

PLACENTIA LIBRARY DISTRICT



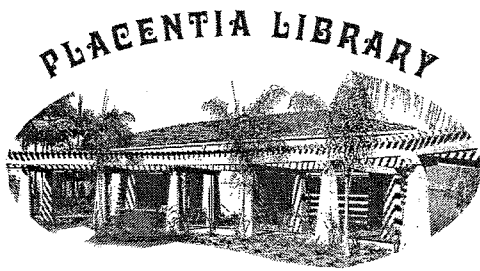
Board of Trustees

Regular Meeting

October 17, 2005

Library Meeting Room

Administration



Strategic Plan 2005 Technology

Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:

- 📖 Add self-service check-out capacity in the Library
- 📖 Expand the use of self service reserves and renewals
- 📖 Enable payment of fines and fees via the internet with debit/credit card.
- 📖 Create up to 4 computer-managed short-use terminals for maximum individual use up to 15 minutes with no staff assistance.
- 📖 Enable client registration via the internet so that a visit to the Library is not required in order to use internet based services.

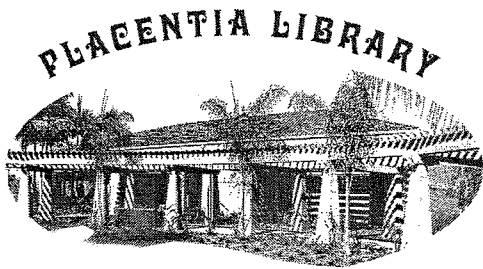
Improve the Library's public access equipment program:

- 📖 Expand the number of public access computers to 50 workstations.
- 📖 Establish a three-year replacement schedule for computers and printers.
- 📖 Transition the public access computers to wireless.
- 📖 Expand the wireless area to include the Civic Center patio.
- 📖 Eliminate the current debit card system for photocopies and printers and replace it with a self-service debit/credit card point of sale system.
- 📖 Create a business center with a self-service fax machine and a copier that both use a self-service debit/credit card point of sale system.

Improve the Library's inventory control, collection maintenance and collection development:

- 📖 Replace the security gates with gates that work reliably and meet ADA compliance.
- 📖 Convert the collection to RFID to use for inventory control, checkout and shelf reading.
- 📖 Create and implement a more effective procedure for resolving security system alarms at the check out desk.
- 📖 Create a system of scheduled collection usage reviews for the purpose of weeding.
- 📖 Create a group of advisory committees of Library users to make purchase recommendations for various genre or subject areas.
- 📖 Transition the collection to keep up with technology changes in media including but not limited to e-books, downloadable audio books and replacing videos with DVDs. Eliminate tape based media.
- 📖 Convert existing microfilm collections to digital format.
- 📖 Transition the acquisitions process to electronic ordering and payment.





Strategic Plan 2005 Technology

- 📖 Create a program to reduce the amount of in building physical processing to gifts and local materials only by requiring acquisitions staff to purchase only from pre-approved vendors who provide “shelf-ready” processing.

Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:

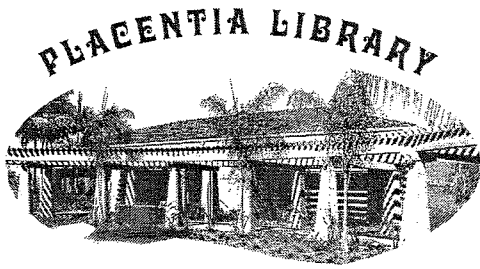
- 📖 Expand the collection of usage data of electronic based services provided by the Library by collecting and reporting the usage statistics of each database service used by someone with a Placentia Library authentication number by title of the database and indication of whether it was accessed in the Library or remotely.
- 📖 Work with the State Library of California and other public libraries to ensure that collection usage and circulation data is being collected and reported in a uniform manner.
- 📖 Improve the accuracy of the collection of data about in-building reference and readers’ advisory inquiries and program attendance.
- 📖 Improve the accuracy of the attendance information in the Library.

Provide a smooth transition for Library services to an internet-based platform:

- 📖 Work with the Technology Committee and Library Directors of the Tri City Library Network to improve the usage of the online catalog by providing a more intuitive catalog interface.
- 📖 Create a staff intranet to improve the speed and quality of inter-staff communications.
- 📖 Establish a system to monitor and make recommendations for modifying the design and content of the Library’s web site.
- 📖 Establish a system to work with the Library’s web site manager to ensure that information is current and comprehensive.

Improve staff productivity by assisting staff with the use of technology:

- 📖 Create a training program and procedures manual to teach staff members how to use the intranet in an effective and professional manner.
- 📖 Create a training program and procedures manual to teach staff members how to use the telephone system.
- 📖 Install an electronic attendance board on the intranet so that staff may see who is or isn’t in the building at any given point in time.
- 📖 Replace the photocopier in administration.



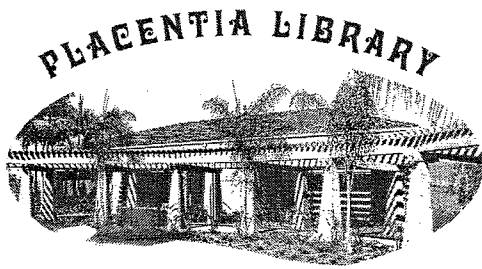
Strategic Plan 2005 Facility

Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:

- 📖 Discuss the project with the City and Developer and determine whether there is an interest in pursuing the project by March 2006.
- 📖 Determine whether the District is interested in pursuing another JPA facility with the City that will include a Community Center and Senior Center.
- 📖 Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- 📖 Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a new facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- 📖 Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.

If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.

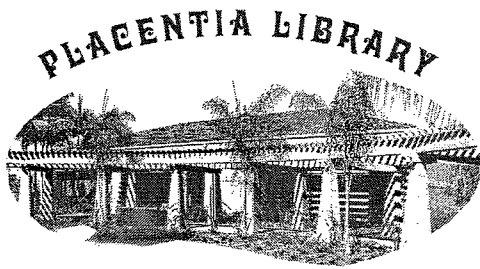
- 📖 Determine whether to actively support the California Library Bond Act of 2006 with the understanding that it is the potential source of funding for a remodeling and/or renovation project.
- 📖 Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options for remodeling, renovation and/or expansion.
- 📖 Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a remodeled and/or expanded facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- 📖 Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.



Strategic Plan 2005 Facility

Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:

- 📖 Create an office for the Development Director in the Conference Room, move the Conference Room Table to the Placentia History Room and move Passport Services to the Administrative Office Reception area. Add 12 conference chairs purchased by the Placentia Library Foundation and 8 executive office chairs purchased by the District.
- 📖 Update and add additional signage to the public service and Friends Book Store areas.
- 📖 Modify existing building directional signage to include Spanish.
- 📖 Add nine units of single face shelving to the south wall of the Children's Department.
- 📖 Replace the new book display shelving on the north side of the public services entryway with standard-width DVD display shelving.
- 📖 Add three group study tables with 24 wooden chairs purchased by the Placentia Library Foundation to the south ^{west} ~~west~~ _{east} corner, old audio-visual area.
- 📖 Replace 44 wooden chairs in the Children's Department with ones purchased by the Placentia Library Foundation.
- 📖 Replace the desk and credenza in the Administrative Assistant's office.
- 📖 Reorganize the space and desk allocations in the Staff Workroom and Cubicles.
- 📖 Maintain a five year replacement schedule for office computers and printers.
- 📖 Establish a procedure for conducting an environmental audit of the facility every five years to ensure safe public service and staff working conditions.



Strategic Plan 2005 Marketing

Increase the Library Board Library Staff, Friends of Placentia Library, Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding.

- 📖 Establish a relationship with the staff of the Gianneschi Center for Nonprofit Research at California State University, Fullerton.
- 📖 Arrange for the Gianneschi Professor of Nonprofit Marketing to conduct a workshop for the Library Board, Staff, Friends Directors and Foundation Directors.
- 📖 Have the staff and governing boards of each group develop comprehensive marketing plans to address the issues of website, print and electronic publications, cable television and image development for the Library District, Friends of Placentia Library and the Placentia Library Foundation.
- 📖 Provide continuing education training in the areas of marketing and branding by participating in lectures or seminars presented by the Orange County Volunteer Center, the Gianneschi Center for Nonprofit Research, the California Association of Library Trustees and Commissioners, the Association of Professional Fundraisers, the Planned Giving Round Table or the California Special Districts Association.

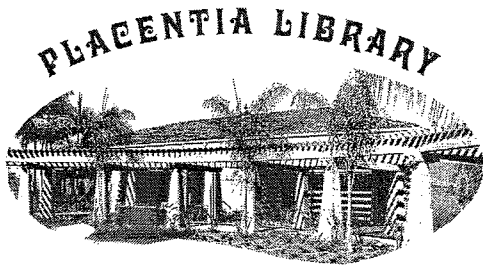
Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors.

- 📖 Create brochures and web pages addressing the elements of Library services aimed at each of the groups.
- 📖 Conduct orientation programs at least once a year for each group in the Library.
- 📖 Place advertisements or submit articles in publications prepared by the various groups.

Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically.

- 📖 Provide copies of "Planning for Results" to all elected officials and Library managers.
- 📖 Send Library managers for Public Library Association's training workshops on "Planning for Results"
- 📖 Contract with California State University, Fullerton for instrument design and result analysis.



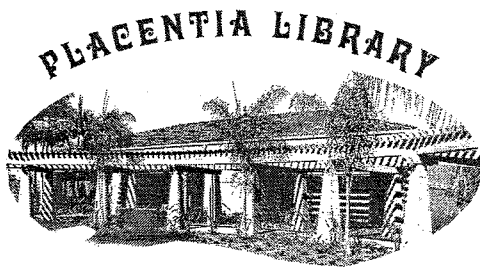


Strategic Plan 2005 Marketing

Create an information program to educate non-users about Library services and programs.

- 📖 Provide a “welcome” packet of materials to new residents through the realtors and apartment managers.
- 📖 Use the “Every Child a Library Card” campaign each September to get basic service information in English and Spanish into the home of all elementary school students attending public and private schools in the District.
- 📖 Provide 4 newsletters per year for preschool/elementary and secondary school educators and administrators of public and private schools in the District.
- 📖 Provide a semi-annual newsletter for health care professionals associated with Placentia Linda Hospital and those with offices in the District.
- 📖 Provide 4 articles per year for the Placentia Chamber of Commerce newsletter.

**Parking lot signage*



Strategic Plan 2005 Finance

Develop a multi-year Capital Improvements Budget:

- 📖 Select and hire a public agency finance consultant to work with staff to develop a capital improvements budget for the next five years.
- 📖 Set priorities for implementing the Capital Improvements Budget.

Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities.

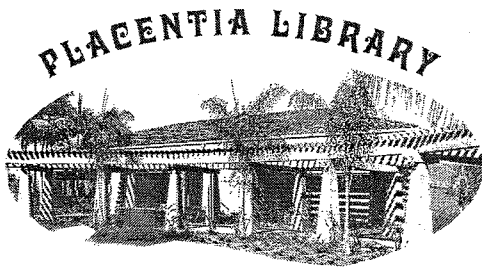
- 📖 Select a public agency finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- 📖 Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of expanded Library services and conduct a community survey to establish the level of community support for financing those services.
- 📖 Finance an election to increase the Library's tax revenue to finance operational and capital projects.

Pursue agency-appropriate entrepreneurial activities to increase the level of local financing and reduce the dependence on State appropriations and grants.

- 📖 Continue to use District staff to create revenue flows to be used to fund District programs and services.
- 📖 Monitor the implementation of all entrepreneurial activities to ensure that each is providing more income than its cost.

Identify and apply for State, Federal and private grants for Library operations and programs.

- 📖 Continue using a professional grant writer to apply for Literacy program grants from corporations and private foundations.
- 📖 Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.



Strategic Plan 2005 Operations

The District will expand its Library hours of service to 7 days per week before adding any additional services or programs.

The District will seek to have a library materials budget that is not less than 10% of its operational budget in any given year.

The District will seek to have competitive salaries and benefits for its employees:

- 📖 The District will select an experienced public agency personnel services consulting firm to conduct position classification and compensation studies and make recommendations based on its findings.
- 📖 The District will conduct a position classification and compensation study for its exempt employees and take action on the recommendations of the study.
- 📖 The District will conduct a position classification and compensation study for its non-exempt employees and take action on the recommendations of the study.
- 📖 The District will review its medical benefit package and determine whether to transfer into the Special District Risk Management Pool coverage.

The District will expand its volunteer program:

- 📖 The Volunteer Coordinator will work with the schools to promote the Library as a site for community service volunteers.
- 📖 The Volunteer Coordinator will prepare a recruitment brochure to distribute to adults.
- 📖 The Public Services Manager will prepare a recruitment brochure for high school students outlining opportunities in all of the Public Services areas of the Library.



INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)

John S. Dudley
President

Save the Date

ISDOC Quarterly Meeting & Luncheon

Friday, October 28, 2005

11:30 a.m. – 1:00 p.m.

at

Orange County Sanitation District
in the Board Room
(10844 Ellis Avenue, Fountain Valley)

For more information, call (714) 593-5012





AGENDA

SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 17, 2005
5:00 P.M.
Placentia Library Meeting 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 Recorder

*Absent:
DeVedhis*

2. Adoption of Agenda

MW
MZ
BW
BB

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. 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).

4. Strategic Planning Work Session

Winter presented
the rough draft of SP
SP to be reviewed
feedback

DeVeechis
@ 5:25 pm

next meeting to Nov 21, 2005

ADJOURNMENT

5. Agenda Preparation for the October Regular Meeting, which will be held on Monday, October 17, 2005 at 5:00 P.M.

6. Review of Action Items.

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

7. Adjourn 6:00 P.M.

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 17, 2005 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 13, 2005 @ at 10:30 A.M.

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, October 17, 2005






6:30 P.M.

Library Meeting Room

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

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

To accomplish this goal the Library will:

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

6:30 pm

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1. Roll Call

Administrative Assistant

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

2. Adoption of Agenda

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 September 19, 2005 Regular Meeting, the September 19, 2005 Work Session.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

REPORTS

5. Board President Report

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

6. Trustee Reports

*B.E. - CSDA conference materials J.P. Innative
R.D. - Festival Heritage*

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.

*Margo Thurn
Shelley will attend present the Dec 2005 Friends mtg*

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

next mtg Oct 26

M1 - BE
M2 - G.W.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

- 10. Claims forwarded by the Library Director countersigned by one Trustee. (Approve)

Claims 4797 by Minter/Turner; 4798 by Minter/Escobosa; 4799 by Minter/Escobosa/Shkoler; and 4800 by Minter/Shkoler for a total of \$25,146.43.

- 11. Current Claims and Payroll. (Approve)

Current Claims 4801, 4802, 4803 and 4804 for a total Current Claims of \$41,415.89 and Payrolls #10 (11/9/05) for \$38,789.65 and #11 (11/23/05) for \$38,789.65 for a total for Payrolls of \$77,579.30, for a combined total of Current Claims and Payrolls of \$118,995.19.

- 12. FY2005-2006 Cash Flow Analysis through October 17, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

M1 - CW
M2 - R.D.

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 – 31a)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 31a 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 September 2005. (Receive & File)
- 20. Personnel Report for September 2005. (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for September 2005. (Receive & File)
- 22. Circulation Report for September 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 (none were received from 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 the Orange County Council of Governments Regular Meeting of the Board of Directors for September 22, 2005 and the Minutes of the May 26 and June 23, 2005 Meetings. (Receive & File)
- 29. Status report on the Exempt Employees Classification and Salary Study currently being prepared by CPS Human Resource Services. (Receive & File).
- 30. Status Report on the Audit Process with Moreland & Associates and a copy of the Annual Special District Financial Report to the State Auditor as completed and filed by Moreland & Associates. (Receive & File)
- 31. Status Report on the office relocation project approved at the September 19, 2005 Library Board Meeting. (Receive & File)
- 31a. Annual Public Library Survey for the State Library of California as submitted electronically on September 30, 2005. (Receive & File)

GW
J.T.

BE
RD.

CONTINUING BUSINESS

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

Bond Act for Spring Ballot Resolution

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

- 33. Strategic Planning. The Board will receive a copy of the report for the focus group of Placentia residents who use the Yorba Linda Public Library and give direction to staff based on the discussion at the Strategic Planning Worksession on October 17, 2005.

*M1 J.T.
M2 GW*

Presentation: Library Director
 Recommendation: Receive and file the report for the focus group of Placentia residents who use the Yorba Linda Public Library;

Action to be determined by the Library Board of Trustees

- 34. Orange County Local Area Formation Commission (LAFCO) Municipal Service Review (MSR) for Placentia Library District is scheduled for November 9, 2005 in Santa Ana. Staff will make a report on the "Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Placentia Library District", as published by the Orange County Local Area Formation Commission (LAFCO) on September 30, 2005.

Send reminder Nov 3, 2005

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

*A.S.
G.W.
B.E.
EDM
JR
VN*

NEW BUSINESS

STAFF REPORTS (Items 35- 44)

*M1 GW
M2 BE*

Items 39-44 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.

- 35. Library Director's Report for September 2005 (Minter)
- 36. Program Committee Report for September 2005 (Roberts)
- 37. Children's Services Report for September 2005 (Gurkweitz)
- 38. Placentia Library Literacy Services Report for September 2005 (Roberts)
- 39. Reference and Adult Services Report for September 2005 (Strazdas)
- 40. History Room Report for September 2005 (Bell)
- 41. Placentia Library Web Site Report for September 2005 (Roberts)

- 42. Technology Report for September 2005 (Napier)
- 43. Publicity Materials Produced in September 2005. (Millonzi)
- 44. Safety Committee Minutes for September 2005 (Matas)

*Change date
Nov 28, 2005*

ADJOURNMENT

- 45. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 21, 2005 at 6:30 P.M. *Resolution for Bond Act*
- 46. Review of Action Items. *J.T. without name for R.D.*

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

- 47. Adjourn *1:25 P.M.*

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

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

[Handwritten Signature]

PLACENTIA LIBRARY BOARD CALENDAR

October 2005 - September 2006

Oct 2005						
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Mar 2006						
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26	27	28	29	30	31	

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
- 20 6:30 PM Staff Appreciation Dinner location to be announced to those who responded
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast *David Moya*
- 28 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

November

- 7 7:00 PM Friends Board Meeting, Escobosa
- 9 9:00 AM Placentia Library Municipal Service Review at LAFCO, Santa Ana
- 10 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday
- 21 6:30 PM Library Board Meeting
- 24 Library Closed for Thanksgiving/Staff Holiday

December

- 2 6:30 PM -8:30 PM Foundation Donor Reception, Placentia Library
- 5 7:00 PM Friends Board Meeting, *DeVecchio Shkoler*
- 9 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

January

- 2 7:00 PM Friends Board Meeting, Wood
- 12 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 13 Orange County Leadership Symposium, UCLA Conference Center, Lake Arrowhead through Jan 15

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PLACENTIA LIBRARY BOARD CALENDAR

October 2005 - September 2006

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January

- 16 6:30 PM Library Board Meeting
- 20 ALA Midwinter Meeting, San Antonio, through Jan 25
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 6 7:00 PM Friends Board Meeting, Turner
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 6 7:00 PM Friends Board Meeting, Shkoler
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- Public Library Association Biennial Conference, Boston, through Mar 25
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

April

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

Apr 2006						
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PLACENTIA LIBRARY BOARD CALENDAR

October 2005 - September 2006

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Feb 2006						
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May

- 1 7:00 PM Friends Board Meeting, DeVecchio
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 17 2:18 PM State Library's Public Library Directors Forum, San Diego
- 18 2:18 PM State Library's Public Library Directors Forum, San Diego
- 19 2:18 PM State Library's Public Library Directors Forum, San Diego
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 28 Library Closed for Monday Holiday/Not Staff Holiday
- 29 Library Closed for Memorial Day/Staff Holiday

June

- 5 7:00 PM Friends Board Meeting, Wood
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 ALA Conference, New Orleans, through June 28
- 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 Sanitation District

July

- 4 Library Closed for Independence Day/Staff Holiday
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

September

- 3 Library Closed for Monday Holiday/Not Staff Holiday

Apr 2006						
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MINUTES
PLACENTIA LIBRARY DISTRICT
STRATEGIC PLANNING WORK SESSION
August 15, 2005






**MEMBERS
PRESENT:**

Al Shkoler, Gae Wood, Richard DeVecchio, Betty Escobosa, Jean Turner, Elizabeth Minter, Jim Roberts, Vernon Napier, Laranne Millonzi, Toby Silberfarb, Bob Dominguez, and David Moyle.

**MISSION
COMMISSION
UPDATE**

The Library Director requested additional feedback before taking the following mission and vision draft statements to the Placentia Library District Board of Trustees for approval:

To accomplish this goal the Library:

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

**STRATEGIC PLAN
UPDATE/
DISCUSSION**

Library Director Minter reported on the results of the Focus User Group Meetings facilitated by Louise Maserov, Library Director for the Buena Park Library District.

Minter solicited any additional ideas/feedback to add to the Strategic Intent Lists.

**AGENDA
PREPARATION**

Agenda Preparation for the October Special Meeting will be held on Monday, October 17, 2005 at 5:00 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for September 19, 2005 adjourned at 5:45 P.M.

**OCTOBER
MEETING**

The October Special Meeting will be held on Monday, October 17, 2005 at 5:00 P.M. in the Library Meeting Room.

Gaeten Wood
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 19, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 19, 2005, at 6:30 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Assistant Wendy Goodson and Friends Board Member Carol Fizzard.

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

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

MINUTES It was moved by Secretary Wood and seconded by Trustee DeVecchio to approve the Minutes of the Aug 15, 2005 Regular Meeting, August 15, 2005 Work Session, and August 24, 2005 Strategic Planning Mission Commission Meeting as amended.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler reported that he and Trustees DeVecchio and Turner visited the Buena Park Library on September 17, 2005 to discuss the California Special District legislation.

FRIENDS Carol Fizzard was present.

FOUNDATION Trustee DeVecchio reported that the Foundation Board of Directors will meet in October 2005. An exact date has not yet been established. He also informed the Board that Susan Petrella will remain on the Foundation Board of Directors.

CLAIMS

It was moved by Trustee Escbosa and seconded by Trustee Turner to approve Agenda Items 9 through 12.

Claims 4783, 4784, 4785, 4786, 4787, 4788, 4789, 4790, and 4791 for a total of \$44,956.43.
Current Claims 4792, 4793, 4794, 4795, and 4796 for a total of Current Claims for the Fiscal Year 2004-2005 of \$38,789.65 and Payroll #8 (10/12/05) for \$38,789.65 and #9 (10/26/05) for \$38,789.65 for a total of \$107,313.72.

FY2004-2005 Cash Flow Analysis through September 19, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

AYES: Shkoler, Wood, DeVecchio, Escobosa, Turner
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 18.

Financial Reports for August 2005

Office General Ledger & Check Registers for August 2005

Acquisitions Report for August 2005

Entrepreneurial Report for August 2005

Collection Agency Report for August 2005

Gifts Report for August 2005

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary Wood to receive and file Agenda Items 20-21, 23, 25-29, 31-32.

Personnel Report for August 2005

Volunteer Report for July 2005

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Final Report for Fiscal Year 2004-2005 to the State Library of California for the California Library Literacy Services Grant.

Notification from the Independent Special District of Orange County (ISDOC) to the Orange County Local Area Formation Commission (LAFCO) that the alternative funding formula for independent special districts had been approved by a majority

Estimated Fiscal Year 2005-2006 Property Tax Revenues provided by the Orange county Auditor-Controller and the Property Tax Apportionment Schedule

Proof of Publication of the Notice of Public Hearing for the Placentia Library District Proposed Budget for Fiscal Year 2005-2006 and the Proposed Fines & Fees Schedule for Fiscal Year 2005-2006 published in the *Placentia News Times* on August 4, 2005.

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

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa To approve Agenda Item 19.

Building Maintenance Report for August 2005

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

It was moved by Secretary Wood and seconded by Trustee Escobosa To approve Agenda Item 22.

Circulation Report for August 2005

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio
Approve Agenda Item 24.

Legislative Alerts from the California Special Districts
Association (none were received from the California Library
Association)

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

It was moved by Trustee Escobosa and seconded by Trustee Turner
Approve Agenda Item 30.

Nomination submission to the California Special District's
Association (CSDA) for the Exceptional Public Outreach Award
and an announcement of the receipt of the Innovative Program
Award to be presented at the CSDA Conference Opening
General Session in Long Beach on September 27, 2005

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio
Approve Agenda Item 33.

Background information from a workshop attended by the
Library Director on August 25, 2005 on Building Your
Organization's Brand Equity. This workshop was conducted by
Dr. Mary Joyce, Gianneschi Professor of Nonprofit Marketing,
California State University, Fullerton.

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

**MUNICIPAL
SERVICE REVIEW**

Joyce Crosswaithe and Danielle Ball, LAFCO representatives gave an
Overview of the District Municipal Service Review process.

**LEGISLATIVE
ISSUES**

It was moved by Trustee DeVecchio and seconded by Trustee Turner to
send letters in support of Assembly Bill 1234.

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

**STRATEGIC
PLANNING**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to approve the recommended Vision Statement and Mission Statement for the Placentia Library District.

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

It was moved by Secretary Wood and seconded by Trustee Turner to authorize the Library Director to move the Conference Room Table and Library Board Meetings to the Placentia History Room, convert the Conference Room to an Administrative Office and the outer office to a Passport Processing Office.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to request that the Library Foundation Board of Directors pay for the new office chairs.

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

**POLICY 3040 –
FINAL ADOPTION**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve the final adoption of Placentia Library District Policy 3040, Expense Authorization & Petty Cash as revised August 15, 2005

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Wood and seconded by Trustee Turner to ratify the registration of Public Services Manager Roberts for the California Special District Association Annual Conference (CSDA), September 27-29, 2005 in Long Beach at a cost of \$275 plus mileage and parking expenses to be paid from the general fund:

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

It was moved by Secretary Wood and seconded by Trustee Escobosa for Technology Manager, Vernon Napier attend the Internet Librarian Conference in Monterey, October 22-27, 2005 at a cost not to exceed \$2,175 to be paid from the general fund.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to authorize Public Services Manager Roberts to attend the State Library Literacy Services Meeting in Pasadena on November 3, 2005 and the California Library Association (CLA) Annual Conference on November 4, 2005 at a cost not to exceed \$495 to be paid from the State Library Literacy Grant and Librarian Strazdas to attend the CLA Conference from Nov 4-7, 2005 not to exceed \$920 to be paid from the general fund:

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

It was moved by Trustee DeVecchio and seconded by Secretary Wood to authorize expenses for any Staff/Trustee not to exceed three people, who wish to attend a single day at the California Library Association Annual Conference in Pasadena between Nov 4-7, 2005 and at a cost not to exceed \$220 per person to be paid from the general fund.

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize Library Director Minter to attend the American Library Association Midwinter Meeting in San Antonio, TX, January 20-23, 20-6 at a cost not to exceed \$1,670 to be paid from the general fund.

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize Library Director Minter to attend the Public Library Association Biennial Conference, Boston, MA, March 20-25, 2006 at a cost not to exceed \$2,140 to be paid from the general fund:

STAFF REPORTS

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

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve agenda items 39-48:

Library Director's Report for August 2005

Program Committee Report for August 2005.

Children's Services Report for August 2005.

Placentia Library Literacy Services Report for August 2005.

Reference and Adult Services Report for August 2005.

History Room Report for August 2005.

Placentia Library Web Site Report for August 2005.

Technology Report for August 2005.

Publicity Materials produced for August 2005.

Safety Committee Minutes for August 2005.

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

PREPARATION

Agenda Preparation for the October Regular Meeting will be held on Monday, September 19, 2005 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 19, 2005 adjourned at 8:25 P.M.

OCTOBER MEETING

The October Regular Library Board Meeting will be held on Monday, Oct 17, 2005 at 6:30 P.M. in the Library Meeting Room.

Gaeten Wood
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**FRIENDS OF PLACENTIA LIBRARY
MINUTES
October 3, 2005**

CALL TO ORDER President Eleanore Rankin called the meeting to order at 7:00 pm.

ROLL The following directors were present: Lynda Baker, Nadine Blansett, Camille Himes, Ginny Sanatar, and Margo Thum. Excused: Brenda Benner, Ted Farkas, Carol Fizzard, Barbara Hemmerling, and Pat Irot. Trustee Representative: Richard DeVecchio. Staff: Elizabeth Minter, Jim Roberts, and Laranne Millonzi. Guest: Virginia Hausman.

President Rankin welcomed Virginia Hausman who said she recently joined the Friends of the Library and called Laranne to say she would like to attend this meeting.

MINUTES In the absence of our secretary, Margo Thum agreed to take the minutes of the proceedings and read the minutes of the September 6, 2005 meeting, which were approved with one correction.

FINANCIAL SECRETARY - Ginny Sanatar reviewed our deposits for September. Book Sales \$1,789.85 - Sunday Book Sales \$306.75 - Membership \$0 - Silent Auction \$15, with total deposits of \$2,111.60.

TREASURER'S REPORT - Camille Himes presented the financial report for the period ending 10/2/05. The report will be filed for audit. She moved that the bills submitted and paid over the summer months be ratified and written into the record of the meeting as instructed by our auditor. The recommended action was seconded and carried. These expenditures are as follows: #10122-Denise Hamilton-Books for Annual Meeting Sale-\$207.66; #10123-Round Table's donation transferred to a/c \$50.00; #10124-A Plus Awards-Name badges \$101.02; #10125-Minter-Director's Fund \$1000.00; #10126-Foundation-Book Endowment May 10% sales \$140.50; #10127-Irot-Office Supplies \$53.77; #10128-Rankin-Office Supplies \$7.45; #10129-Lin Baesler-Music CD's \$80; #10130-Jane Glenn Haas-Speaker Honorarium \$100.00; #10131-Creative Continuum-Binding old Minutes/2 volumes \$283.38; #10132-Irot-Office Supplies \$26.88; #10133-Foundation-Book Endowment June/July/Aug 10% sales \$483.81.

PRESIDENT - (1) Most of the shelves in the lobby have been supported with backs. (2) Carol Fizzard attended the September Trustees's meeting. Margo Thum volunteered to attend the October 17 Trustees's meeting. (3) Formal Invitations to the Donor Reception December 2 have not yet been mailed; however, notices are being mailed. Gordon Dillow will be speaker. (4) Border's 15% discount will continue until the end of the year by public demand. (5) Virginia Walker will be invited to attend our October meeting to receive her memento gift. It was moved by Camille to prefer the title of Emeritus Director at that time. The motion was seconded and carried. (6) A memo from Caroline Gurkwitz, Children's Librarian, was received and referred to Jim Roberts for follow up.

