Ronald Snell, including some that have switched from defined benefit to defined contribution plans. Snell testified that a number of states provide an option to employees and a couple of states have switched back to defined benefit plans.

Both PERS and STRS strongly defended their plans and testified that switching to a defined contribution plan raises numerous legal issues and will cost the state significant monies over the next decade. Estimates ranged from \$1.5 billion for PERS and \$180 million for STRS during a 10-year period. Subcommittee Chair Dunn asked if anyone has challenged those estimates and both PERS and STRS indicated they have not, at least not as of yesterday's hearing. PERS also announced that its policy committees voted yesterday to oppose ACA #5 and ACA 1x, both by Assembly Member Richman and supported by the Governor, and it was expected the full PERS Board would take the same action today.

Senator Dunn also asked the representative from the Department of Finance if they have a cost estimate on the 2 constitutional amendments, given the cost estimates cited by PERS and STRS. The answer was: "Not yet," which surprised Senator Dunn and caused him to inquire when such a fiscal analysis would be completed and available to the Legislature. The answer was "I'll check and get back to the subcommittee."

While the hearing focused on the state plans, most of what was shared by the witnesses is relevant to local agencies as well. Senator Dunn announced that the subcommittee will hold another hearing next week. The Assembly Public Employees, Retirement and Social Security Committee will conduct an informational hearing today and the subject is: **The Condition of California's Public Pension System**. Additionally, with Friday's deadline to introduce bills for this year, we expect numerous bills to be introduced on the pension issue.

CSGDA's Public Pension Subcommittee has begun to draft principles that will guide CSGDA through this debate. If you have questions about the public pension debate, please contact CSGDA Public Affairs Specialist Geoffrey Neill either by emailing [gneill@csgda.net](mailto:gneill@csgda.net) or by calling toll-free, 877/924-CSGDA.

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, February 11, 2005 9:18 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Legislative Update - February 11, 2005

CSGDA Legislative Information

### Bill introduction deadline looms

February 18 is this year's deadline to introduce bills, and as that deadline approaches, we expect hundreds of bills to be introduced over the next week.

### Pension reform debate heats up

In his State-of-the-State Address, the Governor announced his support for a constitutional amendment to require all new state and local government employees hired on or after July 1, 2007, to be eligible only for a defined contribution retirement plan (401(k)-style), as opposed to the current defined benefit plans (CalPERS-style). The Governor supports Assembly Constitutional Amendments No. 5 and 1X (Special Session), both authored by Assembly Member Keith Richman (R-Northridge). The Governor told the Legislature that if they fail to pass one of these measures, "he will take the issue to the people in November." As the debate escalates, yesterday the Governor removed four of his appointees to the state's teachers' retirement board in retaliation for their votes last week to oppose his proposals. Also yesterday, during a press conference near Lindbergh Field in San Diego, the Governor, with a pair of Brink's trucks as a backdrop, said, "Right now, our treasury is like the armored cars right behind me—the door's kicked wide open and the money's flying out and bleeding our state dry." CSGDA has convened a special subcommittee to develop principals and positions on ACA No. 5 and 1X, plus the numerous other pension "reform" measures that will be introduced by next Friday's deadline. More to follow...

### Flood of initiatives pending

In addition to the prospect of the pension reform issue appearing on a special election November ballot, the Attorney General's Office announced yesterday that almost 80 initiatives have been filed with the Office, some redundant, but nevertheless scores that could qualify for a November special election. If called, the Governor has hinted that the special election would be held on November 8. Included in the measures pending at the Attorney General's Office are other subjects the Governor supports and wants the Legislature to address. They include his education reforms (Prop. 98), budget reforms, and redistricting. According to the Secretary of State's Office, proponents of the initiatives will have until April 19 to gather sufficient signatures to qualify for the November ballot. Statutory initiatives will require 373,816 signatures, while constitutional initiatives will require 598,105 signatures. Stay tuned...

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

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSGA or by emailing [gneill@csgda.net](mailto:gneill@csgda.net).

CSGA...keeping special districts informed!

1112 I Street, Suite 200 \* Sacramento, CA 95814



## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, February 04, 2005 8:45 AM  
**To:** eminter@placentialibrary.org  
**Subject:** CSGDA Legislative Update - February 4, 2005

CSGDA Legislative Information

### **CSGDA forms Public Pension Subcommittee**

Acknowledging that the hubbub over public pensions will be one of this year's defining issues, the CSGDA Legislative Committee decided to form a Public Pension Subcommittee. The subcommittee will analyze the pension reform proposals put forth by the Administration and others, analyze the proposals' possible effects on California's special district community, and recommend a position for the CSGDA Legislative Committee to adopt. The membership of the subcommittee has now been set, after overwhelming response to a request for volunteers. (Thank you to all of those who volunteered, it was very encouraging to see the level of engagement on this issue.) The subcommittee's first conference call will be held on February 10, with the first of many legislative hearings on the reform proposals set for the following week. If you would like to view the informational material about the reforms, you can find it posted in the 'Legislation & Action' section of the [CSGDA Members website](#).

In related news, Assembly Member Keith Richman (R-Northridge), who along with the Governor is one of the leading voices for public pension reform, reportedly introduced a new bill on Wednesday that would base state and local pensions on the final three years of salary, instead of just the highest year. This would reverse a rule change made in 1990 that many have accused of opening the door to workers landing end-of-career promotions that result in much higher pensions, a practice called 'spiking.' There is some speculation about whether the bill will cover all public employees or only new hires, and whether the former is constitutional.

### **Sen. Kehoe introduces SB 135 to modernize the Community Service District enabling codes**

On Tuesday, February 1, Senate Local Government Committee Chair Christine Kehoe (D-San Diego) introduced SB 135, the bill that will serve as the legislative vehicle for revisions to the Community Service District enabling codes. As introduced, SB 135 simply requires CSGDs to follow the Brown Act, however, once the CSGD working group settles on what the new CSGD Law should look like, Senator Kehoe will amend that language into her bill. CSGDA members and staff have been intimately involved in the revision process, and will continue to participate, and to update members on the status of this much-needed overhaul of a law that is by turns incomplete, contradictory and archaic. Please email or call CSGDA Public Affairs Specialist Geoffrey Neill with any questions or comments about the new law ([gneill@csgda.net](mailto:gneill@csgda.net) or 877/924-CSGDA).

### **CSGDA Reserve Guidelines available for free**

In light of recent comments by Senate President Pro Tem Don Perata, which might be interpreted as a precursor to an attack on special districts' prudent reserves, CSGDA is encouraging all districts to review their reserve policies as soon as possible. You can download CSGDA's Reserve Guidelines for free in the [CSGDA Members website](#), under Member Services. You can also purchase a bound copy for a nominal fee by visiting <http://csgda.net/images/pubsform.pdf> or calling CSGDA for an order form, toll-free,

at 877/924-CSDA.

### **Suggestions for 'Legislation & Action' section of CSDA Members' website welcome**

Is there information or resources that you would like to have available in the 'Legislation & Action' section of the CSDA Members website? We want to know how we can better make the website fit your needs; after all, that's what we're here for. Please send all suggestions to [gneill@csda.net](mailto:gneill@csda.net).

### **Past Legislative Updates available online**

If you would like to see past Legislative Updates (Fridays) or Special Updates (mid-week), they are available for all members to view online. Updates up to a year old are kept for your reference in the 'Legislation & Action' section of the [CSDA Members website](http://www.csda.net). If you need your agency's username or password, please contact Laura Labanieh at [laura@csda.net](mailto:laura@csda.net) or toll-free at 877/924-CSDA.

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

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing [gneill@csda.net](mailto:gneill@csda.net).

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

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, January 28, 2005 12:58 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Legislative Update - January 28, 2005

 CSGDA Legislative Information

### **PPIC poll finds early support for pension reform**

In a Public Policy Institute of California poll released today, at this early point in the debate, Californians appear to support altering the current state/local defined benefit pension system similar to the Governor's proposal, which would require all new state/local government employees hired on or after July 1, 2007, to be eligible only for a defined contribution retirement program. The poll found that 61% of the respondents favor the change; 25% were opposed; and 14% didn't know. (You can view the poll at [www.ppic.org](http://www.ppic.org) or in the [CSGA Members website](#), under Legislation & Action.) Keep in mind this poll is early in what promises to be a protracted debate in the Legislature and, failing action therein, an initiative or initiatives that will appear on a special election ballot later this year. Stay tuned...

### **Park bond eligibility – Information requested!**

A recently announced draft park bond contains an issue that causes problems each time a park bond is proposed. The definition of "district" restricts the bond money to districts that "employ a full-time parks and recreation director, offer year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities." This language precludes some of you that provide park and recreation services from receiving bond money – perhaps unfairly. We are wondering how many districts provide park and recreation services under statute, but would be excluded from bond money due to the above language, first so that we know the true extent of the issue and also so that we know which legislators to target if we are to try to change the language. If you are with a district that is affected by this language, please contact us by calling toll free 877/924-CSGA or by emailing [gneill@csgda.net](mailto:gneill@csgda.net). Please specify which district you are with and which of the above provisions excludes you, along with any other information you think may be helpful.

### **Cal/Fed funding in the State budget**

If you are not interested in the policy/funding issues surrounding Cal/Fed, please feel free to skip to the next section. For all others, during Wednesday's Senate Budget and Fiscal Review Committee's hearing on the Governor's proposed 2005-06 state budget, Senator Kuehl, chair of the Senate Natural Resources and Water Committee and Senate Budget Subcommittee # 2, informed State Finance Director Campbell that she intends to zero-out Cal/Fed's budget. As you may know, the Governor has proposed to submit a final funding plan in his May Revision, allowing negotiations currently underway among stakeholders to reach an accord in time for the May Revision. Senator Kuehl told Campbell that that timeframe was unacceptable, as it would not allow sufficient time for the Subcommittee to review the plan in detail. Senator Kuehl also indicated that Senate Bill 113 by Senator Machado will be used as the vehicle to move both the policy and funding issues forward, including the issue of how fees will be allocated among water users. To note, Senator Kuehl's comments were offered as advisory to Campbell so as not to blindsides the Administration, and were in no way threatening. Campbell responded that he understood Senator Kuehl's proposed action and indicated his and the Administration's full cooperation.

## **CSDA Reserve Guidelines available for free**

In light of recent comments by Senate President Pro Tem Don Perata, which might be interpreted as a precursor to an attack on special districts' prudent reserves, CSDA is encouraging all districts to review their reserve policies as soon as possible. You can download CSDA's Reserve Guidelines for free in the [CSDA Members website](#), under Member Services. You can also purchase a bound copy for a nominal fee by visiting <http://csda.net/images/pubsform.pdf> or calling CSDA for an order form, toll free, at 877/924-CSDA. Perata has also announced that policy committees would hold hearings around the state during February to consider a number of the more controversial proposals contained in the Governor's proposed 2005-06 State Budget, possibly including the reserves issue. We will provide more information about the dates and times of those meetings when it is available.

## **CSDA Legislative Committee packets now available online**

This year, for the first time, the CSDA Legislative Committee agendas and meeting packets are available for all members to view online. For those of you who are interested in more in-depth coverage of political and legislative issues affecting special districts, you can find the first meeting packet in the Legislation & Action section of [CSDA Members website](#). The second Legislative Committee meeting will be held on February 25, and the packet for that meeting will be posted about a week beforehand.

## **CSDA has moved, please change our address in your records**

Late last year, CSDA and SDRMA moved into the same building in downtown Sacramento, just blocks from the Capitol building. If you haven't yet changed our address in your records please do so, as we are still receiving some mail forwarded from our old address. Our new address is 1112 I Street, Suite 200, Sacramento, CA 95814. All of our phone numbers and other contact information remain the same. Thank you!

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

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSDA or by emailing [gneill@csda.net](mailto:gneill@csda.net). You can find old updates in the CSDA Members website of [www.csda.net](http://www.csda.net). If you don't know your agency's username and password for the CSDA Members website, please email Laura Labanieh at [laura@csda.net](mailto:laura@csda.net) or call us at our toll free number, 877/924-CSDA.

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

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, January 21, 2005 4:53 PM  
**To:** eminter@placentalibrary.org  
**Subject:** CSGDA Legislative Update - January 21, 2005

 CSGDA Legislative Information

### Senate and Assembly Democrats take Governor's Budget Statewide

During press briefing on Wednesday and Thursday, Senate President Perata and Assembly Speaker Nunez announced plans to "take the Governor's proposed budget to the people." While no schedule has been released as of this writing, the Speaker and Senate President indicated that policy committees would hold hearings around the state during February to consider a number of the more controversial proposals contained in the Governor's proposed 2005-06 State Budget. Among the issues cited by Perata and Nunez are:

1. The education components offered by the Governor;
2. The Governor's proposal to prohibit "defined benefit" retirement plans to new state and local government employee after July 1, 2007;
3. A review of the current use of redevelopment; and,
4. **"The hundreds and hundreds of millions of taxpayer dollars embargoed by special districts."** Water and sewer special districts were specifically mentioned.

No details were available relative to Senate President Perata's comments about special districts, but indications are that the reference was to special district reserves. We will provide more information when it is available. Members can download a copy of CSGDA's Reserve Guidelines for free from the Members section of the CSGDA website. Call us toll free at 877/924-CSGA for your district's password.

### CSG enabling code rewrite

The Senate Local Government Committee in recent years has been streamlining and modernizing the enabling codes for special districts. They have recently rewritten the codes for mosquito and vector control districts and cemetery districts. These rewrites are designed to be helpful, not restrictive, and committee staff involves districts heavily in the discussions. CSGDA is heavily involved in the ambitious effort to rewrite the code sections for community service districts. The two main discussion items have been whether or not CSGDs should have the authority to enforce CC&Rs, which is commonly done by homeowners' associations. Currently only a few districts are authorized to do so. There was also heavy discussion as to whether new CSGDs should be allowed to form as a dependent district (i.e. have the local Board of Supervisors or City Council act as the governing board of the district). CSGDA Executive Director Catherine Smith, along with other staff and several CSGDA members have attended the work group meetings, and the first draft of the new law should be ready for review within the next couple of weeks.

