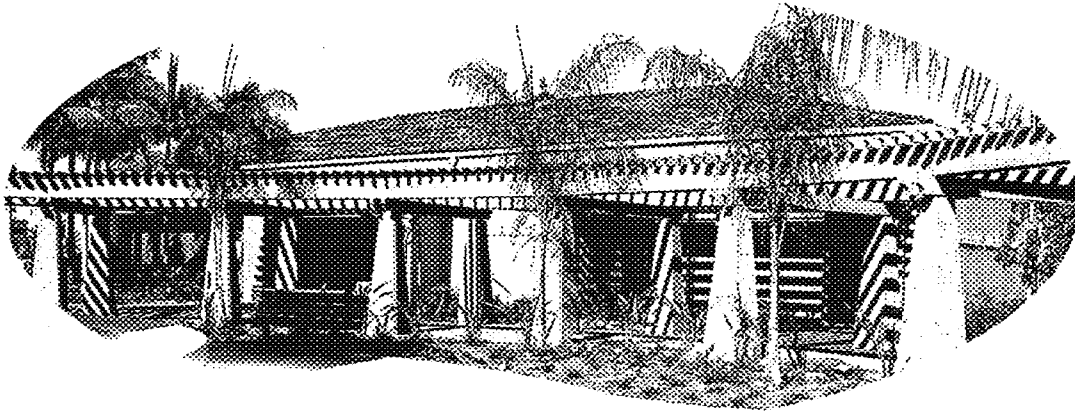


PLACENTIA LIBRARY DISTRICT



Library Board of Trustees

Regular Meeting

June 18, 2007

6:30 P.M.

**Placentia Library
History Room**

Goodson

Placentia Library Board Calendar

June 2007 - May 2008

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June

- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting
- 21 ALA Annual Conference, Washington, DC, through June 27
- 27 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 28 12:30 PM -2:30 PM Board Work Session with Marshall Eyerman, MuniFinancial for Developer Fees and Facility Master Plan Financing, lunch provided
- 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day/Staff Holiday
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 30 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

September

- 2 Library Closed for Monday Holiday/Not Staff Holiday
- Placentia Library District Established in 1919 by OC Board of Supervisors
- 3 Library Closed for Labor Day/Staff Holiday
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 13 5:30 PM Chamber Mixer
- 14 Placentia Library Foundation Incorporated in 1994
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

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Placentia Library Board Calendar

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September

28 5:30 PM -8:00 PM PLFF Donor Event/Library Birthday Party

October

2 CSDA Annual Conference, Portola Plaza Conference Center, Monterey, through Oct 4

8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

11 5:30 PM Chamber Mixer

13 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30

15 6:30 PM Library Board Meeting

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

7:15 AM Placentia Chamber of Commerce Breakfast

26 CLA/CALTAC Conference, Long Beach, through Oct 29

28 11:30 AM CALTAC Awards Luncheon, Convention, Long Beach

November

8 5:30 PM Chamber Mixer

11 Library Closed for Veterans Day/Staff Holiday

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

19 6:30 PM Library Board Meeting

22 Library Closed for Thanksgiving/Staff Holiday

29 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

December

10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

14 6:30 PM Chamber of Commerce Citizen of the Year Breakfast

17 6:30 PM Library Board Meeting

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

January

10 5:30 PM Chamber Mixer

11 ALA Midwinter Meeting, Philadelphia, through Jan 16

14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting

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Placentia Library Board Calendar

June 2007 - May 2008

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January

- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

February

- 11 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting

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

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 13 5:30 PM Chamber Mixer
- 17 6:30 PM Library Board Meeting
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast

April

- 10 5:30 PM Chamber Mixer
- 13 National Library Week through Apr 19
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast

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Placentia Library Board Calendar