COMMITTEE REPORTS

Bookstore - In the absence of Pat Irot, Nadine reported that the children's book sale for teachers did not bring out many teachers and sales were rather disappointing.

Membership - In the absence of Ted Farkas, Laranne reported that she met with Ellie and Ted to discuss membership. The current database does not provide us with sufficient information to compare year to year membership changes. This needs to be studied further. Ted suggested increasing the dues. He will report on his recommendations at the next meeting.

Publicity - Ellie mentioned that Pat sent out news releases before she left on vacation and also wrote the editor calling attention to an ongoing error.

Silent Auction - Nadine Blansett said the September Silent Auction did not spark a lot of interest; and only \$15 was realized.

Sunday Book Sales - Ginny Sanatar has a full list of workers for the October 9 Second Sunday Backroom Book Sale. Those scheduled to work are: Nadine Blansett, Rene Scott, Frances Stoller and possibly Jill Botha.

LIBRARY REPORTS

Elizabeth Minter - (1) Web Page - Elizabeth said she had several bids ranging from \$10,000 to \$31,000 for the Web site revamp. (2) The Staff Appreciation dinner will be on October 21 at a place yet to be determined. A motion by Camille, seconded and carried, to contribute 50%--up to \$450--for this event. (3) New office space for Laranne has been identified and the move will take place soon. The history room will become the Library's Conference Room, and Laranne will move into what is now our Conference Room. (4) New chairs for the Children's Department have arrived. (5) The remaining shelves needing backs, will be taken care of soon.

Jim Roberts - (1) Jim accepted the "Innovative Program Award" from the California Special Districts Association on behalf of the library on September 27 at their annual conference in Long Beach. (2) He reported a literacy program underway working with at risk students in one of Placentia's middle schools which will help them to transition from middle to high school.

Laranne Millonzi - Laranne reported that Police Chief John Schaefer has accepted our invitation to be Maitre 'D at the Author's Lunch. The event will have a "mystery" theme and several ideas are being considered.

ANNOUNCEMENTS/ADJOURNMENT: President thanked Virginia Hausmann for coming to our meeting and called the meeting adjourned at 8:05 pm.

Margo Thum, Secretary Pro-tem

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 17, 2005

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
September 19, 2005

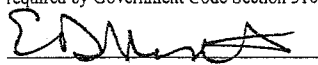
	DATE	CLAIM NUMBER	AMOUNT	SIGNATURE/S
LIBRARY DIRECTOR	September 22, 2005	4797	1,870.00	Minter/Turner
	October 6, 2005	4798	6,407.63	Minter/Escobosa
	October 6, 2005	4799	5,574.99	Minter/Escobosa
	October 6, 2005	4800	11,293.81	Minter/Shkoler
TOTAL BY LIBRARY DIRECTOR			\$ 25,146.43	
TOTAL			<u>\$ 25,146.43</u>	

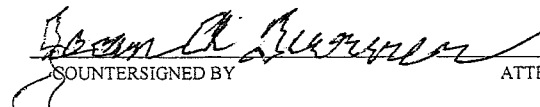
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept	AMOUNT	Doc Number	SC
			BS Acct	Objt/ Rev	Cat			
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	8/17/05-T4105886		0700	00		116.25		
	714-528-1906							
	8-17-05-T4105901		0700	01		37.67		
	714-528-18236					153.92		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-15-05/993005		1800	00		144.82		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	9-1-05/149450		1900	00		71.60		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	010-19000-05435		0300	00		902.70		
	9-13-05							
N29842 Toby Silberfarb c/o Placentia Library 411 E. Chapman Avenue Placentia CA 92870	Travel Reimb August 2005		2700	01		12.15		
Medco Supply Company PO Box 21773 Chicago IL 60673-1217	9-8-05/40244407		1000	00		52.45		
JART Direct 1210 N Jefferson St Ste H Anaheim CA 92807	9-13-05/023758		1800	00		262.36		
HomeIn Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	9-12-05/1322		1900	00		270.00		

The claims listed above (totaling \$1,870.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

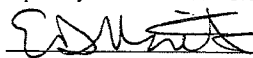
ATTESTED AND/OR COUNTERSIGNED BY

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
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-22-05/05391188009		2800	00		291.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-2-05/T4159404 714-223-1698 9-4-055/T4163849 714-524-8408		0700	01		342.20		
			0700	08		47.61		
						389.81		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	9-22-05/312083-9		2800	00		643.89		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	9-22-05/Oct 05		0300	00		240.60		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-28-05/6668		1900	00		132.00		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-29-05A38190		0700	05		215.50		
N05530E Orange County Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	340-312-02 Property Tax Bill 05-06		3700	00		3,829.12		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	10-1-05 EAP		1900	00		35.00		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-13-05/2178312		1800	00		168.21		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	9-30-05/00297		1900	00		462.50		

The claims listed above (totaling \$6,407.63) 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

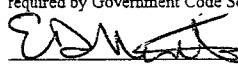
ATTESTED AND/OR COUNTERSIGNED BY

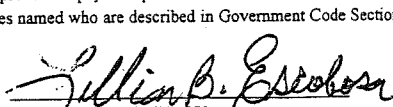
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

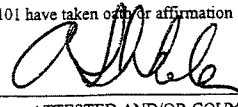
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

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
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 9287Q-4705	Travel Reimb for July 2005-Sep 2005		2700	01		265.59		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 689020 Des Moines, IA 50368-9020	9-22-05 X6509		1800	00		177.19		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-16-05/306035040		1800	00		287.63		
	9-23-05/307687113		1800	00		56.18		
						343.81		
N06749C LRP Dept 170-F, PO Box 24668 West Palm Beach FL 33416-4668	Board & Administrator		1800	00		217.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	10-6-05/331707		1400	00		1,300.00		
N10223 Watson Label Products 10616 Trenton Ave. St. Louis, MO 63132	9-29-0564307		1800	00		1,247.71		
N20042 (note name change) Assurant Employee Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	9-22-05/4027912-1		0300	00		122.85		
N24885A Signarama 5642 E La Palms Ste 108 Anaheim, CA 92807	9-12-05/9908		1800	00		89.41		
	9-19-05/9945		1800	00		282.43		
	9-7-05/9894		1800	00		513.69		
						885.53		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	11-20-05/5182		0300	00		295.31		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Sep 05 Story Time II		1900	00		135.00	"2"	
	Sep 05 Music & Story Time		1900	00		585.00	"2"	
						720.00		

The claims listed above (totaling \$5,574.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

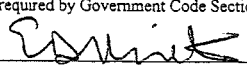

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc Number	SC	
			BS Acct	Rev					
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	9-28-05/7556		1800	08		333.57			
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	9-27-05/12797		1300	00		115.50			
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	10-1-05 Lease payment		2200	00		7,044.80			
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	9-27-05/11650 9-27-05/11662		1300 1300	00 00		200.00 200.00 400.00			
need vendor # HomeIn Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	9-26-05/1352		1900	00		225.00			
need vendor # Konica Minolta 100 Williams Drive Ramsey NJ 07446	9-26-05/6424		1800	00		620.64			
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	9-22-05/X9240		1000 1800 1900 2400 2700 2700	00 00 00 00 01 03		126.54 694.15 409.14 26.47 684.00 614.00 2,554.30			

The claims listed above (totaling \$11,293.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 17, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4801	18,361.32
	4802	3,073.23
	4803	17,178.84
	4804	2,802.50
Subtotal for Regular		41,415.89
Payroll	11/9/2005	38,789.65
	11/23/2005	38,789.65
Subtotal for Payroll		77,579.30
TOTAL CURRENT CLAIMS & PAYROLL		118,995.19

Prepared by: Wendy Goodson

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
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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				
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-5-05-57067		1400	00		1,550.56		
			2800	00		5,323.86		
						6,874.42		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	9-20-05/1120		4000	00		6,658.96		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	9-28-052600930		1800	00		25.21		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	10-6-05/69144043		1800	00		1,133.64		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-7-05/T4178025 335-253-2062		0700	01		277.36		
N03828F Baker & Taylor Books 1205 Paysphere Circle Chicago, IL 60674	9-14-08/4005087978		2400	08		327.00		
	9-7-05/4005069511		2400	08		222.98		
	10-2-05/4005129366		2400	08		901.22		
	9-20-05/0000040062		2400	01		21.55		
	9-28-05/4005084898		2400	01		17.52		
	9-2-05/4004979556		2400	01		76.31		
	9-20-05/4005020221		2400	01		26.33		
	9-20-05/4005020222		2400	01		88.31		
	9-20-05/4004983159		2400	01		1,391.81		
	9-28-05/4005084899		2400	01		59.24		
	9-28-05/4005084900		2400	01		54.66		
						3,186.93		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-12-05/G937150		2400	01		19.30		
	9-20-05/G954882		2400	01		22.40		
	9-14-05/G943773		2400	01		20.53		
						62.23		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	9-19-05/R706884		2400	01		69.63		
N04953 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	9-26-05/17062233001		2400	01		72.94		

The claims listed above (totaling \$18,361.32) 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				
N03842A	8-26-05/05392234		2400	01		52.81		
Ingram Library Services	9-16-05/2CM63623		2400	01		-51.48		
P.O. Box 502779	9-1-05/05563912		2400	01		20.23		
St. Louis, MO 63150-2779	9-27-05/2CM71904		2400	01		-19.16		
	9-27-05/96811218		2400	01		16.71		
	9-27-05/96811217		2400	01		48.63		
	9-27-05/96811216		2400	01		189.47		
	9-27-05/96811215		2400	01		99.72		
	9-27-05/96811214		2400	01		18.92		
	10-4-05/96941408		2400	01		20.95		
	10-4-05/96941406		2400	01		50.68		
	9-27-05/96811213		2400	01		15.82		
	9-27-05/96811212		2400	01		16.83		
	9-27-05/96811211		2400	01		42.13		
	9-29-05/96848509		2400	01		22.39		
	9-8-05/96455802		2400	01		40.32		
	9-8-05/96455801		2400	01		74.81		
	9-8-05/96455800		2400	01		27.83		
	9-8-05/96455799		2400	01		22.64		
	9-8-05/96455798		2400	01		16.89		
	9-13-05/96544396		2400	01		44.09		
	9-9-05/96472295		2400	01		42.79		
	9-15-05/96589757		2400	01		82.30		
						896.32		
N06573	10-3-05/724		1900	00		1,572.38		
First American Trust 421 N. Main St. Santa Ana, CA 92701								
N06965	9-29-05/20050929		1900	00		363.03		
Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799								
N14997	9-27-05/110354132		2400	01		58.00		
Bernan 4611-F Assembly Drive Lanham, MD 20706-4391								
N15508	10-7-05/2005010-04		1900	00		15.00		
Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821								
N21086B	9-9-05/509785		2400	01		168.50		
Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546								

The claims listed above (totaling \$3,073.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Placentia Library District
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					
N22268 Midwest Tape PO Box 820 Holland OH 43528	6-1-05/1086278		2400	01		33.98		
	9-27-05/1129830		2400	01		24.99		
	9-20-05/1126827		2400	01		49.98		
	8-30-05/1118493		2400	01		12.99		
						121.94		
N23434 Sprint P.O. Box 54977 Los Angeles, CA 90054-0977	10-2-05/594682625		0700	01		66.76		
			0700	08		66.75		
						133.51		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	9-28-05/2242937		2400	01		419.53		
	10-3-05/2244654		2400	01		282.08		
						701.61		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	9-19-05/1072		2400	01		399.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	9-27-05/217241		2400	05		22.46		
	9-22-05/216597		2400	05		194.88		
						217.34		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	11-1-05/323019		0300	00		9,986.80		
N28352 Carson Industries, Inc. 700 E. Baseline Rd., Suite C-2 Tempe, AZ 85283	9-22-05/27693		1800	00		109.95		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	9-17-05to10-8-05		2700	01		15.52		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-6-05/18591		1800	00		43.10		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	9-14-05/14229173		2400	01		56.80		
	9-29-05/R114259690		2400	01		5,182.38		
	9-22-05/14242566		2400	01		28.40		
	9-9-05/14219513		2400	01		154.09		
	9-6-05/14203642		2400	01		28.40		
						5,450.07		

The claims listed above (totaling \$17,178.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

17,178.84

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						
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	10-6-05/11729		1300	00		242.50			
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-3-05/1080444399		2400	05		260.00			
need vendor # Retail Research 4009 Alegre Way, Ste 101 Davis CA 95616	10-10-05/531		1800	00		2,300.00			

The claims listed above (totaling \$2,802.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,802.50



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 38,789.65 on 11 | 9 | 05

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #10

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

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

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



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

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

Please Pay \$ 38,789.65 on 11 | 23 | 05

Send To: **Bank Name:** Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #11

Description:

Department / Agency

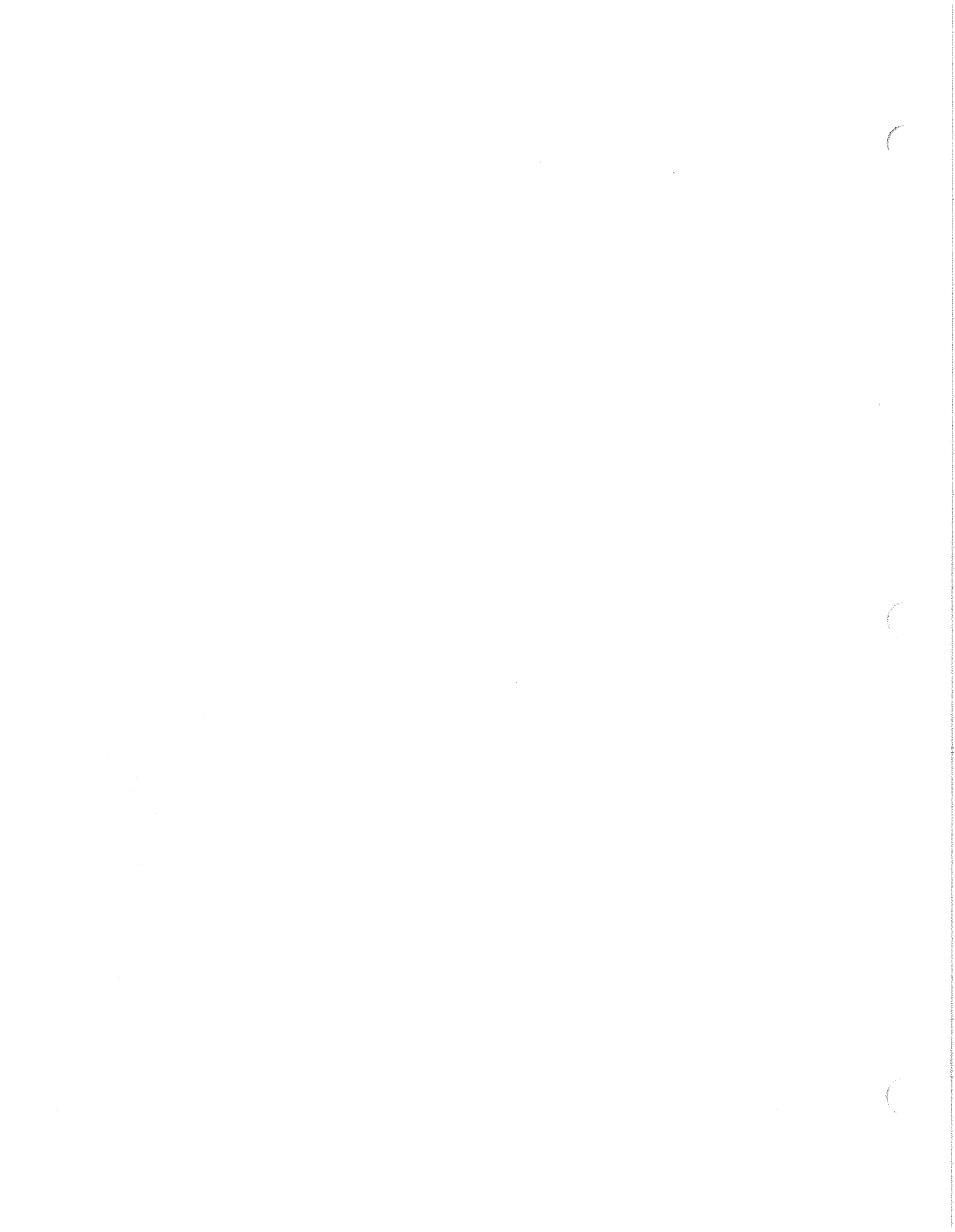
Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: October 17, 2005

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2005-2006 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2005-2006 is Attachment B.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2005-2006 through October 17, 2005.

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/05		Beginning Balance			837,101.17
06/15/05		Payroll #1 to wire Jul 6, 2005		38,789.65	798,311.52
06/15/05		Payroll #2 to wire Jul 20, 2005		38,789.65	759,521.87
06/23/05	4763	General by Library Director		17,273.63	742,248.24
06/23/05	4764	General by Library Director		14,800.99	727,447.25
07/02/05	4765	General by Library Director		2,664.61	724,782.64
07/09/05	4766	General by Library Director		3,332.72	721,449.92
07/09/05	4767	General by Library Director		908.95	720,540.97
07/11/05		Adjustment for FY2004-05, Claim 4749		16,745.00	703,795.97
07/14/05	4768	General by Library Director		19,790.44	684,005.53
07/14/05		6230-01: Prior Secured #8	16,231.99	40.58	700,196.94
07/14/05		6280-01: Supplemental paid 1984	1.66		700,198.60
07/14/05		6280-01: Supplemental paid 1985+	15,666.44		715,865.04
07/14/05		6300: Delinquent supplemental	1,417.30		717,282.34
07/14/05		6300: Delinquent supplemental penalties	327.44		717,609.78
07/18/05	4769	General by 3 Trustee signatures		6,791.36	710,818.42
07/18/05	4770	General by 3 Trustee signatures		4,356.11	706,462.31
07/18/05	4771	General by 3 Trustee signatures		3,370.23	703,092.08
07/18/05	4772	General by 3 Trustee signatures		4,371.76	698,720.32
07/18/05		Payroll #3 to wire Aug 3, 2005		38,789.65	659,930.67
08/16/03	4783	General by 3 Trustee signatures		1,027.90	658,902.77
07/18/05		Payroll #4 to wire Aug 17, 2005		38,789.65	620,113.12
07/18/05		Payroll #5 to wire Aug 31, 2005		38,789.65	581,323.47
07/18/05		6230-04: Teeter apportionment	15,295.19		596,618.66
07/20/05		6610: OC Interest Administrative Fee, June		90.01	596,528.65
07/21/05		6610-00: Interest Bank of the West	9.52		596,538.17
07/21/05		7670-00: Library Fines & Fees	5,529.17		602,067.34
07/21/05		7670:01: Library Passport Revenue	16,317.06		618,384.40
07/21/05		6610: OC Interest Administrative Fee, June		(90.01)	618,474.41
07/21/05	4773	General by Library Director (single signature)		1,307.01	617,167.40
07/21/05	4774	General by Library Director (single signature)		1,961.07	615,206.33
07/28/05	4775	General by Wood (single signature)		2,139.11	613,067.22
07/28/05	4776	General by Wood (single signature)		4,915.50	608,151.72
08/04/05		OCA refused to correct adjustment for FY2004-05, Claim 4729	16,745.00		624,896.72
08/04/05	4777	General by DeVecchio (single signature)		1,603.59	623,293.13
08/04/05	4778	General by Library Director & DeVecchio		5,276.46	618,016.67
08/04/05	4779	General by DeVecchio (single signature)		4,643.87	613,372.80
08/10/05		6300: Supplemental #1	2,397.64		615,770.44
08/15/05	4780	General by 3 Trustee signatures		18,667.81	597,102.63
08/15/05	4781	General by 3 Trustee signatures		4,763.48	592,339.15
08/15/05	4782	General by 3 Trustee signatures		1,869.28	590,469.87
08/15/05		Payroll #6 to wire Sep 14, 2005		38,789.65	551,680.22
08/15/05		Payroll #7 to wire Sep 28, 2006		38,789.65	512,890.57
08/16/05		6610: Orange County Investment Pool interest, July	2,221.76	78.45	515,033.88
08/18/05	4784	General by Library Director & DeVecchio		1,529.34	513,504.54
08/18/05	4785	General by Library Director & DeVecchio		2,039.04	511,465.50
08/18/05		6610-00: Bank of the West interest	9.09		511,474.59

Placentia Library District
FY2005-2006 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
08/18/05		7670-00: Library Revenue, August	3,265.41		514,740.00
08/18/05		7670-01: Library Passport Revenue, August	7,868.97		522,608.97
08/25/05	4786	General by Library Director & DeVecchio		2,435.55	520,173.42
08/25/05	4787	General by Library Director & DeVecchio		6,226.56	513,946.86
09/01/05	4788	General by Library Director & Escobosa		2,256.88	511,689.98
09/01/05	4789	General by Library Director & Escobosa		9,929.71	501,760.27
09/08/05	4790	General by Library Director & Shkoler		3,896.71	497,863.56
09/08/05	4791	General by Library Director & Shkoler		15,614.74	482,248.82
09/19/05	4792	General by 3 Trustee signatures		19,718.54	462,530.28
09/19/05	4793	General by 3 Trustee signatures		2,754.55	459,775.73
09/19/05	4794	General by 3 Trustee signatures		4,141.45	455,634.28
09/19/05	4795	General by 3 Trustee signatures		1,613.71	454,020.57
09/19/05	4796	General by 3 Trustee signatures		1,506.17	452,514.40
09/19/05		Payroll #8 to wire Oct. 12, 2006		38,789.65	413,724.75
09/19/05		Payroll #9 to wire Oct 26, 2006		38,789.65	374,935.10
09/22/05	4797	General by Library Director & Turner		1,870.00	373,065.10
09/22/05		6220: Unsecured	54,632.83	136.58	427,561.35
09/22/05		6280: Supplemental #2	9,954.14		437,515.49
09/26/05		6610-00: Bank of the West interest	8.36		437,523.85
09/26/05		7670-00: Library Revenue, September	4,339.26		441,863.11
09/26/05		7670-01: Library Passport Revenue, September	7,441.65		449,304.76
09/26/05		6970-00: State Library Interlibrary Loan	5,729.17		455,033.93
09/26/05		6970-02: State Library CA Literacy Campaign	30,000.00		485,033.93
09/26/05		6970-05: State Library Project Grants, Staff Education	21,885.00		506,918.93
09/27/05		6610: Orange County Investment Pool interest, Aug	1,987.40	67.92	508,838.41
10/06/05	4798	General by Library Director & Escobosa		6,407.63	502,430.78
10/06/05	4799	General by Library Director & Escobosa & Shkoler		5,574.99	496,855.79
10/06/05	4800	General by Library Director & Shkoler		11,293.81	485,561.98
10/17/05	4801	General by 3 Trustee signatures		18,361.32	467,200.66
10/17/05	4802	General by 3 Trustee signatures		3,073.23	464,127.43
10/17/05	4803	General by 3 Trustee signatures		17,178.84	446,948.59
10/17/05	4804	General by 3 Trustee signatures		2,802.50	444,146.09
10/17/05		Payroll #10 to wire Nov 9, 2006		38,789.65	405,356.44
10/17/05		Payroll #11 to wire Oct 26, 2006		38,789.65	366,566.79
					366,566.79

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

**Property Tax Apportionments
Fiscal Year 2005-2006**

APPORTIONMENT	APPORT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
Pr Yr Sec & Penalties Non Teeter 1	8/10/2005	8/11/2005	July	
Supplemental 1	8/10/2005	8/11/2005	Collections for July	
Pr Yr Sec & Penalties Non Teeter 2	9/14/2005	9/15/2005	August	
Unsecured 1	9/22/2005	9/23/2005	Collections at 08-31- 2005	80% - 85%
Supplemental 2	9/22/2005	9/23/2005	Collections for August	
Pr Yr Sec & Penalties Non Teeter 3	10/12/2005	10/13/2005	September	
Supplemental 3	10/12/2005	10/13/2005	Collections for September	
Pr Yr Sec & Penalties Non Teeter 4	11/16/2005	11/17/2005	October	
Supplemental 4	11/16/2005	11/17/2005	Collections for October	
Secured # 1	11/22/2005	11/23/2005	Collections at 11-10- 2005	7% - 10%
H/O Propert Tax Relief 1	12/8/2005	12/9/2005		15%
Secured # 2	12/8/2005	12/9/2005	Collections at 12-02- 2005	14% - 20%
Pr Yr Sec & Penalties Non Teeter 5	12/14/2005	12/15/2005	November	
Secured # 3	12/20/2005	12/21/2005	Collections at 12-09- 2005	20% - 25%
Supplemental 5	12/20/2005	12/21/2005	Collections for November	
ERAF 1 - Non-Schools	1/3/2006	1/4/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 1	1/5/2006	1/6/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 1	1/5/2006	1/6/2006	Cities and County only	50%
H/O Property Tax Relief 2	1/10/2006	1/11/2006		35%
Pr Yr Sec & Penalties Non Teeter 6	1/11/2006	1/12/2006	December	
Secured # 4	1/19/2006	1/20/2006	Collections at 01-13- 2006	3% - 7%
Unsecured 2	1/19/2006	1/20/2006	Collections at 12-31- 2005	5% - 8%
Supplemental 6	1/19/2006	1/20/2006	Collections for December	
State-Assessed Public Utility 1	1/26/2006	1/27/2006	1 st Installment Collections	49% - 50%
Pr Yr Sec & Penalties Non Teeter 7	2/15/2006	2/16/2006	January	
Supplemental 7	2/15/2006	2/16/2006	Collections for January	
Pr Yr Sec & Penalties Non Teeter 8	3/15/2006	3/16/2006	February	
Secured # 5	3/20/2006	3/21/2006	Collections at 03-10-	5% - 7%

2006				
Supplemental 8	3/20/2006	3/21/2006	Collections for February	
Pr Yr Sec & Penalties Non Teeter 9	4/12/2006	4/13/2006	March	
Secured # 6	4/20/2006	4/21/2006	Collections at 04-7-2006	15% - 20%
Supplemental 9	4/20/2006	4/21/2006	Collections for March	
ERAF 2- Schools	4/25/2006	4/26/2006	For Schools	\$102 million + growth
ERAF 3- Non-Schools	5/1/2006	5/2/2006	For Non-schools	\$182 million + growth
Sales & Use Tax Compensation 2	5/4/2006	5/5/2006	Cities and County only	50%
Sales Tax In-Lieu of VLF/VLF Swap 2	5/4/2006	5/5/2006	Cities and County only	50%
Pr Yr Sec & Penalties Non Teeter 10	5/10/2006	5/11/2006	April	
H/O Property Tax Relief 3	5/10/2006	5/11/2006		35%
Secured # 7	5/18/2006	5/19/2006	Collections at 05-12-2006	10% - 15%
Supplemental 10	5/18/2006	5/19/2006	Collections for April	
State-Assessed Public Utility 2	5/25/2006	5/26/2006	2 nd Installment Collections	49% - 50%
ERAF 4 - Schools	5/25/2006	5/26/2006	For Schools	RDA tax shift, \$21.6 million
H/O Property Tax Relief 4	6/8/2006	6/9/2006		15%
ERAF 5 - Schools	6/8/2006	6/9/2006	For Schools	\$52 million + growth
Pr Yr Sec & Penalties Non Teeter 11	6/14/2006	6/15/2006	May	
Unsecured Final	6/20/2006	6/21/2006	Collections at 05-31-2006	2%- 5%
Supplemental 11	6/20/2006	6/21/2006	Collections for May	
Delq. PY Unsecured	6/20/2006	6/21/2006	06-01-05 through 05-31-06 Collections	
ERAF 6 - Schools	6/29/2006	6/30/2006	For Schools	Balance in Fund
Secured - Final	7/13/2006	7/14/2006	Final Collections at Year-end	1% - 2%
Pr Yr Sec & Penalties Non Teeter 12	7/13/2006	7/14/2006	June	
Supplemental 12	7/13/2006	7/14/2006	Collections for June	
Delq. PY Suppl. Taxes & Penalties:	7/13/2006	7/14/2006	07-01-05 through 06-30-06 Collections	
Teeter Plan	7/18/2006	7/19/2006	Actual Final Delinquencies	1% - 3%

[Apportionment Schedule Letter]

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Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
October 17, 2005

Fiscal Year 2005-2006

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30
10/31/05						0.00	0.00
11/30/05						0.00	0.00
12/31/05						0.00	0.00
01/31/06						0.00	0.00
02/28/06						0.00	0.00
03/31/06						0.00	0.00
04/30/06						0.00	0.00
05/31/06						0.00	0.00
06/30/06						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 2004-2005

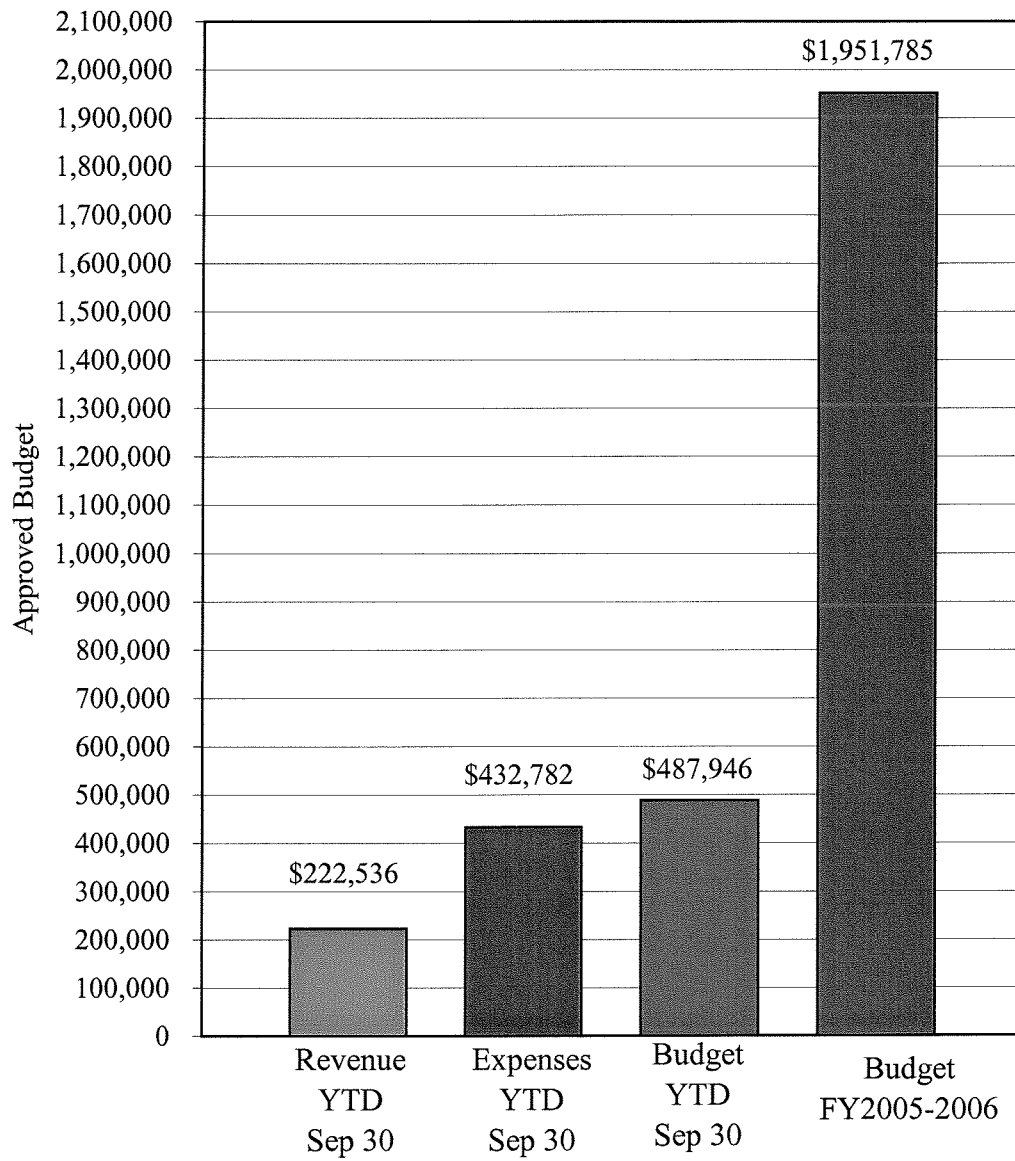
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
07/31/04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
08/31/04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
09/30/04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
10/31/04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56
11/30/04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26
12/31/04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58
01/31/05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63
02/28/05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26
03/31/05	121,679.20	10,292.64	164,159.33	664,264.14	10,043.37	970,438.68	306,174.54
04/30/05	121,930.13	10,313.85	164,159.33	907,923.87	10,064.08	1,214,391.26	306,467.39
05/31/05	122,177.95	10,334.81	164,832.20	1,011,076.12	10,084.54	1,318,505.62	307,429.50
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
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