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

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSGA or by emailing gneill@csgda.net. You can find old Legislative Updates in the 'Members Only' section of [www.csgda.net](http://www.csgda.net). If you don't know your agency's username and password for the 'Members Only' section, please contact us at our toll free number, 877/924-CSGA.



## Elizabeth Minter

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**sent:** Monday, February 07, 2005 9:25 AM  
**to:** 'MCLS/SLS/SSCLS Directors'  
**Cc:** shaber; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; 'palger'  
**Subject:** FW: [CALIX:3549] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
Sent: Friday, February 04, 2005 5:19 PM  
To: CLA Listserve- CALIX  
Subject: [CALIX:3549] News from the Capitol

February 4, 2005

**To:** CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
**From:** Mike Dillon, CLA Lobbyist  
Christina Dillon, CLA Lobbyist  
**Subject:** LEGISLATIVE UPDATE

### LITTLE HAPPENING IN SACRAMENTO

Subsequent to the Governor's speech, where he discussed his initiatives and the submission of his Budget, little has been happening in Sacramento. In response to the Governor's major initiatives - Legislative Redistricting, a cap on State Expenditures, changing STRS & PERS to defined contribution plans, eliminating teacher tenure - both the Assembly and the Senate Democrats have planned hearings throughout the state for "public input" on the Governor's plan. Budget Subcommittee hearings are also scheduled in Sacramento on major provisions of the Governor's Budget.

Meanwhile, the Governor had intended for the Senate and Assembly to begin holding hearings on his reforms, immediately at the Capitol, in a January and February "Special Session." Now, both the Governor and Legislature have been recently engaged in verbal jousting matches, as the legislature claims they are awaiting "greater detail" on the Governor's reforms before hearings at the Capitol can commence, while the Governor is chiding the legislature for their perceived "inactivity."

### II. PRELIMINARY REVIEWS OF THE GOVERNOR'S PROPOSED BUDGET

Last week, both the Assembly and Senate Budget Subcommittees held brief overview hearings on the Governor's proposed 2005-06 State Budget. Assemblyman John Laird, new Chair of the Assembly Budget Committee, opened the Assembly hearing by stating that this "is one of the most difficult budget years in California's history." He went on to add that this year's budget process would involve hearings throughout the state so that "the people of California could be heard." Meanwhile, on the Senate side, new State Finance Director (and former State Senator and Congressman) Tom Campbell, attempted to defend the Governor's radical proposal to trigger across-the-board cuts in all areas of the Budget, in future years when expenditures exceed revenues. Legislators cautioned that K-12 education and health and human services would likely bear the brunt of those cuts. The budget bills, Assembly Bill 90 (Laird) and Senate Bill 52 (Chesbro), will serve as the budget bills for the Assembly and Senate, respectively. Multiple "trailer bills" will also be introduced in both houses as vehicles for statutory changes necessary to implement the final budget agreement.

### III. LAO OVERVIEW OF THE GOVERNOR'S BUDGET

Elizabeth Hill, the State Legislative Analyst, recently released her office's Overview of the Governor's Budget. The overview states, "The Governor's proposal contains significant programs' savings, particularly in K-12 education, social services, transportation - - and borrowing to address the State's 2005-06 budget shortfall. While the 2005-06 proposal has several positive attributes, it falls well short of addressing the State's ongoing projected fiscal imbalances. Moreover, its budget reform proposals would put more future state spending on 'cruise control' and hamper the ability of future policy makers to establish budget priorities." In her remarks before the Budget Subcommittees, she noted that the Governor's proposed Budget would take care of only one-half of the \$10 billion deficit problem the State is facing in 2006-07. The Analyst's actual analysis of the Governor's Budget is not due out until the last week in February. The traditional two-inch thick document will be the starting point for various subcommittees in both the Assembly and Senate to begin discussions on the Governor's Budget, starting in early March. In the meantime, with the final bill introduction deadline of February 18th, relatively few bills have been introduced to-date. Consequently, there is little activity around the Capitol these days with brief Senate and Assembly Floor Sessions on Mondays and Thursdays only.

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


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

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

-----calix--



**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** February 22, 2005

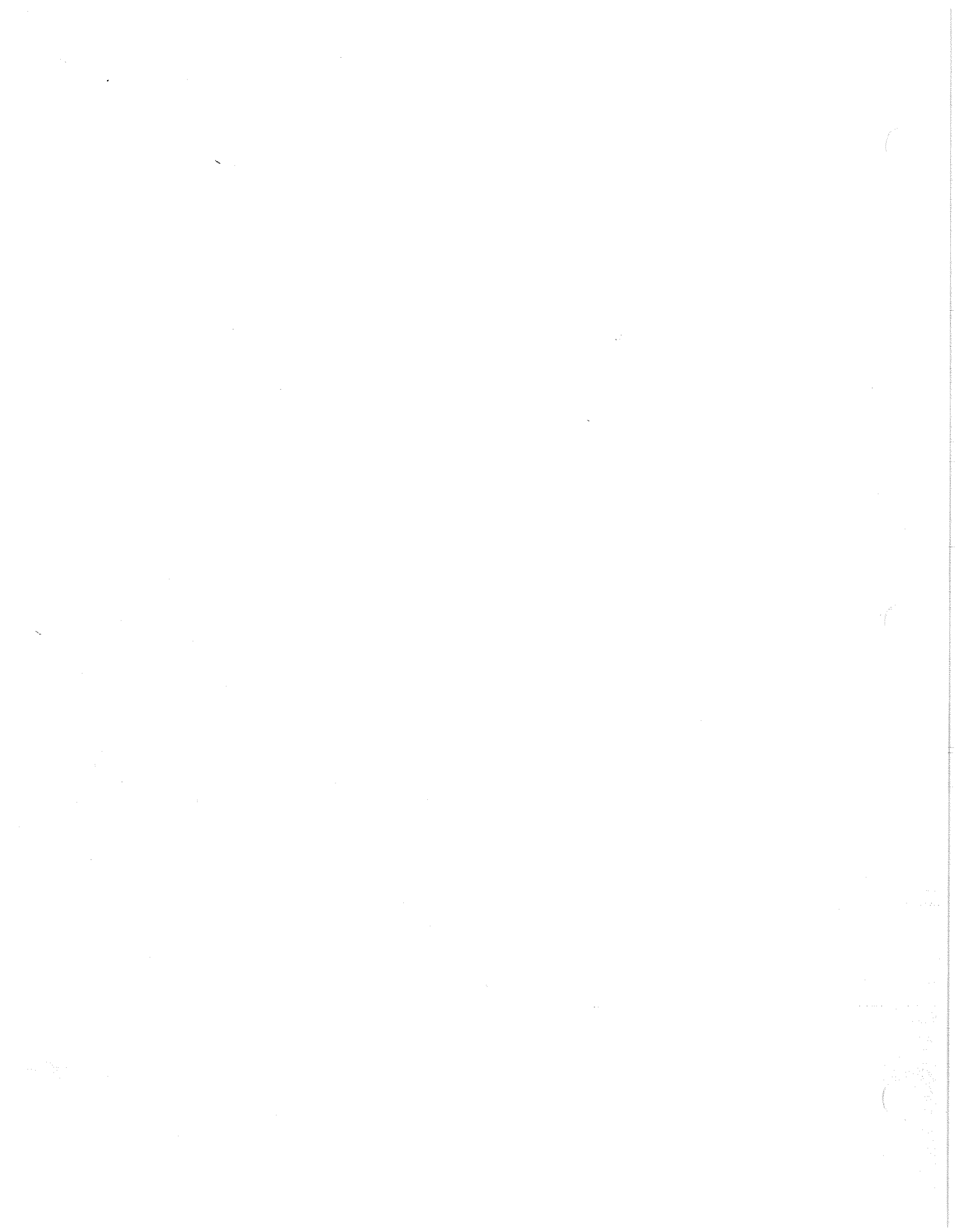
**SUBJECT:** **Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

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

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- ♦ Last year, PLLS had its first two interns from Troy Tech. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started in November.

to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, and they continued in January.


- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January.







TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 22, 2005

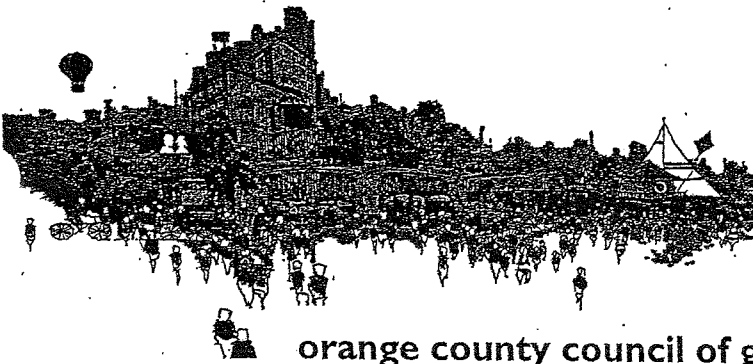
**SUBJECT: Poet Laureate.**

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

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

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





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

Meeting Date / Location

Thursday, January 27, 2005  
9:00 a.m. – 11:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

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

County of Orange

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

**PLEDGE OF ALLEGIANCE :**

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

(Chair Lou Bone)

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

- Vacant, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Ferryman, OCSA
- Vacant, OCTA
- Chris Norby, SCAG-County Rep. (*not activated*)
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD-County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

**II. OATH OF OFFICE**

(Clerk of the Board)

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

### III. PUBLIC COMMENTS

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

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

### IV. CONSENT CALENDAR

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

- A. Minutes from December 7, 2004 (Clerk of the Board)

Recommended Action: Approve minutes.

- B. Report on the OCCOG TAC (Tracy Sato, OCCOG TAC Chair)

Recommended Action: Receive report.

- C. Air Quality Report (Annabel Cook)

Recommended Action: Receive report.

### V. ACTION ITEMS

- A. Election of OCCOG Board Chair and Vice-Chair for 2005 (Annabel Cook)

Recommended Action: Elect OCCOG Board Chair and Vice-Chair for service during calendar year 2005.

- B. Adoption of OCCOG Board Meeting Dates for Calendar Year 2005 (Annabel Cook)

Recommended Action: Adopt Board meeting dates for calendar year 2005.

### VI. REPORTS

- A. Report on OCCOG Board Configuration and an Additional Ex Officio Seat (Annabel Cook)

Recommended Action: Receive and file.

\* Minutes from Dec 7, 2004 and Jan 17, 2005 are not included but will be forwarded under separate cover.





# State of California

## Kevin Shelley

### Secretary of State

#### STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code Section 53051)

Instructions:

1. Complete and mail to: Secretary of State,  
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as  
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, please include information on an 8½ X 11 page.

New Filing  Update

Legal name of Public Agency: Placentia Library District

Nature of Update: Required by SDRMA

County: Orange

Official Mailing Address: Placentia Library District 411 E. Chapman Avenue, Placentia CA 92870

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): President

Name: Al Shkoler Address: 1120 Cypress Point Dr., Placentia, CA 92870

Secretary or Clerk (Indicate Title): Secretary

Name: Gaeten Wood Address: 705 Alcott Ave., Placentia, CA 92870

Members:

Name: Richard DeVecchio Address: 619 Cooper Dr., Placentia, CA 92870

Name: Lillian B. Escobosa Address: 2034 Brittany Pl., Placentia, CA 92870

Name: Jean Turner Address: 530 Lyons Wy., Placentia, CA 92870

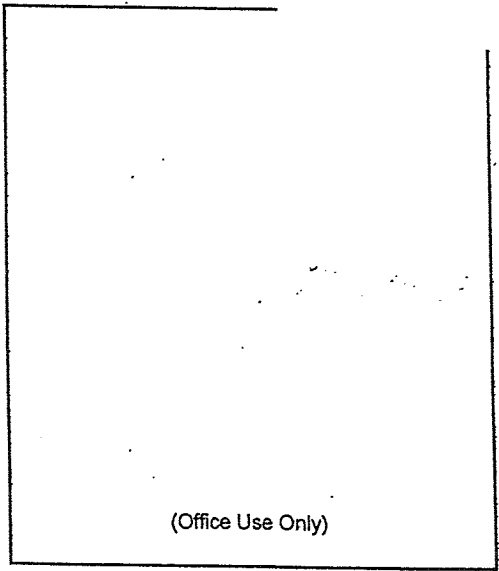
Name: \_\_\_\_\_ Address: \_\_\_\_\_

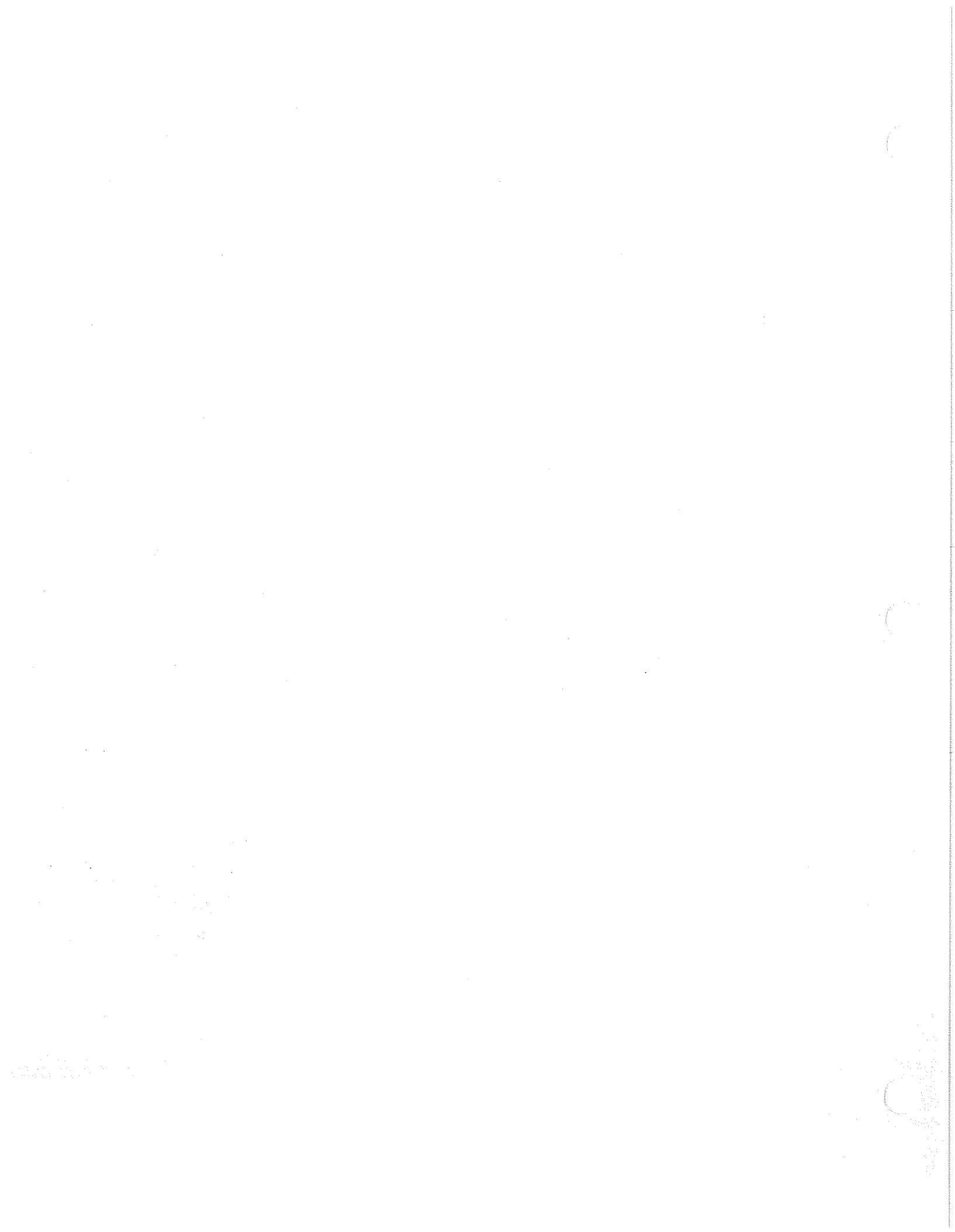
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date: Jan 17, 2005

Signature

Elizabeth D. Minter, Library Director  
Typed Name and Title





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** February 22, 2005

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association are contained in Agenda Item 24.

President Shkoler and Trustee Wood attended the meeting of the Coalition of Independent Special Library Districts on Saturday, January 22, 2005 at the Buena Park Library. The meeting notes provided by staff are Attachment A.

News from the State Library is that the Public Library Funds have been approved and are expected to be distributed within four to six weeks.

Placentia Library will be hosting State Librarian Susan Hildreth for a Santiago Library System Council Meeting on April 4. She has been invited to the meeting to get to meet the Library Directors and to discuss some of the statewide public library issues that have caused us concern.

All of the Public Library Directors have been invited to a meeting in Sacramento on March 16 and 17 to meet with Ms. Hildreth and learn about changes in staff and services at the State Library. Travel and lodging expenses are being paid by the State Library.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

Notes from 1/22/2005 meeting of the Council of Independent Special District Libraries

Attendees: (Buena Park) Director Louise Mazerov and Trustee Bob Niccum; (Palos Verdes) Director Kathy Gould, Trustees Jane Jones, Bill Lama, Bob Lee, Ted Paulson; (Placentia) Trustees Al Shkoler and Gae Wood; (Dixon) Gregg Atkins (CSDA via teleconference) Geoffrey Neill.

Legislative News:

Geoff and Kathy (who is on the CSDA Legislative Committee) discussed the recent committee meeting and possible results of the Governor's January State of the State and budget release. His May revision is expected to change things.

Hot topics include:

- Pension Reform: there will probably be legislation introduced that will do away with defined pension plans and create defined contribution plans. A sub-committee will work on researching if there is a problem, what are the future obligations of the various districts and are there other alternatives.
- Prop 1A and possible attempts to overturn parts of it
- Possible ballot measure that will trigger across the board cuts if a budget is not passed on time and a state of emergency is declared
- Believe by some that Special Districts have "hundred of millions" of reserves: Geoff urged all of us to be sure we have a reserve policy and referred us to the CSDA website for guidelines
- Sen. Ortiz and good governance issue: ethics training and audit requirements, working on an Assembly alternative

Geoff was asked to continue to keep us updated as things come up that may affect us. Send Kathy Gould questions and concerns.

Gregg discussed the fact that Dixon was formed under a part of the education code that required their name to be part of the school district. They are working with their local assemblyperson on a bill that will allow them to change their name. They hope to go to the voters in another year for a bond measure.

Day in the District:

A discussion on upcoming Day in the District was held and everyone commented on how important it was to try to meet with your local legislator or his or her field representative. Kathy will develop a letter introducing us as a group that anyone can use.

When contacting local legislators at the federal level it was mentioned that fax instead of mail is preferred since recent anthrax threat means mail is often

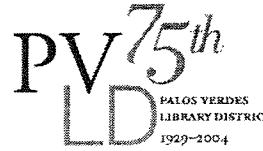
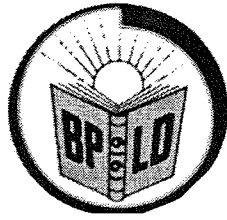
delayed. Also, sending communication to local offices works just as well as to Sacramento or D.C.

The letter introducing us as a coalition will be "tweaked" so we can use it to send to the Dillons (CLA), State Library and other organizations.

Questions to those who were not at the meeting:

Trying to encourage as much participation as possible Gregg, Kathy and Louise will contact the rest of the Special District libraries.

- Would others be able to participate if our meetings were held at a different time or day of the week?
- Would anyone like us to forward information from the CSDA (updates)?
- Let them know we now have teleconferencing equipment for our meetings that allows them to participate from their site.
- Does everyone still want to be included in our contacts?



**Placentia Library District**  
411 East Chapman Avenue  
Placentia, CA 92870

**Buena Park Library District**  
7150 La Palma Avenue  
Buena Park, CA 90620

**Palos Verdes Library District**  
701 Silver Spur Road  
Rolling Hills Estates, CA 90274

**Dixon Unified School District  
Library District**  
230 North First Street  
Dixon, CA 95620

January 24, 2005

Dear California Legislator:

The Coalition of Independent Special District Libraries was recently established to promote the interests of California's 11 independent special district libraries. Formed in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries, we have a proud tradition of providing excellent public library services to communities across the state.

The Independent Special District Libraries of California occupy a unique niche:

- Unlike most public libraries we are governed by locally-elected boards rather than cities or counties governments. Local property taxes contribute over 90% of our operating revenues.
- Unlike many special districts we have limited opportunities to generate supplemental revenue without compromising our mission of providing free access to information and library services to the people of California.

As the 2005/2006 budget season gets underway, we ask that you consider the important role played by **all** public libraries, and the particular circumstances of the independent special district libraries by:

- Supporting the will of the people of California who overwhelmingly supported Proposition 1A in order to ensure that local property tax revenues are available for the provision of local services
- Maintaining funding for the Public Library Foundation (PLF) which is an important source of revenue for all public libraries in California
- Continuing to support the California State Library, which plays an important role in coordinating and enhancing library services across the state and ensuring the efficient and effective distribution of Federal grant funds to California libraries

Sincerely,

The Coalition of Independent Special District Libraries

## Elizabeth Minter

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**From:** gneill@csla.net  
**Sent:** Friday, February 18, 2005 11:30 AM  
**To:** eminter@placentalibrary.org  
**Subject:** CSDA Legislative Update - Friday, February 18, 2005



### Bill introduction deadline produces flurry of new legislation

Today is the deadline for the Senate to introduce legislation for this year, while the Assembly extended the deadline to next Tuesday. Literally hundreds of bills were introduced yesterday and many more are expected today and Tuesday. While technically deadlines, watch for additional bills to be introduced after next Tuesday using the so-called "committee bill" process. Used more and more, legislation is introduced after the deadlines by policy committees, some with all committee members, others with only the Democrat members.

### Ortiz II

Senator Ortiz yesterday introduced Senate Bill 393 relating to special district governance, similar to her legislation of last year that was defeated in the Senate Appropriations Committee. A quick read reflects many of the same issues that were contained in last year's bill including, but not limited to: ethics training; burdensome audit requirements; limits on compensation/benefits and specific meetings; and whistle-blower provisions. A more detailed analysis on the bill's provisions will be forthcoming.

### Governor decides not to blow up the boxes

Yesterday the Governor delivered a letter to the Little Hoover Commission, in effect asking the Commission to halt proceedings on the Governor's plan to eliminate scores of state board and commissions. The Governor indicated that his proposal "could benefit from additional review."

### Pension reform hearings begin

Tuesday, the Senate Budget and Fiscal Review Subcommittee #4 held a hearing on the **Budget Implications of Privatization of Public Pensions: Defined Benefit vs. Defined Contribution**. The scheduled witnesses included:

1. Ronald Snell, National Conference of State Legislatures;
2. Rick Roeder, Gabriel, Roeder, Smith & Co.;
3. Tom Dithridge, Department of Finance;
4. Fred Buenrostro, PERS;
5. Jack Ehnes, STRS;
6. Judy Boyette, UC Retirement Plan; and
7. Bob Palmer, State Association of County Retirement Systems.

Highlights of the hearing included numerous state examples presented by Ronald Snell, including some that have switched from defined benefit to defined contribution plans. Snell testified that a number of states provide an option to employees and a couple of states have switched back to defined benefit plans.

Both PERS and STRS strongly defended their plans and testified that switching to a defined

contribution plan raises numerous legal issues and will cost the state significant monies over the next decade. Estimates ranged from \$1.5 billion for PERS and \$180 million for STRS during a 10-year period. Subcommittee Chair Dunn asked if anyone has challenged those estimates and both PERS and STRS indicated they have not, at least not as of yesterday's hearing. PERS also announced that its policy committees voted yesterday to oppose ACA #5 and ACA 1x, both by Assembly Member Richman and supported by the Governor, and it was expected the full PERS Board would take the same action today. On Wednesday, the CalPERS Board voted 9 to 3 to oppose the Governor's plan for new employees, allowing such employees to be eligible only for defined contribution plans.

Senator Dunn also asked the representative from the Department of Finance if they have a cost estimate on the 2 constitutional amendments, given the cost estimates cited by PERS and STRS. The answer was: "Not yet," which surprised Senator Dunn and caused him to inquire when such a fiscal analysis would be completed and available to the Legislature. The answer was "I'll check and get back to the subcommittee."

While the hearing focused on the state plans, most of what was shared by the witnesses is relevant to local agencies as well. Senator Dunn announced that the subcommittee will hold another hearing next week. The Assembly Public Employees, Retirement and Social Security Committee will conduct an informational hearing today and the subject is: **The Condition of California's Public Pension System**. Additionally, with Friday's deadline to introduce bills for this year, we expect numerous bills to be introduced on the pension issue.

CSDA's Public Pension Subcommittee has begun to draft principles that will guide CSDA through this debate. If you have questions about the public pension debate, please contact CSDA Public Affairs Specialist Geoffrey Neill either by emailing [gneill@csda.net](mailto:gneill@csda.net) or by calling toll-free, 877/924-CSDA.

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

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

CSDA...keeping special districts informed!

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Final Adoption of Placentia Library District Policy 2125, Notary Public Services.  
**DATE:** February 22, 2005

**BACKGROUND:**

-  At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature.
-  At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.
-  At its meeting on January 17, 2005 the Board adopted Placentia Library District Policy 2125, Notary Public Services as a first reading and referred it for staff review.

Placentia Library District Policy 2125, Notary Public Services, Attachment A, is a policy to establish the staff training and procedures for California Notary Public activities. It was presented to staff on January 19 and comments were due to the Library Director by February 7. No comments were received. The only change recommended is to insert the word "concurrently" in section 2125.2.

According to the provisions of Placentia Library District Policy 1010, new policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted.

**RECOMMENDATION:**

Adopt Placentia Library District Policy 2125, Notary Public Services.