June 2007 - May 2008

May

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

Jun 2007						
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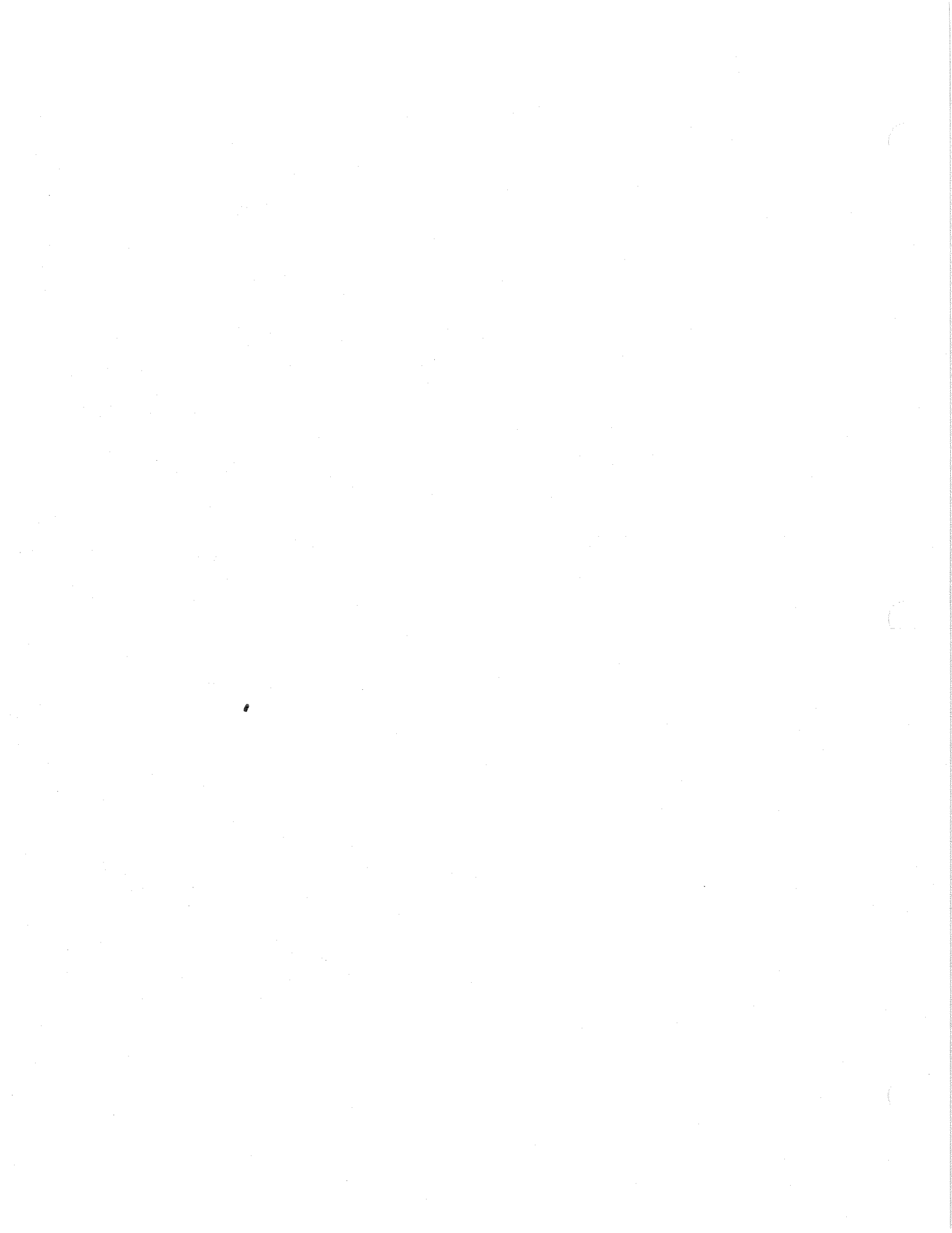
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MEMO