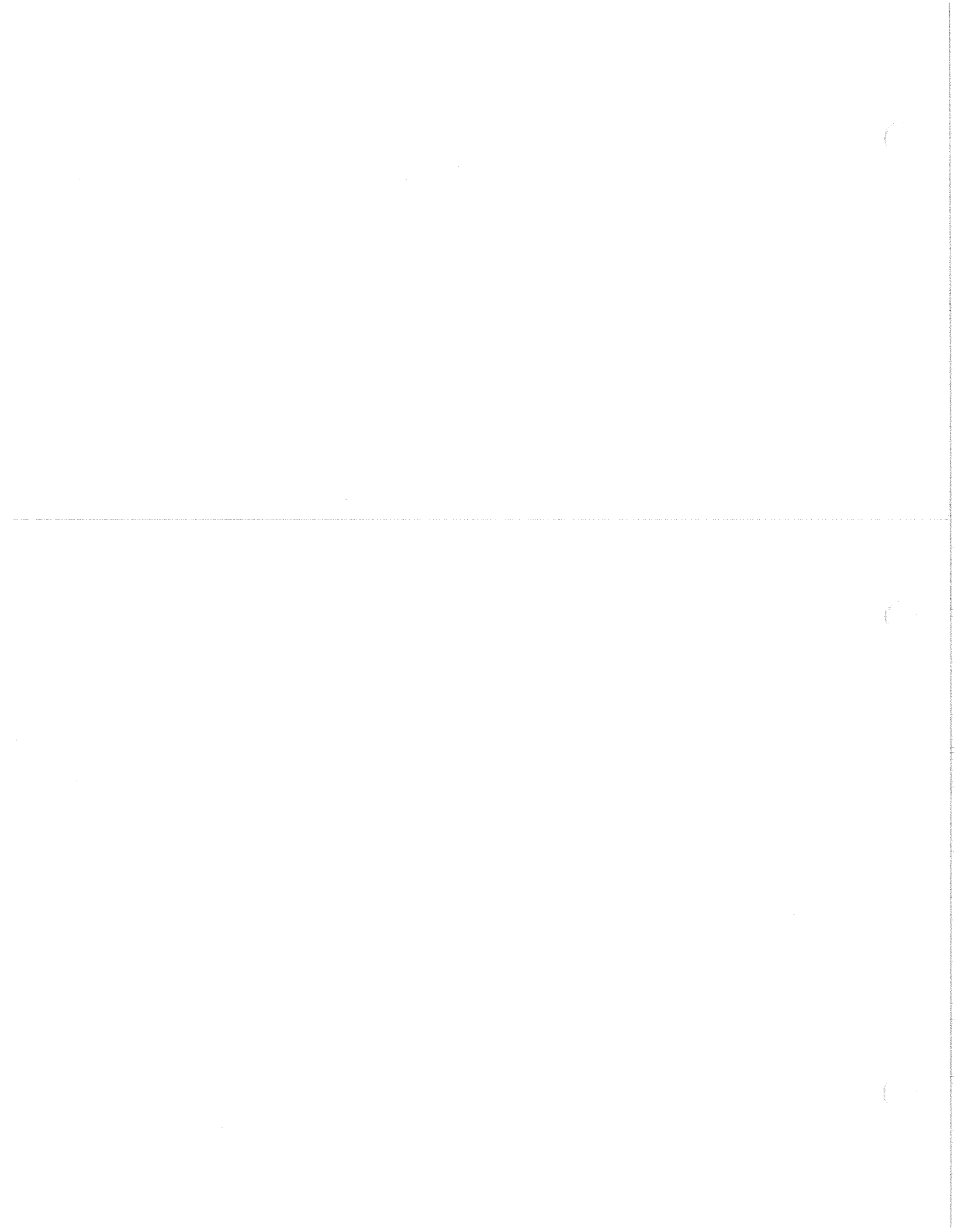


PLACENTIA LIBRARY DISTRICT

Fiscal Year 2005 - 2006

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

October 17, 2005

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 2005	FY2004-2005 SEP 2004	FY2005-2006 % EXP BUD
6210-00	Prop. Taxes - current secured	1,333,163.00	0.00	13,489.99	0.00	0.00	0.00%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	12,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,368,163.00	0.00	13,489.99	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	54,632.83	13,489.99	54,632.83	53,829.90	89.56%
6230-00	Prop. Taxes - Prior Secured	13,000.00	16,231.99		0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	53,829.90	0.00	0.00	
6230-02	Secured prior years	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	15,295.19	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	31,527.18	12,766.29	0.00	0.00	242.52%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	0.00	12,766.29	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	58,000.00	28,019.88	0.00	9,954.14	8,254.22	48.31%
6280-01	Final supplemental for prior years	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	58,000.00	28,019.88	0.00	9,954.14	8,254.22	48.31%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	1,744.74	15,626.98	0.00	0.00	124.62%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	3,269.35	0.00	0.00	
	TOTAL TAXES	1,506,313.00	115,924.63	2,035.01	64,586.97	62,084.12	7.70%
				0.00			

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

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 2005	FY2004-2005 SEP 2004	FY2005-2006 % EXP BUD
6610-00	Interest	10,000.00	4,236.13		1,995.76	820.81	42.36%
6610-01/02	Interest - old bond fund	0.00	0.00	101,017.52	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00		0.00	0.00	
	TOTAL INTEREST	10,000.00	4,236.13	1,663.85	1,995.76	820.81	42.36%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
				1,663.85			
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	11,258.34		5,729.17	3,717.85	80.42%
6970-01	State - CA Foundation Funds	21,402.00	16,317.06	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	30,000.00		30,000.00	0.00	51.72%
6970-03	State - Family Literacy	0.00	0.00	3,717.85	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	70,000.00	21,885.00	0.00	21,885.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,472.00	79,460.40	0.00	57,614.17	3,717.85	48.61%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00		0.00	0.00	
				3,717.85			
7670-00	Local Revenue	30,000.00	7,604.67		4,339.26	1,503.43	25.35%
7670-01	Local Revenue -- Passport	210,000.00	15,310.62	0.00	7,441.65	7,416.30	7.29%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	0.00		0.00	0.00	
	TOTAL LOCAL REVENUE	255,000.00	22,915.29	5,320.32	11,780.91	8,919.73	8.99%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	34,808.87	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	40,129.19	0.00	0.00	
	FUND 707 TOTAL	1,951,785.00	222,536.45	0.00	135,977.81	75,542.51	11.40%

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

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 05	FY2004-2005 SEP 04	FY2005-2006 % EXP BUD
0100	Salaries & Wages	927,954	248,361.49	205,442.27	72,073.38	87,417.65	26.76%
0200	Retirement (Social Security & Pension Contribution)	126,197	19,270.72	16,067.24	5,505.92	7,119.84	15.27%
	Health & Life Insurance/Blue Shield CA	111,128	26,118.64	16,624.55	10,176.97	5,952.75	23.50%
	Long Term Disability/Hartford	4,780	867.46	563.39	0.00	0.00	18.15%
	Life Insurance/Fortis & Protective Life	2,721	391.14	226.80	122.85	113.40	14.37%
	Vision Service Plan/VSP	2,501	720.92	613.31	252.28	208.00	28.83%
	Dental/Ameritas	8,006	2,357.80	1,942.50	0.00	647.50	29.45%
0300	Total Employee Insurance	129,136	30,455.96	19,970.55	10,552.10	6,921.65	23.58%
0310	Unemployment Insurance	-	0.00	358.00	0.00	358.00	
0350	Workers Compensation - General	11,000	2,690.00	2,319.00	0.00	0.00	24.45%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,194,287	300,778.17	244,157.06	88,131.40	101,817.14	25.18%
0700-00	Communications - Telephone	3,000	466.21	831.97	65.97	352.21	15.54%
0700-01	Communications - Modem/Fax	8,400	1,980.89	2,357.49	619.66	1,039.35	23.58%
0700-02	Communications - Internet/Database	-	0.00	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	646.50	215.50	215.50	23.94%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	253.96	322.93	105.57	122.69	18.14%
	Total Communications	15,500	3,347.56	4,158.89	1,006.70	1,729.75	21.60%
0900-00	Food - General Fund	600	68.87	262.24	13.04	70.22	11.48%
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	500	13.04	30.17	13.04	6.44	2.61%
0090-09	Food - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Food	1,100	81.91	292.41	26.08	76.66	7.45%
1000-00	Household Expense	5,000	6,416.89	2,119.84	40.59	611.66	128.34%
1100-00	Insurance - Liability	12,000	12,281.93	11,126.77	0.00	0.00	102.35%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 05	FY2004-2005 SEP 04	FY2005-2006 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	6,110.00	580.00	0.00	470.00	122.20%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	0.00	6,500.00	0.00	0.00	0.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Maintenance of Equipment	30,500	6,110.00	7,080.00	0.00	470.00	20.03%
	HVAC	7,500	1,085.19	1,094.14	120.00	723.76	14.47%
	Carpet Cleaning	2,750	0.00	2,200.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	3,708.22	6,123.43	0.00	1,830.00	13.48%
	Plumbing	3,000	1,692.12	462.66	358.26	0.00	56.40%
	Electrical	4,000	0.00	1,004.73	0.00	0.00	0.00%
	Cleaning Service	16,000	3,900.00	3,500.00	1,300.00	1,300.00	24.38%
	Locksmith	1,000	76.50	60.89	0.00	0.00	7.65%
	Other (Includes Fire Alarm & Extinguishers)	5,000	990.11	1,158.26	0.00	78.20	19.80%
1400-00	Total Maintenance of Building & Grounds	66,750	11,452.14	15,604.11	1,778.26	3,931.96	17.16%
1600-00	Memberships - General Fund	3,750	115.00	40.00	0.00	40.00	3.07%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1600-08	Memberships - Adult Literacy	1,000	0.00	115.00	0.00	0.00	0.00%
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Memberships	4,750	115.00	155.00	0.00	40.00	2.42%
1700-00	Miscellaneous Expense - General Fund	7,740	0.00	0.00	0.00	0.00	0.00%
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	0.00%
1700-08	Miscellaneous Expense - Adult Literacy	22,953	0.00	0.00	0.00	0.00	0.00%
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	0.00%
	Total Miscellaneous Expense	30,693	0.00	0.00	0.00	0.00	0.00%

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

OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 05	FY2004-2005 SEP 04	FY2005-2006 % EXP BUD
	Library Supplies	15,000	8,636.80	9,073.61	2,018.88	332.92	57.58%
	Printing	13,000	2,695.41	2,773.79	0.00	861.26	20.73%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	162.00	37.79	0.00	0.00	14.73%
	Paper	700	355.52	267.73	0.00	180.56	50.79%
	Drinking Water Service	350	91.50	88.50	30.50	29.50	26.14%
	Other Office Supplies	15,000	5,820.34	5,180.93	1,334.99	1,889.29	38.80%
1800-00	Total Office Supply Expense - General Fund	45,150	17,761.57	17,422.35	3,384.37	3,293.53	39.34%
1800-07	ELLI Grant Supply Expense	-	0.00	0.00	0.00	0.00	
	Printing	2,000	0.00	1,712.25	0.00	0.00	0.00%
	Publications	2,500	0.00	0.00	0.00	0.00	0.00%
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	1,485.95	161.19	0.00	145.44	148.60%
1800-08	Total Adult Literacy Office Supply Expense	5,500	1,485.95	1,873.44	0.00	145.44	27.02%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	52,650	19,247.52	19,295.79	3,384.37	3,438.97	36.56%
1803-00	Postage Expense - General Fund	6,000	1,195.73	1,000.00	10.00	0.00	19.93%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,100	1,195.73	1,000.00	10.00	0.00	19.60%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 05	FY2004-2005 SEP 04	FY2005-2006 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000	3,122.67	3,000.12	1,601.75	0.00	44.61%
	Anaheim Consortium Automated Library System	35,000	645.96	646.06	0.00	0.00	1.85%
	Library Board Consultants & Legal	5,000	4,800.00	3,449.95	0.00	0.00	96.00%
	Clipping Service	600	0.00	126.00	0.00	42.00	0.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	1,040.58	1,033.72	1,000.00	0.00	10.62%
	Advertising (Including WEB Site)	2,500	650.00	944.70	0.00	490.00	26.00%
	Medical Exams	1,500	733.00	499.50	277.50	499.50	48.87%
	Collection Services - Accounts Receivable	2,800	179.00	605.44	0.00	37.00	6.39%
	Audit & Accounting Services	10,000	1,000.00	1,330.00	0.00	1,330.00	10.00%
	Payroll Preparation	4,000	928.48	831.59	0.00	320.07	23.21%
	Election Expenses	-	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller)	14,500	4,188.75	8,514.74	6.95	3,505.69	28.89%
1900-00	Total Specialized Services - General Fund	96,620	17,393.44	21,086.82	2,921.20	6,259.26	18.00%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	0.00%
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,000	3,150.00	41.48	1,000.00	0.00	35.00%
1900-09	Specialized Services - Families for Literacy	-	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	136.58	134.57	136.58	134.57	0.91%
	Total Specialized Services	123,620	20,680.02	21,262.87	4,057.78	6,393.83	16.73%
1912-00	Investment Administrative fees for Orange County	700	146.37	140.60	67.92	66.55	20.91%
2000-00	Legal Notices - General Fund	1,000	0.00	200.25	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	0.00	200.25	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2005-2006 BUDGETED	FY2005-2006 YTD	FY2004-2005 YTD	FY2005-2006 SEP 05	FY2004-2005 SEP 04	FY2005-2006 % EXP BUD
2100-00	Rent/Leases-Equipment	700	166.09	198.42	0.00	32.33	23.73%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	7,044.80	29,136.37	0.00	22,091.57	6.71%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	0.00	1,010.45	0.00	1,010.45	
2400-01	Special Department Expense- Books	184,435	14,248.08	5,907.88	0.00	0.00	
2400-02	Special Department Expense - Video		545.22	2,872.32	(53.82)	0.00	
2400-03	Special Department Expense - Electronic		0.00	5,881.25	0.00	0.00	
2400-04	Special Department Expense - Periodicals		999.08	523.74	0.00	0.00	
2400-05	Special Department Expense - Audio		1,102.59	0.00	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	1,278.59	428.20	0.00	0.00	63.93%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	186,435	18,173.56	16,623.84	(53.82)	1,010.45	9.75%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500	0.00	75.20	0.00	75.20	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	4,664.49	1,021.27	2,335.52	563.08	103.66%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	98.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	93.00	31.31	0.00	0.00	12.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	0.00	0.00	0.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	-	42.00	418.40	0.00	373.40	
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	0.00	25.00	0.00	0.00	
	Total Transportation/Travel - Meetings	15,250	4,799.49	1,669.18	2,335.52	1,011.68	31.47%
	Electricity	60,000	10,759.23	15,244.46	646.50	5,250.20	17.93%
	Gas	8,500	950.03	424.43	280.79	86.96	11.18%
	Water	4,250	1,341.73	904.13	436.45	0.00	31.57%
2800-00	Total Utilities	72,750	13,050.99	16,573.02	1,363.74	5,337.16	17.94%
	TOTAL SUPPLIES & SERVICES	730,498	124,310.00	146,637.36	14,017.14	46,242.57	17.02%

PLACENTIA LIBRARY DISTRICT
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3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	7,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	7,694.24	5,426.30	5,866.44	0.00	38.47%
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	7,694.24	5,426.30	5,866.44	0.00	38.47%
4200-00	Structures/Improvements	-	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000	7,694.24	5,426.30	5,866.44	0.00	38.47%
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	1,951,785	432,782.41	396,220.72	108,014.98	148,059.71	22.17%
	Spanish Literacy Summary Object Code line 117 01	3,000	0	0	0	0	0.00%
	ELLI Grant Summary Object Code 07	1,000	0	0	0	0	0.00%
	CLC Summary Object Code 08	42,953	6,224	3,230	1,119	648	14.49%
	FFL Grant Summary Object Code 09	2,000	0	25	0	0	0.00%
	TOTAL LITERACY (Excluding Personnel)	46,953	6,223.54	3,255	1,119	648	13.25%

Placentia Library District
Balance Sheet
As of September 30, 2005

	<u>Sep 30, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,815.40
County Exempt - Savings	8,485.17
General Fund - Checking	11,877.78
General Fund - Savings	15,237.70
Literacy Fund - Savings	11,062.29
Payroll Checking - Wells Fargo	70,937.99
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>165,077.67</u>
Total Current Assets	<u>165,077.67</u>
TOTAL ASSETS	<u><u>165,077.67</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	41,406.99
Total Capital	68,808.81
Net Income	54,861.87
Total Equity	<u>165,077.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>165,077.67</u></u>

7:52 AM

10/12/05

Accrual Basis

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	10.58	0.00	0.00	0.00	10.58
COE Life Insur Suplmt(EDM)	119.64	0.00	0.00	0.00	119.64
COE Meeting Room Income	1,520.00	0.00	0.00	0.00	1,520.00
COE Passport Chck Reimbursement	10,279.40	4,055.74	0.00	0.00	14,335.14
COE Storytime (Friends)	50.00	0.00	0.00	0.00	50.00
COE Test Proctoring Income	185.00	0.00	0.00	0.00	185.00
GF Bankcard Deposit	0.00	29,843.97	0.00	0.00	29,843.97
GF Cash Register - Audio Visual	0.00	6.00	0.00	0.00	6.00
GF Cash Register - Copy/Debit	0.00	1,157.05	0.00	0.00	1,157.05
GF Cash Register - Fines	0.00	3,843.97	0.00	0.00	3,843.97
GF Cash Register - Lost Items	0.00	616.81	0.00	0.00	616.81
GF Cash Register - Misc.	0.00	95.35	0.00	0.00	95.35
GF cash register - Passport Pho	0.00	3,680.00	0.00	0.00	3,680.00
GF Cash Register - Reserves	0.00	478.48	0.00	0.00	478.48
GF County Reimbursements	0.00	4,194.01	0.00	0.00	4,194.01
GF Deposit Correction Income	0.00	10.00	0.00	0.00	10.00
GF Interest	0.00	45.12	0.00	0.00	45.12
GF Miscellaneous Income	0.00	3,589.78	0.00	0.00	3,589.78
GF Notary	0.00	60.00	0.00	0.00	60.00
GF Passport Revenue	0.00	26,124.86	0.00	0.00	26,124.86
GF State Library Grants	0.00	51,885.00	0.00	0.00	51,885.00
GF State Library Reimbursements	0.00	5,729.17	0.00	0.00	5,729.17
LIT Interest Inc - Savings	0.00	0.00	16.71	0.00	16.71
PA Wire Transfer from County	0.00	0.00	0.00	271,527.55	271,527.55
Total Income	13,164.62	135,415.31	16.71	271,527.55	420,124.19
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rdng Prgm	1,835.37	0.00	0.00	0.00	1,835.37
COE Friend's Director's Fund	41.88	0.00	0.00	0.00	41.88
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Miscellaneous Expense	125.00	0.00	0.00	0.00	125.00
COE Passport Expenses	11,604.10	0.00	0.00	0.00	11,604.10
GF Bankcard Service Charge	0.00	860.89	0.00	229.76	1,090.65
GF Food	0.00	105.85	0.00	0.00	105.85
GF Literacy	0.00	1,753.86	0.00	0.00	1,753.86
GF Miscellaneous	0.00	1,321.31	0.00	0.00	1,321.31
GF Office Expense	0.00	1,964.28	0.00	0.00	1,964.28
GF Prof & Spec Services	0.00	332.68	0.00	0.00	332.68
GF Transfer to COE	0.00	9,984.24	0.00	0.00	9,984.24
GF Transfer to GF Savings	0.00	11,334.80	0.00	0.00	11,334.80
GF Transfers to County	0.00	107,399.54	0.00	0.00	107,399.54
GF Travel Literacy	0.00	17.00	0.00	0.00	17.00
GF Travel Staff	0.00	366.00	0.00	0.00	366.00
GF Travel Trustees	0.00	65.00	0.00	0.00	65.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	12,331.18	12,331.18
PA Employee 125 Co-Pay	0.00	0.00	0.00	2,119.22	2,119.22
PA Employee Life Insurance	0.00	0.00	0.00	119.64	119.64
PA Payroll Taxes	0.00	0.00	0.00	52,177.47	52,177.47
PA Salaries	0.00	0.00	0.00	148,851.21	148,851.21
Total Expense	13,928.39	135,505.45	0.00	215,828.48	365,262.32
Net Income	-763.77	-90.14	16.71	55,699.07	54,861.87

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,850.61
Cleared Transactions						
Checks and Payments - 42 items						
Check	8/25/2005	5873	Passport Services	X	-67.00	-67.00
Check	8/25/2005	5874	Passport Services	X	-67.00	-134.00
Check	8/27/2005	5876	Passport Services	X	-52.00	-186.00
Check	8/27/2005	5877	Passport Services	X	-134.00	-320.00
Check	8/29/2005	5880	Passport Services	X	-67.00	-387.00
Check	8/29/2005	5879	Passport Services	X	-67.00	-454.00
Check	8/31/2005	5882	Passport Services	X	-140.65	-594.65
Check	8/31/2005	5881	Caroline Gurkweitz	X	-244.68	-839.33
Check	8/31/2005	5883	Passport Services	X	-67.00	-906.33
Check	9/1/2005	5884	Passport Services	X	-239.00	-1,145.33
Check	9/1/2005	5885	Passport Services	X	-127.00	-1,272.33
Check	9/3/2005	5886	Passport Services	X	-127.00	-1,399.33
Check	9/7/2005	5887	Passport Services	X	-67.00	-1,466.33
Check	9/8/2005	5892	Passport Services	X	-127.00	-1,593.33
Check	9/8/2005	5891	Passport Services	X	-127.00	-1,720.33
Check	9/8/2005	5890	Passport Services	X	-119.00	-1,839.33
Check	9/8/2005	5889	Passport Services	X	-67.00	-1,906.33
Check	9/8/2005	5888	Elizabeth D Minter	X	-41.88	-1,948.21
Check	9/8/2005	5893	Passport Services	X	-104.00	-2,052.21
Check	9/10/2005	5895	Passport Services	X	-67.00	-2,119.21
Check	9/10/2005	5894	Passport Services	X	-67.00	-2,186.21
Check	9/12/2005	5896	Passport Services	X	-127.00	-2,313.21
Check	9/14/2005	5897	Passport Services	X	-127.00	-2,440.21
Check	9/15/2005	5899	Passport Services	X	-251.30	-2,691.51
Check	9/15/2005	5898	Passport Services	X	-67.00	-2,758.51
Check	9/17/2005	5901	Passport Services	X	-67.00	-2,825.51
Check	9/17/2005	5900	Passport Services	X	-119.00	-2,944.51
Check	9/17/2005	5904	Passport Services	X	-112.00	-3,056.51
Check	9/17/2005	5903	Passport Services	X	-67.00	-3,123.51
Check	9/17/2005	5902	Passport Services	X	-67.00	-3,190.51
Check	9/20/2005	5906	Passport Services	X	-67.00	-3,257.51
Check	9/20/2005	5905	Passport Services	X	-171.00	-3,428.51
Check	9/21/2005	5909	Passport Services	X	-67.00	-3,495.51
Check	9/22/2005	5912	Passport Services	X	-67.00	-3,562.51
Check	9/22/2005	5911	Passport Services	X	-127.00	-3,689.51
Check	9/22/2005	5910	Passport Services	X	-140.65	-3,830.16
Check	9/22/2005	5913	Passport Services	X	-67.00	-3,897.16
Check	9/24/2005	5915	Passport Services	X	-67.00	-3,964.16
Check	9/24/2005	5914	Passport Services	X	-52.00	-4,016.16
Check	9/26/2005	5918	Passport Services	X	-67.00	-4,083.16
Check	9/26/2005	5916	Passport Services	X	-67.00	-4,150.16
Check	9/26/2005	5917	Passport Services	X	-67.00	-4,217.16
Total Checks and Payments					-4,217.16	-4,217.16
Deposits and Credits - 14 items						
Deposit	9/1/2005			X	433.00	433.00
Deposit	9/7/2005			X	127.00	560.00
Deposit	9/7/2005			X	35.00	595.00
Deposit	9/8/2005			X	254.00	849.00
Deposit	9/10/2005			X	119.00	968.00
Deposit	9/13/2005			X	127.00	1,095.00
Deposit	9/15/2005			X	251.30	1,346.30
Check	9/21/2005	5908	Sam's Club	X	0.00	1,346.30
Check	9/21/2005	5907	Sam's Club	X	0.00	1,346.30
Deposit	9/21/2005			X	186.00	1,532.30
Deposit	9/21/2005			X	67.00	1,599.30
Deposit	9/22/2005			X	1,872.00	3,471.30

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10/11/05

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	9/27/2005			X	67.00	3,538.30
Deposit	9/27/2005			X	157.00	3,695.30
Total Deposits and Credits					3,695.30	3,695.30
Total Cleared Transactions					-521.86	-521.86
Cleared Balance					-521.86	4,328.75
Uncleared Transactions						
Checks and Payments - 7 items						
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-13.35
Check	8/29/2005	5878	Passport Services		-67.00	-80.35
Check	9/27/2005	5919	Passport Services		-140.65	-221.00
Check	9/27/2005	5920	Passport Services		-127.00	-348.00
Check	9/28/2005	5921	Passport Services		-67.00	-415.00
Check	9/28/2005	5922	Passport Services		-127.00	-542.00
Check	9/29/2005	5923	Passport Services		-112.00	-654.00
Total Checks and Payments					-654.00	-654.00
Deposits and Credits - 1 item						
Deposit	9/29/2005				140.65	140.65
Total Deposits and Credits					140.65	140.65
Total Uncleared Transactions					-513.35	-513.35
Register Balance as of 09/30/2005					-1,035.21	3,815.40
New Transactions						
Checks and Payments - 12 items						
Check	10/1/2005	5927	Passport Services		-52.00	-52.00
Check	10/1/2005	5926	Passport Services		-67.00	-119.00
Check	10/1/2005	5925	Passport Services		-104.00	-223.00
Check	10/1/2005	5924	Passport Services		-67.00	-290.00
Check	10/1/2005	5928	Passport Services		-67.00	-357.00
Check	10/3/2005	5929	Passport Services		-112.00	-469.00
Check	10/3/2005	5931	Passport Services		-127.00	-596.00
Check	10/3/2005	5930	Passport Services		-52.00	-648.00
Check	10/4/2005	5932	Passport Services		-112.00	-760.00
Check	10/6/2005	5933	Passport Services		-127.00	-887.00
Check	10/10/2005	5934	Passport Services		-67.00	-954.00
Check	10/10/2005	5935	Passport Services		-67.00	-1,021.00
Total Checks and Payments					-1,021.00	-1,021.00
Deposits and Credits - 3 items						
Deposit	10/4/2005				212.00	212.00
Deposit	10/6/2005				134.00	346.00
Deposit	10/10/2005				127.00	473.00
Total Deposits and Credits					473.00	473.00
Total New Transactions					-548.00	-548.00
Ending Balance					<u>-1,583.21</u>	<u>3,267.40</u>

*ED Smith
10/11/2005*

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,097.13
Cleared Transactions						
Checks and Payments - 1 item						
Check	8/30/2005	1543	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 11 items						
Deposit	9/1/2005			X	35.00	35.00
Deposit	9/7/2005			X	19.94	54.94
Deposit	9/8/2005			X	35.00	89.94
Deposit	9/8/2005			X	35.00	124.94
Deposit	9/15/2005			X	70.00	194.94
Deposit	9/21/2005			X	124.94	319.88
Deposit	9/21/2005			X	30.00	349.88
Deposit	9/21/2005			X	35.00	384.88
Deposit	9/22/2005			X	60.00	444.88
Deposit	9/27/2005			X	60.00	504.88
Deposit	9/30/2005			X	3.68	508.56
Total Deposits and Credits					508.56	508.56
Total Cleared Transactions					353.04	353.04
Cleared Balance					353.04	8,450.17
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/29/2005				35.00	35.00
Total Deposits and Credits					35.00	35.00
Total Uncleared Transactions					35.00	35.00
Register Balance as of 09/30/2005					388.04	8,485.17
New Transactions						
Checks and Payments - 1 item						
Check	10/3/2005	1544	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 3 items						
Deposit	10/1/2005				30.00	30.00
Deposit	10/6/2005				19.94	49.94
Deposit	10/6/2005				70.00	119.94
Total Deposits and Credits					119.94	119.94
Total New Transactions					-35.58	-35.58
Ending Balance					352.46	8,449.59