# Placentia Library District

## POLICY HANDBOOK

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

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

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

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

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

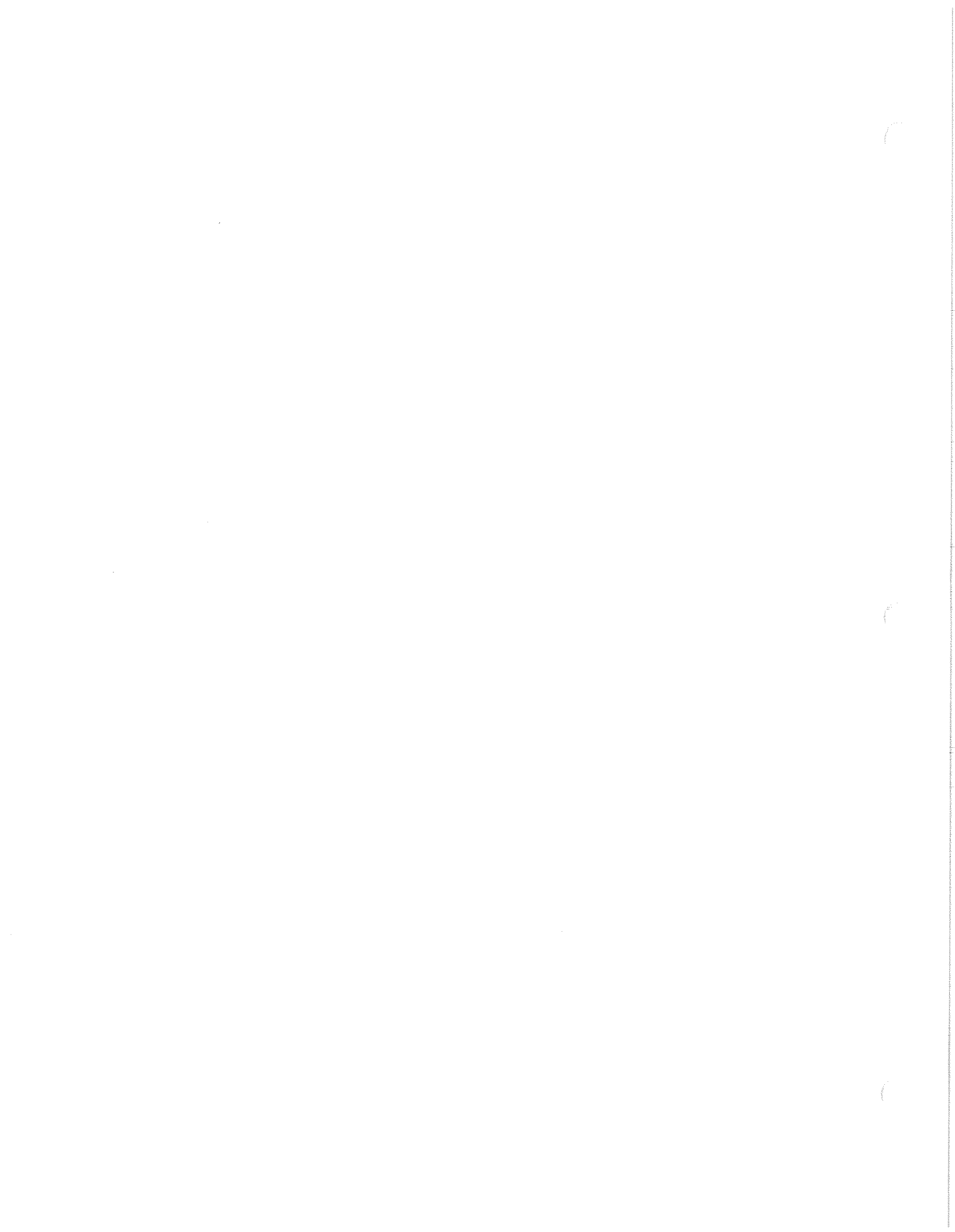
**2125.2.3** Preference will be given to employees who work in Circulation and Technical Services areas who have the flexibility in their public desk schedules to perform the Notary duties. Other staff will also be considered on a space available basis.

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

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

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

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



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

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

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

**DATE:** February 22, 2005

### BACKGROUND:

- 📖 At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature.
- 📖 At its meeting on December 20, 2004 the Board defined the staff parameters for implementing the Notary Public service.
- 📖 At its meeting on January 17, 2005 the Board adopted revisions to Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant to include the California Notary Public activities, as a first reading and referred them for staff review.

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

The proposed new job descriptions were presented to staff on January 19 and comments were due to the Library Director by February 7. No comments were received. Three individuals have let the Library Director know that they intend to apply for Notary Certification.

According to the provisions of Placentia Library District Policy 1010, revised policies must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted.

### RECOMMENDATION:

Adopt revisions to Placentia Library District Policies 2319, Job Description - Library Assistant; 2321, Job Description - Library Clerk II; 2323, Job Description - Library Clerk; and 2325, Job Description - Library Aide.





# 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 Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

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

**2325.1.2** Prepares library materials for public use.

**2325.1.3** 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.

**2325.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

**2325.1.5** 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.

**2325.2.2** Empties the book drop.

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

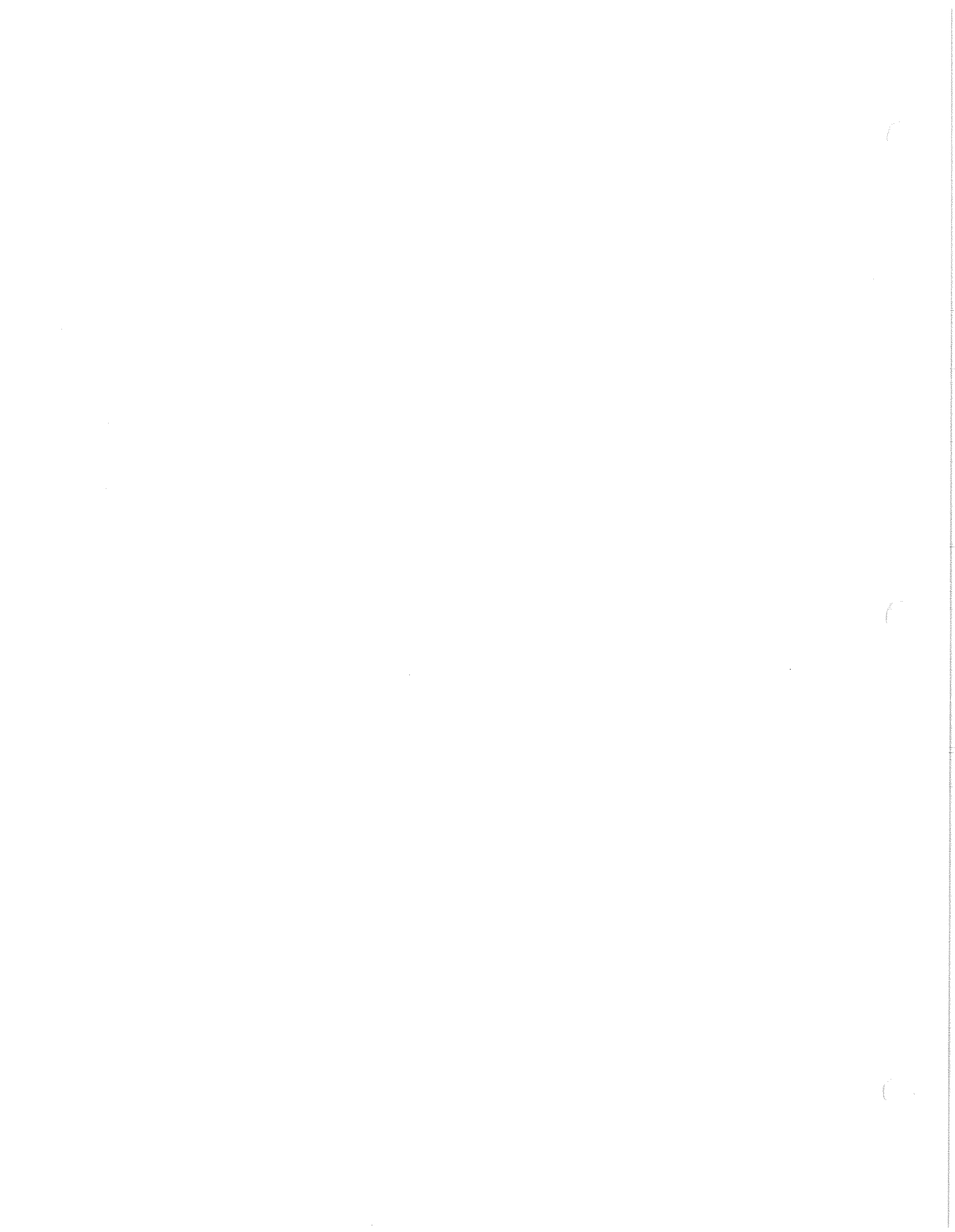
**2325.2.4** Processes new and gift library materials for public use.

**Deleted:** September 20, 2004



- 2325.2.5 Repairs damaged library materials.
  - 2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
  - 2325.6.7 Searches for library materials on the shelves as assigned by Library staff.
  - 2325.2.8 Runs errands for Library staff.
  - 2325.2.9 Retrieves newspapers and magazines from storage areas.
  - 2325.2.10 Assists public with unloading gift books and magazines from their cars.
  - 2325.2.11 Re-stocks the vending machines.
  - 2325.2.12 Sets up and breaks down tables and chairs in the Meeting Room.
  - 2325.2.13 Works in Technical Services in support of professional staff.
  - 2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
  - 2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.
- 2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.
- 2325.4 Knowledge and abilities:
- 2325.4.1 Ability to file accurately according to library filing rules.
  - 2325.4.2 Ability to meet the public with tact and courtesy.
  - 2325.4.3 Ability to follow oral and written instructions.
  - 2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
  - 2325.4.5 Ability to follow Library policies and procedures.
  - 2325.4.6 Ability to organize and manage work flow for self.

Deleted: September 20, 2004



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

### **2325.5** Physical Demands

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

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

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

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

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

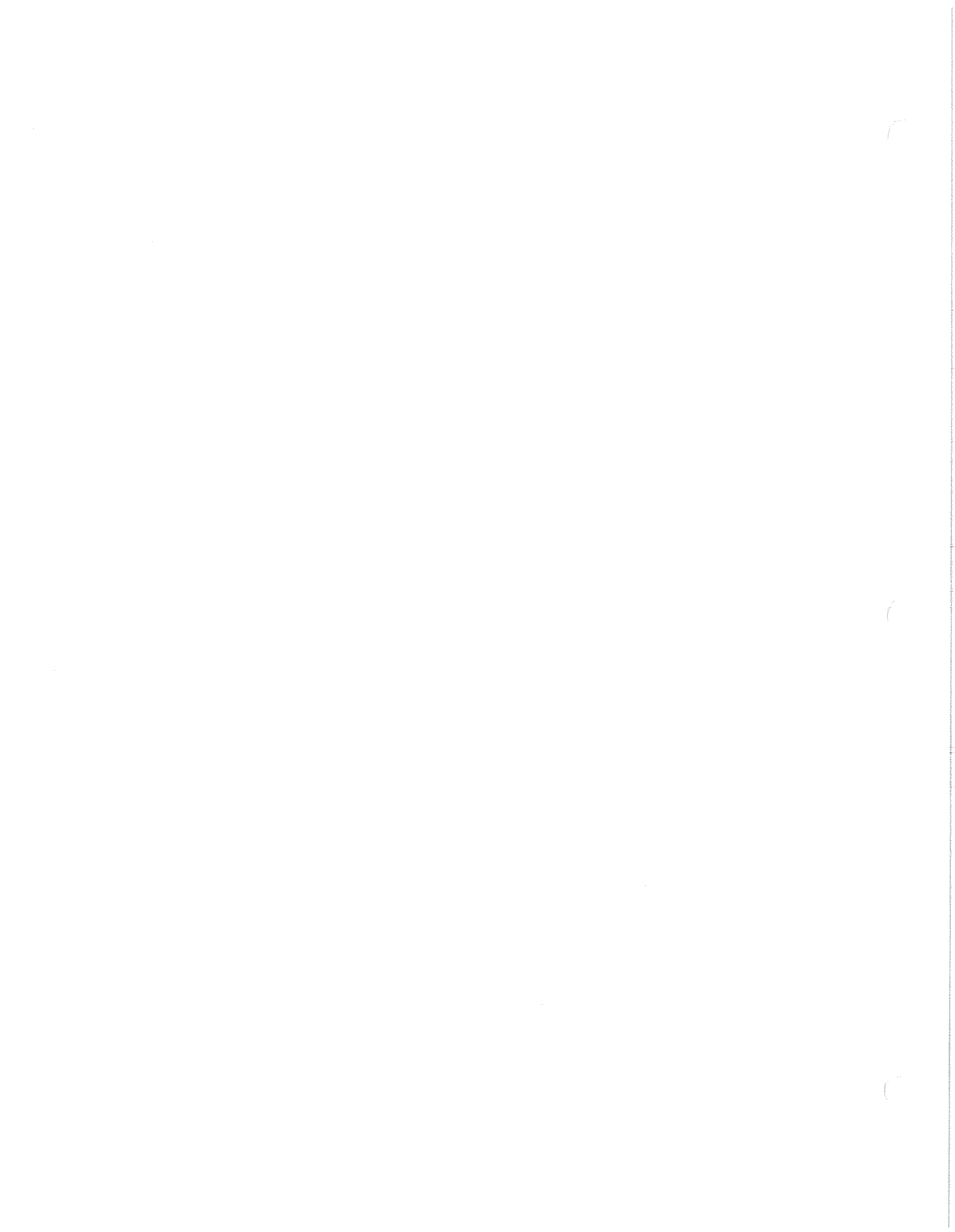
**2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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

### **2325.6** Work Environment

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

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



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Clerk I  
**POLICY NUMBER:** 2323

**2323.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

**2323.1.1** Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

**2323.1.2** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2323.1.3** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2323.1.4** May supervise substitute clerks or volunteers.

**2323.1.5** 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.

### 2323.2 Typical Tasks

**2323.2.1** Locates, checks-in and checks-out library materials for customers.

**2323.2.2** Processes telephone renewals.

**2323.2.3** Prepares the daily announcements for the telephone system.

**2323.2.4** Files documents and library materials by library filing rules.

**2323.2.5** Issues and renews library cards.





- 2323.2.6** Operates a variety of office and business equipment.
- 2323.2.7** Calculates and collects fines and fees at the Circulation Desk.
- 2323.2.8** Answers telephone and transfers calls to the appropriate staff or department.
- 2323.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2323.2.10** Records daily statistics at the Circulation Desk.
- 2323.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2323.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2323.2.13** Prepares books and other library materials for public use.
- 2323.2.14** Repairs books and other library materials.
- 2323.2.15** Works in Technical Services in support of professional staff.
- 2323.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2323.2.19** Serves as a United States Passport Application Acceptance Agent.

**2323.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license and be a United States citizen.

**2323.4** Knowledge and abilities:

- 2323.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2323.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.

Deleted: September 20, 2004



- 2323.4.3 Ability to file accurately according to library filing rules.
- 2323.4.4 Ability to meet the public with tact and courtesy.
- 2323.4.5 Ability to follow oral and written instructions.
- 2323.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2323.4.7 Ability to follow Library policies and procedures.
- 2323.4.8 Ability to organize and manage work flow for self.

**2323.5 Physical Demands**

**2323.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2323.5.1.1** While performing the duties of this job, the employee is required to talk and hear.