RE: Placentia Library Friends Foundation Board of Directors Report

- **There is no report at this time**
- **The PLFF Board of Directors will meet June 27, 2007**



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: June 18, 2007

Trustee Events and Meetings

June 27, Wednesday, 7:00 P.M.	Placentia Library Friends Foundation Board of Directors
June 28, Thursday, 12:30 P.M.	Library Board Work Session with Marshall Eyerman, MuniFinancial, to work on Developer Fees and learn about financing options for the Facility Master Plan recommendations.
June 28, Thursday, 7:15 A.M.	Placentia Chamber of Commerce Breakfast, Installation of Directors and Officers
June 28, Thursday, 9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Fountain Valley (Trustee Wood)
July 4, Tuesday	Library Closed/Staff Holiday.
July 16, Monday, 6:30 P.M.	Library Board Meeting.
July 26, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, Police and Fire Recognition.
July 26, Thursday, 9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Fountain Valley (Trustee Wood)



**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
MAY 29, 2007**

ROLL CALL

Members Present: President Al Shkoler, Secretary Jean Turner, Trustees Richard DeVecchio, and Gaeten Wood; and Library Director Elizabeth Minter and Administrative Services Manager Wendy Goodson.

Others Present: Placentia Library Friends Foundation Camille Himes

**ADOPTION OF
AGENDA**

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

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

**FACILITY MASTER
PLAN**

Library Director Minter presented and reviewed the proposed Facility Master Plan as submitted by Linda Demmers, Library Consultant. Library Director recommended that adopted standards for "Serials per 1K) in Section IV: Facility Planning Standards should be adjusted from 4.3 to 4. There was discussion in the content and space utilization for sections in Literacy, Administration, Passports, Meeting Room and in the Friends Foundation work area. Minter also the reviewed the next steps in funding options.

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

**AGENDA
PREPARATION**

Agenda Preparation for the May 29, 2007 Board of Trustees Meeting will be held on Tuesday, May 29, 2007 at 6:30 P.M.

ADJOURNMENT

The Work Session for the Placentia Library District for May 29, 2007 adjourned at 5:55P.M.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 29, 2007

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 29, 2007, at 6:30 P.M.

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

Members Absent: Trustee Escobosa

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Services Manager Wendy Goodson, Placentia Library Friends Foundation Treasurer, Camille Himes. Placentia Library Staff, Patricia Fellous-Gibbons, Yesenia Gomez, Esther Guzman, Alex Hernandez, Kristen Hoffman, and Beatrice Quintanar.

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

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

PRESIDENT REPORT President Shkoler presented Elaine Kao and Patricia McGrath in recognition of their Spirit of Volunteerism Awards on April 19, 2007. President Shkoler also presented Joshua Kratt for achieving the rank of Eagle Scout, Boy Scout Troop 1740, Placentia CA on June 2, 2007.

President Shkoler reported he attended the Friends Annual Meeting on and the Placentia Library Friends Foundation's first meeting. He also attended the City of Placentia Cinco de Mayo Event. He also attended the Placentia Chamber of Commerce State of the City Breakfast on May 24, 2007. President Shkoler met with Assemblyman Mike Duvall to discuss State Library and funding issues.

TRUSTEE REPORTS Trustee Wood reported she attended the State of the City Breakfast on May 24, 2007.

Trustee DeVecchio reported that he was in Europe on vacation for the month of May .

Secretary Turner reported she attended Library Poetry Program on May 12, 2007. She also attended a Chamber Mixer on May 17, 2007. She also attended the opening of the Orange Public Library remodel.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 2.

**FRIENDS
FOUNDATION**

Camille Himes reported that the Placentia Library Friends Foundation had a regular meeting on May 17, 2007. The Board of Directors decided to have the Donor Reception on September 28, 2007 in the Library.

**CONSENT
CALENDAR**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 9-45.

MINUTES

Minutes of the April 16, 2007 Library Board of Trustees Regular Meeting.