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10/11/2005

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,316.66
Cleared Transactions						
Checks and Payments - 14 items						
Check	8/9/2005	5149	California Secretary...	X	-40.00	-40.00
Check	8/25/2005	5164	CSUF	X	-52.00	-92.00
Check	8/31/2005	5166	Rembrandt's Beauti...	X	-20.00	-112.00
Check	9/1/2005		Bank of the West	X	-212.48	-324.48
Check	9/2/2005		Bank of the West	X	-11.26	-335.74
Check	9/7/2005	5167	Rembrandt's Beauti...	X	-10.00	-345.74
Check	9/8/2005	5169	Placentia Chamber ...	X	-275.00	-620.74
Check	9/8/2005	5168	Placentia Chamber ...	X	-10.00	-630.74
Check	9/15/2005	5171	Gem Meats	X	-9.90	-640.64
Check	9/16/2005	5170	Sam's Club	X	-57.86	-698.50
Check	9/19/2005	5173	Placentia Library Di...	X	-1,872.00	-2,570.50
Check	9/19/2005	5174	Placentia Library G...	X	-2,625.54	-5,196.04
Check	9/21/2005	5177	Circuit City	X	-193.94	-5,389.98
Check	9/22/2005	5176	Sam's Club	X	-495.53	-5,885.51
Total Checks and Payments					-5,885.51	-5,885.51
Deposits and Credits - 34 items						
Deposit	9/1/2005			X	56.00	56.00
Deposit	9/2/2005			X	105.89	161.89
Deposit	9/6/2005			X	160.00	321.89
Deposit	9/7/2005			X	83.30	405.19
Deposit	9/7/2005			X	60.00	465.19
Deposit	9/8/2005			X	173.00	638.19
Deposit	9/9/2005			X	403.60	1,041.79
Deposit	9/12/2005			X	29.14	1,070.93
Deposit	9/12/2005			X	488.00	1,558.93
Deposit	9/12/2005			X	120.00	1,678.93
Deposit	9/12/2005			X	71.55	1,750.48
Deposit	9/14/2005			X	145.72	1,896.20
Deposit	9/14/2005			X	324.50	2,220.70
Deposit	9/14/2005			X	120.00	2,340.70
Deposit	9/15/2005			X	117.40	2,458.10
Check	9/15/2005	5172	Albertson's	X	0.00	2,458.10
Deposit	9/19/2005			X	262.80	2,720.90
Deposit	9/19/2005			X	30.00	2,750.90
Deposit	9/21/2005			X	135.40	2,886.30
Deposit	9/21/2005			X	62.40	2,948.70
Deposit	9/22/2005			X	377.20	3,325.90
Check	9/22/2005	5175	Sam's Club	X	0.00	3,325.90
Deposit	9/23/2005			X	367.00	3,692.90
Deposit	9/23/2005			X	255.50	3,948.40
Deposit	9/26/2005			X	9.71	3,958.11
Deposit	9/26/2005			X	180.99	4,139.10
Deposit	9/26/2005			X	176.00	4,315.10
Deposit	9/26/2005			X	154.00	4,469.10
Deposit	9/27/2005			X	129.00	4,598.10
Deposit	9/27/2005			X	30.00	4,628.10
Deposit	9/28/2005			X	396.40	5,024.50
Deposit	9/29/2005			X	135.40	5,159.90
Deposit	9/29/2005			X	58.29	5,218.19
Deposit	9/30/2005			X	251.80	5,469.99
Total Deposits and Credits					5,469.99	5,469.99
Total Cleared Transactions					-415.52	-415.52
Cleared Balance					-415.52	11,901.14

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	9/29/2005	5181	Sam's Club		-11.36	-23.36
Total Checks and Payments					-23.36	-23.36
Total Uncleared Transactions					-23.36	-23.36
Register Balance as of 09/30/2005					-438.88	11,877.78
New Transactions						
Checks and Payments - 7 items						
Check	10/3/2005	5182	Sea Coast Chair Te...		-1,133.53	-1,133.53
Check	10/3/2005	5178	Jim Roberts		-29.10	-1,162.63
Check	10/5/2005	5186	Center for Demogra...		-6.00	-1,168.63
Check	10/5/2005	5183	Albertson's		-6.68	-1,175.31
Check	10/5/2005	5184	Rembrandt's Beauti...		-20.00	-1,195.31
Check	10/5/2005	5185	Caroline Gurkweitz		-20.45	-1,215.76
Check	10/6/2005	5187	Mariposa Inn		-434.50	-1,650.26
Total Checks and Payments					-1,650.26	-1,650.26
Deposits and Credits - 1 item						
Deposit	10/11/2005				120.00	120.00
Total Deposits and Credits					120.00	120.00
Total New Transactions					-1,530.26	-1,530.26
Ending Balance					-1,969.14	10,347.52

2011/11/2005

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,205.88
Cleared Transactions						
Checks and Payments - 2 items						
Check	9/19/2005	1256	Orange County Aud...	X	-69,770.62	-69,770.62
General Journal	9/30/2005	CD In...		X	-0.40	-69,771.02
Total Checks and Payments					-69,771.02	-69,771.02
Deposits and Credits - 29 items						
Deposit	3/16/2005			X	0.00	0.00
Deposit	9/1/2005			X	579.80	579.80
Deposit	9/7/2005			X	271.75	851.55
Deposit	9/7/2005			X	600.00	1,451.55
Deposit	9/7/2005			X	185.40	1,636.95
Deposit	9/7/2005			X	782.15	2,419.10
Deposit	9/8/2005			X	355.25	2,774.35
Deposit	9/8/2005			X	400.00	3,174.35
Deposit	9/10/2005			X	324.74	3,499.09
Deposit	9/13/2005			X	675.85	4,174.94
Deposit	9/13/2005			X	654.10	4,829.04
Deposit	9/13/2005			X	30,200.00	35,029.04
Deposit	9/13/2005			X	320.39	35,349.43
Deposit	9/14/2005			X	550.60	35,900.03
Deposit	9/14/2005			X	10.00	35,910.03
Deposit	9/15/2005			X	367.18	36,277.21
Deposit	9/15/2005			X	389.22	36,666.43
Deposit	9/21/2005			X	504.79	37,171.22
Deposit	9/21/2005			X	467.10	37,638.32
Deposit	9/21/2005			X	657.65	38,295.97
Deposit	9/21/2005			X	155.60	38,451.57
Deposit	9/21/2005			X	482.06	38,933.63
Deposit	9/22/2005			X	493.40	39,427.03
Deposit	9/22/2005			X	2,625.54	42,052.57
Deposit	9/27/2005			X	107.25	42,159.82
Deposit	9/27/2005			X	783.25	42,943.07
Deposit	9/27/2005			X	685.60	43,628.67
Deposit	9/27/2005			X	497.20	44,125.87
Deposit	9/30/2005			X	27.67	44,153.54
Total Deposits and Credits					44,153.54	44,153.54
Total Cleared Transactions					-25,617.48	-25,617.48
Cleared Balance					-25,617.48	14,588.40
Uncleared Transactions						
Deposits and Credits - 2 items						
Deposit	9/29/2005				562.45	562.45
Deposit	9/29/2005				86.85	649.30
Total Deposits and Credits					649.30	649.30
Total Uncleared Transactions					649.30	649.30
Register Balance as of 09/30/2005					-24,968.18	15,237.70

**Piacentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 15 items						
Deposit	10/1/2005				311.00	311.00
Deposit	10/1/2005				281.10	592.10
Deposit	10/3/2005				220.00	812.10
Deposit	10/4/2005				494.40	1,306.50
Deposit	10/5/2005				424.15	1,730.65
Deposit	10/6/2005				564.10	2,294.75
Deposit	10/6/2005				10,050.00	12,344.75
Deposit	10/6/2005				634.15	12,978.90
Deposit	10/6/2005				436.70	13,415.60
Deposit	10/6/2005				8,000.00	21,415.60
Deposit	10/10/2005				278.70	21,694.30
Deposit	10/10/2005				617.00	22,311.30
Deposit	10/10/2005				544.05	22,855.35
Deposit	10/11/2005				8,514.00	31,369.35
Deposit	10/11/2005				236.05	31,605.40
Total Deposits and Credits					31,605.40	31,605.40
Total New Transactions					31,605.40	31,605.40
Ending Balance					6,637.22	46,843.10

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10/11/2005*

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10/11/05

**Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,056.84
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2005			X	5.45	5.45
Total Deposits and Credits					5.45	5.45
Total Cleared Transactions					5.45	5.45
Cleared Balance					5.45	11,062.29
Register Balance as of 09/30/2005					5.45	11,062.29
Ending Balance					<u>5.45</u>	<u>11,062.29</u>

*EWK
10/11/2005*

Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						37,611.98
Cleared Transactions						
Checks and Payments - 55 items						
Check	7/27/2005	5407	Esther P. Guzman	X	-232.77	-232.77
Check	8/24/2005	5522	Sothavy Ton	X	-196.84	-429.61
Check	8/24/2005	5525	Nationwide Retirem...	X	-723.07	-1,152.68
Check	8/24/2005	5485	Dorothy J. Cummings	X	-225.58	-1,378.26
Check	8/24/2005	5484	Gary Bell	X	-1,464.69	-2,842.95
Check	8/24/2005	5487	Gail Erwin	X	-290.60	-3,133.55
Check	8/24/2005	5488	Abraham Fazil	X	-124.67	-3,258.22
Check	8/24/2005	5493	Esther P. Guzman	X	-232.77	-3,490.99
Check	8/24/2005	5494	Alexander Hernandez	X	-502.06	-3,993.05
Check	8/24/2005	5509	Mauricio Rojas	X	-210.25	-4,203.30
Check	8/24/2005	5514	Sandra Vargas	X	-143.37	-4,346.67
Check	8/24/2005	5518	Angelica Alatorre	X	-236.21	-4,582.88
Check	8/24/2005	5519	Angie-An Mai	X	-301.83	-4,884.71
Check	8/24/2005	5521	Mano Takegami	X	-32.66	-4,917.37
Check	8/24/2005	5526	Tax Deferred Servic...	X	-1,487.30	-6,404.67
Check	8/24/2005	5520	Hilda Rivera	X	-300.02	-6,704.69
Check	9/7/2005	5567	Sothavy Ton	X	-157.48	-6,862.17
Check	9/7/2005	5568	Orange County Aud...	X	-346.70	-7,208.87
Check	9/7/2005	5569	Placentia Library Di...	X	-19.94	-7,228.81
Check	9/7/2005	5570	Nationwide Retirem...	X	-723.70	-7,952.51
Check	9/7/2005	5566	Mano Takegami	X	-144.35	-8,096.86
Check	9/7/2005	5565	Hilda Rivera	X	-459.58	-8,556.44
Check	9/7/2005	5564	Melissa Manzanarez	X	-29.53	-8,585.97
Check	9/7/2005	5563	Angie-An Mai	X	-223.09	-8,809.06
Check	9/7/2005	5561	Angelica Alatorre	X	-236.21	-9,045.27
Check	9/7/2005	5557	Edgar Torres	X	-124.67	-9,169.94
Check	9/7/2005	5552	Mauricio Rojas	X	-70.19	-9,240.13
Check	9/7/2005	5542	Noreth Men	X	-193.01	-9,433.14
Check	9/7/2005	5538	Alexander Hernandez	X	-464.34	-9,897.48
Check	9/7/2005	5537	Esther P. Guzman	X	-41.55	-9,939.03
Check	9/7/2005	5532	Abraham Fazil	X	-124.67	-10,063.70
Check	9/7/2005	5531	Gail Erwin	X	-248.72	-10,312.42
Check	9/7/2005	5529	Dorothy J. Cummings	X	-98.36	-10,410.78
Check	9/7/2005	5528	Gary Bell	X	-1,464.69	-11,875.47
Check	9/7/2005		Paychex	X	-9,234.09	-21,109.56
Check	9/7/2005		Paychex	X	-21,631.53	-42,741.09
Check	9/7/2005	5571	Tax Deferred Servic...	X	-1,487.30	-44,228.39
Check	9/7/2005	2059	Esther P. Guzman	X	-157.14	-44,385.53
Check	9/21/2005	5608	Angelica Alatorre	X	-236.21	-44,621.74
Check	9/21/2005	5609	cynthia Gutierrez	X	-110.47	-44,732.21
Check	9/21/2005	5604	Edgar Torres	X	-124.67	-44,856.88
Check	9/21/2005	5611	Melissa Manzanarez	X	-144.35	-45,001.23
Check	9/21/2005	5613	Hilda Rivera	X	-389.37	-45,390.60
Check	9/21/2005	5585	Alexander Hernandez	X	-473.04	-45,863.64
Check	9/21/2005	5616	Sothavy Ton	X	-157.48	-46,021.12
Check	9/21/2005	5617	Orange County Aud...	X	-362.95	-46,384.07
Check	9/21/2005	5575	Nadia Dallstream	X	-641.63	-47,025.70
Check	9/21/2005	5574	Dorothy J. Cummings	X	-205.69	-47,231.39
Check	9/21/2005	5573	Gary Bell	X	-1,464.69	-48,696.08
Check	9/21/2005	5618	Placentia Library Di...	X	-19.94	-48,716.02
Check	9/21/2005		Paychex	X	-9,376.05	-58,092.07
Check	9/21/2005		Paychex	X	-20,987.47	-79,079.54
Check	9/21/2005	5619	Nationwide Retirem...	X	-723.70	-79,803.24
Check	9/21/2005	5620	Tax Deferred Servic...	X	-795.00	-80,598.24
Check	9/21/2005	5577	Gail Erwin	X	-227.78	-80,826.02
Total Checks and Payments					-80,826.02	-80,826.02

11:05 AM

10/11/05

Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 09/30/2005

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 2 items						
Deposit	8/31/2005			X	38,789.65	38,789.65
Deposit	9/14/2005			X	38,789.65	77,579.30
Total Deposits and Credits					77,579.30	77,579.30
Total Cleared Transactions					-3,246.72	-3,246.72
Cleared Balance					-3,246.72	34,365.26
Uncleared Transactions						
Checks and Payments - 12 items						
Check	8/1/2005		Bank of the West		-229.76	-229.76
Check	9/7/2005	5562	Maria Nayel Madero		-62.48	-292.24
Check	9/21/2005	5606	Bright Yuan		-533.54	-825.78
Check	9/21/2005	5584	Esther P. Guzman		-232.77	-1,058.55
Check	9/21/2005	5615	Din Thong		-150.92	-1,209.47
Check	9/21/2005	5614	Mano Takegami		-483.86	-1,693.33
Check	9/21/2005	5590	Noreth Men		-70.19	-1,763.52
Check	9/21/2005	5612	Christina Perez		-91.86	-1,855.38
Check	9/21/2005	5599	Mauricio Rojas		-78.96	-1,934.34
Check	9/21/2005	5579	Abraham Fazil		-130.90	-2,065.24
Check	9/21/2005	5572	Lynn Baden		-82.95	-2,148.19
Check	9/21/2005	5610	Maria Nayel Madero		-68.73	-2,216.92
Total Checks and Payments					-2,216.92	-2,216.92
Deposits and Credits - 1 item						
Deposit	9/28/2005				38,789.65	38,789.65
Total Deposits and Credits					38,789.65	38,789.65
Total Uncleared Transactions					36,572.73	36,572.73
Register Balance as of 09/30/2005					33,326.01	70,937.99
New Transactions						
Checks and Payments - 27 items						
Check	10/5/2005	5657	cynthia Gutierrez		-277.60	-277.60
Check	10/5/2005	5658	Arianna Hernandez		-121.47	-399.07
Check	10/5/2005	5659	Maria Nayel Madero		-149.94	-549.01
Check	10/5/2005	5660	Angie-An Mai		-301.83	-850.84
Check	10/5/2005	5661	Melissa Manzanarez		-311.85	-1,162.69
Check	10/5/2005	5662	Christina Perez		-127.01	-1,289.70
Check	10/5/2005	5663	Hilda Rivera		-497.87	-1,787.57
Check	10/5/2005	5664	Mano Takegami		-209.72	-1,997.29
Check	10/5/2005	5665	Din Thong		-196.84	-2,194.13
Check	10/5/2005	5666	Sothavy Ton		-227.28	-2,421.41
Check	10/5/2005	5667	Orange County Aud...		-362.95	-2,784.36
Check	10/5/2005	5668	Placentia Library Di...		-19.94	-2,804.30
Check	10/5/2005	5669	Nationwide Retirem...		-723.07	-3,527.37
Check	10/5/2005	5670	Tax Deferred Servic...		-795.00	-4,322.37
Check	10/5/2005	5656	Marlon Daito		-387.23	-4,709.60
Check	10/5/2005	5655	Angelica Alatorre		-236.21	-4,945.81
Check	10/5/2005	5653	Estella A. Wnek		-582.59	-5,528.40
Check	10/5/2005	5650	Edgar Torres		-124.67	-5,653.07
Check	10/5/2005	5637	Noreth Men		-70.19	-5,723.26
Check	10/5/2005	5631	Esther P. Guzman		-232.77	-5,956.03
Check	10/5/2005	5626	Gail Erwin		-290.60	-6,246.63
Check	10/5/2005	5623	Dorothy J. Cummings		-215.75	-6,462.38
Check	10/5/2005	5622	Gary Bell		-1,464.69	-7,927.07
Check	10/5/2005	5621	Lynn Baden		-133.41	-8,060.48
Check	10/5/2005		Paychex		-9,674.86	-17,735.34

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10/11/05

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/5/2005		Paychex		-21,632.68	-39,368.02
Check	10/5/2005	5632	Alexander Hernandez		-571.71	-39,939.73
Total Checks and Payments					-39,939.73	-39,939.73
Total New Transactions					-39,939.73	-39,939.73
Ending Balance					<u>-6,613.72</u>	<u>30,998.26</u>

Edmund
10/11/2005

ACQUISITIONS REPORT FOR FISCAL YEAR 2005-2006 THROUGH THE MONTH OF SEPTEMBER 2005
 Prepared by Vernon Nepier, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$3,144	129	113	0	0	0	\$3,144	129	113	\$574	26	26	\$3,718	155	139
Adult Circulating Non-Fiction	9,221	380	370	\$18	1	1	\$9,239	381	371	\$60	3	3	\$9,299	384	374
Adult Reference	3,438	11	3	\$0	0	0	\$3,438	11	3	\$0	0	0	\$3,438	11	3
Adult Print Continuations	5,102	2	2	\$0	0	0	\$5,102	2	2	\$0	0	0	\$5,102	2	2
Adult Electronic Continuations	385	1	1	\$0	0	0	\$385	1	1	\$0	0	0	\$385	1	1
Total Adult Non-Fiction	\$18,146	394	376	\$18	1	1	\$18,165	395	377	\$60	3	3	\$18,225	398	380
TOTAL ADULT PRINT MATERIALS	\$21,291	523	489	\$18	1	1	\$21,309	524	490	\$634	29	29	\$21,943	553	519
Adult Audio/Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$2,728	42	42	\$0	0	0	\$2,728	42	42	\$0	0	0	\$2,728	42	42
Total Adult Audio	\$2,728	42	42	\$0	0	0	\$2,728	42	42	\$0	0	0	\$2,728	42	42
Adult Video Educational	\$68	3	3	\$0	0	0	\$68	3	3	\$0	0	0	\$68	3	3
Adult Video Entertainment	\$471	23	18	\$0	0	0	\$471	23	18	\$90	6	6	\$561	29	24
Total Adult Video	\$540	26	21	\$0	0	0	\$540	26	21	\$90	6	6	\$630	32	27
TOTAL ADULT NON-PRINT MATERIALS	\$3,268	68	63	\$0	0	0	\$3,268	68	63	\$90	6	6	\$3,358	74	69
TOTAL ADULT MATERIALS	\$24,559	591	552	\$18	1	1	\$24,577	592	553	\$724	35	35	\$25,301	627	588
Juvenile Fiction	\$724	45	24	\$0	0	0	\$724	45	24	\$183	22	22	\$907	67	46
Juvenile Circulating Non-Fiction	\$957	45	31	\$0	0	0	\$957	45	31	\$115	8	8	\$1,071	53	39
Juvenile Reference	\$462	2	3	\$0	0	0	\$462	2	3	\$0	0	0	\$462	2	3
Juvenile Print Continuations	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Electronic Continuations	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Non-Fiction	1419	47	34	\$0	0	0	\$1,419	47	34	\$115	8	8	\$1,534	55	42
TOTAL JUVENILE PRINT MATERIALS	\$2,143	92	58	\$0	0	0	\$2,143	92	58	\$297	30	30	\$2,440	122	88
Juvenile Audio/Music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$129	2	1	\$0	0	0	\$129	2	1	\$0	0	0	\$129	2	1
Total Juvenile Audio	\$129	2	1	\$0	0	0	\$129	2	1	\$0	0	0	\$129	2	1
Juvenile Video Educational	\$90	10	10	\$0	0	0	\$90	10	10	\$0	0	0	\$90	10	10
Juvenile Video Entertainment	\$458	38	38	\$0	0	0	\$458	38	38	\$0	0	0	\$458	38	38
Total Juvenile Video	\$548	48	48	\$0	0	0	\$548	48	48	\$0	0	0	\$548	48	48
TOTAL JUVENILE NON-PRINT MATERIALS	\$677	\$50	\$49	\$0	\$0	\$0	\$677	\$50	\$49	\$0	\$0	\$0	\$677	\$50	\$49
TOTAL JUVENILE MATERIALS	\$2,819	142	107	\$0	0	0	\$2,819	142	107	\$297	30	30	\$3,117	172	137
Total Fiction	\$3,868	174	137	\$0	0	0	\$3,868	174	137	\$757	48	48	\$4,625	222	185
Total Non-Fiction	\$19,565	441	410	\$18	1	1	\$19,584	442	411	\$175	11	11	\$19,758	453	422
Total Audio	\$2,857	44	43	\$0	0	0	\$2,857	44	43	\$0	0	0	\$2,857	44	43
Total Video	\$1,087	74	69	\$0	0	0	\$1,087	74	69	\$90	6	6	\$1,177	80	75
TOTAL MATERIALS	\$27,378	733	659	\$18	1	1	\$27,396	734	660	\$1,021	65	65	\$28,417	799	725

Outstanding Orders as of September 2005

General Fund \$10,584
 Adopt-a-book \$129
 TOTAL \$10,714



Entrepenurial Activities Report
 Net Revenue Summary
 September-05

	Sep-05	Sep-04	YTD 2005/06	YTD 20004/05
Passport	9,671.55	10,293.45	33,156.67	35,534.01
Passport Photos	850.00	0.00	3,740.00	0.00
Notary Public	20.00	0.00	70.00	0.00
Total	10,541.55	10,293.45	36,966.67	35,534.01

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts
 October 17, 2005

Agenda Item 17

FY 05-06	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	771	3	579.74	0
August	9	781	5	864.12	0
September	13	817	1	1,662.46	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	38	2369	9	3106.32	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/01/2005 1:18 AM MK

SUMMARY STATUS REPORT

PAGE: 130

MS YESENIA GOMEZ

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 09/30/2005

Accounts Submitted	:	1,210	Dollars Submitted	:	112,632.70	Dollars Received	:	44,705.08
Bankruptcies	:	9	Dollars in Bankruptcy	:	811.13	Material Returned	:	13,030.23
Incorrect Addresses	:	151	Dollars in Skips	:	9,185.29	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	77,749.94
Accounts in Process	:	1,049	Dollars in Process	:	98,821.74	% of Dollars Activated	:	78.68%
# of Accounts Activated	:	817						
% of Accounts Activated	:	77.88%						

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

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

ADOPT-A-BOOK DONATIONS

Shirley Sulzie	Pat Irot
Dixie & Gordon Shaw	Ellie Rankin
Laurel McCarthy	Fred & Elizabeth Minter

TOTAL AAB **\$445.00**

GENERAL FUND DONATIONS

Tommie's Medical Center	Lauren McCarthy
Bruce F Groff	Robert & Billie Fluehe
Lawrence & Shirley Graff	Ryan & Megan Escobosa
Shirley Bloom	Michael Ebenhoch & Associates
Sandra Morse	Tugut Cakiraga
Anonymous	Jim & Peggy Dinsmore

TOTAL GF **\$4,215.00**

TOTAL ALL DONATIONS **\$4,660.00**

Prepared By: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for September 2005**
DATE: October 17, 2005

Contractor: 9-2-05 – RMC repaired damaged study desk in main library. Repaired staff desk in staff workroom.

Carpet Cleaners: 9-30-05 - Cleaned Meeting Room carpet.

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: **Personnel Report for September 2005**
DATE: October 17, 2005

RESIGNATIONS:

None

APPOINTMENTS:

Nadia Dallstream, Library Assistant - PT

Bright Yuan, Library Assistant - PT

OPEN POSITIONS:


None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson

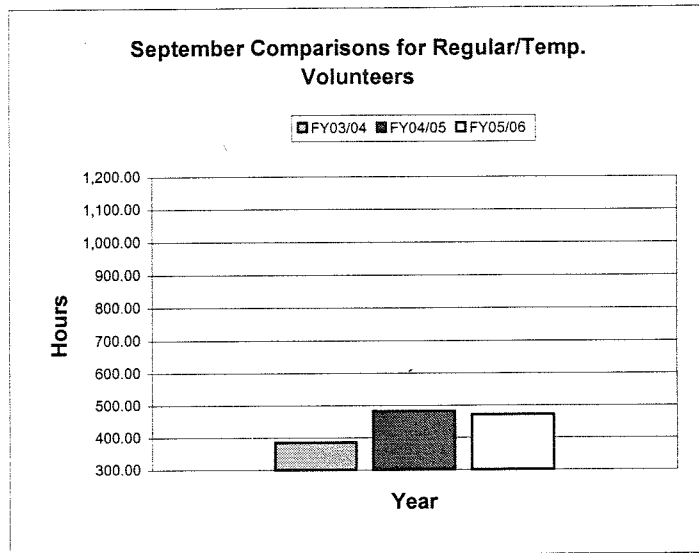
TO: Elizabeth D. Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of September 2005

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

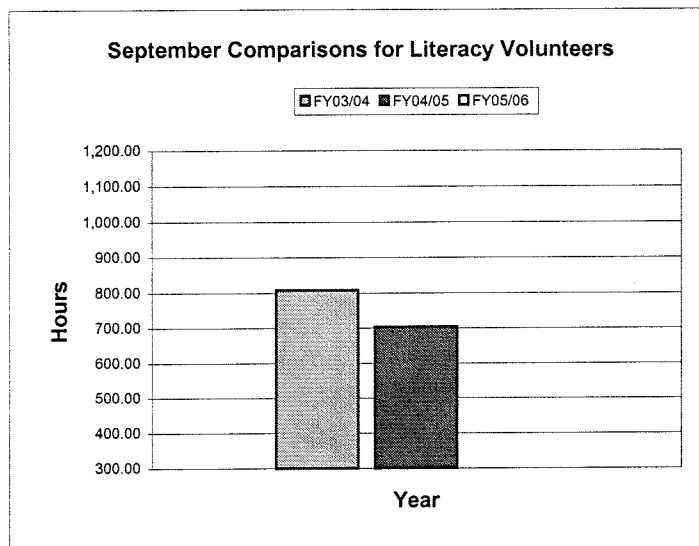
Regular/Temp. Volunteers Hours			
	FY03/04	FY04/05	FY05/06
July	735.25	948.25	1,027.50
August	551.50	696.25	784.50
September	385.00	482.00	470.75
October	388.75	487.75	
November	388.25	461.00	
December	359.50	400.75	
January	439.00	*	
February	496.25	959.75	
March	489.25	846.50	
April	476.50	698.00	
May	460.25	559.75	
June	<u>456.00</u>	<u>780.00</u>	
	5,625.50	7,320.00	2,282.75



* OF ACTIVE VOLUNTEERS FOR SEPTEMBER

Bookstore:	36
Regular:	8
Temporary:	10
Literacy:	_____

Literacy Volunteers Hours			
	FY03/04	FY04/05	FY05/06
July	865.00	1,008.00	622.00
August	829.00	684.00	609.00
September	808.00	704.00	
October	820.00	684.00	
November	805.00	1,458.00	
December	853.00	1,075.00	
January	979.00	*	
February	1,472.00	2,084.00	
March	1,275.75	978.00	
April	1,152.00	976.00	
May	562.50	814.00	
June	<u>526.50</u>	<u>1,041.00</u>	
	10,947.75	11,506.00	1,231.00



Literacy statistics unavailable as of 10-5-05
* January hours are reported with February's hours.