**2323.5.1.2** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2323.5.1.3** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2323.5.1.4** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2323.5.1.5** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

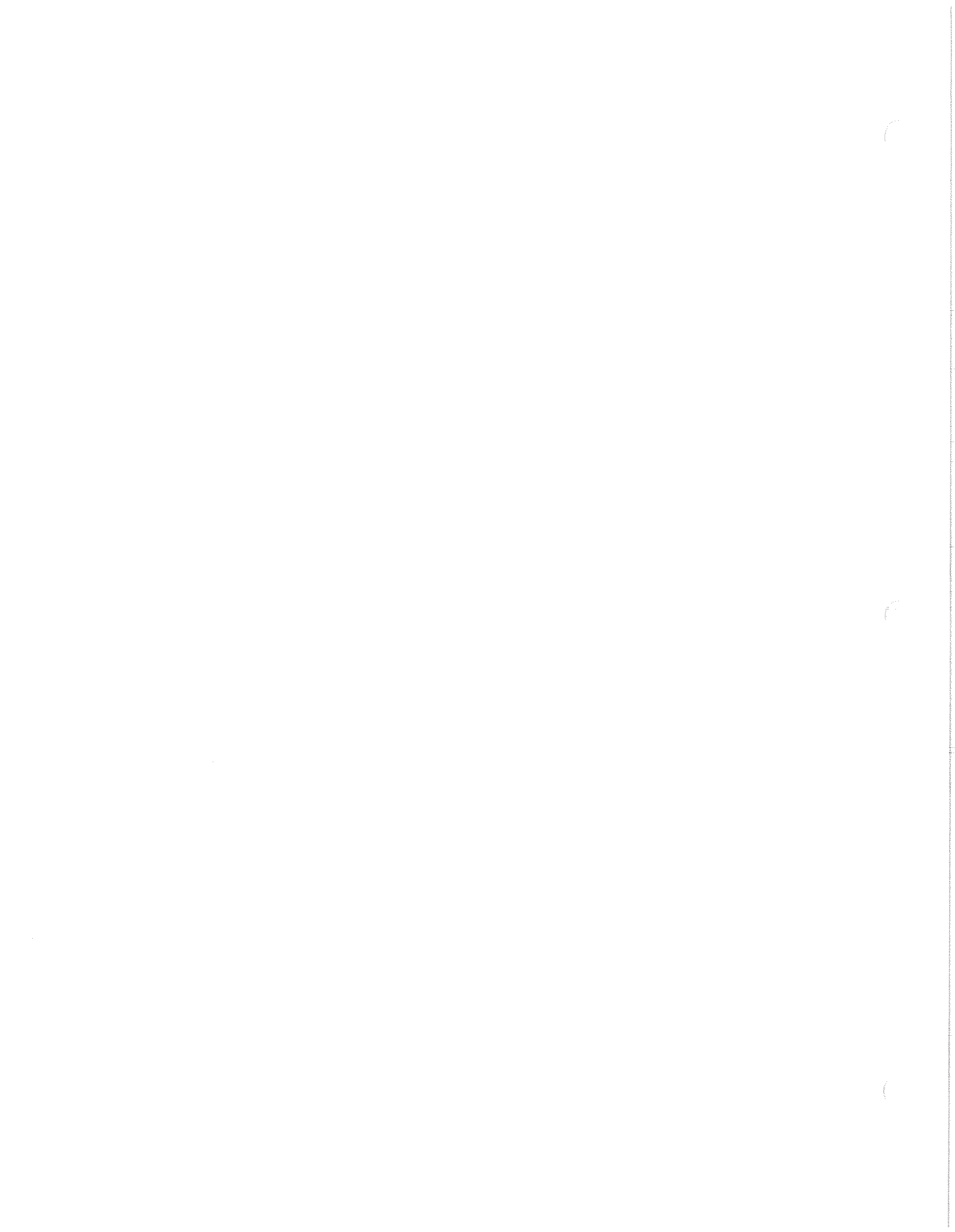
**2323.6 Work Environment**

**2323.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



**2323.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Deleted: September 20, 2004



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Clerk II  
**POLICY NUMBER:** 2321

**2321.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

**2321.1.1** Manages the library system software for magazines.

**2321.1.2** Prepares delinquent accounts for reporting to the collection agency.

**2321.1.3** Processes incoming and outgoing interlibrary loan materials.

**2321.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2321.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

**2321.1.5** Manages the Circulation Desk in the absence of the Circulation Supervisor.

**2321.1.6** May supervise clerical staff, substitute clerks or volunteers.

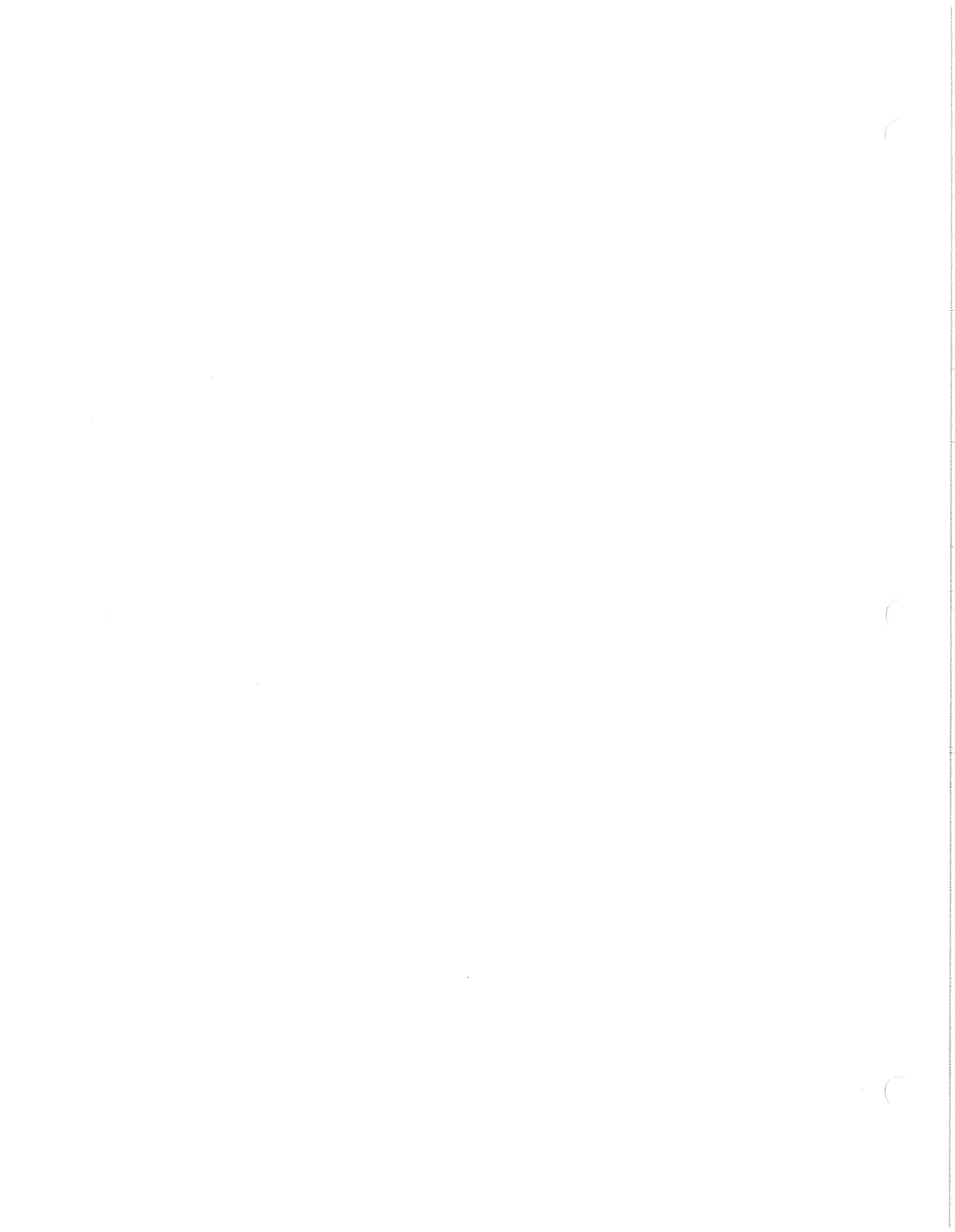
**2321.1.7** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **2321.2** Typical Tasks

**2321.2.1** Locates, checks-in and checks-out library materials for customers.

**2321.2.2** Processes telephone renewals.

**2321.2.3** Prepares the daily announcements for the telephone system.

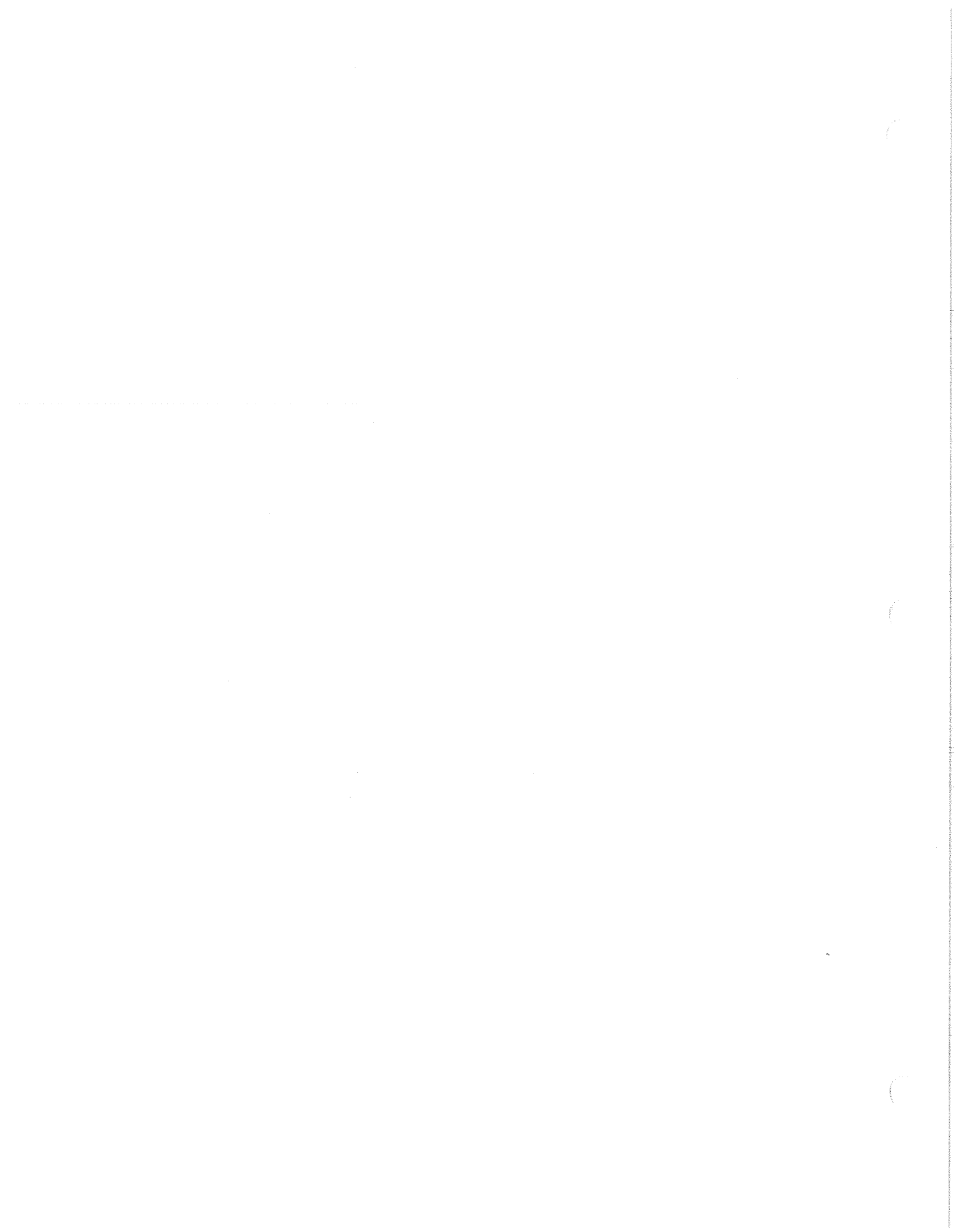




- 2321.2.4** Files documents and library materials by library filing rules.
- 2321.2.5** Issues and renews library cards.
- 2321.2.6** Operates a variety of office and business equipment.
- 2321.2.7** Calculates and collects fines and fees at the Circulation Desk.
- 2321.2.8** Answers telephone and transfers calls to the appropriate staff or department.
- 2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10** Records daily statistics at the Circulation Desk.
- 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13** Prepares books and other library materials for public use.
- 2321.2.14** Repairs books and other library materials.
- 2321.2.15** Works in Technical Services in support of professional staff.
- 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19** Serves as a United States Passport Application Acceptance Agent.

**2321.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license and be a United States citizen.

**2321.4** Knowledge and abilities:



- 2321.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3** Ability to file accurately according to library filing rules.
- 2321.4.4** Ability to meet the public with tact and courtesy.
- 2321.4.5** Ability to follow oral and written instructions.
- 2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2321.4.7** Ability to follow Library policies and procedures.
- 2321.4.8** Ability to organize and manage work flow for self.