CLAIMS

Claims 4988, 4989, 4990 and 4991 by Minter/DeVecchio, and Claims 4992, 4993, and 4994 by Minter/Shkoler for a total Current Claims for Fiscal Year 2006-2007 for a combined total of Current Claims and Payroll of \$54,452.95 from Fund 707.

Current Claims 4995, 4996, 4997 and 4998 for total of \$58,924.60 for the Fiscal Year 2006-2007 and Payrolls #25 (6/6/07) for \$49,472.00 and #26 (6/20/07) for \$49,472.00 for \$98,944.00 for a combined total of \$157,868.60.

FY2006-2007 Cash Flow Analysis through May 29, 2007 and the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for April 2007

Office General Ledger & Check Registers for April 2007

Acquisitions Report for April 2007

Entrepreneurial Report for April 2007

Collection Agency Report for April 2007

Gifts Report for April 2007

**GENERAL
CONSENT
CALENDAR**

Building Maintenance for April 2007

Personnel Report for April 2007

Volunteer Report for April 2007

Circulation Report for April 2007

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 3.

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

California Public Library Facility Needs Assessment Data
Collection Form for 2007-2016 as submitted by the State Library
of California

Library District Policy 3040: Expense Authorization and Petty
Cash as revised by the Library Board of Trustees

Orange County Community Foundation Grant Agreement Number
9543, Helping Kids Achieve Program, in the amount of \$10,000
for June 1, 2007 to May 31, 2008 for Placentia Library Literacy
Services through the Placentia Library Foundation.

California Library Literacy Services Application for Fiscal Year
2007-2008 as submitted to the State Library of California on May
15, 2007.

Library Board of California, Actions taken at it's Meeting on April
18, 2007.

Notification from California State Librarian Susan Hildreth of the
Fiscal Year 2007-2008 California Library Services Act
Reimbursement Rates for direct loan and interlibrary loan.

Quarterly Report to the State Library of California for the Third
Quarter for the Local History Digital Resource LSTA Grant
Number 40-6603, as submitted by Library Director Minter for
Technical Services Manager Napier on April 30, 2007.

Notification from National Retirement Services, Inc. that the
District will need to begin to make quarterly Benefit Statements to
pension fund participants beginning no later than February 14,
2008. This requirement will add to the administrative cost for
First American as the plan trustee. An immediate notification to
all plan participants informing them about the changes in reporting
will be provided by National Retirement Services, Inc. at a cost of
\$150.

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 4.

STAFF REPORTS

Director's Report for April 2007

Program Committee Report for April 2007

Children's Services Report for April 2007

Placentia Library Literacy Services Report for April 2007

Reference and Adult Services Report for April 2007

History Room Report for April 2007

Placentia Library Web Site Report for April 2007

Technology Report for April 2007

Publicity Materials produced for April 2007

Safety Committee Minutes for April 2007

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

**LEGISLATIVE
ISSUES**

Library Director reported on the status of the most recent SB 964, Prohibition of staffs of a local agency from providing basic information to local elected officials on a future agenda item, and SB 819, allows LAFCOs to initiate the formation of new special districts.

**FACILITY MASTER
PLAN**

The Board agreed to submit the Facility Master Plan draft to Linda Demmers with the suggested changes and bring to the June 18, 2007 for final approval.

VALERIE POOLE

Human Resources Consultant Valerie Pool arrived at 7:47P.M.

BUDGET 07/08

Library Director Minter presented proposed Budget 07/08. The Board agreed to increase the budget by 1.75 FTE, increase the cleaning service contract, increase funding for Valerie Poole, increase the book budget and purchase two (2) Early Literacy Stations.

CLOSED SESSION

The Closed Session began at 8:00P.M.

The Closed Session ended at 8:36P.M.

OPEN SESSION

The Regular Meeting began at 8:47P.M.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 5.