Placentia Library District
Circulation Report - September 2005

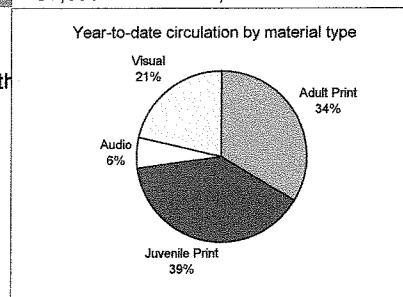
Agenda Item 22

	Sept 2005	Sept 2004	YTD FY05-06	YTD FY04-05	% Change FY05 TO FY06
1st Time Checkouts	18,518	13,796	49,156	39,087	25.8%
Phone Renewals	1,028	2,324	2,648	5,323	-50.3%
In-Building Renewals	499	233	1,408	790	78.2%
TOTAL RENEWALS	1,527	2,557	4,056	6,113	-33.6%
TOTAL CHECKOUTS	20,045	16,353	53,212	45,200	17.7%
On-Time Checkins	20,416	14,434	55,044	42,363	29.9%
Late Checkins	955	846	3,095	2,513	23.2%
TOTAL CHECKINS	21,371	15,280	58,139	44,876	29.6%
Holds Placed	634	494	1,664	1,803	-7.7%
Holds Cancelled	33	16	74	80	-7.5%
Holds Filled	516	409	1,738	1,883	-7.7%
New Patron Registrations	482	329	1,787	1,006	77.6%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,773	6,591	19,003	19,763	-3.8%
Juvenile Print	9,189	7,914	22,187	20,097	10.4%
Total Print	15,962	14,505	41,190	39,860	3.3%
Audio	1,018	935	3,212	2,958	8.6%
Visual	4,133	1,624	12,140	4,948	145.4%
Total Audio Visual	5,151	2,559	15,352	7,906	94.2%
TOTAL CIRCULATION	21,113	17,064	56,542	47,766	18.4%
Circulation to Placentia residents	13,459	10,736	34,820	29,192	19.3%
Circulation to Anaheim/Yorba Linda residents	3,426	2,650	9,472	7,574	25.1%
Circulation to residents outside Tri-City	4,228	3,678	12,250	11,000	11.4%
TYPES OF ACTIVE BORROWERS					
Adult	14,355	11,823			
Young Adult	388	280			
Juvenile	4,340	3,514			
New Borrower	1,625	1,231			
Other (staff)	409	224			
TOTAL ACTIVE BORROWERS *	21,117	17,072			
TOTAL REGISTERED BORROWERS**	22,981	18,507			
ATTENDANCE ***	27,440	32,240	92,635	90,180	2.7%

* Active borrowers have used the Library this month

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

*** Attendance figure is not an accurate count.





PLACENTIA INVOICES

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
Aug-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Sep-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Oct-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Nov-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Dec-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Jan-04	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	7.24	5,226.62
Feb-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Mar-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Apr-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
May-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
Jun-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
TOTAL		39,623.56	14,462.51	6,803.51	2,750.17	0.00	72.45	63,712.20
AVG		3,301.96	1,205.21	566.96	229.18	0.00	6.04	5,309.35

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
Aug-04	08/23/05	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Sep-04	09/14/04	5,250.20	1,150.57	679.43	0.00	0.00	0.00	7,080.20
Oct-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Nov-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Dec-04	12/14/05	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Jan-05	01/10/05	6,334.08	1,150.57	875.17	0.00	0.00	14.40	8,374.22
Feb-05	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Mar-05	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Apr-05	04/13/05	3,017.99	0.00	726.17	107.50	0.00	7.30	3,858.96
May-05	05/02/05	0.00	1,150.57	573.42	0.00	0.00	7.22	1,731.21
Jun-05	06/10/05	6,593.11	1,150.57	580.92	215.00	0.00	0.00	8,539.60
TOTAL		47,139.90	13,898.11	8,531.65	1,584.04	0.00	86.76	71,240.46
AVG		3,928.33	1,158.18	710.97	132.00	0.00	7.23	5,936.71

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		21,102.64	4,602.28	1,728.01	783.23	0.00	29.30	28,245.46
AVG		5,275.66	1,150.57	432.00	195.81	0.00	7.33	7,061.37

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-04	1,177.42	204.00	0.00	1,381.42	690.71
Aug-04	1,233.58	211.50	0.00	1,445.08	722.54
Sep-04	1,147.36	211.50	0.00	1,358.86	679.43
Oct-04	1,147.36	211.50	0.00	1,358.86	679.43
Nov-04	1,177.42	196.50	0.00	1,373.92	686.96
Dec-04	1,364.88	211.50	0.00	1,576.38	788.19
Jan-05	1,263.33	189.00	0.00	1,452.33	726.17
Feb-05	1,401.08	204.00	0.00	1,605.08	802.54
Mar-05	1,263.33	189.00	0.00	1,452.33	726.17
Apr-05	1,263.33	189.00	0.00	1,452.33	726.17
May-05	987.83	159.00	0.00	1,146.83	573.42
Jun-05	987.83	174.00	0.00	1,161.83	580.92
TOTAL	14,414.75	2,350.50	0.00	16,765.25	8,382.63
AVG	1,201.23	195.88	0.00	1,397.10	698.55

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	0.00	0.00	0.00	0.00	0.00
Dec-05	0.00	0.00	0.00	0.00	0.00
Jan-06	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00
TOTAL	2,964.02	492.00	0.00	3,456.02	1,728.01
AVG	87.18	14.47	0.00	101.65	50.82

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-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Aug-04	284.72	270.54	60.56	0.00	617.76	1,233.58
Sep-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Oct-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Nov-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Dec-04	355.90	330.66	60.56	0.00	617.76	1,364.88
Jan-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-05	379.98	345.50	65.80	0.00	609.80	1,401.08
Mar-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Apr-05	337.76	310.95	65.80	0.00	548.82	1,263.33
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00	426.86	987.83
TOTAL	3,679.40	3,385.29	758.16	0.00	6,591.90	14,414.75
AVG	306.62	282.11	63.18	0.00	549.33	1,201.23

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	0.00	0.00	0.00	0.00	0.00	0.00
Dec-05	0.00	0.00	0.00	0.00	0.00	0.00
Jan-06	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	928.84	829.20	230.30	0.00	975.68	2,964.02
AVG	232.21	207.30	57.58	0.00	243.92	741.01

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-04	8.00	9.00	2.00	0.00		20.00	39.00
Aug-04	8.00	9.00	2.00	0.00		22.00	41.00
Sep-04	8.00	8.00	2.00	0.00		20.00	38.00
Oct-04	8.00	8.00	2.00	0.00		20.00	38.00
Nov-04	8.00	9.00	2.00	0.00		20.00	39.00
Dec-04	10.00	11.00	2.00	0.00		22.00	45.00
Jan-05	8.00	9.00	2.00	0.00		18.00	37.00
Feb-05	9.00	10.00	2.00	0.00		20.00	41.00
Mar-05	8.00	9.00	2.00	0.00		18.00	37.00
Apr-05	8.00	9.00	2.00	0.00		18.00	37.00
May-05	6.00	7.00	2.00	0.00		14.00	29.00
Jun-05	6.00	7.00	2.00	0.00		14.00	29.00
TOTAL	95.00	105.00	24.00	0.00		226.00	450.00
AVG	7.92	8.75	2.00	0.00		18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	7.00	8.00	2.00	0.00		16.00	33.00
Sep-05	4.00	4.00	2.00	0.00		0.00	10.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	0.00	0.00	0.00	0.00		0.00	0.00
Dec-05	0.00	0.00	0.00	0.00		0.00	0.00
Jan-06	0.00	0.00	0.00	0.00		0.00	0.00
Feb-06	0.00	0.00	0.00	0.00		0.00	0.00
Mar-06	0.00	0.00	0.00	0.00		0.00	0.00
Apr-06	0.00	0.00	0.00	0.00		0.00	0.00
May-06	0.00	0.00	0.00	0.00		0.00	0.00
Jun-06	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	18.00	20.00	6.00	0.00		32.00	76.00
AVG	4.50	5.00	1.50	0.00		8.00	19.00

Elizabeth Minter

From: gneill@csga.net
Sent: Monday, October 10, 2005 9:56 AM
To: eminter@placentallibrary.org
Subject: CSGA Special Update - Governor Signs Sunshine Bill

Governor Schwarzenegger has signed Assembly Bill 1234, the "Local Government Sunshine Bill," authored by Assembly Local Government Committee Chair Simsn Salinas (D-Salinas). The bill was introduced to provide reforms in the areas of director compensation and ethics training for local governments - cities, counties and special districts. Motivated by some recent high-profile incidents involving local government entities, AB 1234 seeks to provide more transparency to local governments and accountability to the public.

AB 1234 takes effect January 1, 2006 and contains three key provisions to "sunshine" the activities of local government officials (i.e., city, county and special district officials), and pertains to special district board members in the following ways:

- **All special district directors and trustees must receive ethics training by December 31, 2006.** AB 1234 includes new provisions requiring ethics training for local government officials and designated employees - two hours every two years - and new directors and trustees must complete their initial two-hour training within a year of their election or appointment. (CSGA will be providing low-cost, regional workshops to assist districts with compliance.)
- **Board member compensation.** The bill clarifies the rules pertaining to compensation to members of a local government legislative body for attendance at authorized meetings and conferences.
- **Guidelines for reimbursement.** AB 1234 sets guidelines for reimbursement of members of a local government legislative body for actual and necessary expenses incurred in the performance of official duties, such as travel, meals and lodging.

You can find the following CSGA resources to assist you in compliance with the new law in the "Legislation & Action" section of the CSGA member's website (<http://members.csga.net>):

- [AB 1234 Fact Sheet](#) developed by CSGA
- [AB 1234 text](#)
- [AB 1234 - IRS 463 Publication](#)

This information will soon be available at www.csga.net as well.

ETHICS TRAINING - CSGA WILL HELP YOUR DIRECTORS OR TRUSTEES COMPLY

CSGA is already preparing for the new required ethics training and will offer low-cost, regional workshops to assist special district directors and trustees in complying with this new requirement. An experienced group of special district leaders and attorneys are working to develop a two-hour ethics curriculum that not only ensures compliance with this new law, but provides attendees with an exceptional learning experience that doesn't just involve reciting the law.

DRAFT COMPENSATION AND REIMBURSEMENT POLICY

Attendees of the CSGA workshops will also receive a draft district policy that will specify, as required by AB 1234:

- The types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment, outside of those detailed in the bill;
- The types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and
- Reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses

(the alternative to using IRS rates as established in Publication 463).

The draft policy can work as a template for your agency to use to comply with this new mandate.

In addition to the two-hour workshops, CSDA will also be offering alternative educational options as detailed in the legislation.

Watch your mail for additional information on these new ethics programs!

Agenda Item 25

TO: Elizabeth Minter, Library Director

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


DATE: October 17, 2005

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

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

- ◆ I attended club rush at El Dorado and Valencia High Schools in September, and we had over 200 high school sign-up for PRREP. Our first meetings will be the second week of October.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ 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 2004-05 and will continue this FY.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We have one IB intern so far this school year.
- ◆ In June, the California State Library awarded the PLLS an LSTA Grant to partner with H.I.S. House to start an after school homework program for children there. That project began on Tuesday, September 20, where we tutor eight-twelve students Monday, Tuesday, and Thursday from 6:30-8:00 PM.
- ◆ On Monday, September 19, PLLS began a homework club at Topaz Elementary School for 7th grade students who attend Tuffree Middle School and are graduates of Topaz. Held Mon-Wed from 4-6 PM, we are averaging 18 students each day.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

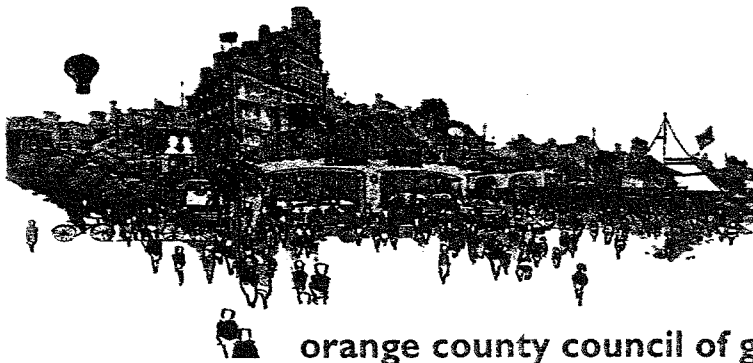
DATE : October 17, 2005

SUBJECT: Poet Laureate.

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

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





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

**PLEASE NOTE CHANGE:
MEETING START TIME IS 9:30 A.M.**

Meeting Date / Location

**Thursday, September 22, 2005
9:30 a.m. – 11:30 a.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California**

- 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

AGENDA ITEM

STAFF

PAGE

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

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

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

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

- 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

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.

600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax

occog@occities.org www.occities.org/occog

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 May 26, 2005 and June 23, 2005 OCCOG Board Meetings** (Clerk of the Board) 05

Recommended Action: Approve minutes.

- B. **Report on the OCCOG TAC** (Tracy Sato, OCCOG TAC Chair) 15

Recommended Action: Receive report.

V. ACTION ITEM

- A. **Appointment of OCCOG Representatives to SCAG Policy Committees** (Annabel Cook) 25

Recommended Action: Appoint OCCOG representatives to the SCAG Policy Committees.

- B. **Approval Orange County Projections at County Totals for Local Review** (Deborah Diep) 33

Recommended Action: Approve OCP at the county totals for local review.

VI. REPORTS

- A. **Report on Measure M Extension** (Ellen Burton, OCTA) 41

Recommended Action: Receive and file.

- B. **Reduce Orange County Congestion Report** (Matthew Henkes) 43

Recommended Action: Receive and file.

- C. **Update on Healthy Waterways Initiative** (Michael Gold) 45
Recommended Action: Receive and file.
- D. **Report from OCCOG Chair** (Chair Dixon) 47
Recommended Action: Receive and file.
- VII. **MATTERS FROM BOARD MEMBERS** (Chair Dixon)
- VIII. **MATTERS FROM MEMBER AGENCIES** (Chair Dixon)
- IX. **MATTERS FROM STAFF** (Chair Dixon)
- X. **ADJOURNMENT**

Next Meeting: Thursday, October 27, 2005



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

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

BOARD OF DIRECTORS

HELD

May 26, 2005

A regular meeting of the Orange County Council of Governments was called to order at 9:15 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

Chair Dixon adjourned the meeting at 9:16 a.m., due to lack of a quorum, to the next regular meeting, to be held on Thursday, June 23, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

III. PUBLIC COMMENTS

There were no public comments.

VI. PRESENTATION

Following adjournment, those OCCOG members remaining in attendance heard a presentation entitled, "OCTA's Long-Range Transportation Plan Conceptual Strategies" by Ellen Burton, Executive Director of External Affairs, OCTA.

At 9:45 a.m., a quorum was reached, and Chair Dixon called the meeting to order.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
(arrived at 9:28 a.m.)
Tod Ridgeway, District 14
Lou Bone, District 17
Christine Barnes, District 18
(arrived at 9:20 a.m.)
Robert Hernandez, District 19
(arrived at 9:23 a.m.)
Marilyn Poe, District 20
John Beauman, District 22
Debbie Cook, District 64
Bob Ring, Cities-At-Large
Milton Robbins, Alternate, Cities At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Dave Swerdlin, TCAs

ABSENT:

Cathryn DeYoung, District 12
Gus Ayer, District 15
Bill Campbell, County At-Large
Jim Ferryman, OCS
Cathy Green, OCTA
Chris Norby, SCAG-County Rep.
Miguel Pulido, SCAQMD – Cities Rep.
Jim Silva, SCAQMD – County Rep.
Owen Holmes, University Representative
Kristine Thalman, Private Sector

VACANT:

District 16

II. OATH OF OFFICE

None.

IV. CONSENT CALENDAR

It was moved by Board Member Bone and seconded by Vice-Chair Brown, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members DeYoung, Ayer, Campbell, Ferryman, Green, Norby, Pulido, Silva, Holmes, and Thalman absent from the meeting.

A. Minutes from April 28, 2005 Board Meeting.

Action: Approved minutes as submitted, with Board Members Dixon, Ridgeway, Barnes, Beauman, and Swerdlin abstaining on the minutes due to their absence from the meeting.

B. Report on the OCCOG TAC

Action: Received report.

C. Air Quality Report

Action: Received report.

V. ACTION ITEMS

- A. **Adoption of Resolution No. 05-03, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Setting the Time, Date and Place for the 2005 Meeting of the OCCOG General Assembly.**

Annabel Cook provided background information on this item.

Action: Board Member Bone moved, Board Member Swerdlin seconded, and the motion carried unanimously, that the Board adopt Resolution 05-03, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, setting the time, date and place for the 2005 Meeting of the OCCOG General Assembly.

VII. REPORTS

- A. **Report on Federal Advocacy**

Action: Receive and file.

Ellen Burton, Executive Director of External Affairs, OCTA, provided an update regarding the process and strategies for extending Measure M, Orange County's half-cent sales tax for transportation improvements approved by the voters in 1990 and set to expire in 2011.

- B. **Report on OCCOG Housing Summit**

Action: Receive and file.

Annabel Cook provided an update regarding the OCCOG Housing Summit, which attracted 194 attendees at the Anaheim Convention Center on May 16, 2005. The program focused on housing policy and legislation.

- C. **Report from OCCOG Chair**

Action: Receive and file.

Chair Dixon reported that there currently are six (6) sub-regional openings for SCAG appointments.

VIII. MATTERS FROM BOARD MEMBERS

1. Board Member Cook reported on a tour that took place at the last Borders Committee meeting.

000009

2. Board Member Cook reported that SCAG will be hosting two (2) workshops to introduce two new community planning tools that have been developed for cities. The first workshop will be held on Friday, June 3rd, at UCLA, and the second workshop will be held on Wednesday, June 15th, at Cal Poly, Pomona.

IX. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

X. MATTERS FROM STAFF

No matters were discussed.

XI. ADJOURNMENT

Vice-Chair Brown adjourned the meeting at 10:12 a.m. to the next regular meeting, to be held on Thursday, June 23, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS**

ATTEST:

CLERK OF THE BOARD



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

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

BOARD OF DIRECTORS

HELD

June 23, 2005

A regular meeting of the Orange County Council of Governments was called to order at 9:08 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Richard Dixon, Chair, District 13
Cathryn DeYoung, District 12
(arrived at 9:37 a.m.)
Lou Bone, District 17
John Beaman, District 22
Debbie Cook, District 64
Bob Ring, Cities-At-Large
Milton Robbins, Alternate, Cities At-Large
Phil Anthony, ISDOC
Cathy Green, OCTA
(arrived at 9:35 a.m.)
Miguel Pulido, SCAQMD – Cities Rep.
Dave Swerdlin, TCAs
Kristine Thalman, Private Sector

ABSENT:

Art Brown, Vice-Chair, District 21
Tod Ridgeway, District 14
Gus Ayer, District 15
Christine Barnes, District 18
Robert Hernandez, District 19
Marilyn Poe, District 20
Bill Campbell, County At-Large
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
Chris Norby, SCAG-County Rep.
Jim Silva, SCAQMD – County Rep.
Owen Holmes, University Rep.

VACANT:

District 16

Chair Dixon adjourned the meeting at 9:10 a.m., due to lack of a quorum, to the next regular meeting, to be held on Thursday, September 22, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

000011

VII. REPORTS

A. Report on Measure M Extension

Action: Receive and file.

Ellen Burton, Executive Director of External Affairs, OCTA, provided an update regarding the process and strategies for extending Measure M, Orange County's half-cent sales tax for transportation improvements approved by the voters in 1990 and set to expire in 2011.

B. Rivers and Mountains Conservancy Report

Action: Receive and file.

Matthew Henkes reported that OCCOG submitted its final report to the Lower Los Angeles and San Gabriel Rivers and Mountains Conservancy (RMC) on June 2, 2005, closing out its outreach for the RMC Proposition 40 Funding Program. As part of this final report, OCCOG staff conducted a stakeholder survey.

C. Report on Potential Amendments to the OCCOG Joint Powers Agreement

Action: Receive and file.

Annabel Cook reported on OCCOG staff's efforts in researching potential amendments to the OCCOG Joint Powers Agreement, at the request of the OCCOG Board.

D. Report from OCCOG Chair

Action: Receive and file.

Chair Dixon suggested that the Board consider an energy-related presentation regarding solar sources to be agendized at a future Board meeting.

Board Member Pulido provided an AQMD update regarding particulate matter (PM-10) concerns.

Chair Dixon suggested that a presentation be agendized at a future Board meeting regarding AQMD environmental issues.

III. PUBLIC COMMENTS

There were no public comments.

000012

VI. PRESENTATIONS

A. National Water Research Institute

Action: Receive report.

Ronald Linsky, Executive Director, National Water Research Institute, provided an overview of the NWRI and some of the important NWRI programs and projects. The NWRI is dedicated to educating the general public, decision-makers, and professionals on critical issues in water science and technology.

B. Irvine Ranch Water District Study

Action: Receive report.

Dr. Bill Gayk, Director, Center for Demographic Research, provided a presentation on a study that the Center for Demographic Research conducted for the Irvine Ranch Water District regarding the relationship between certain demographic factors, such as age and water demand.

C. Update on the County of Orange's Water Programs and Projects

Action: Receive report.

Larry McKenney, Manager, Watershed & Coastal Resources Division, County of Orange, provided an update regarding the County's water programs and projects.

VIII. MATTERS FROM BOARD MEMBERS

No matters were discussed.

IX. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

X. MATTERS FROM STAFF

1. Annabel Cook discussed emissions from locomotives and rail yard operations and the cities that are supporting legislation bills regarding this issue.
2. Annabel Cook reminded the Board that there will be no Board meeting in July, and no Board meeting in August due to the General Assembly.
3. Chair Dixon inquired about his ability as Chair to ratify appointments of OCCOG representatives to SCAG Policy Committees.

000013

4. Board Member Cook reported that the Friends of Harbors, Beaches, and Parks, Institute for Local Government, and Local Government Commission are presenting an event entitled, "Resource Conservation: Successful Strategies and Funding Opportunities for Creating Healthy Communities," on Friday, September 16, 2005, from 9:30 a.m. – 4:30 p.m. at the Hyatt Regency Huntington Beach.
5. Board Member Cook reported that the League dinner on August 11, 2005, will feature keynote speaker Paul Zykofsky, Director of the Local Government Commission's Center for Livable Communities. He will discuss the relationship between public health, physical activity and community design.
6. Board Member Cook suggested that staff send an email reminder to Board members and alternates at least two days prior to Board meetings in order to ensure a quorum at the Board meetings.
7. Board Member Thalman reported that she is accepting nominations for the 7th Annual Ruby Slippers Award, and is looking for nominations in local government.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Status Report – Exempt Employees Classification & Salary Study**
DATE: October 17, 2005

Placentia Library District Exempt Personnel met with CPS Human Resource Service Representative, Mary Jane Perlick on September 13, 2005 to discuss the preparation and submission of performance description questionnaires. The questionnaires were submitted to CPS on October 10, 2005. Ms. Perlick is scheduled to conduct individual interviews with the exempt personnel on October 18, 2005. CPS will notify the Library Director when the study is completed.

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Status Report – Audit Process**
DATE: October 17, 2005

Library Director Minter met with Kathryn Beseau and John Hanson of Moreland & Associates on October 4, 2005 to discuss the audit process and deadlines.

The State Controller's Report was submitted electronically. (Attachment A)

Ms. Beseau scheduled the week of December 5, 2005 with Administration to conduct data collection and paperwork.

Prepared by: Wendy Goodson



STEVE WESTLY
California State Controller
Division of Accounting and Reporting

August 8, 2005

Special District Fiscal Officer:

We are pleased to provide the Local Government Reporting Program to prepare your 2004-05 Special Districts Financial Transactions Report to the State Controller's Office (SCO). Special districts on Windows 95 or above operating systems can use this electronic program to prepare their financial transactions reports.

Enclosed are a compact disc containing the electronic reporting program, instructions for accessing and filing the electronic report, and the U. S. Bureau of the Census survey form. Paper reporting forms and related reporting information are available on the SCO website at www.sco.ca.gov/ard/local/locprep/districts/04-05.

Be advised that the signed cover page form of the report, the electronic output file^{*} and the U. S. Bureau of the Census survey form must be submitted to this office to complete all filing requirements. If you are unable to utilize the electronic reporting program or cannot access the Internet, you may request that paper reporting forms and instructions be mailed to you by returning the enclosed order form.

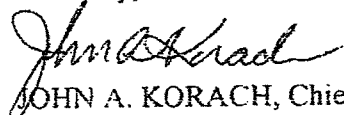
Government Code (GC) section 53891 requires completed financial reports to be submitted to the SCO within 90 days after the close of the fiscal year (hospital districts within 120 days). However, financial reports filed in the electronic file format prescribed by the SCO may be submitted within 110 days after the close of the district's fiscal year. Failure to submit the paper financial report by September 28, 2005, or the financial report in electronic format by October 18, 2005, may result in a forfeiture of up to \$5,000. There is no legal provision for granting an extension for filing this financial report.

Districts having no financial transactions to report for 2004-05 fiscal year must complete the General Information Form and submit it with a signed copy of the Cover Page Form of the financial report, stating on that page that the district is "inactive." Failure to submit a report for an "inactive" district will be considered failure to file.

GC section 26909 requires that a copy of the audit of the district's financial statements also be filed with the SCO. Please provide this audit as soon as it is available.

Questions concerning these reporting requirements should be directed to Sashi Lal of the Division of Accounting and Reporting at (916) 327-9496.

Sincerely,


JOHN A. KORACH, Chief
Division of Accounting and Reporting

* See proof of transmittal

JAK:WRB:trb

Enclosures

NETZERO - powered by Yahoo! Search

Send and receive larger attachments
Plus get tons of extra Email storage!

Surf up to 5x faster through your existing phone jack!

File Edit View Favorites Tools Help

Address: ftp://ftp.sco.ca.gov/

Go: []

NETZERO - powered by Yahoo! Search

Type Search Here

Name	Size	Type	Modified
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2005-12304104600.mdb	242 KB	Microsoft Access Da...	10/10/2005 3:25 PM
2005-12501921300.mdb	244 KB	Microsoft Access Da...	10/10/2005 3:20 PM
2005-12502703800.mdb	250 KB	Microsoft Access Da...	10/10/2005 3:09 PM
2005-12503311500.mdb	244 KB	Microsoft Access Da...	10/10/2005 3:36 PM
2005-12503400100.mdb	244 KB	Microsoft Access Da...	10/10/2005 2:35 PM
2005-12503702100.mdb	250 KB	Microsoft Access Da...	10/10/2005 1:48 PM
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CO130205.BWB	176 KB	BWB File	10/6/2005 10:44 AM
CO240405.BWB	176 KB	BWB File	9/27/2005 3:48 PM
CO260304.bwb	176 KB	BWB File	8/22/2005 2:23 PM
CO370405.BWB	177 KB	BWB File	10/3/2005 8:49 AM
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2005-12173004000.mdb	252 KB	Microsoft Access Da...	10/10/2005 4:09 PM *

Users: sco01lgrs Internet

* Proof of electronic submittal on 10/10/05
(For your records)

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT

COVER PAGE

Placentia Library District

SCO Reporting Year **2005** ID Number: **12173004000**

Submitted by the Reporting Entity

Fiscal Year Ended 06-30-05 (MM/DD/YY)



Signature

LIBRARY DIRECTOR

Title

ELIZABETH D. MINTER

Name (Please Print)

10-10-05

Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

To File Electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. A responsible member of the agency must sign this cover page and mail it to either address below.

Report will not be considered filed until receipt of this signed cover page.

To File A Paper Report:

1. Complete all forms as necessary.
2. A responsible member of the agency must sign this cover page and mail it to either address below.

Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

**Supplement to the Annual Report of Special Districts
For the Fiscal Year Ended June 30, 2005**

Special District ID Number:	12173004000
Name of District:	Placentia Library District

The U. S. Bureau of the Census requests the following information about the fiscal activities of your government for the 2004-2005 fiscal year (defined from July 1, 2004 through June 30, 2005). Governments furnishing this information will no longer receive U. S. Bureau of the Census Form F-29 or F-32, Survey of Local Government Finances. If you have any questions, please contact:

**U. S. Census Bureau
Elizabeth A. Bethoney
1-800-242-4523**

A. Personnel Expenditures

Please report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

Z00:	\$ 788,699
------	------------

B. Capital Outlay Expenditures for Enterprise Activities

Please report your government's capital outlay expenditures for the following enterprise activities, if applicable:

Airport Enterprise	Amount
Land and Equipment (Census Code G01)	\$
Construction (Census Code F01)	\$

Electric Enterprise	Amount
Land and Equipment (Census Code G92)	\$
Construction (Census Code F92)	\$

Harbor and Port Enterprise	Amount
Land and Equipment (Census Code G87)	\$
Construction (Census Code F87)	\$

Hospital Enterprise	Amount
Land and Equipment (Census Code G36)	\$
Construction (Census Code F36)	\$

Waste Disposal Enterprise	Amount
Land and Equipment (Census Code G81)	\$
Construction (Census Code F81)	\$

Water Enterprise	Amount
Land and Equipment (Census Code G91)	\$
Construction (Census Code F91)	\$

Placentia Library District Special Districts Financial Transactions Report

General Information

Fiscal Year 2005

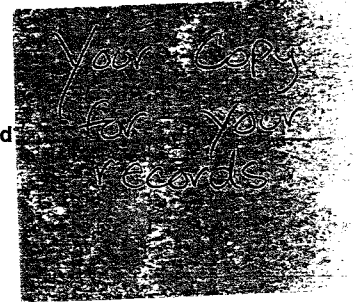
Mailing Address

Street 1 Is Address Changed

Street 2

City State Zip

Email



Members of the Governing Body

	First Name	Middle Initial	Last Name	Title
Member	<input type="text" value="Al"/>	<input type="text"/>	<input type="text" value="Shkoler"/>	<input type="text" value="President"/>
Member	<input type="text" value="Betty"/>	<input type="text"/>	<input type="text" value="Escobosa"/>	<input type="text" value="Secretary"/>
Member	<input type="text" value="Richard"/>	<input type="text" value="C"/>	<input type="text" value="DeVecchio, Ed. D."/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Jean"/>	<input type="text" value="A"/>	<input type="text" value="Turner"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Gaeten"/>	<input type="text" value="M"/>	<input type="text" value="Wood"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Elizabeth"/>	<input type="text" value="D"/>	<input type="text" value="Minter"/>	<input type="text" value="Director"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Officials

First Name	Middle Initial	Last Name	Title
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Prepared By

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Marie"/>	<input type="text"/>	<input type="text" value="Mangosong"/>	<input type="text" value="(949) 221-0025"/>

Independent Auditor

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Moreland"/>	<input type="text"/>	<input type="text" value="Associates"/>	<input type="text" value="(949) 221-0025"/>

**Placentia Library District
Special Districts Financial Transactions Report - Consolidated Balance Sheet**

Fiscal Year 2005

	Assets					General Long-Term Debt	Total Memorandum Only
	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets		
Assets							
Cash and Cash Equivalents	1,221,751						\$1,221,751
Taxes Receivable							\$0
Interest Receivable	6,459						\$6,459
Accounts Receivable							\$0
Loans, Notes, and Contracts Receivable							\$0
Due from Other Funds							\$0
Inventory of Materials and Supplies							\$0
Other Current Assets							
Lease Payments Receivable							
Unearned Finance Charges							
Investments	43,661						\$43,661
Restricted Assets							
Deferred Charges							
Unamortized Discount on Long-Term Debt							
Other Assets							\$0
Fixed Assets							
Land					81,498		\$81,498
Buildings and Improvements					2,029,651		\$2,029,651
Equipment					626,490		\$626,490
Construction In Progress							\$0
Total Fixed Assets					\$2,737,639		\$2,737,639
Accumulated Depreciation							\$0
Net Fixed Assets					\$2,737,639		\$2,737,639
Other Debts							
Amount Available in Debt Service Funds							
Amount to be Provided							
Total Assets	\$1,271,871	\$0	\$0	\$0	\$2,737,639	\$0	\$4,009,510

Placentia City District
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Fiscal Year 2005

Liabilities and Equity

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Liabilities and Equity							
Accounts/Warrants Payable							\$0
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued							\$0
Other Current Liabilities							\$0
Compensated Absences Payable							\$0
Due to Other Governments	118						\$118
Due to Other Funds							\$0
Long-Term Debt							
General Obligation Bonds							\$0
Revenue Bonds							\$0
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness							\$0
Unamortized Premium on Long-Term Debt							\$0
Advances for Construction							\$0
Deferred Revenue							\$0
All Other Non-Current Liabilities							\$0
Total Liabilities	\$118	\$0	\$0	\$0	\$0	\$0	\$118
Fund Equity							
Contributed Capital					2,737,639		\$2,737,639
Investments in General Fixed Assets							\$0
Retained Earnings							
Reserved							\$0
Unreserved							\$0
Fund Balances	10,000						\$10,000
Reserved							\$0
Unreserved Designated							\$0
Unreserved Undesignated	1,261,753						\$1,261,753
Total Fund Equity	\$1,271,753	\$0	\$0	\$0	\$2,737,639	\$0	\$4,009,392
Total Liabilities and Fund Equity	\$1,271,871	\$0	\$0	\$0	\$2,737,639	\$0	\$4,009,510

Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2005	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
		A	B	C
Non-Enterprise Activity		Library Services		
Taxes and Assessments				
Current Secured and Unsecured (1%)		1,442,789		
Voter Approved Taxes				
Property Assessments				
Special Assessments (Mello/Roos, Mark/Roos)				
Prior Year Taxes and Assessments		29,275		
Penalties and Cost on Delinquent Taxes and Assessments				
Licenses, Permits, and Franchises				
Fines, Forfeits, and Penalties				
Revenue From Use of Money and Property				
Interest Income		25,438		
Rents, Concessions and Royalties				
Federal				
Aid for Construction				
Other Federal				
State				
Aid for Construction				
State Water Project				
Homeowners Property Tax Relief		17,217		
Timber Yield				
Other State		215,478		
Other Governmental Agencies				
Redevelopment Pass-Through				
Other				
Charges for Current Services		474,130		
Contributions From Property Owners				
Self Insurance Only				
Member Contributions				
Claim Adjustments				
Other Revenues		251,823		
Total Revenues		\$2,456,150	\$0	\$0
Expenditures				
Salaries and Wages		788,699		
Employee Benefits		224,494		
Services and Supplies		727,338		
Self Insurance Only - Claims Paid				

**Placentia Library District
Special Districts Financial Transactions Report - Non-Enterprise Activity**

Revenues, Expenditures, Sources and Uses

Fiscal Year	2005	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
	A	B	C	
Contributions to Outside Agencies				
Debt Service				
Retirement of Long-Term Debt	145,280			
Interest on Long-Term Debt	7,714			
Interest on Short-Term Notes and Warrants				
Fixed Assets	21,676			
Other Expenditures	406,975			
Total Expenditures	\$2,322,176	\$0	\$0	
Revenues Over (Under) Expenditures	\$133,974	\$0	\$0	
Financing Sources and Uses				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				
Payments to Refunded Debt Escrow Agent				
Inception of Lease Purchase Agreements				
Other Financing Sources				
Other Financing Uses				
Operating Transfers In (Intra-District)				
Operating Transfers Out (Intra-District)				
Total Other Financing Sources (Uses)	\$0	\$0	\$0	
Revenues/Sources Over (Under) Expenditures/Uses	\$133,974	\$0	\$0	
Fund Equity, Beginning of Period	\$1,137,779	\$0	\$0	
Prior Period Adjustments				
Residual Equity Transfers				
Other				
Fund Equity, End of Period	\$1,271,753	\$0	\$0	

**Placentia Library District
 Special Districts Financial Transactions Report
 Consolidation of Fund Equities and Transfers
 Consolidation of Fund Equities and Transfers**

Fiscal Year 2005

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
Consolidation of Fund Equities				
Non-Enterprise Activities	\$1,271,753	\$0	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
Total Ending Fund Equities	\$1,271,753	\$0	\$0	\$0

	Transfers In A	Transfers Out B	Net C
Consolidation of Transfers In and Transfer Out			
General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

**Placentia Library District
 Special Districts Financial Transactions Report - Long-Term Debt**

General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Fiscal Year	2005
District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Other Long-Term Indebtedness
Activity	Library Services
Purpose of Issue	Building
Nature of Revenue Pledged	General Revenues
Percent of Pledge	100.00
Year of Authorization	1972
Principal Amount Authorized	1,000,000
Principal Amount Issued	1,000,000
Beginning Maturity Date	1972
Ending Maturity Date	2004
Principal Amount Unmatured, Beginning of Fiscal Year	\$75,000
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	75,000
Principal Amount Defeased During Fiscal Year	
Principal Amount Unmatured, End of Fiscal Year	\$0
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

**Placentia Library District
 Special Districts Financial Transactions Report - Lease Obligations**

Lease Obligations

Fiscal Year	2005	
Activity	Library Services	
Purpose of Lease	Civic Center Renovation	
Original Term of Lease - Number of Years		5
Type of Lease	Other	
Name of Lessor	City of Placentia	
Total Principal and Interest Unmatured, Beginning of Fiscal Year		
Principal Payment During Fiscal Year		50,858
Interest Payment During the Fiscal Year		3,553
Adjustments - Increase (Decrease)		339,531
Total Principal and Interest Unmatured, End of Fiscal Year		\$285,120
Total Unmatured Principal (Only) End of Fiscal Year		242,833
<hr/>		
Fiscal Year	2005	
Activity	Library Services	
Purpose of Lease	Equipment	
Original Term of Lease - Number of Years		14
Type of Lease	Rental	
Name of Lessor	ABN AMRO Inc	
Total Principal and Interest Unmatured, Beginning of Fiscal Year		\$287,904
Principal Payment During Fiscal Year		19,422
Interest Payment During the Fiscal Year		8,757
Adjustments - Increase (Decrease)		-20,202
Total Principal and Interest Unmatured, End of Fiscal Year		\$239,523
Total Unmatured Principal (Only) End of Fiscal Year		201,379

Placentia Library District

Special Districts Financial Transactions Report

Detailed Summary of Footnotes For Fiscal Year 2004-05

Forms	Column	Additional Details	Footnotes
Non-Enterprise Revenues, Expenditures, Sources and Uses			
Interest Income	A	ACTIVITY_CODE = 'Library Services'	Increase in interest income is due to higher interest rates in 2004/2005 and higher cash balance.
Charges for Current Services	A	ACTIVITY_CODE = 'Library Services'	Charges for current services was mistakenly entered in the line above it entitled Other in 2003/2004.
Interest on Long-Term Debt	A	ACTIVITY_CODE = 'Library Services'	Balance for Other Long Term Debt is zero.
Lease Obligations			
Adjustments - Increase (Decrease)	A	LEASE_PURPOSE = 'Civic Center Renovation' and ACTIVITY_CODE = 'Library Services'	Adjustment is to enter total principal and interest unmatured, beginning of fiscal year.
Adjustments - Increase (Decrease)	A	LEASE_PURPOSE = 'Equipment' and ACTIVITY_CODE = 'Library Services'	Adjustment is to agree beginning balance to audited balance per the June 30, 2004 Financial Statements.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

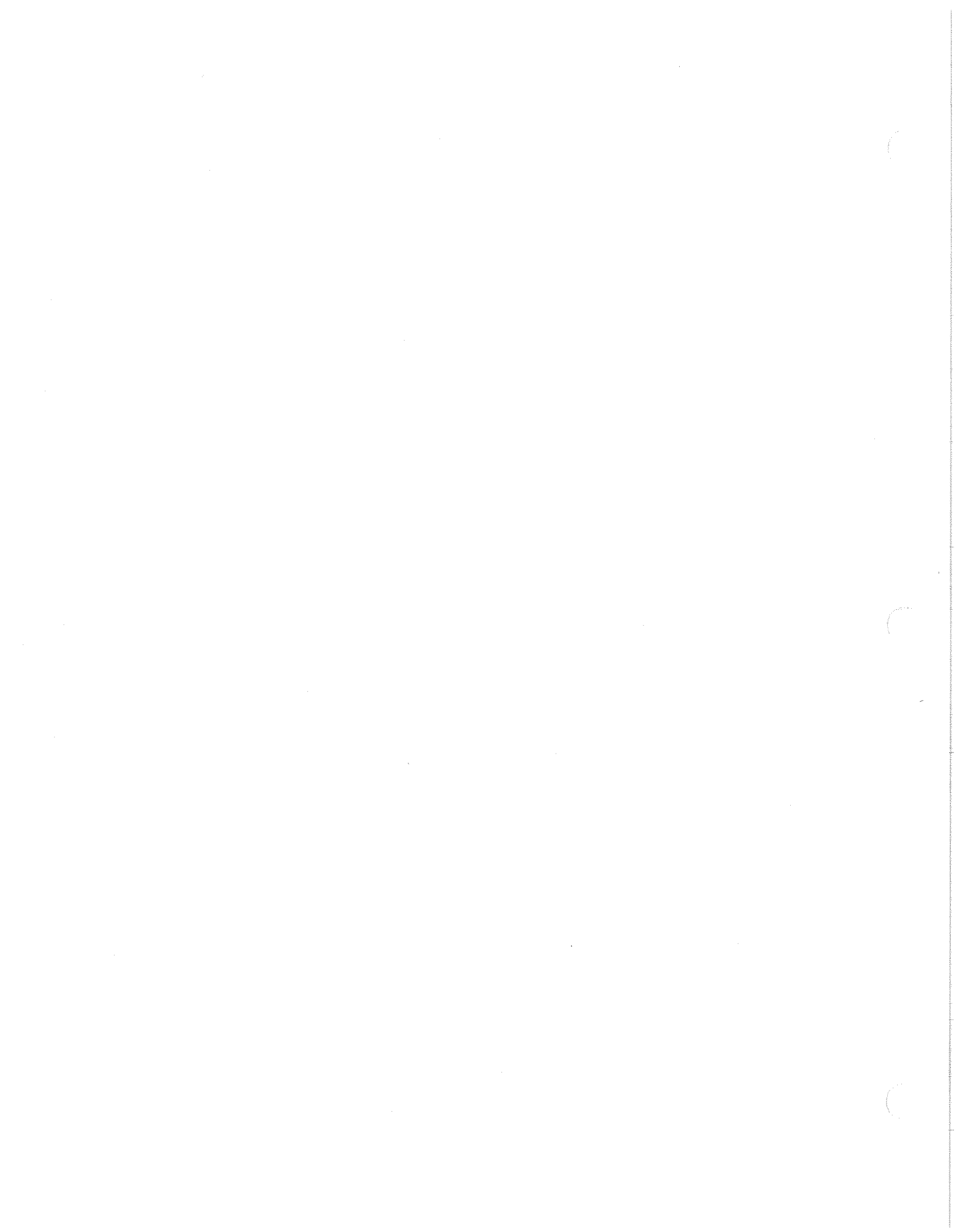
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Status Report – Administrative Offices Relocation Project**
DATE: October 17, 2005

The administrative office relocation is scheduled for October 21, 2005.

- The Administration Conference Room will be relocated to the Placentia History Room
- The Development Director's office will be relocated to the old Administration Conference Room
- The Passport Services Office will be relocated to the old Development Director's office.

RMC Facilities Services will be providing the labor and necessary materials to move and secure all furniture.

Prepared by: Wendy Goodson



2004-05 California Public Library Survey

Directory Update #1-51

THE FIELDS BELOW ARE FOR CSL USE ONLY

1	LIB_ID	M692
2	FSCS_ID	CA0096
3	Short_Name	Placentia Dist
4	Name	Placentia Library District
Director (If position is filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5	Courtesy Title (Ms., Mr., Dr.)	Ms.
6	First Name	Elizabeth
7	Middle Name or Initial (if used)	D.
8	Last Name	Minter
9	Title	Library Director
10	Street Address	411 E. Chapman Ave.
11	City	Placentia
12	ZIP	92870
13	ZIP4	6198
14	Mailing Address (repeat street address if same)	411 E. Chapman Ave.
15	Mail City	Placentia
16	Mail ZIP	92870
17	Mail ZIP4	6198
18	Public Phone Number- Administration	(714) 528-1925
19	Reference Phone Number	(714) 528-1906
20	FAX	(714) 528-8236
21	TDD for Deaf.	N/A
22	Library Director's Email address	eminter@placentialibrary.org
23	Library's Public Email address	administration@placentialibrary.org

24	Library's Web Address	http://placentialibrary.org
25	House District(s)	39
26	State Senate District(s)	29
27	Assembly District(s)	64
28	Affiliations (OCLC, CLC, etc.)	ALA, CSDA, CLC, ISDOC, OCLN, SCLLN, AFP, PGRT, OCCOG
29	ILL Period: # of Weeks	3
30	ILL Photocopy free up to 10 pages?	N
31	Copy fee. ONLY if answer to #30 is No; otherwise, leave blank.	.15/page.
32	Typical Schedule of Library Service Hours (for branches if no main library)	M-W 9-9; Th 9-6; Sat 9-5; Sun 1-5.

33	Name of person completing this survey.	Wendy Goodson
34	Email address of person completing this survey.	administration@placentialibrary.org

THE FIELDS BELOW ARE FOR CSL USE ONLY

35	Size Sq. Miles	7.10
36	Interlibrary Relationship Code	ME
37	Legal Basis Code	LD
38	Administrative Structure Code	SO
39	FSCS Public Library Definition	Y
40	Geographic Code	CI2
41	Legal Service Area Boundary Change	N
42	LIBR_TYPE	PHDD
43	MSA_NAME	LAOR
44	COUNTY	Orange
45	CA_NETWORK	IV
46	CLSASYSTEM	Santiago
47	C_LEGBASE	SD
48	TABLE	5
49	STATE	CA
50	FISCAL_YR	2004-05

Population and Outlets #201-212

201	Population of the Legal Service Area	53706
202	Population Children Age 0-5	3,950
203	Population Children Age 6-14	7,109
204	Registered Borrowers as of June 30	17,742
205	Children Borrowers Age 0-14	4,728
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	1
207	Hours per week Main Library is open (leave blank if none).	57
208	Branches (see instructions)	0
209	Stations (Must have staff & separate quarters).	0
<hr/>		
210	Total Branches + Stations (#208+#209)	0
211	Bookmobiles. Vehicle count.	0
212	TOT_OUTLET(#206+#208+#209+#211)	1

Library Staff #251-259

251	Total count of persons employed - full and part time.	25
252	ALA Librarians (FTE) who have accredited ALA Masters	3.25
253	FTE Total Librarians (ALA or other)	5.25
254	FTE Special Professionals	6
255	FTE Lib. Tech. Assistants	0
256	FTE Other*	8.93
257	ALL_SUPPRT (#254+#255+#256)	14.93
258	TOTAL_STAF (#253+#257)	20.18
259	FTE Volunteers (Average FTE per week - not hours)	13.13

Income - for Operational Expenses #301-314

301	Local Government (all sources - see help)	\$1,507,744
304	State Funds (CLSA, PLF, ELLI, etc.)	\$104,739
305	Federal Funds (LSTA or other)	\$6,000
308	All Other Operating Income	\$251,823
309	Total Operating Income (#301+#304+#305+#308)	\$1,870,306

THE FIELDS BELOW ARE FOR CSL USE ONLY

310	CLSA_DB	
311	CLSA_TBR	
312	Literacy	
314	PLF ALLOCATION	21402

Income - for Capital Outlay #315-319

315	Local Government (taxes and allocations - see help)	\$0
316	State Funds (CLSA, PLF)	\$0
317	Federal Funds (LSTA or other)	\$0
318	Other Income	\$0
319	Total Capital Outlay Income CAPOUT_INC (#315+#316+#317+#318)	\$0

Standard Operating Expenditures #401-414

401	Salaries & Wages Expenditures	\$788,699
402	Employee Benefits Expenditures	\$224,494
403	Total Staff Expenditures (#401+#402)	\$1,013,193
404	Print Materials Expenditures (except Serials)	\$108,602
405	Print Serial Subscription Expenditures	\$8,625
406	Total Print Materials Expenditures (#404+#405)	\$117,227
407	Electronic Materials Expenditures	\$51,965
408	Microforms	\$0
409	Audiovisual materials	\$37,149
410	Other materials	\$0
<hr/>		
411	Total Other Materials Expenditures (#408+#409+#410)	\$37,149
412	Total Collection Expenditures (#406+#407+#411)	\$206,341
413	All other Operating Expenditures	\$533,325
414	Total Operating Expenditures (#403+#412+#413)	\$1,752,859

Capital Expenditures #500

500 Capital Expenditures

\$0

Specific Expenditures #501-509

501	Postage and Delivery	\$6,346
502	Telecommunications (Telephone and Data)	\$12,019
503	Contracted Computer Services	\$55,712
505	Preservation	\$1,500
506	Expenditure for Children's Materials	\$34,849
507	Adult Literacy Program	\$174,255
508	Transfer to City/County divisions for services: maintenance, accounting, etc.	\$40,623
509	Payments for Contract Services to another jurisdiction	\$33,801

Collections #601-620

601	Children's Books Added	1,144
602	Books Children Held as of June 30	39,681
603	Books Young Adult Held as of June 30	3,205
604	Books Volumes Added	6,583
605	Books Titles Added	5,684
606	Books*Total Held as of June 30	122,288
607	Government Documents in separate collections	102
608	Serial Volumes held as of June 30	510
609	Total Print Materials Held (#606+#607+#608)	122,900
610	Electronic Books	206
<hr/>		
611	Total Audio Materials	4,063
612	Total Video Materials	5,047
613	Databases	18
614	Number of Current Print Serial Subscriptions	158
615	Current Electronic Serial Subscriptions	0
616	Number of records in library catalog as of June 30.	101,604
617	Microfilm (reels)	922
618	Microforms (not microfilm)	0
619	Children's Audio Materials held as of June 30	708
620	Children's Video Materials held as of June 30	1,072

Non-English Languages #701-762

Print Materials ADDED as of June 30

701	Armenian	0
702	Chinese	205
703	French	0
704	German	0
705	Hmong	0
706	Italian	0
707	Japanese	0
708	Korean	178
709	Laotian	0
<hr/>		
710	Russian	0
711	Spanish	1,353
712	Vietnamese	52

Print Materials HELD as of June 30

751	Armenian	0
752	Chinese	359
753	French	0
754	German	0
755	Hmong	0
756	Italian	0
757	Japanese	0
758	Korean	178
759	Laotian	0
760	Russian	0
761	Spanish	1,634
762	Vietnamese	159

Library Services, Annual #801-819

801	Total Public Service Hours	2,747
802	Attendance in Library	311,579
803	Reference Questions (omit directional)	36,660
804	Circulation of Children's Materials	85,210
805	Circulation Non-English	3,023
806	Circulation Non-Book	38,500
807	Total Circulation	198,853
808	In-Library use of Materials	33,554
809	ILL loans to others	5,124
810	ILL loans received	3,907
<hr/>		
811	Pre-School Programs - Number	189
812	Pre-School Programs - Attendance	7,637
813	School Age Programs - Number	63
814	School Age Programs - Attendance	4,043
815	Adult Programs - Number	21
816	Adult Programs - Attendance	279
817	Total Programs - Number (#811+#813+#815)	273
818	Total Programs - Attendance (#812+#814+#816)	11,959
819	Children's Program Attendance (#812+#814)	11,680

Salary Survey #901-918

901	Director (monthly rate) - Begin	8,334
902	Director (monthly rate) - Final	8,334
903	Assistant Dir. - Begin	N/A
904	Assistant Dir. - Final	N/A
905	Chief Lib. Div. - Begin	4,545
906	Chief Lib. Div. - Final	5,814
907	Branch Libn - Begin	N/A
908	Branch Libn - Final	N/A
909	Entry Level Librarian - Begin	3,293
910	Entry Level Librarian - Final	4,213
<hr/>		
911	Journeyman Librarian - Begin	3,838
912	Journeyman Librarian - Final	4,909
913	Lib. Tech. Asst. - Begin	2,785
914	Lib. Tech. Asst. - Final	3,564
915	Clerk Non-Pro. (see help) - Begin	2,075
916	Clerk Non-Pro. (see help) - Final	3,000
917	Mgr. Of Spec. Servic (non-MLS) - Begin	4,545
918	Mgr. Of Spec. Servic (non-MLS) - Final	5,814

Electronic Services #857-865

Electronic Access for your Library

857 Took advantage of CA Teleconnect subsidies during this report year. Yes

858 Took advantage of federal E-RATE subsidies during this report year. No

Electronic Resources Usage

859 Report Annual Number of Users of Electronic Resources 29,687

860 Does your library have a wireless network? Y/N Yes

861 Is it available to the public? Y/N Yes

862 Is there a charge to the public for access? Y/N No

863 Indicate the standard used (802.11b, 802.11g, 802.11n) 802.11b

~~864 Does your library use the Radio Frequency Identification (RFID) system for circulation? No~~

THE FIELDS BELOW ARE FOR CSL USE ONLY

865 GPTERMS (#27+#46) from Bookmobiles and Outlets table respectively 19

Library Outlet #1-50

Library Outlet

1	FSCS_ID	CA0096
	LIB_ID	M692
3	LIB_Code	M692.001
4	Short_Name	Placentia Dist.
5	Outlet Name:	Placentia Library
6	Courtesy Title (Ms., Mr., Dr.):	Ms.
7	Outlet Manager's: First Name (If position is not filled, enter "VACANT" in 7 and leave 8 & 9 blank)	Elizabeth
8	Outlet Manager's: Middle Name or Initial, if used:	D.
9	Outlet Manager's: Last Name	Minter
<hr/>		
10	Title:	Library Director
11	Street Address:	411 E. Chapman Ave.
12	City:	Placentia
13	ZIP:	92870
14	ZIP+4:	6198
5	Mail Address (repeat if same as street address):	411 E. Chapman Ave.
16	Mail City:	Placentia
17	Mail ZIP:	92870
18	Mail ZIP+4:	6198
19	County	Orange County
20	FAX:	(714) 528-8236
21	Phone:	(714) 528-1906
22	Type of Outlet:	CE
23	This Facility is Owned by:	SPDT
24	This Facility is in need of:	RMDL
25	State Senate District(s):	33
26	State Assembly District(s):	72
27	U.S. House District(s):	39

28	Population Served By Outlet.	53,200
29	Total Outlet Staff, in FTE.	19.48
30	Hours Open, Weekly.	57
31	Hours Open, Annually.	1,192
32	Total Number of Volumes Held by Outlet.	116,321
33	Total Annual Circulation by Outlet.	177,565
34	Total Outlet Operating Expenditures.	1,503,402
35	Year in which Outlet was Originally Built.	1974
36	Month and Year outlet opened (i.e., 06/2004)	06/1974
37	Year in which Outlet was Remodeled.	N/A
38	Size of Outlet, in sq. ft.	22,800
<hr/>		
39	Number of Reader Seats in Outlet	227
40	Days per week outlet is open to the public.	5
41	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
42	Housed in separate quarters?	Yes
43	Established schedule of hours for public service?	Yes
44	MSA (Metropolitan Statistical Area) Status:	NC
45	Degree of Adequacy of this Facility.	8
46	Number of Internet Terminals--General Public.	19
47	Internet Connection. What is your library's highest connection speed to the Internet?	257Kbps - 768Kbps (ISDN, T-1, frame relay, DSL)
48	FISCAL_YR CODE	2004-05
49	OUTLET_TYPE_SORT_CODE	
50	L_NUM_BM	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: October 17, 2005

BACKGROUND

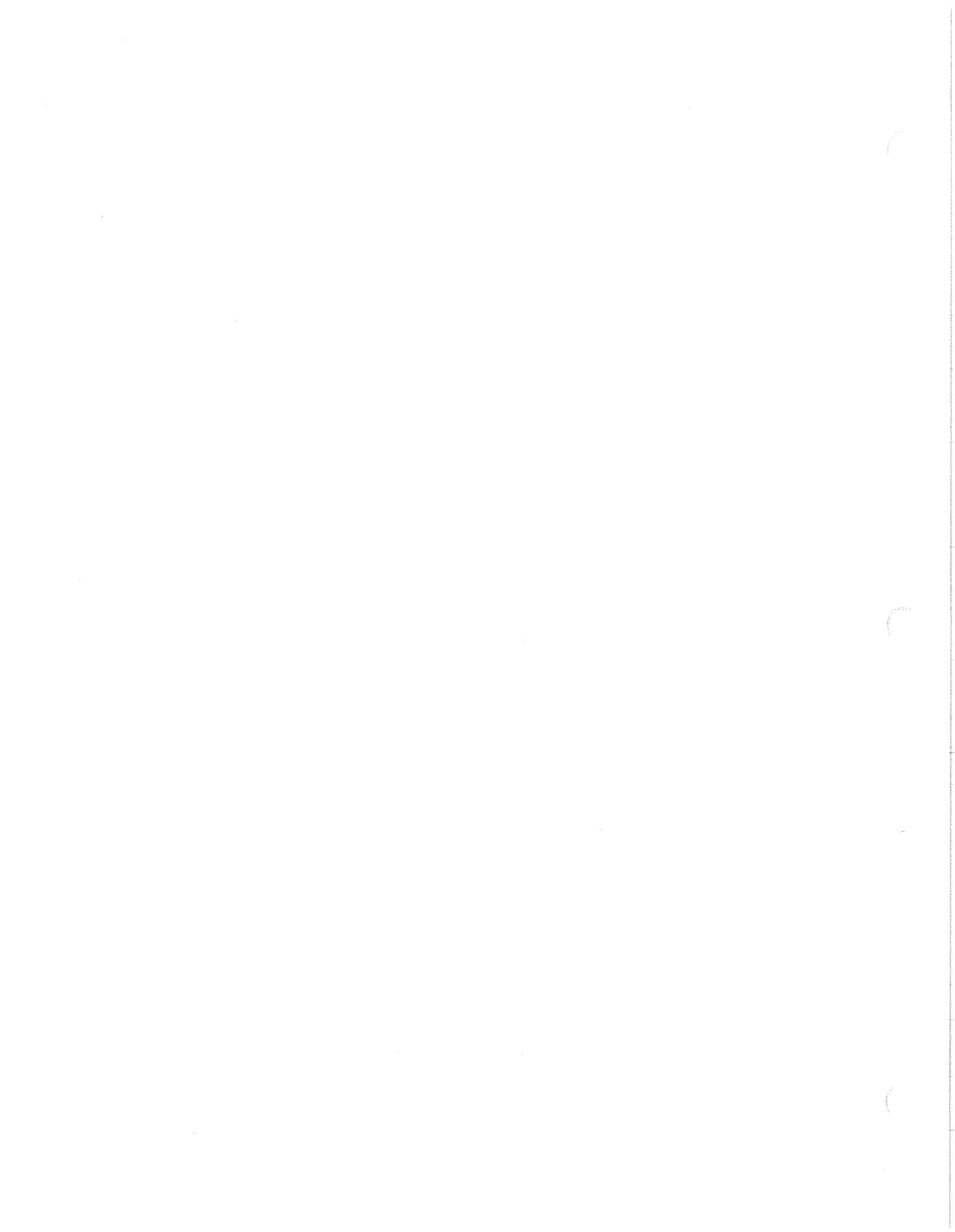
The recent Legislative Alert from the California Special Districts Association (CSDA) is contained in Agenda Item 24.

The Legislature has just adjourned from the first year of a two year session. The Board may discuss whether it wishes to schedule visits with area legislators during the recess and what the agenda for such a meeting would be.

Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Strategic Planning
DATE: October 17, 2005

BACKGROUND

Focus Groups

The Placentia residents who use the Yorba Linda Library focus group was originally scheduled for Monday, September 12 and was delayed until Monday, October 3 to give more time to recruit additional participants. Attachment A is the report for the group as submitted by Facilitator Louise Mazerov.

Plan Development

A draft of the Plan Document will be presented for discussion at the Strategic Planning Worksession. The Board may discuss individual items and give suggestions for changes and additions.

RECOMMENDATIONS

1. Receive & file the focus group report for Placentia residents who use the Yorba Linda Public Library.
2. Action to be determined by the Library Board of Trustees.

Placentia Non-User Focus Group Report October 3, 2005

1. On average, how many times a month do you use the Library, what library do you use instead of Placentia and why?
 - 4/month, Yorba Linda, quieter, larger collection parking is better, more familiar with them, hours better (not aware PL hours had changed)
 - 3/month, YL, better hours before, used to going there, more often do business in that area
 - 1/month, YL, close to work, kids doing research more often at home on computer now
 - Daily, YL, used to live there so familiar with them, more videos/CDs, sophisticated display, would come to PL if collection (magazine) more politically diverse/liberal, less conservative

2. What are the main reasons you find yourself using Library?
 - All indicated pleasure reading was biggest draw so need large selection,
 - Like presentation of collection at YL;
 - Focus on 'literacy' at PL too much, schools should do that
 - Before this meeting noticed you have many titles could use and is closer to their home
 - Good selection of fiction at PL noted but wanted more "controversial" titles, travel

3. Have you ever experienced difficulties in doing what you came to do?
 - When first used PL often found titles in catalog were not on shelf
 - Staff is very helpful but there is not enough of them and help is not as visible as at YL

4. Are you aware that the library has a website with electronic resources?
 - Only 1 of the 4 were aware of the website or electronic resources

5. What makes a Library attractive or desirable to you? What would you like to see here?
 - Lots of places to sit quietly
 - Less noise
 - Separate children's area
 - Walking into high ceiling open space
 - YL – windows, table with different types of seating, good lighting
 - Teen programming
 - Adult programming
 - More videos/DVDs

6. How important are libraries to the life of a community?
 - Very important, can't compare to schools, but even college students always need libraries, needed by all ages
7. How would you feel about the library being relocated to the redevelopment area in Old Town, if there was adequate parking?
 - Not a good idea
 - Even further away for most of them, less accessible, too congested an area
 - Stigma of undesirable neighborhood, no main thoroughfare, no parking
 - Need to move North not South

They may use Yorba Linda a lot but some of the staff there is grouchy, unlike the friendly staff at PL and they love the passport service, although not so crazy about the literacy programs (although that may have been more a misunderstanding of how it is funded).

Also mentioned that YL has a security officer who helps keep the noise level down and noise was one of their main complaints about PL.

Some were also unaware that the hours had been expanded making the case for more marketing of that information.