#### **2321.5 Physical Demands**

**2321.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

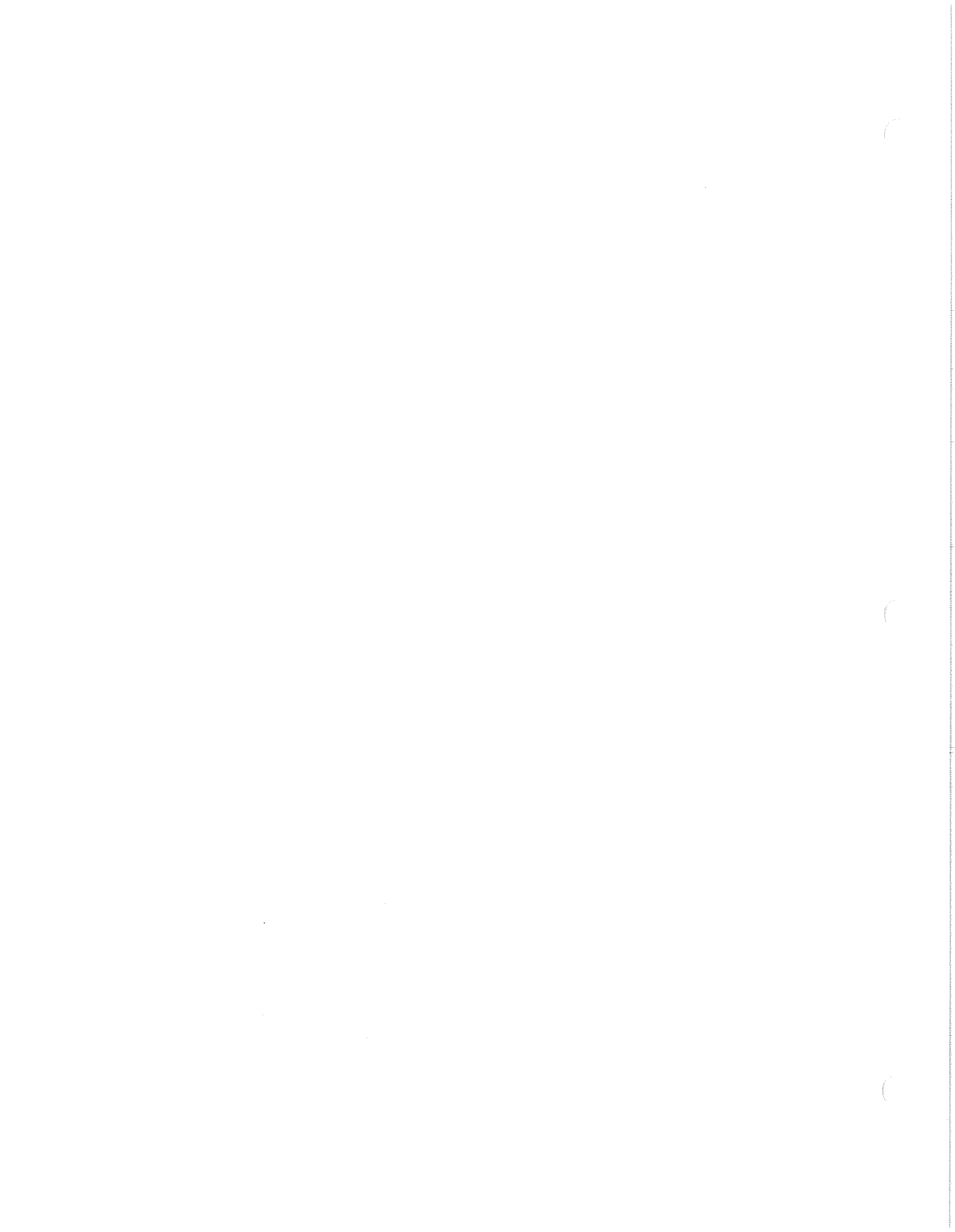
**2321.5.1.2** Must possess mobility to operate a motor vehicle.

**2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2321.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2321.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2321.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.



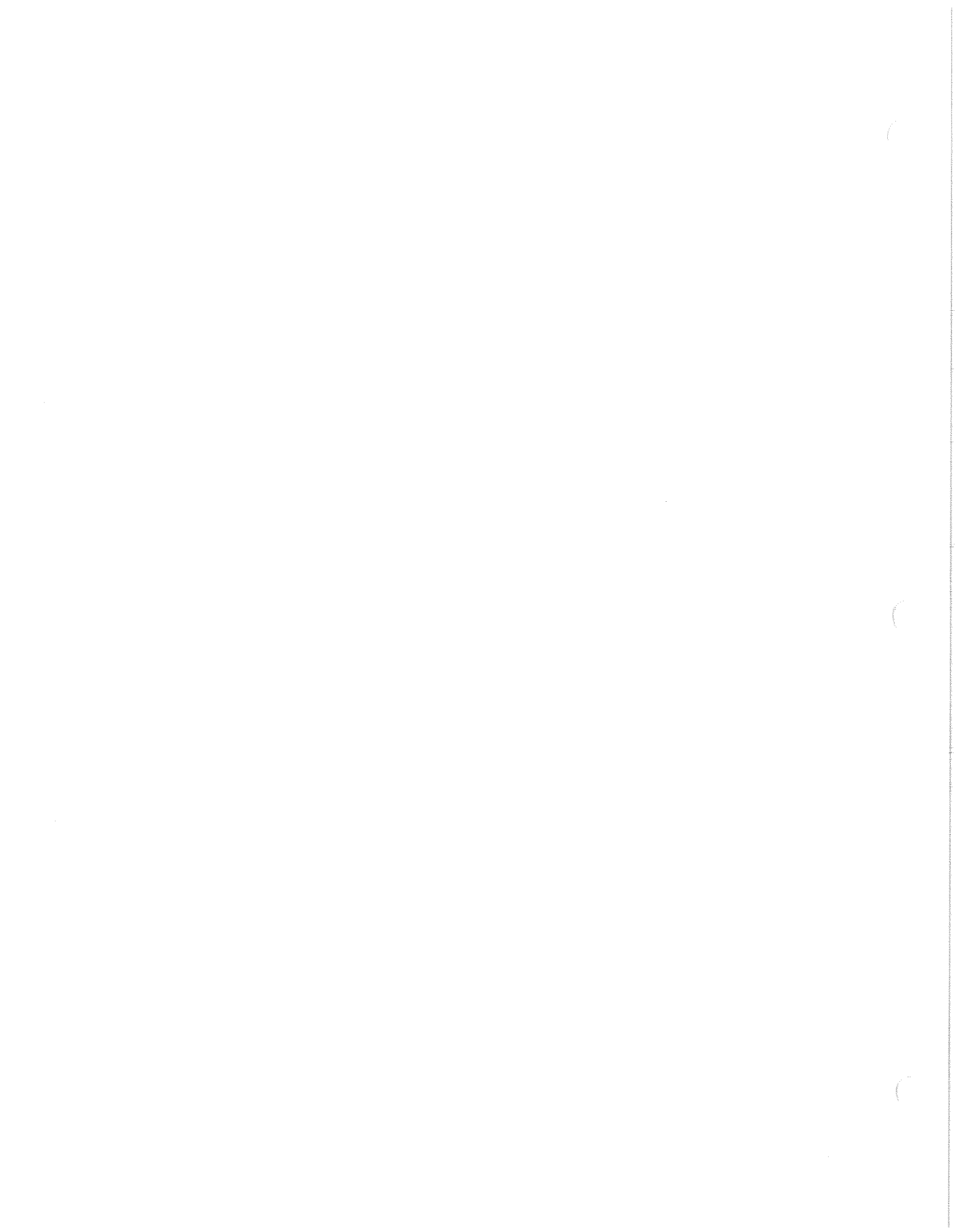
**2321.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2321.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2321.6** Work Environment

**2321.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2321.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Assistant  
**POLICY NUMBER:** 2319

**2319.1** A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

**2319.1.1** Does specialized reference work using print and electronic formats.

**2319.1.2** Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

**2319.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

**2319.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

**2319.1.5** He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

**2319.1.6** May supervise clerical staff or volunteers.

**2319.1.7** If he/she works a minimum of twenty hours per week, he/she is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

### **2319.2** Typical Tasks

**2319.2.1** Answers reference questions at a public service desk.





- 2319.2.2** Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepares library materials invoices for payment.
- 2319.2.3** Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.
- 2319.2.4** Works at the Circulation Desk as the supervisor.
- 2319.2.5** Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.
- 2319.2.6** Manages the collection of fines and processing collection notices for delinquent accounts.
- 2319.2.7** Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.
- 2319.2.8** Manages the public photocopier machines and the Vendacard dispenser.
- 2319.2.9** Recommends policies for public services to the Manager of Public Services.
- 2319.2.10** Assists the public in making the most effective use of the Library's collection and facility.
- 2319.2.11** Assists the public with using the electronic databases and reference services.
- 2319.2.12** Serves as a United States Passport Application Acceptance Agent.
- 2319.2.13** Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.
- 2319.2.14** Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
- 2319.2.15** Establishes and implements work procedures for department staff.
- 2319.2.16** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.



**2319.2.17** Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

**2319.3** Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license and be a United States citizen.

**2319.4** Knowledge and abilities:

**2319.4.1** Knowledge of modern public library organization, procedures and policies.

**2319.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

**2319.4.3** Knowledge of personal computer hardware and software operations

**2319.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

**2319.4.5** Knowledge of reference sources and methods to serve adult and children.

**2319.4.6** Knowledge of current events, literature and standard works in various fields.

**2319.4.7** Ability to apply the knowledge listed above.

**2319.4.8** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

**2319.4.9** Ability to respond to common inquiries or complaints from Library customers.

**2319.4.10** Ability to follow Library policies and procedures.

**2319.4.11** Ability to analyze difficult problems and recommend solutions.

**2319.4.12** Ability to take independent action.

**2319.4.13** Ability to prepare and present reports that conform to prescribed style and format.

**2319.4.14** Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

**2319.4.15** Ability to organize and manage work flow for self.



**2319.4.16** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

**2319.5** Physical Demands

**2319.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2319.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.

**2319.5.1.2** Must possess mobility to operate a motor vehicle.

**2319.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.

**2319.5.1.4** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2319.5.1.5** The employee is required to stand; walk; and stoop, kneel, or crouch.

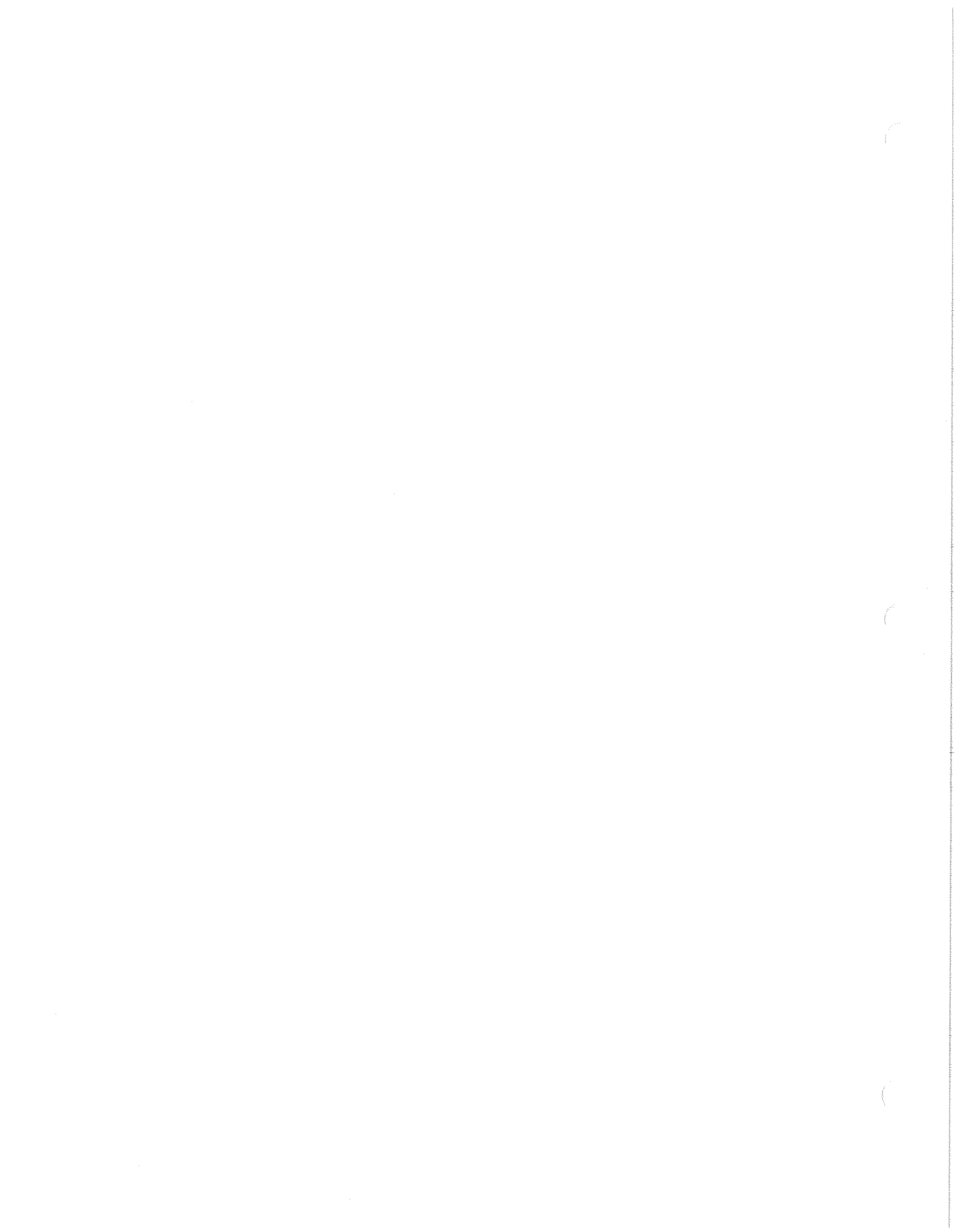
**2319.5.1.6** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2319.5.1.7** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**2319.5.1.8** Attendance at off-hours meetings and occasional travel are required.