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students		X		
Offer general information and answers to questions on a broad array of topics.	X			
Provide services designed to help people find, evaluate and use information effectively.	X			
Offer local history information & preservaton		X		
Provide services designed to ensure basic literacy.				X
Provide resources relating to popular culture, social trends and recreational experiences.			X	
Provide consumer information.			X	
Be a source of information on community events and organizations.				X
Function as a common area for people to meet and interact.				X
Offer business and career information.			X	
Provide access to the Internet for personal use (email, chat)		X		
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	X			
Provide remote (from home, school or office) access to library and/or electronic resources via web		X		

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	✓			
Offer general information and answers to questions on a broad array of topics.	✓			
Provide services designed to help people find, evaluate and use information effectively.	✓			
Offer local history information & preservaton	✓			
Provide services designed to ensure basic literacy.	✓			
Provide resources relating to popular culture, social trends and recreational experiences.		✓		
Provide consumer information.		✓		
Be a source of information on community events and organizations.		✓		
Function as a common area for people to meet and interact.	✓			
Offer business and career information.			✓	
Provide access to the Internet for personal use (email, chat)			✓	
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	✓			
Provide remote (from home, school or office) access to library and/or electronic resources via web			✓	

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	Very			
Offer general information and answers to questions on a broad array of topics.	Very			
Provide services designed to help people find, evaluate and use information effectively.	Very			
Offer local history information & preservaton	Very			
Provide services designed to ensure basic literacy.		Somewhat		
Provide resources relating to popular culture, social trends and recreational experiences.			not too	
Provide consumer information.			not too	
Be a source of information on community events and organizations.			not too	
Function as a common area for people to meet and interact.			not too	
Offer business and career information.			not too	
Provide access to the Internet for personal use (email, chat)	very			
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	very			
Provide remote (from home, school or office) access to library and/or electronic resources via web	very			

Survey

IN YOUR OPINION, HOW IMPORTANT IS IT FOR A LIBRARY TO:

	<u>Very</u>	<u>Somewhat</u>	<u>Not too</u>	<u>Not at all</u>
Provide learning support to students	X			
Offer general information and answers to questions on a broad array of topics.	X			
Provide services designed to help people find, evaluate and use information effectively.	X			
Offer local history information & preservaton	X			
Provide services designed to ensure basic literacy.	X			
Provide resources relating to popular culture, social trends and recreational experiences.	X			
Provide consumer information.	X			
Be a source of information on community events and organizations.	X			
Function as a common area for people to meet and interact.	X			
Offer business and career information.	X			
Provide access to the Internet for personal use (email, chat)	X			
Provide access to the electronic resources for research (periodicals, business, jobs, careers)	X			
Provide remote (from home, school or office) access to library and/or electronic resources via web	X			

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Orange County Local Area Formation Commission (LAFCO) Municipal Service Review (MSR) for Placentia Library District is scheduled for November 9, 2005 in Santa Ana.**

DATE: October 17, 2005

BACKGROUND

The Orange County Local Area Formation Commission (LAFCO) Municipal Service Review for Placentia Library District is scheduled for November 9, 2005 in Santa Ana. The Buena Park Library District will also be presented at the same meeting.

Staff will make a report on the "Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Placentia Library District", as published by the Orange County Local Area Formation Commission (LAFCO) on September 30, 2005. The report is Attachment A.

The Board may discuss who will attend the LAFCO meeting on November 9.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



September 30, 2005

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SUSAN WILSON
Representative of
General Public

VICE CHAIR
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City of Laguna Woods

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Santa Margarita
Water District

JOYCE CROSTHWAITE
Executive Officer

Elizabeth Minter
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

SUBJECT: Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Placentia Library District

Dear Ms. Minter:

As you know from previous meetings with LAFCO staff, the Orange County Local Agency Formation Commission (LAFCO) is required to conduct municipal service reviews (MSRs) for all cities and special districts located within the County of Orange. MSRs are a new mandate from the state legislature (per Government Code Section 56430) requiring LAFCOs to conduct special studies on future growth and how local agencies are planning for that future growth within their municipal service and infrastructure systems.

In accordance with Government Code Section 56425 and the LAFCO Sphere of Influence Policy, LAFCO is required to review each agency's sphere of influence (SOI) every five years in conjunction with its municipal service review. An SOI is a long-range planning tool used by LAFCO to guide future LAFCO decisions on jurisdictional boundary changes. The Commission is required to establish an SOI to identify the probable future boundaries and service areas of all cities and special districts. While LAFCO has the legal authority to establish SOIs and approve boundary changes, annexations can only be initiated by residents or the agencies themselves.

Placentia Library District's sphere was originally adopted by LAFCO on November 26, 1975 and hasn't been comprehensively reviewed since. LAFCO staff is in the process of completing a municipal service review for your agency in addition to developing recommendations for your agency's sphere of influence. Staff will take the MSR report and its sphere recommendations for the Placentia Library District before the Commission for consideration on November 9, 2005.

In establishing an SOI for each agency, the Commission is required to consider several factors. These factors, as well as the background on municipal service reviews and the LAFCO Sphere of Influence Policy, have been included as Attachments A, B, and C for your reference.

As LAFCO staff conducts the MSR and sphere review for your agency, we will reference the attached map (Attachment D) as a baseline of your current sphere of influence. Please review this map and provide any comments to our office by October 14, 2005. You may also respond by email at dball@orange.lafco.ca.gov.

Should you have any questions or wish to meet to discuss this matter, please contact Communications Analyst Danielle Ball at (714) 834-6212.

We appreciate your assistance.

Regards,

Danielle M. Ball for

Bob Aldrich
Assistant Executive Officer

Attachment A:	Background on Municipal Service Reviews
Attachment B:	Government Code Section 56425 and 56430
Attachment C:	LAFCO Sphere of Influence Policy
Attachment D:	Agency Sphere of Influence Map

Orange County Local Agency Formation Commission

Municipal Service Reviews

FACT SHEET

♦ **What are "municipal service reviews"?**

Municipal service reviews, or "MSRs," are a new mandate from the state legislature requiring LAFCO to conduct special studies on future growth and how our local agencies will plan for that future growth within our municipal services and infrastructure systems.

♦ **What is LAFCO legally required to do?**

Government Code Section 56430 requires LAFCO to conduct MSRs regionally or subregionally, make determinations on local agencies' spheres of influence, and make nine determinations about present and future opportunities, constraints, and needs. The nine required determinations are:

- (1) Infrastructure needs or deficiencies
- (2) Growth and population projections for the affected area
- (3) Financing constraints and opportunities
- (4) Cost avoidance opportunities
- (5) Opportunities for rate restructuring
- (6) Opportunities for shared facilities
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers
- (8) Evaluation of management efficiencies
- (9) Local accountability and governance

♦ **What is a "sphere of influence"?**

A sphere of influence, or "SOI," is a long-range planning tool that:

- Guides future LAFCO decisions on jurisdictional boundary changes for local agencies, such as annexations.
- Assists local agencies in planning for their future and probable service areas.
- Promotes cooperative planning efforts among the County, cities, and special districts, and facilitates the logical and efficient extension of services and facilities by those agencies.

• **What is LAFCO's approach to MSRs in Orange County?**

Orange County LAFCO proposes a unique and innovative, strategic and programmatic approach to the MSRs based on a set of **guiding principles**:

- MSRs should be **future-oriented** studies that address future growth and municipal service and infrastructure needs and opportunities over the next 15 to 20 years.
- MSRs should be **valuable to the stakeholders and the public as the ultimate end-users** of the studies.
- MSRs should be conducted through an **open and inclusive process**.

• **What areas of Orange County will the MSRs focus on?**

The MSRs will address both of Orange County's **urban core** and **urban fringe** areas.

- **Urban Core**: Orange County's older, more established areas developed prior to 1970. Municipal service issues for these areas generally focus on declining revenue streams, increasing housing and public service needs, urban runoff, and aging infrastructure.
- **Urban Fringe**: Orange County's newer, more recently developed or developing areas built after 1970. Municipal service issues for these areas lean more toward the extension of new infrastructure, public services and facilities, and structures of governance.

Municipal Service Review Law

Government Code Section 56430

56430. (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the subregion, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) Infrastructure needs or deficiencies.
- (2) Growth and population projections for the affected area.
- (3) Financing constraints and opportunities.
- (4) Cost avoidance opportunities.
- (5) Opportunities for rate restructuring.
- (6) Opportunities for shared facilities.
- (7) Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.
- (8) Evaluation of management efficiencies.
- (9) Local accountability and governance.

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with Section 56425 or Section 56426.5 or to update a sphere of influence pursuant to Section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.

Sphere of Influence Law

Government Code Section 56425

56425. (a) In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.

(b) At least 30 days prior to submitting an application to the commission for a determination of a new sphere of influence, or to update an existing sphere of influence for a city, representatives from the city shall meet with county representatives to discuss the proposed sphere, and its boundaries, and explore methods to reach agreement on the boundaries, development standards, and zoning requirements within the sphere to ensure that development within the sphere occurs in a manner that reflects the concerns of the affected city and is accomplished in a manner that promotes the logical and orderly development of areas within the sphere. If no agreement is reached between the city and county within 30 days, then the parties may, by mutual agreement, extend discussions for an additional period of 30 days. If an agreement is reached between the city and county regarding the boundaries, development standards, and zoning requirements within the proposed sphere, the agreement shall be forwarded to the commission, and the commission shall consider and adopt a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section, and the commission shall give great weight to the agreement in the commission's final determination of the city sphere.

(c) If the commission's final determination is consistent with the agreement reached between the city and county pursuant to subdivision (b), the agreement shall be adopted by both the city and county after a noticed public hearing. Once the agreement has been adopted by the affected local agencies and their respective general plans reflect that agreement, then any development approved by the county within the sphere shall be consistent with the terms of that agreement.

(d) If no agreement is reached pursuant to subdivision (b), the application may be submitted to the commission and the commission shall consider a sphere of influence for the city consistent with the policies adopted by the commission pursuant to this section.

(e) In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

(1) The present and planned land uses in the area, including agricultural and open-space lands.

(2) The present and probable need for public facilities and services in the area.

(3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

(4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

(f) Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall review and update, as necessary, the adopted sphere not less than once every five years.

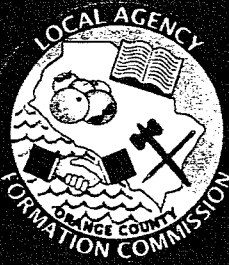
(g) The commission may recommend governmental reorganizations to particular agencies in the county, using the spheres of influence as the basis for those recommendations. Those recommendations shall be made available, upon request, to other agencies or to the public. The commission shall make all reasonable efforts to ensure wide public dissemination of the recommendations.

(h) When adopting, amending, or updating a sphere of influence for a special district, the commission shall do all of the following:

(1) Require existing districts to file written statements with the commission specifying the functions or classes of services provided by those districts.

(2) Establish the nature, location, and extent of any functions or classes of services provided by existing districts.

(i) Subdivisions (b), (c), and (d) shall become inoperative as of January 1, 2007, unless a later enacted statute, that becomes operative on or before January 1, 2007, deletes or extends that date.



SUBJECT:	Sphere of Influence Policy		
Date Approved by the Commission:	Original: 10/02/1996 Revised: 07/13/2005, 02/09/2005	Date of last Revision:	07/13/2005

I. LEGAL AUTHORITY

The California Government Code §56425 states in part:

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local governmental agency within the county and enact policies designed to promote the logical and orderly development of areas within the sphere.

Spheres of Influence are established by the LAFCO to identify the physical boundaries and service areas of cities and special districts. Current LAFCO policy calls for territory to be included within a Sphere of Influence if that area will need urban services within the next ten to fifteen years. Spheres of Influence are required to be updated no less than every five (5) years and are amended as conditions warrant. A sphere of influence must be established for each city and district, regardless whether the sphere boundary is the same as the city or district boundary. The SOI boundary established for each agency may or may not be conterminous with the city or district boundary. The intent of this policy is to promote the efficient, effective, and equitable delivery of local and regional services for existing and future residents through spheres of influence and to define a collaborative process with agencies.

Nothing in these policy guidelines shall be interpreted to affect or change pre-existing approved entitlements or development agreements. These policies reflect recognition that each Sphere of Influence is unique and requires site specific planning and flexibility.

A section of this policy is applicable to areas within Orange County which may still be experiencing growth. That section, titled Developing Spheres of Influence, is the product of a facilitated dialogue between the league of California Cities-Orange County Division, the County of Orange, the Local Agency Formation Commission (LAFCO), and the Building Industry Association of Orange County to address projected growth and the provision of municipal and regional services in developing areas.

II. DEFINITIONS

A. **"Sphere of Influence"** is a plan for the probable physical boundaries and service area of a local agency, as determined by the Commission (California Government Code §56076).

- B. **"Design Standards"** shall mean regulations pertaining to the location, height, bulk density, intensity, setback and size of buildings and structures, and local street widths.
- C. **"Developing Spheres of Influence"** shall mean the Spheres of Influence to be established by LAFCO based on the considerations set forth in the Sphere of Influence Policy Guidelines for the following cities and, in the future, to existing cities where LAFCO establishes a new SOI boundary, and any newly incorporating cities:
- Anaheim (Santa Ana Canyon)
 - Brea
 - Newport Beach (Newport Coast and Banning Ranch)
 - Huntington Beach
 - Irvine
 - Lake Forest
 - Orange (East Orange)
 - San Clemente
 - Yorba Linda (Chino Hills)
- D. **"Developing Standards"** shall mean standards for Infrastructure, Public Safety Regulations, and Design Standards. Design Standards are not applicable to: 1) interim uses such as agriculture; or 2) public utilities.
- E. **"Infrastructure"** shall mean standards for street alignments and grades and arterial and primary widths, drainage and sanitary facilities, public utilities, parks, public easements, and other public facilities, or fees in lieu thereof, which will be operated and maintained by a city upon annexation.
- F. **"New Communities"** shall mean areas designated as potential new cities through a joint LAFCO/County process.
- G. **"Public Safety Regulations"** shall mean building codes and regulations adopted pursuant to the provisions of Health and Safety Code.
- H. **"Sphere of Influence"** shall have the meaning as set for in Government Code Section 56076.
- I. **"Urban Level Municipal Services"** may include, but are not necessarily limited to, water, sewer, streets, street lighting, park and recreation services, building and zoning enforcement, animal control, law enforcement, fire protection, libraries, and crossing guards.
- J. **"Zero Sphere of Influence"** may be applied to any agency which the Commission has determined should reorganize, merge, dissolve or consolidate with another agency at some point in the future. Annexations to an agency with a zero sphere should be discouraged by the Commission.

III. PURPOSE OF SPHERES

A. Planning Tool for LAFCO and Local Agencies

A sphere of influence is a long-range planning tool that guides future LAFCO decisions on individual jurisdictional boundary changes, incorporation proposals, district formation, and proposals for consolidation, merger, or formation of subsidiary districts. Spheres of influence should be used to assist each public agency in planning the logical extension of its facilities and services through the designation of potential areas of annexation.

B. Coordinate Logical Extension of Public Services and Agency Boundaries

Adoption and update of spheres of influence should promote cooperative planning efforts among the county, cities, and districts and facilitate the logical and economical extensions of all their facilities and services. As such, spheres of influence should be conducted in conjunction with or after a municipal service review.

C. Assist Property Owners in Planning Comprehensively

Spheres of influence provide information to the property owner as to the ultimate service provider and timing of development for their property. Knowing the future service area of cities and special districts will facilitate good planning decisions for vacant, agricultural and open space land.

IV. POLICY GUIDELINES

A. Municipal Service Reviews

In accordance with state law (Government Code §56425), spheres of influence should be updated every five years. Spheres must be prepared in conjunction with or after completion of a related municipal service review (Government Code §56430).

B. Annexation of Territory

Before territory can be annexed to a city or district, it must be within the agency's sphere (Government Code §56375.5). Spheres should be used to encourage development of territory adjacent to urban areas prior to annexation of other areas, especially agricultural and open space lands. However, because territory is within an agency's sphere does not mean that the area will necessarily be annexed. A sphere is only one of several factors that are considered by LAFCO when evaluating changes of government organization.

C. Consistency with General Plans in Designation of City Spheres

LAFCO must review the existing and future land uses of territory prior to including it within a city's sphere (Government Code §56425, factors to be considered) in order to determine the logical extension of urban services and

the probable future boundary of a city or district. Territory will be considered for inclusion within a city's sphere if urban services are proven to be needed within the next 10 - 15 years. If an area is located within a city's sphere of influence, but not included in the city's general plan, prior to the territory being approved for annexation by the Commission, the territory must be included within the land use element of the city's general plan.

D. Encourage Efficient and Logical Formation of Government Agencies

LAFCO recognizes that urban populations require a broad range of community services and control; and that service needs often change as areas become more densely populated. The designation of spheres of influence should be used to promote efficient and accountable extensions of public services and to assist communities in determining service priorities, service levels, and service need. Spheres of influence should identify areas of potential service expansion as well as communities that could best be served by the consolidation, merger, or establishment of subsidiary districts.

E. Encourage Annexation of Unincorporated Islands

City spheres that include unincorporated islands of territory should be encouraged to annex the islands to the city. The Commission acknowledges that unincorporated islands are generally costly for county government to serve and often have service impacts on the surrounding city. LAFCO discourages the formation of special districts within unincorporated islands for services that are readily available from the surrounding city.

F. Encourage Logical Annexations and Discourage Overlapping Service Areas

Phased urban development contributes to the orderly growth of urban areas. Territory placed within a city's sphere indicates that the city is the most logical provider of urban services for development. LAFCO encourages annexation of developing territory that is currently within a city's sphere to that city rather than to one or more single purpose special districts. LAFCO discourages the formation of special districts within a city's sphere. To promote efficient and coordinated planning among the county's various agencies, city spheres shall not overlap and districts that provide the same type of service shall not have overlapping spheres. An update of a city's sphere may also include a review and update of the special district spheres that serve the city or its sphere area.

V. PROCEDURE FOR DETERMINING NEW SPHERES OF INFLUENCE

Currently, all cities and districts within Orange County have a LAFCO designated sphere of influence. Therefore, this section affects the adoption of a sphere for incorporation of a city or the formation of a special district.

A. City Incorporation

The incorporation proponents are required to submit a proposed sphere of influence as part of their incorporation application. The proposed sphere

boundary should be submitted on a map detailed enough to indicate parcels to be included or excluded from the sphere boundary. If the proposed sphere is larger than the proposed city boundary, the applicant must justify the inclusion of additional territory by considering the factors identified in this policy. LAFCO shall analyze the proposed sphere boundaries and possible alternative boundaries in conjunction with the incorporation proposal. The Commission shall use the factors identified in this policy as guidance for determining the proposed city's sphere. Land use designations of the county general plan shall be used to assist in determining the future need for urban level services of the sphere territory.

B. District Formation/Consolidations/Reorganizations

The district formation/consolidation/reorganization applicant is required to submit a proposed sphere of influence boundary for the proposed district or consolidation. If the proposed sphere is larger than proposed district boundary, the applicant must justify the inclusion of additional territory by considering the factors identified in this policy. The proposed sphere boundary should be submitted on a map (detailed enough to indicate parcels to be included or excluded from the sphere boundary) that shows the proposed district boundaries and any other agencies' boundaries or sphere boundaries that are within close proximity to the proposed district.

VI. PROCEDURE FOR UPDATING SPHERES OF INFLUENCE

The Local Agency Formation Commission is required to review and update spheres of influence every five years and are required to be consistent with existing state laws (§56425).

A. Initiation of a Sphere Update

A comprehensive update to an agency's sphere of influence may be initiated by direction of the Commission or by application of the agency. If submitted by the agency, the application should contain or reference a municipal service review. The information contained in the application may include but is not limited to:

1. Capital improvement plan
2. Location of existing services/ infrastructure
3. Level and range of services/ existing capacity
4. Population and growth trends for the subject area
5. Land use designations
6. Planned development
7. Natural topographical features

8. Special circumstances

In addition, the application should contain a map of the affected city or district and identification of the following:

1. Topography
2. Urban areas/major roadways
3. Open space and agricultural areas
4. Boundaries of adjacent cities and districts and each sphere designation

Upon submittal of the application, LAFCO staff will issue a letter indicating whether the application submitted is sufficient or if more information is required. If additional information is required, LAFCO staff will identify the items necessary to make the application complete. Once staff review is complete, a public hearing will be set and the Commission shall consider the proposed sphere update.

B. Factors to be Considered

Government Code Section 56425 specifies the following four factors which must be considered when establishing or reviewing spheres of influence:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines they are relevant to the agency.

In addition, the Commission shall consider the following criteria in determining a city's or special district's sphere of influence:

- Water transmission mains and available capacity
- Sewerage facilities and capacity
- Level of police and fire protection
- Waste disposal services
- Parks and recreation opportunities
- Compatible street circulation
- Natural topographic features such as rivers, ridge lines, ravines, etc.

- Human-made barriers such as freeways, major streets, railroads, etc.
- General plans adopted by affected cities or county
- Existence of unincorporated "islands" in the area
- School districts, postal zones, and other special districts which give municipal type services
- Property owner concerns
- Fiscal impacts

These criteria are used to determine which city, if any, or district is the most capable of providing the necessary public facilities and services essential to urban development. In applying the above criteria the Commission's sphere, determinations will not be based on any single factor, but rather will include a composite consideration of all the factors that are applicable.

C. Factors to be Considered in Applying a "Zero Sphere of Influence"

For those agencies that the Commission has determined should be reorganized, merged, dissolved, or consolidated with another agency, the Commission may apply a "zero sphere of influence." Generally, zero spheres are applied to agencies comprising territory that is largely built-out, or substantially similar to adjacent areas in land use patterns, and in which no significant new services to the area are anticipated.

A zero sphere does not require the agency or LAFCO to initiate a reorganization proposal. However, it serves as an indicator that at some point in the future the agency should reorganize. In addition, annexations to agencies with a zero sphere should be strongly discouraged.

Prior to designating a zero sphere for an agency, the Commission shall determine that at least one of the following have been met:

- The agency's present and future capacity to provide services is compromised by infrastructure, financing, regulatory and/or staffing constraints.
- All or a portion of the agency's services is contracted out to other service providers.
- An alternative service provider is capable of providing the same service to the area more efficiently.

VII. POLICY GUIDELINES FOR "DEVELOPING SPHERES OF INFLUENCE"

The following policy guidelines concern development proposals within Developing Spheres of Influence. They do not apply to land covered by a pre-annexation agreement between a city and landowner.

- A. Cities should have the option to provide Urban Level Municipal Services to areas within Spheres of Influence where the city has a demonstrated willingness and ability to provide Urban Level Municipal Services. This section is not intended to address the provisions of services by independent special districts.
- B. Urban development should occur within existing cities, Spheres of Influence, or planned cities. Initiation of annexation into the city should occur at the earliest time in the planning process consistent with these policies. Initiation of annexation to a city should occur prior to the issuance of building permits.
- C. Spheres of Influence reflect a city's demonstrated willingness and on-going ability to provide land use planning and to plan for and extend public services. This policy guideline acknowledges that LAFCO has sole authority to determine Spheres of Influence, and LAFCO concurrence is necessary for implementation of this guideline.
1. In conjunction with LAFCO review of a city's Sphere of Influence, the city must develop a plan of service consistent with the level of detail commonly found in General Plans for the proposed sphere area. The plan will include:
 - Land Use Designations
 - Location of existing services and infrastructure
 - Capital improvement and funding plans
 - Level and range of service proposed for the area
 2. It is anticipated that LAFCO would reevaluate a city's Sphere of Influence on a priority basis and determine if the sphere shall be maintained, revised, or eliminated consistent with these policy guidelines if a city's actions significantly alter the need for urban services or the provision of urban services within the sphere area.
- D. Through coordination with the cities and the County, LAFCO will periodically complete Sphere of Influence updates so that responsible agencies can develop general plans, ordinances, and procedures consistent with these policy guidelines.
- E. The public interest is served when the cities, the County and LAFCO acts to provide compatibility in land use planning and development standards. This collaboration assists LAFCO is establishing spheres in developing sphere areas. Development Standards applicable within Developing Spheres of Influence should allow consideration of the following:
1. City standards for Infrastructure improvements, including public parks, and Public Safety Regulations should be utilized.
 2. City Design Standards will be the starting point of discussion between the city and the landowner for a development proposal. Cities and landowners will work cooperatively to achieve consensus by using flexibility, incentives, and other options to achieve agreement on the

applicable Design Standards. In the event the city and landowner cannot agree on appropriate Design Standards, the County will make the final determination on the Design Standards which will apply based upon an evaluation of the legitimate objectives of the city and the landowner. Factors to be considered by the County shall include, but not be limited to, balancing the landowner's need for responsiveness to the marketplace with the city's need for consistency with the city's Design Standards.

Section 5(a) and (b) are intended to recognize that while the County will have ultimate responsibility for the application of Development Standards within a Developing Sphere of Influence, compatibility with City Infrastructure and Public Safety Regulations facilitates the ultimate annexation of the development to the city. It is anticipated that each city will identify development standards to be addressed at the time formal policies are considered for individual Sphere of Influence areas.

VIII. GUIDELINES FOR ANNEXATION INCENTIVES FOR DEVELOPING SPHERE AREAS

The following incentives are permissive options to address permit process time and cost and shall not be construed to apply to Development Standards and Design Standards or negate a landowner's option to process all aspects of a development through the city or County.

A. Flexible Processing Options

The County and the city may each submit a development processing time and cost proposal for landowner consideration. Should the landowner wish a development proposal to be processed through the city, the County and city will pursue a cooperative agreement allowing the city processing prior to the effective date of annexation.

B. Pre-annexation agreements, which eliminate the need for the extension of Urban Level Municipal Services by the County will be considered a public benefit for the purposes of County development agreements.

C. To promote early annexation, the city will consider offering incentives including, but not limited to, the following:

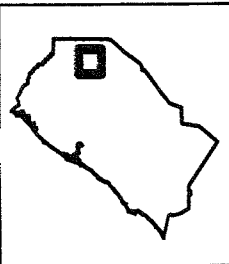
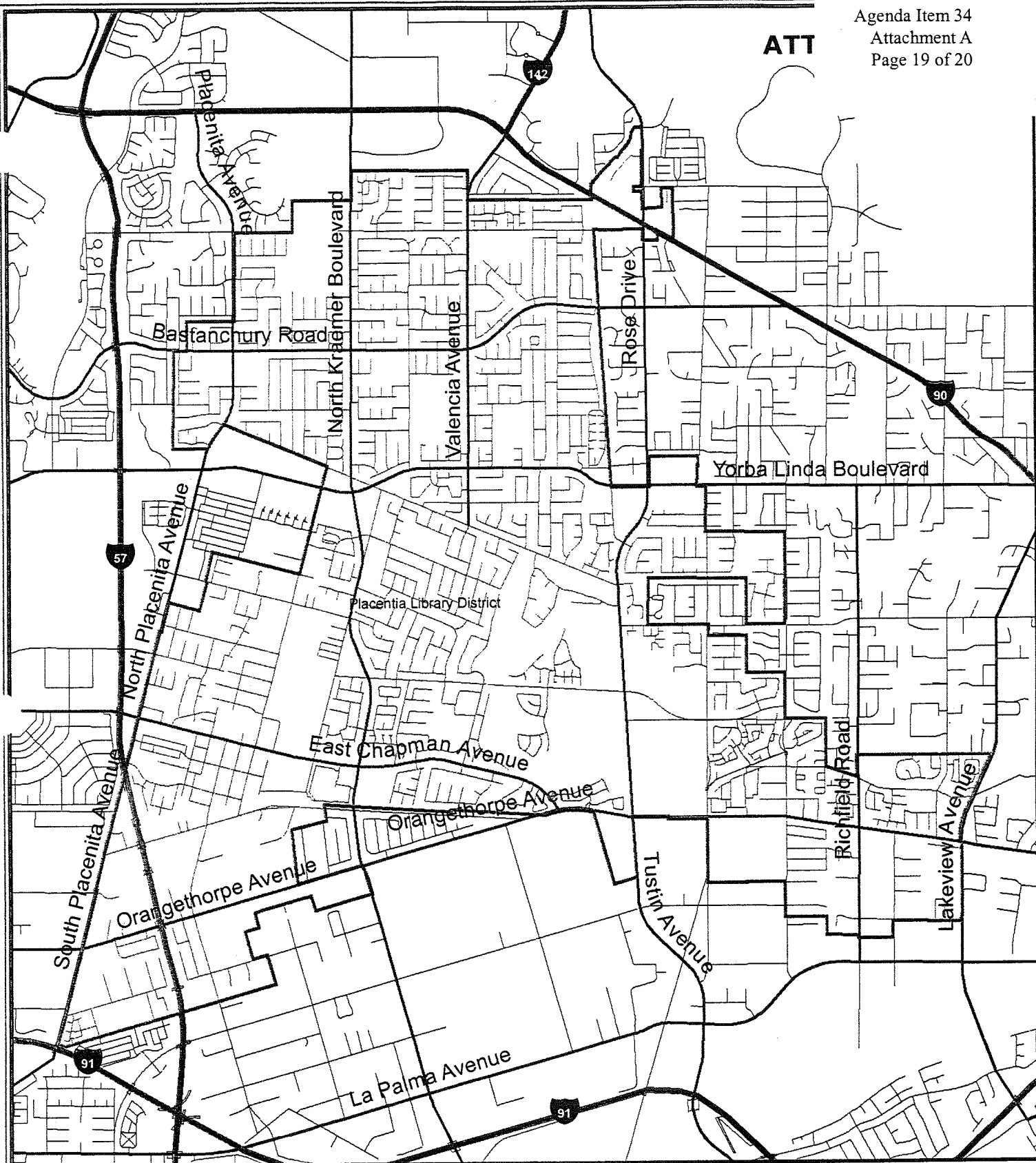
- a. Pre-annexation planning and zoning
- b. Pre-annexation subdivisions
- c. Creative public financing opportunities
- d. Pre-annexation agreements
- e. Pre-annexation development agreements
- f. Financial incentives
- g. Phased annexations

IX. SCHEDULE FOR REVIEW OF ALL SPHERES OF INFLUENCE

- A. The comprehensive update of an agency's sphere of influence should be conducted every five years prior to or in conjunction with the preparation of municipal service reviews.
- B. Types of Spheres

The Commission may establish a sphere of influence which is larger than an agency's current boundaries when it is deemed possible that the agency should or will expand. The expansion of a city's sphere may include territory not included in the city's current general plan. The Commission may also set a sphere of influence which is coterminous with existing city/district boundaries when it is not deemed appropriate by LAFCO for the public agency to expand beyond its present boundaries. Finally, the Commission may also establish a zero sphere for any agency which the Commission has decided should reorganize, merge, consolidate with another agency. A zero sphere does not require the agency or LAFCO to initiate a reorganization proposal. However, it serves an indicator that at some point in the future the agency should reorganize. In addition annexations to an agency with a zero sphere should be discouraged by the Commission.

ATT



Legend

- Sphere Boundary
- District Boundary

Placentia Library District Sphere of Influence Map

SOI Originally Adopted: 11/26/75
Last Reviewed: 11/26/75

9/30/05

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Library Director's Report**
DATE: October 17, 2005

Activities Report:

- Sep 15 The Strategic Planning Focus Group of Collaborative Partners met with Louise Mazerov and Vernon Napier.
- Sep 19 Met with Deniene Husted to review the "Introducing Placentia Library" brochure.
Library Board strategic planning work session and regular meeting.
- Sep 21 Participated in training for online book ordering with the Baker & Taylor representative.
- Sep 22 Participated in the Press Conference at the Bradford House for the Placentia Legacy brochure.
- Sep 24 Saturday manager at the Library.
- Sep 27 - 29 CSDA Conference, Long Beach

Attended the opening general session and luncheon on Tuesday during which Placentia Library District received the Innovative Services Award. Jim Roberts made a presentation to the audience about the results of the expansion of the literacy program through community collaborative partners.

The opening luncheon program discussed media management during a crisis and becoming the media's "trusted expert".

Breakout session I attended included "Communication Protocols for the Board and Staff", "The Art of Recruiting, Hiring and Keeping Good People", "Around the Corner and Over the Horizon: What's Ahead for Special Districts", "Special District Financing Mechanisms", "Employment Law Update" and "Getting Caught in the Web: Developing and Maintaining a Website as a Communication Tool".

I also attended the Legislative Breakfast and heard the presentation by CSDA Lobbyist Ralph Heim.

- Oct 1 Saturday manager at the Library.

- Oct 3 Friends Board Meeting.
The Strategic Planning Focus Group of Placentia Residents Using the Yorba Linda Library met with Louise Mazerov and Wendy Goodson.
- Oct. 4 Attended the Executive Committee Meeting for the Independent Special Districts of Orange County.
Met with Kathryn Beseau, Partner and John Hanson, Manager, Moreland & Associates, Certified Public Accountants to discuss the District's audit process and schedule.
- Oct.8 Prepared the balloons for the Trustee parade vehicle, delivered the balloons and the sign and confirmed that the vehicle was in the correct location and checked in with the District booth at the Business Showcase and gave a break to the staff. Closed out Passports at the Library in the afternoon.
- Oct 10 Submitted the job audits for Public Services Manager, Technology Manager and Administrative Assistant to Mary Jane Perlick, CPS Personnel Services.
- Oct 11 Met with the Owner of Off Broadway Bistro, Anaheim to negotiate using the restaurant for the Staff Appreciation Dinner.

Staff Meetings:

- Sep 21 I reviewed the overall categories for the Administrative areas that were discussed at the Strategic Planning Worksession on September 19. Technical Services staff presented their suggestions for the Strategic Plan.
- Oct 5 The entire session was devoted to telephone training by a representative from Eartel. It is obvious that this topic needs to be reviewed again later in December because most of us are still mastering the basics and not taking advantage of the advanced features of the system.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager
 DATE: October 17, 2005

SUBJECT: Program Committee Report for the month of September.

ADULT SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	0	1	2	3
NUMBER OF ATTENDEES	0	33	30	68

CHILDREN'S SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF PROGRAMS	20	22	28	22
NUMBER OF ATTENDEES	788	872	1,000	1,533

PROGRAM COMMITTEE

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
NUMBER OF MEETINGS	0	1	0	1
NUMBER OF ATTENDEES	0	6	0	6
NEWS RELEASES	NA	2	NA	2

LITERACY SERVICES

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
Total Tutors	149	89	164	87
Total Students	171	132	179	161
Total Hours	1,450	894	4,125	2,125

For more detailed literacy statistics, see Agenda Item 39, pages 2 of 3 and 3 of 3.

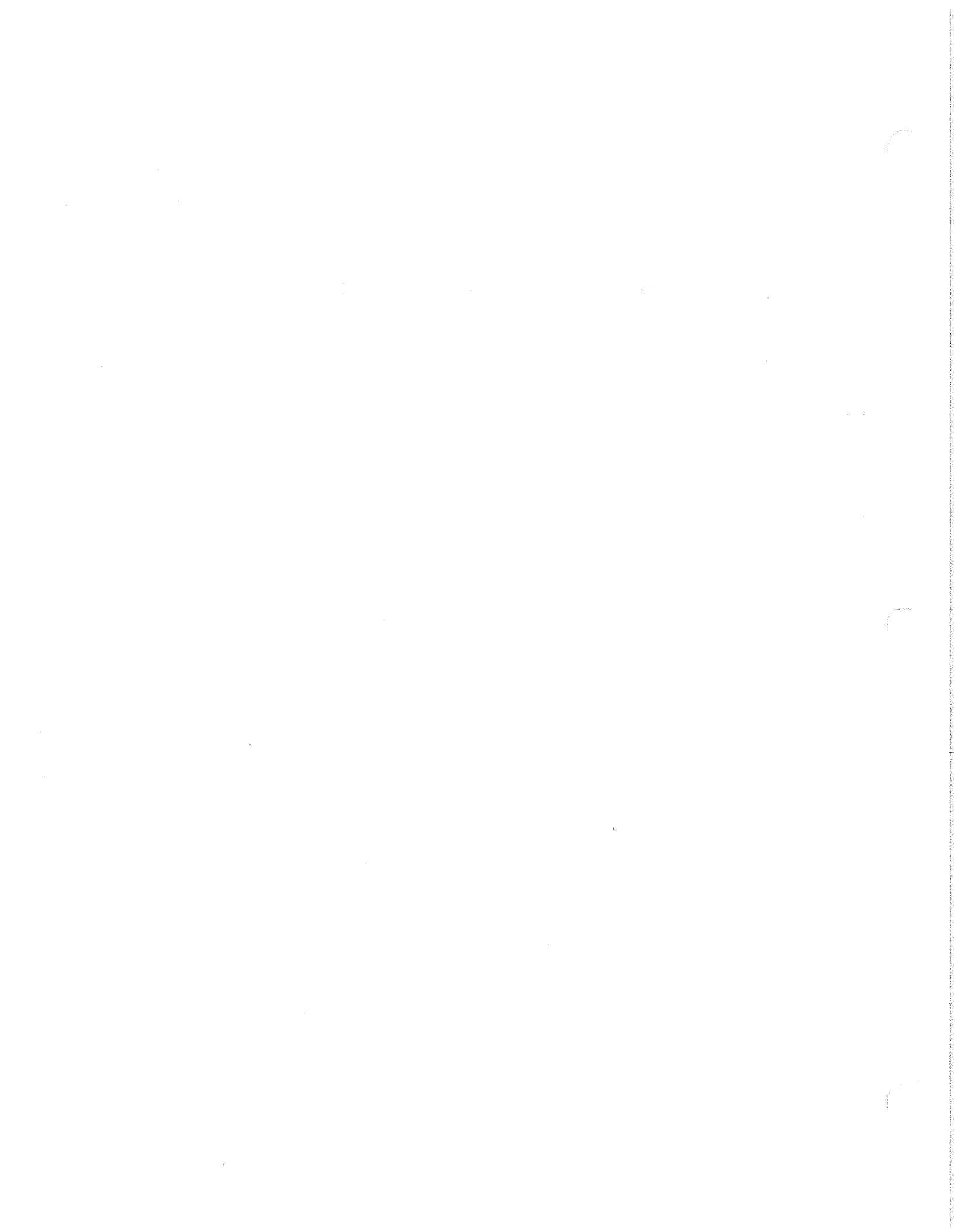
To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 


Date: for Board Meeting, October 17, 2005

Subject: September 2005 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 2 years and under	5	174
Story Time I - 6 years & under	5	226
Story Time II -6 years & under	3	115
Music Time 1 - 3 year olds	4	205
Music Time 4 - 6 year olds	4	124
Read to the Dogs event	1	28
Total September 2005	22	872
September 2004	20	778
Current FY to date	76	3671
Previous FY to date	69	3006



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 17, 2005

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

Tutor Training. There were two tutor training workshops in September and one in October, and thirty-seven tutors were trained, sixteen adults and twenty-one teens. All new volunteer tutors are matched or pending match.

Families for Literacy (FFL) Program Status. We had no FFL programming in September.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP will start again during school year 2005-06 in early October. We'll be recruiting PRREP tutors from El Dorado High School and Valencia High School to participate in the program this school year.

PLLS starts two new homework clubs. On September 19, we started a homework club at Topaz Elementary School for seventh grade students who are attending Tuffree Middle School and graduated from Topaz. Held Monday-Wednesday from 4-6 PM, the Topaz homework club has averaged eighteen students a day. On September 19, we started a new homework club at the Homeless Intervention Shelter (H.I.S. House) where there are twelve (12) school-age children.

English Language and Literacy Intensive (ELLI) Program Update. We have already started ELLI again this school year. We plan to have ELLI active at three elementary schools: Ruby Drive, and Topaz, and Tynes.

Grant Update. Our grant writer, Machoskie & Associates, submitted several letters of inquiry to possible grantors in September.

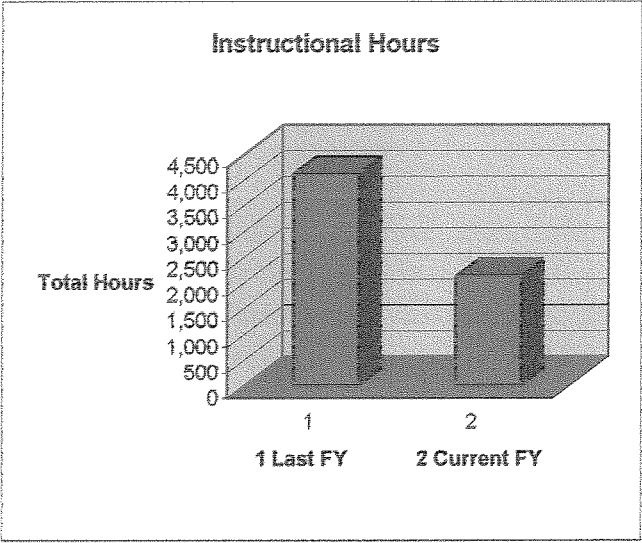
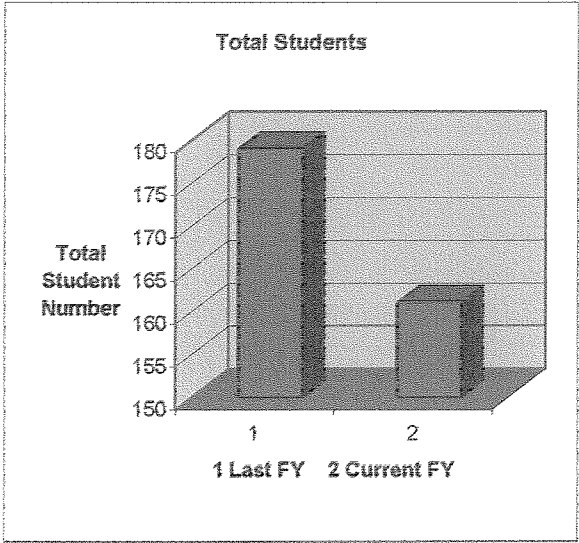
Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2004-05. In that respect, our FWS allocation for FY 2005-06 is \$75,000, and we already have sixteen (16) students approved for this coming year. Our FWS partnership is also very strong with Western State College University of Law as we have thirteen (13) already signed-up.

Literacy statistics. See Agenda Item 38, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 04-05	Sep 05-06	YTD 04-05	YTD 05-06
Tutors				
Adult	80	47	98	54
Teen	59	42	66	44
Hours Instruction	1,450	894	4,125	2,125
Other Volunteer Hours	120	120	120	280
Total Hours	1,570	689	4,245	2,405
Training Workshops				
Workshops Held	3	3	8	5
Tutors Trained	14	37	39	46
Students				
With Adult Tutors	97	92	108	102
With Teen Tutors	74	40	71	59
In Groups	0	0	0	0
Total Active Students	171	171	179	161
Families for Literacy				
Family Students	10	5	10	5
Family Tutors	10	5	10	5
Hours of Instruction	80	60	240	120
ELLI Program				
K-6th Grade Students	0	45	0	98
Tutors for K-6th Grade	0	9	0	9
Hours of Instruction	0	200	0	200
Total Tutors	149	89	164	87
Total Students	171	132	179	161
Total Instruction Hours	1,450	894	4,125	2,125



TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian *MS*

DATE: October 17, 2005

SUBJECT: Reference and Adult Services report for September, 2005

- There were two Program Committee meetings during the month.
- Dr. Charles Frazee did a program about the Byzantium Empire on Monday evening, September 26.
- There was a Byzantium book display in the library with available bibliographies for patrons.
- "Join the Major Leagues @ Your Library" is a yearly promotion originated by ALA that ended on September 9.
- Our "Smartest Card" library card sign-up promotion offered a free book to people under sixteen and five Bookstore Bucks to older people during the month.
- Books appropriate to the commemoration of 9-1-2001 were available in the trough.
- The glass display case by the New Book Shelf featured a Reading Roundup collection of artwork. Items such as books, cassettes, and DVDs on the floor of the case illustrated the things a patron may borrow by using his library card.

Statistical Comparisons at the Reference Desk
September FY 2005/2006

	2004	2005	YTD 04-05	YTD 05-06
Phone Reference Questions	206	204	466	571
Desk Reference Questions	1328	1505	3409	4828
E-Mail Reference Questions	5	8	16	13
Ready Reference	39	37	132	88
Instruction	70	64	114	163
Computer Use	2039	2479	5203	8233
Reference Books: In-Library Use	18	2815	116	2850
Patron Database Signups	259	211	681	916

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: October 17, 2005
SUBJECT: **History Room report for September**

History Room visitors in September: fiscal year 2004-2005: 2
History Room visitors in September: fiscal year 2005-2006: 6

Attended Heritage Coordinating Council meeting on September 6th. Prepared minutes that were distributed to members. We will host the next meeting on Nov. 1st.

There were patron requests for El Camino, Valencia, and Esperanza high school yearbooks.

Materials were donated to the History Room from the Tuffree estate, including books, photographs, and letters.

Eddie Castro submitted historical reports.

Query was answered regarding Virginia Carpenter's birthplace.

Requests were made for the Atwood and La Jolla files.

Three volumes of Placentia City Council meeting minutes were added to the collection.(1992-2002)

News articles were prepared for the *Placentia Quarterly*.

Historical events were promoted for the National History Day contest/museum presentations.

Two VHS annuals were requested for viewing.


Marie Schmidt met with the Placentia Yorba Linda Unified School District to choose a name for the new high school and middle school. The name Aguirre was proposed.

Several books were purchased and volumes were added to the History Room collection.



Agenda Item 41

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: October 17, 2005

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

In August, the Placentia Library District had 44,839 "hits," an average of 1,494 a day. Our year to date statistics are as follows:

Pages Visited	July-05/06	July-04/05	Aug-05/06	Aug-04/05	Sep-05/06	Sep-04/05
Borrowers	246	215	238	248	259	259
Friends	102	147	148	129	126	133
District	190	156	255	214	286	162
Kids	451	230	512	220	397	657
Foundation	113	118	141	170	116	123
History Room	227	192	254	232	338	215
Literacy/CLC Logo	122	180	204	182	200	192
Passports	614	484	529	350	533	559
Poet Laureate	651	498	628	456	585	528
Total Views Most Hits	2,716	2,220	2,909	2,201	2,840	2,827

Total Most Hits YTD 2,716 2,220 5,625 4,421 8,465 7,248

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: 11 October 2005
SUBJECT: **Technology Report for September 2005**




- Completed roll-out of public access PCs. All 22 PCs now have same appearance and functionality.
- Set up 4 *Express* PCs for quick and easy access (limited to 15 minutes). They can be used to search the catalog, check email, print a document, etc.
- Attended workshop dealing with present capabilities and anticipated developments of Integrated Library Systems.
- Met with book vendor representative to complete the set up for our on-line ordering.
- Completed the clean-up and re-arrangement of the staff workroom.

Projects under consideration

- Replacing the security gates at the checkout desk.
- Installing people counters at several locations in the Library.
- Converting newspapers on microfilm to a digital medium.

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: October 17, 2005

SUBJECT: Publicity materials produced for September 2005

Information on the Placentia Library cable channel #24, updated end of August 2005:

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Labor Day Closures
6. Library Departments
7. Israel: Small Country, Big Ideas
8. Friends of Placentia Library Used Bookstore
9. Bookstore Volunteers Needed
10. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
11. Amazon.com
12. Library Hours
13. Labor Day Closures
14. Shop for the Library
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Create a Legacy
18. North Orange County Genealogical Society
19. Placentia Historical Afghan Sale
20. 19th Annual Camp Library
21. Library Hours
22. Labor Day Closures
23. Dr. Charles Frazee Program
24. Telephone Renewal Instructions
25. Wi Fi Here Now
26. Adopt-A-Chair
27. Apply for your passport at Placentia Library
28. Passport Hours
29. Now Doing Passport Photos
30. Library Hours
31. Labor Day Closures
32. Placentia's Newest Local History For Children & Adults
33. Lapsit Storyhours
34. Story Times, ages 3-6
35. Music Times, ages 3-4
36. Music Times, ages 5-6
37. Story Time at Home, *Tumblebook Library*
38. Library Hours
39. Labor Day Closures
40. www.placentialibrary.org, 24/7 Reference, the Library Catalog
41. www.placentialibrary.org, Online Resources
42. Placentia History Room Hours
43. Placentia History Room Displays
44. Placentia History Room Collections

45. Placentia History Room Archival Resources
46. Create a Legacy
47. Labor Day Closures

General Newspaper articles published:

1. Starting a business fair


Library Newspaper articles published:

1. Libraries to explore family roots (2)
2. History program
3. Discount prices at library book sale
4. Placentia Library is seeking volunteers
5. Celebrate Placentia
6. September is library card sign-up month
7. Library award
8. Library 'tour' of Byzantine empire
9. The Byzantine
10. Homework help

Flyers and Notices:

1. Foundation thank you cards and ID cards are sent out
2. Adopt-a-Chair Campaign postcards
3. Email request forms
4. Friends membership thank you letters are sent out with membership cards
5. Second Sunday book sale flyers
6. Foundation Bookplates
7. Placentia Quarterly Newsletter
8. Volunteer Applications
9. Legacy brochure invitations and press releases to KOCE, OC Register, LA Times and Placentia News Times
10. Genealogy program flyers

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906
www.placentialibrary.org

Placentia Library
Board of Trustees

Al Shkoler, President
Betty Escobosa
Richard DeVecchio, Ed.D
Jean Turner
Gaeten Wood

Placentia Library
Board of Trustees

Upcoming Meeting Schedule:

Monday, Sep 19 at 6:30 P.M.
Monday, Oct 17 at 6:30 P.M.
Monday, Nov. 21 at 6:30 P.M.
Monday, Dec. 19 at 6:30 P.M.

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
Sunday, September 4th
and
Monday, September 5th
for
LABOR DAY

Placentia Library
528-1906


Renewals Ext.# 6
Adult Services Ext.# 209
Children Services Ext.# 212
Literacy Ext.# 213
Passport Information Ext.# 265
Volunteer Information Ext. #201
www.placentialibrary.org

**SMALL COUNTRY
ISRAEL
BIG IDEAS**

MONDAY, OCTOBER 24 AT 7 P.M.


THERE WILL BE LIGHT REFRESHMENTS

USED BOOKSTORE



☐ Staffed entirely by Volunteers
☐ Located in the Library lobby

GREAT BARGAINS!!



Bookstore Volunteers Always Needed!


Sundays 3:00 - 5:00 P.M.
Mondays 6:00 - 8:00 P.M.
Tuesdays 4:00 - 6:00 P.M.
Saturdays 11:00 A.M. - 1:00 P.M.
Substitutes needed for additional hours

Please call Laranne at 528-1925, Ext. 201 for information

SPECIAL BACKROOM SALE
BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
 1:00 - 4:00 P.M.
 Upcoming Sales: Aug 14, Sep 11, Oct 9, Nov 13

Where: BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

What: Everything in stock 

Why: To provide money to support Library needs while providing quality reading materials at low cost

amazon.com

Shop at amazon.com through Placentia Library's website, www.placentialibrary.org, and a percentage of the sale is donated to the Library!


Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th


for
LABOR DAY

Shop  for the Library
shopfortheplibrary.net

NEW! Shop for the Library

Now you can shop from more than 700 online merchants and help raise funds for the Placentia Library at the same time.

Whenever you make a purchase through the Shop for the Library website, up to 25% of the sale goes to benefit the Library!

 **Placentia Library Literacy Services**

Call Literacy Coordinators Jim Roberts or Toby Silberfarb if you or someone you know needs help in reading or speaking English.

☎ 524- 8408, x215 or x213

Placentia Library Literacy Services


- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:
 Aug 7th - Sep 11th - Oct 2nd - Nov 6th

*Second Sunday of month due to holiday

For more information and to sign up call 524-8408, Ext. 213

Support Placentia

create A Legacy




North Orange County Genealogical Society

LEARN HOW TO FIND YOUR ROOTS!

Monday, October 17 at 7 p.m.

This program is free.
 Light refreshments will be served

Placentia Historical Afghans




Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$63.00

Proceeds support the Placentia History Room

**19th Annual
Camp Library**



Friday, Nov 18 - 7:30 p.m.
to
Saturday, Nov 19 - 9:00 a.m.

\$5 \$5
Registration begins Sunday, Oct 16

Placentia Library Hours


Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 6:00 P.M.
Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th

for
LABOR DAY

Dr. Charles Frazee



The Byzantine Empire

Dr. Charles Frazee will be back at the Library for another fascinating evening of pictures and information. Refreshments will be available.


Monday, September 26 at 7 p.m.

Renew your books by phone
Using Telecirc

714-765-1775
24 hours a day / 7 days a week

Renew books
 Find out which titles you have checked out
 Find out which items you have on hold
 Find out which titles you have overdue
 Find out if you have any fines

"Please enter your library card number, followed by the # sign"



It's Here Now!
Bring Your Lapdole!

ADOPT-A-CHAIR

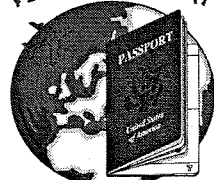
Help replace 44 splintering chairs in the Children's Department!



Call 528-1925, x201 for more information





PLACENTIA LIBRARY



**Passport Application
Acceptance Agency**

Passport Services Available at the Library



Passport hours at the Library are:
 Sunday 1:00 - 4:30 P.M.
 Monday 9:00 A.M. - 8:30 P.M.
 Tuesday 9:00 A.M. - 8:30 P.M.
 Wednesday 9:00 A.M. - 8:30 P.M.
 Thursday 9:00 A.M. - 5:30 P.M.
 Friday CLOSED
 Saturday 9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State
 Passport Acceptance Agency.
 For Passport information:
 call 528-1906 Ext. 255 or visit the Library Website www.placentialibrary.org

NOW DOING PASSPORT PHOTOS!


2 PHOTOS FOR \$10

Placentia Library Hours

Sunday 1:00 - 5:00 P.M.
 Monday 9:00 A.M. - 9:00 P.M.
 Tuesday 9:00 A.M. - 9:00 P.M.
 Wednesday 9:00 A.M. - 9:00 P.M.
 Thursday 9:00 A.M. - 6:00 P.M.
 Friday **C L O S E D**
 Saturday 9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED
Sunday, September 4th
and
Monday, September 5th
for
LABOR DAY

Placentia's Newest Local History
 For Children & Adults



Available At The
 Library Circulation Desk
\$12.93 (including tax)

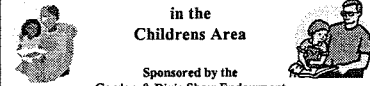
*Great Gift Idea
 For Young & Old*

Lapsit Story Times
Presented by Lin Baesler


Ages newborn to 2 years

**Thursday Mornings
 10:00 - 10:20 A.M.**

in the
 Childrens Area




Sponsored by the
 Gordon & Dixie Shaw Endowment
No pre-registration required - no charge




Story Times
 For Children
 Ages 3 - 6

**Thursday Mornings
 10:30 - 11:00 A.M.**




*Presented by Lin Baesler
 No pre-registration required - no charge*




Music Times
 For Children
 Ages 3 - 4

**Tuesday Evenings
 6:00 - 6:30 P.M.**




*Featuring Lin Baesler
 No pre-registration required - no charge*



Music Times
 For Children
 Ages 5 - 6

**Tuesday Evenings
 6:30 - 7:00 P.M.**



*Featuring Lin Baesler
 No pre-registration required - no charge*

Story Time at Home

Use the *Tumblebook Library* at www.placentialibrary.org

Click on: Just for Kids

Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Placentia Library Hours

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
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Saturday	9:00 A.M. - 5:00 P.M.

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th

for
LABOR DAY

www.placentialibrary.org

24/7 Reference

There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

The Library Catalog

You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*


Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*

www.placentialibrary.org

Online Resources
(To access, you must have your library card number available)

- LearnA Test
- Newspapers
- Facts On File
- NovelList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room







Staffed & Managed by Librarians & Volunteers

Hours
Monday & Tuesday & Wednesday
1:00 - 3:00 P.M.
Other hours by special arrangement

Placentia History Room








Displays currently featuring

-  Local school annuals
-  Traveling historical photographs of local schools
-  Books by local authors












Placentia History Room


Historical Collections Include

-  Bancroft's historical series
-  Local oral histories
-  California historical fiction
-  Complete collection of Women's Round table Scrapbooks
-  Local citrus label collection
-  Spanish made cannonball - possibly from the 1769 Portola Expedition
-  Adobe brick from Ontiveras adobe built in 1832

Placentia History Room

Archival Resources Include

-  West Atwood Yacht Club memorabilia
-  Assorted Samuel/Louis Kraemer maps and papers
-  Articles on international student visit to Placentia, Italy
-  West Placentia Little League
-  International Kiwanis papers and scrapbook (1965-1976)
-  Virginia Carpenter photograph collection
-  Placentia Courier negative collection
-  Historic photograph collection
-  Newspaper clippings, brochures, newsletters, maps of local historic interest



**Support
Placentia**

*Create
A
Legacy*

Color
PLACENTIA
with a Day of Tourism
Date: 9/24/10
Placentia Chamber of Commerce
Placentia, CA 92675
619.241.1111

The Library Will Be CLOSED

Sunday, September 4th
and
Monday, September 5th

for
**LABOR
DAY**

pacific clippings
post office box 11789
santa ana, calif. 92711

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

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

Placentia News
Weekly

Yorba Linda Star
Weekly SEP 22 2005

Placentia News
Weekly

SEP - 8 2005

Libraries to explore family roots

October is designated as Family History Month and you can do some genealogical digging with the help of four free classes at local libraries. The one-and-a-half hour sessions will be conducted by members of the Association of Professional Genealogists Southern California chapter.

The classes start Oct. 3 at the Fullerton Main Library, 353 W. Commonwealth Ave. with a presentation including useful ideas on how to get the researching started.

The class on Oct. 11 is at the Brea library, 1 Civic Center Circle.

From 7 to about 9 p.m. Oct. 17 at the Placentia Library, 411 E. Chapman Ave., professional genealogist Caroline Rober will give a presentation on how to find information about family members to develop a family tree.

The last class, on Oct. 24, is at the Yorba Linda library, 8181 Imperial Highway.

Information: Placentia Library, (714) 528-1906, Ext. 209

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The classes start Oct. 3 at the Fullerton Main Library, 353 W. Commonwealth Ave. with a presentation including useful ideas on how to get the researching started.

The class on Oct. 11 is at the Brea library, 1 Civic Center Circle.

From 7 to about 9 p.m. Oct. 17 at the Placentia Library, 411 E. Chapman Ave., professional genealogist Caroline Rober will give a presentation on how to find information about family members to develop a family tree.

The last class, on Oct. 24, is at the Yorba Linda library, 18181 Imperial Highway.

Information: Yorba Linda Library, (714) 996-9511.

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Placentia News
Weekly SEP - 8 2005

Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs.

Information: (714) 528-1925, Ext. 201.

Discount prices at library book sale

The Placentia Library will hold a used-book sale from 1 to 4 p.m. Sunday in the library lobby, 411 E. Chapman Ave.

The book sales contain books donated by the community, with prices for hardcover books dropped to 10 percent of their retail prices and paperbacks available for 10 cents to 25 cents.

The library is also looking for more volunteers for its Book Store, to keep it open for the entire library service hours.

Information: (714) 528-1925, Ext. 201.

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The Register
Daily SEP 23 2005

PLACENTIA Celebrate Placentia: Four nonprofit groups kicked off a program Thursday that will allow residents to include the city of Placentia in their living trust or will. The Boys & Girls of Placentia-Yorba Linda, Placentia Founders Society, Placentia Library Foundation and the Homeless Intervention Shelter House have partnered together. Pick up a brochure at City Hall or at any one of the nonprofit sites. (714) 993-8117.

- Cindy Arora
(714) 704-3706
carora@ocregister.com

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Placentia News
Weekly SEP - 8 2005

September is library card sign-up month

The Placentia Library, at 411 E. Chapman Ave., will give out free books to patrons ages 16 or younger who sign up for a library card in September to celebrate National Library Card Sign-up Month.

Patrons ages 17 and older will receive \$5 in Book Bucks, good toward purchases at the

Placentia Friends of the Library Bookstore and at the Second Sunday Book Sale.
Information: (714) 528-1906.

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Placentia News
Weekly SEP - 1 2005

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Information: (714) 528-1906.

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Los Angeles Times
OC Edition
Daily SEP 24 2005

Monday Program: Join Charles Fr... h.D., for a slideshow journey through monuments of the Byzantine past. 7 p.m. Free. Placentia Library, 411 E. Chapman Ave. (714) 528-1906, Ext. 209.

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Daily **SEP 14 2005**

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Placentia News
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Irvine World News **332**
Weekly **SEP 08 2005**

PLACENTIA **332**

Library award: The Placentia Library is scheduled to receive the Innovative Program Award on Sept. 27 for its literacy services from the California Special Districts Association. The award is given to one special district in the state each year. The library's literacy program serves more than 600 people. Information on volunteering: (714) 524-8408

- Sushma Subramanian
(714) 704-3796
ssubramanian@ocregister.com

Library 'tour' of Byzantine Empire

332 Charles Frazee will present pictures and information on the Byzantine Empire at 7 p.m. Sept. 26 in the Placentia Library's Meeting Room, 411 E. Chapman Ave.

Frazee, a longtime Placentia resident, has offered a series of free travel or historic slide-show programs at the library. Refreshments will be available.

Information: (714) 528-1906

Starting a Business Fair

Sponsored by Orange County United Way's women's Empowering Portfolio, the Starting a Business Resource Fair will take place Saturday from 10 a.m. to noon at Delhi Community Center, 505 E. Central Ave., Santa Ana.

The event is open to all Orange County residents who want to learn how to start their own small business. Topics include how to apply for loans to start a business, how to access free resources and financial information, how to network with financial institutions and how to build a credit history.

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The Register
Daily **SEP - 9 2005**

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Placentia News
Weekly **SEP 15 2005**

PLACENTIA

The Byzantine: Placentia Library will host Charles Frazee, a retired professor from Cal State Fullerton, on Sept. 26 to discuss the history, culture and religion of the Byzantine Empire. The event will begin at 7 p.m. in the meeting room of the library, 411 E. Chapman Ave. Interested participants are encouraged to arrive early - seats fill up fast. For more information, call (714) 528-1906.

- Cindy Arora
(714) 704-3706
carora@ocregister.com

332 MONDAY
Homework help for students in the first through 12th grades from 4 to 6 p.m. at the

Placentia Library, 411 E. Chapman Ave. Free. Call (714) 524-8408, Ext. 215 or 213.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Librarian *KM*
DATE: October 17, 2005
SUBJECT: Safety Committee report for September

There was no safety committee meeting in September. The next meeting is scheduled for Wednesday, October 19, 2005.