**2319.6** Work Environment

**2319.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.



**2619.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.





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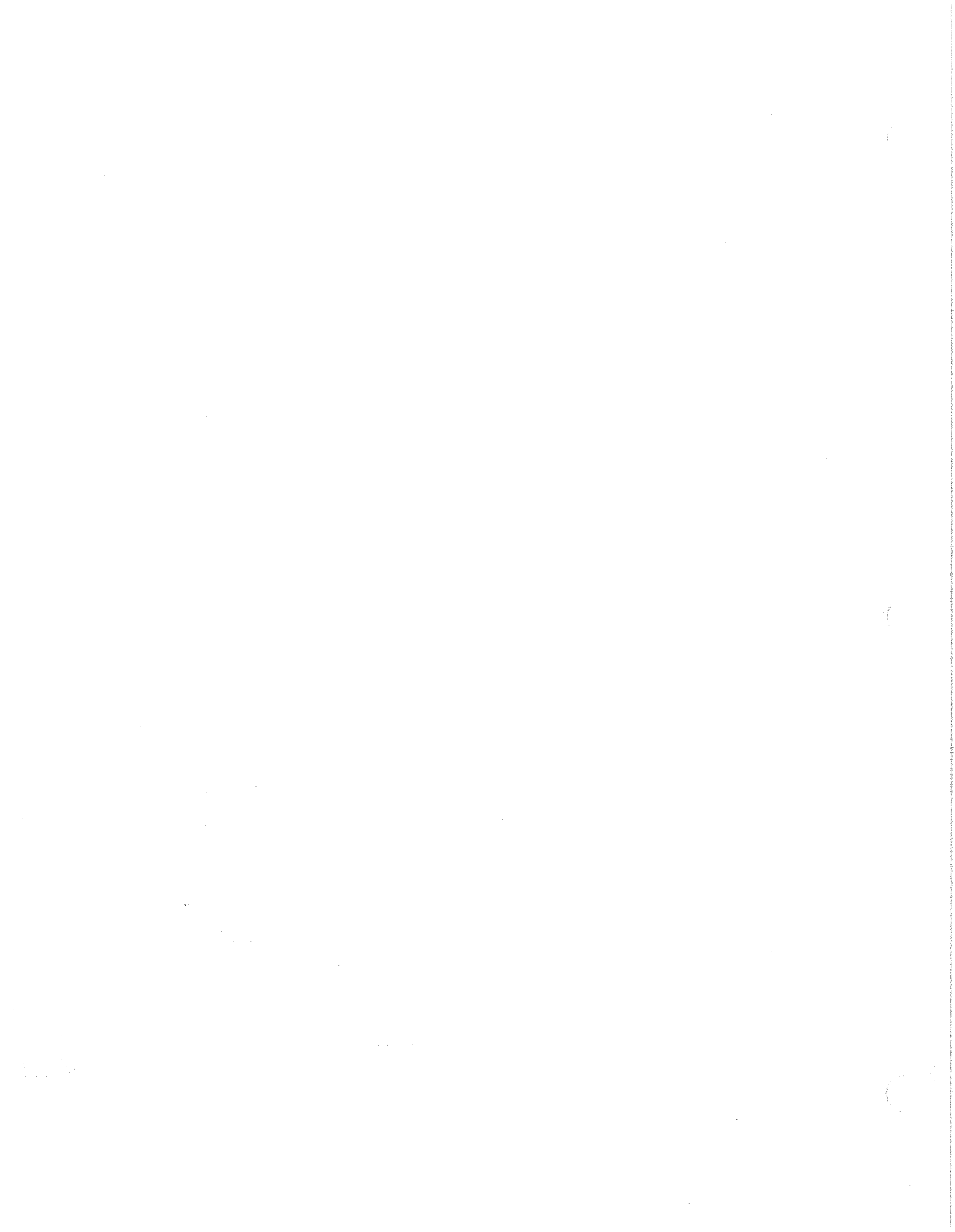
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Strategic Planning  
**DATE:** February 22, 2005

The Library Director will present organizational and funding options for strategic planning to the Board at its meeting on February 22, 2005.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Library Director's Report *EDM*  
**DATE:** February 22, 2004

I participated in the following activities during the current report period:

- Jan 18 Trip to the Los Angeles Flower District to get plants for Escobosa and Dinsmore and the Fashion District for apron material and notions for the Author's Luncheon aprons.  
Met with Foundation President Jean Lasley.
- Jan 20 Received a visit from Karen Girth and the new IT staff from Anaheim public to meet the Placentia staff and see our facility.
- Jan 22 Served as Saturday manager at the Library.
- Jan 25 Trip to the Los Angeles Fashion District for additional apron supplies for the Author's Luncheon.  
Attended Association of Professional Fundraisers luncheon in Orange with Jean Lasley. The presentation was made by a senior bank manager from Washington regarding donor-directed charitable funds managed by bank trust departments and investment firms. These vehicles are becoming increasingly popular with donors because they get an immediate tax deduction without having to make an irreversible stipulation of the charitable agency.  
Was a guest at the monthly meeting of the American Business Women's Association Placentia Stars Chapter.
- Jan 27 Attended the Chamber of Commerce Breakfast Meeting.
- Jan 29 Attended the presentation by Katie Machoskie at the Boys and Girls Club of Placentia/Yorba Linda as a kick off for its 2005 Annual Giving Campaign. I wanted to find out if she would be an appropriate speaker for Library Board or Library Foundation educational events.
- Feb 1 Attended the monthly Board Meeting of the Executive Committee of the Independent Special Districts of Orange County at MWDOC Hq. in Fountain Valley.  
Had a luncheon meeting with Jean Lasley and Richard De Vecchio to discuss more effective ways for the Foundation Board to communicate with the Library Board.

- Feb 3      Attended the Santiago Library System Council Meeting and luncheon with the Library Directors.
- Started out to attend Senator Margett's 4<sup>th</sup> Annual Education Summit at Citrus College but turned back because of extremely heavy traffic.
- Feb 7      Attended Friends Board Meeting.
- Feb 8      Met with MCLS/SLS Executive Director Barbara Custen to discuss System and State Library issues.
- Substituted for Julie Shook at a meeting with Performance Technology Group and staff from Anaheim to review Placentia's security measures in relation to the Anaheim system.
- Feb 9      Met with Jean Lasley and a Foundation Board appointee to discuss Foundation activities.
- Attended a workshop in Pomona on "Mission Based Fundraising" with Laranne Millonzi and Jean Lasley. I am considering writing a grant to the State Library to fund the full workshop for groups of 6 representatives from up to 20 public library foundations.
- Feb 10     Lunch meeting with the Independent Special Library District Library Directors in Buena Park.
- Attended the Chamber of Commerce Mixer at Atria de Palma.
- Feb 15     Participated in the 2<sup>nd</sup> Annual Friends Coffee for Book Store Volunteers. Provided roses for each of the volunteers and plants for Pat Irot and Nancy Lone Toffelson for serving as Volunteer Coordinators.
- Feb 16     Met with Dewey McFadden from A+Awards to discuss Friends name badges for Board and Book Store Volunteers, Foundation Board name badges and gift plates for the Foundation to use with the chairs in the Children's Department and other projects.
- Feb 17     Met with Art Leoncio and Colin Sultan from 3M, Julie Shook and Yesenia Gomez to discuss self-service check-out units, security gates and rfid (radio frequency identification) conversions for materials. Yorba Linda and Anaheim Libraries are also working on these issues.

The following staff meetings were held:

- Jan 19     Distributed proposed District Policy changes regarding notary public services to staff. We had two-hour workshop on interacting with individuals with disabilities presented by a staff member from United Cerebral Policy. Each staff member was given a notebook with relevant articles.

Feb 2 Ron Lang and Jim Uzzo made a presentation to staff about their 457 Plan and staff signed-up for personal appointments with Jim.

Led the meeting of the Foundation Board Development Committee through the process of identifying new Board members.

Feb 16 Recognized 5 staff members for completing 11 safety courses: Yesenia Gomez, Alex Hernandez, Katie Matas, Beatrice Quintanar and Mary Strazdas. Staff shirts were distributed.

Lunches with staff members:

Jan 20 Estella Wnek

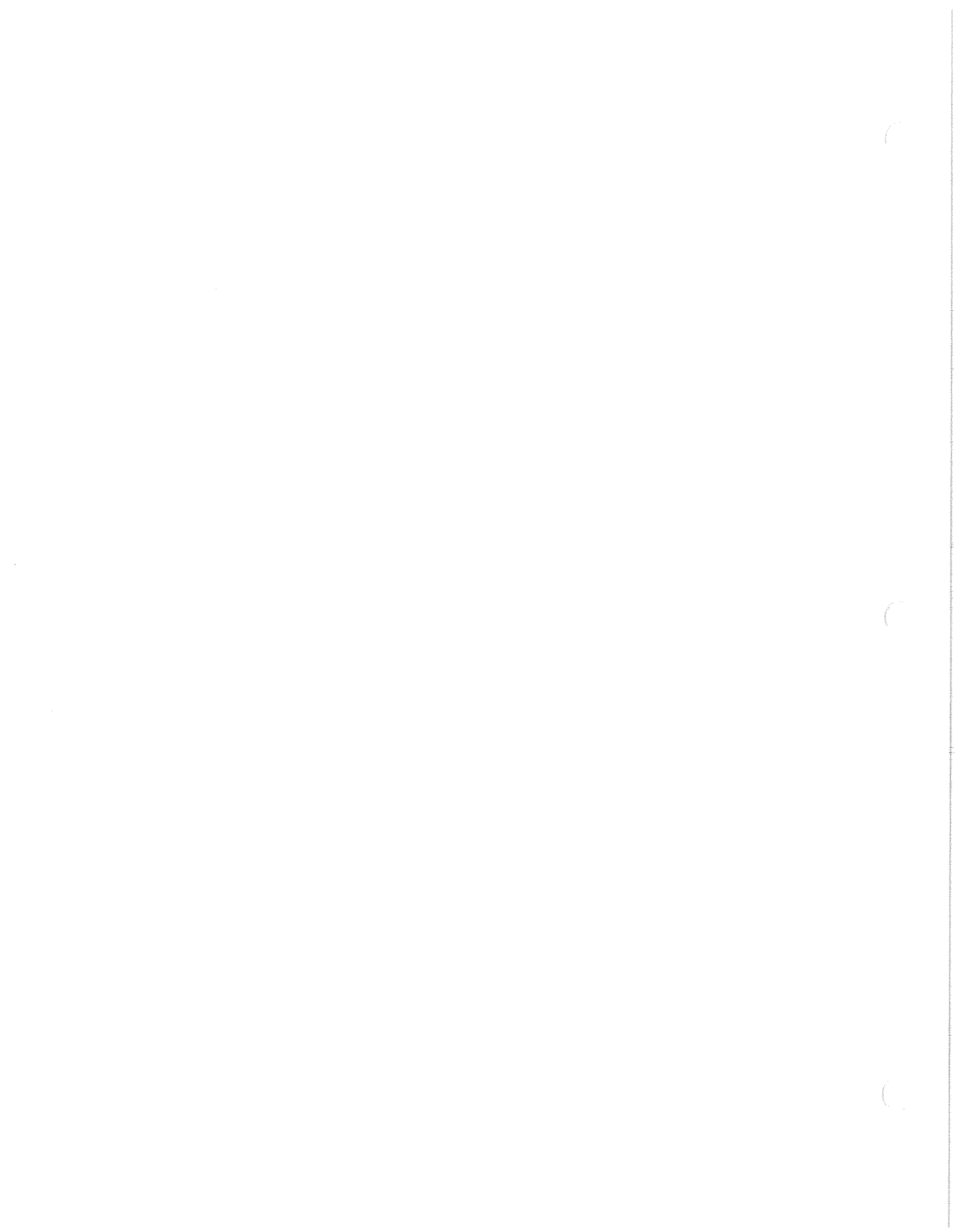
Jan 27 Phyllis Humple


Feb 16 Gary Bell

Staff/Volunteer welfare issues:

Mary Strazdas and Laranne Millonzi have both used a week or more of medical leave.

As of February 17 three staff members have indicated an interest in notary services: Alex Hernandez, Beatrice Quintanar and Yesenia Gomez.



TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager   
DATE: February 22, 2005

**SUBJECT: Program Committee Report for the month of January.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	10
<b><u>TYD Total</u></b>	<b>6</b>	<b>73</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	2	109
3-4 year-old music times	4	157
5-6 year-old music times	4	108
Lapsits	3	148
Class Visits	1	12
School Visits	0	0
Read to Dogs event	2	68
<b>TOTAL FOR JANUARY</b>	<b><u>16</u></b>	<b><u>602</u></b>
<b>YTD TOTAL</b>	<b><u>105</u></b>	<b><u>4,368</u></b>

<i>LITERACY SERVICES</i>	<i>JAN 2004-05 FY 2004-05 YTD</i>	
Total Tutors	182	267
Total Students	287	307
Total Hours	1,722	8,409

For more detailed literacy statistics, see Agenda Item 36, pages 2 of 3 and 3 of 3.





Agenda Item 35

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian *CG*


Date: for Board Meeting February 22 , 2005

Subject: **January 2005 Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	<b>3</b>	<b>148</b>
Story Time (a.m.) 3 - 6 year olds	<b>2</b>	<b>109</b>
Music Time 3 – 4 year olds	<b>4</b>	<b>157</b>
Music Time 5 – 6 year olds	<b>4</b>	<b>108</b>
Class Visits	<b>1</b>	<b>12</b>
Read to the Dogs event	<b>2</b>	<b>68</b>
<b>Total</b>		<b>602</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: February 22, 2005

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

**Tutor Training.** The Literacy Coordinator conducted two regular workshops in January and twenty-one tutors were trained, ten teens and eleven adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 6, 2005.

**Families for Literacy (FFL) Program Status.** There was no FFL programming in January.

**Placentia Rotary Reading Enrichment Program (PRREP).** Recruitment for PRREP continued in December. We presently have more than 80 PRREP volunteers from both El Dorado High School and Valencia High School who are trained and matched or pending match.

**Reach Out and Read On Hold.** PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, remains on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has also had to stop. We want to thank both of these volunteers for there many volunteer hours. We will continue to try to recruit volunteers to continue this partnership.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI got started again this year in late September. We now have ELLI active this school year at three elementary schools: Melrose, Ruby Drive, and Tynes. We are staffing all sites with Federal Work Study staff and volunteers, and we have a total of fifteen ELLI staff assigned to the schools.

**Grant Update.** Our grant writers, Machoskie & Associates submitted several letters of inquiry to possible grantors in January.

**Classes now going at Women's Transitional Living Center (WTLC) and Vita-Herb.** Classes started at WTLC on December 14, and at Vita-Herb in Placentia on January 5. Grace Lopez, a new intern from the University of Phoenix, will teach the first eight sessions at WTLC. She will teach two one-hour classes from 6-8 PM. We have ten students at WTLC and fourteen at Vita-Herb, for a total of twenty-four students.

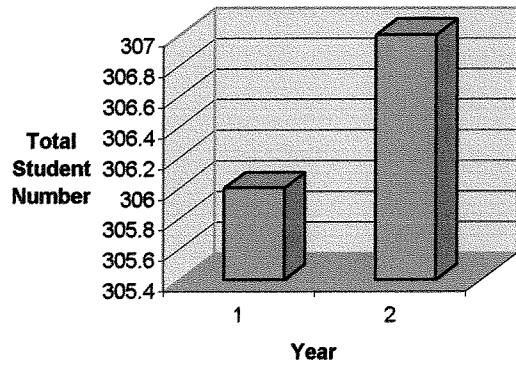
**Literacy statistics.** See Agenda Item 36, Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

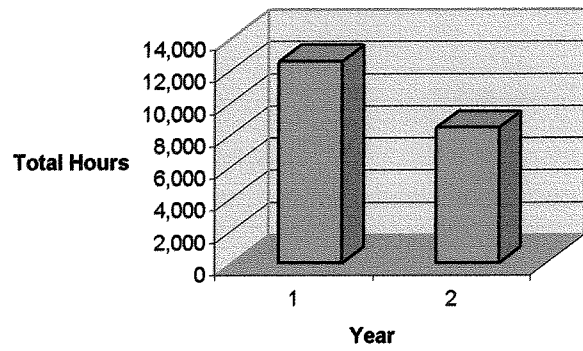
### Report of Growth and Progress

	Jan 03-04	Jan 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	107	96	155	154
Teen	68	86	86	113
Hours Instruction	1,585	1,722	12,531	8,409
Other Volunteer Hours	48	120	490	720
Total Hours	1,633	1,842	13,021	9,129
<b>Training Workshops</b>				
Workshops Held	2	2	13	20
Tutors Trained	19	21	118	160
<b>Students</b>				
With Adult Tutors	127	133	186	139
With Teen Tutors	102	132	120	1328
In Groups	0	24	0	28
Total Active Students	229	287	306	307
<b>Families for Literacy</b>				
Family Students	50	6	74	10
Family Tutors	25	6	27	10
Hours of Instruction	400	80	1,134	400
<b>ELLI Program</b>				
K-6th Grade Students	176	45	176	45
Tutors for K-6th Grade	9	15	12	15
Hours of Instruction	450	148	1,374	1,854
<b>Total Tutors</b>	170	182	241	267
<b>Total Students</b>	229	287	306	307
<b>Total Instruction Hours</b>	1,585	1,722	12,531	8,409

**Change In Total Students**



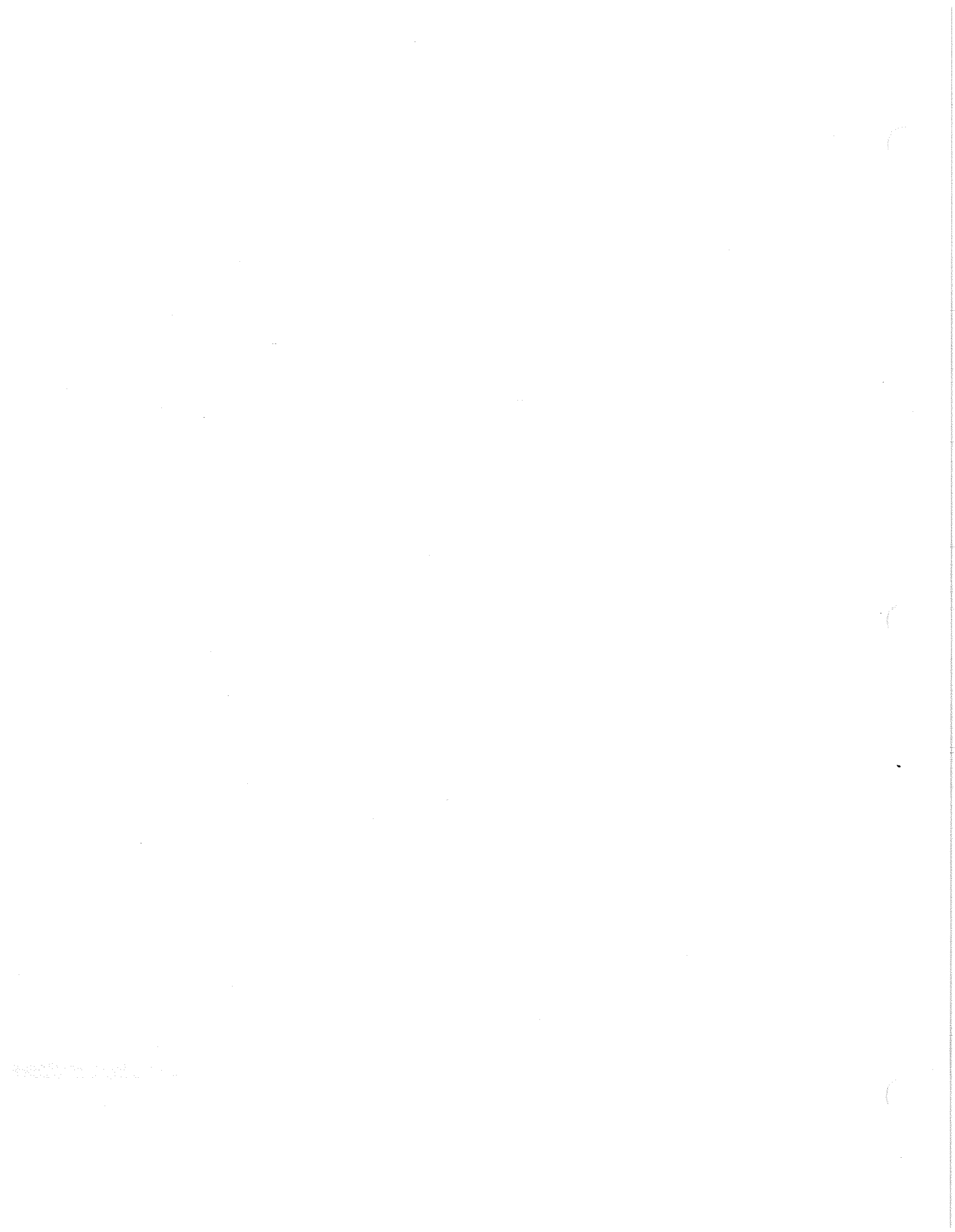
**Increase in Instruction Hours**





TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian MS  
DATE: February 22, 2005  
SUBJECT: Reference and Adult Services report for January, 2005

- We held no adult programs in January.
- There were two Program Committee meetings during the month.
- Both Mary Strazdas and Gary Bell attended the Santiago Library System Reference Committee meeting held on January 11 at the Buena Park Public Library. The main topic of discussion was digitization of local history projects.
- "Africa for Everybody: Read about Africa" was a display in the Librarian's Choice Trough.
- Money and income taxes were the topics of a library display.
- FAFSA materials were also available in the library for people interested in funding college educations.
- Another display included books by the authors for the 2005 Author's Luncheon (Thom Racina) and the Friends' Meeting (Denise Hamilton.)





TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: February 22,2005  
SUBJECT: **History Room report for January**

Attended SLS meeting at Buena Park Library-discussion topics included digitization of materials for local history collections.

Fire in the Morning exhibit began Jan. 10<sup>th</sup>, displaying Mexican American aspects of local community history.

Several volumes added to local history collection,as well as several items ordered for the local history collection.

More patrons assisted with local history inquiries as History Room hours are increased--12-3,Monday, Tuesday and Wednesday (instead of 1-3).

Yolanda Alvarez, President of the Orange County Mexican American Historical Society, will speak about her exhibit on Feb. 22<sup>nd</sup> 7:00 to 8:30 P.M. in the community meeting room.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

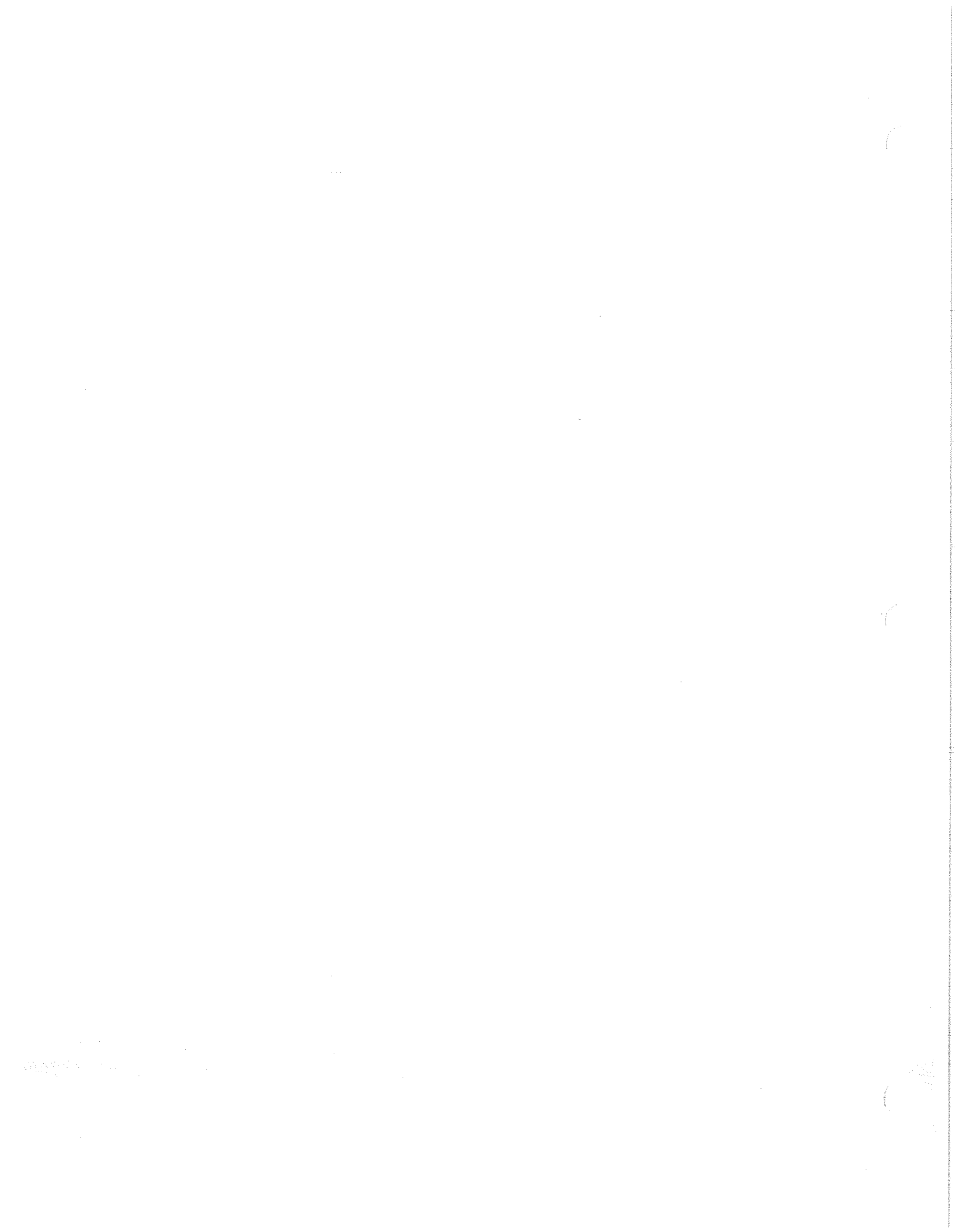
Date: February 22, 2005


**SUBJECT: Placentia Library Web Site Development Report for the month of January.**

In January, the Placentia Library District had 43,129 "hits" on the Web Site, an average of 1,393 a day. The following are our year to date statistics of the most hits:

Pages Visited	Jan -05					
Borrowers	202					
Friends	129					
District	162					
Kids	277					
Foundation	106					
History Room	249					
Literacy/CLC Logo	154					
Passports	704					
Poet Laureate	514					
Total Views Most Hits	2,497					

Total Most Hits YTD 16,372



TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Technical Services Manager   
DATE: February 22, 2005  
SUBJECT: **Technology Report for January 2005**

Toby's computer was replaced.

The Library's anti-virus software was updated.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Publicity Materials Produced in January 2005  
**DATE:** February 22, 2005

Development Director/Volunteer Coordinator Laranne Millonzi was out of the office the week of February 14<sup>th</sup> so the Publicity Materials Produced in January 2005 Report will be distributed at the Library Board Meeting on February 22, 2005.





SAFETY COMMITTEE MEETING  
JANUARY 20, 2004  
MINUTES

I. Call to Order: 10:40 A.M.

Members Attending: Esther Guzman  
Katie Matas  
Wendy Goodson  
Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on January 19, 2005. The History Room extinguisher was serviced.
2. A list of emergency phone numbers of regular volunteers is kept at the Circulation Desk.
3. The Library Board approved the proposal for a safety incentive program for the staff. The program involves staff completion of on-line safety classes. Staff participation in the new program has been very good.

IV. New Business

None.

The next meeting will be February 23, 2005 at 2:00 P.M.

Respectfully submitted,



Katie Matas

Safety Training Courses Completed by Placentia Library Staff  
January 2005

Safety Courses	# of courses taken to date
General First Aid	8
Office Safety	7
Sexual Harassment	9
Workplace Violence	3
Ethnic Diversification	3
Workplace Stress	3
Health & Wellness	5
Diet & Nutrition	5
Computer Security	0
Back Injury	2
Slips/Trips/Falls	3
Hearing Conservation	0
Eye Safety	2
CPR Academic	5
Drug Free Workplace	1
Alcohol Free Workplace	4
Electrical Safety	1
General Office Ergonomics	1
Disaster Preparedness	3
Fire Extinguisher	2
Fire Prevention	0
Driving Safety	4
Building Evacuation	2
First Responders to Terrorist Incidents	0
<b>TOTAL COURSES TAKEN</b>	<b>73</b>

Staff members who have completed the 3 core + 8 electives:

Yesenia Gomez  
Alex Hernandez  
Katie Matas  
Beatrice Quintanar  
Mary Strazdas