**LIBRARY
DIRECTOR
CONTRACT AND
SALARY**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to approve renewal of the Library Director from July 1, 2007 to June 30, 2008 with a 4% COLA increase.

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

**SDRMA
INSURANCE**

It was moved by Secretary Turner and seconded by Trustee DeVecchio To ratify the submission of the Entity Enrollment Form to the Special District Risk Management Authority as amended.

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

**DENTAL
INSURANCE**

It was moved by Trustee DeVecchio to affirm the selection of the Delta Dental Medium Plan.

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

**LIFE INSURANCE &
AD&D**

It was moved by Trustee Wood and seconded by Secretary Turner to affirm the selection of the ING Basic Life and AD&D with 10+ Lives, the ING Long Term Disability with 10+ Lives with Option 1 – 90 days; the MHN Employee Assistance Program; that Eligible full-time benefit employees are those who work at least 30 hours per week and that part-time benefit eligible employees work at least 20 hours per week; and that the Eligibility Date if the first day of the month following the first full month of employment.

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

**SDRMA
INSURANCE
RESOLUTION**

It was moved by Trustee Wood and seconded by Secretary Turner to read Resolution 07-07 by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing the Participation in the Special District Risk Management Authority's Health Benefits Ancillary Coverages.

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 6.

ABSENT: Escobosa

It was moved by Trustee Wood and seconded by Secretary Turner to adopt Resolution 07-07 by Roll Call Vote.

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

It was moved by Trustee Wood and seconded by Secretary Turner to authorize the Library Board President to sign the Memorandum of Understanding for the Small Group Health Benefits Ancillary Coverages Program.

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

It was moved by Trustee Wood and seconded by Secretary Turner to cancel the existing policies with Ameritas, Vision Service Plan, Assurant, Hartford, and Care Resources.

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

**SALARY
SCHEDULE FY07/08**

It was moved by Secretary Turner and seconded by Trustee Wood to read Resolution 07-08 by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2007-2008.

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

**HOLIDAY &
PUBLIC SERVICE
SCHEDULE FY07/08**

This item is deferred to the June 18, 2007 Regular Board of Trustees Meeting.

**GANN LIMITATION
AGENDA
PREPARATION**

It was moved by Secretary Turner and seconded by Trustee Wood to read Resolution 07-10 by Title Only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2007-2008.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 7.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt Resolution 07-10 by roll call vote.

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

**STAFF
APPRECIATION
DINNER**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize a Staff Appreciation Dinner to be held in September or October, authorize the Library Director to ask the Friends of Placentia Library to co-sponsor the event with a 50% match of expenses up to \$500, appoint some on to coordinate the arrangements with the Placentia Library Friends Foundation Board of Directors and report back to the Library Board with recommendation on venue and date.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize Library Director Minter to attend the Public Library Directors' Forum with the State Librarian in Sacramento, May 17-19, 2007 in Sacramento at a cost not to exceed \$250 to be paid from the General Fund.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood Turner to determine who will attend the California Special Districts Association Annual Conference in Monterey, October 1-4, 2007, and authorize the Library Director to process the hotel reservations, transportation arrangements and registrations for not to exceed five (5) persons at a cost not to exceed \$4,408.98 to be paid from the General Fund.

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of May 29, 2007, Regular Date,
Page 8.

**AGENDA
PREPARATION**

Agenda Preparation for the June Meeting will be held on
Monday, June 18, 2007 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library
District for May 29, 2007 adjourned at 9:19 P.M.

NEXT MEETING

The June Library Board Meeting will be held on Monday, June 18,
2007 at 6:30 P.M. in the Library History Room.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 18, 2007

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

None

TOTAL

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
June 18, 2007

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	June 6, 2007	4999	707	4,103.14	Minter/DeVecchio
	June 6, 2007	5000	707	9,766.06	Minter/DeVecchio
	June 11, 2007	5001	707	8,764.61	Minter/DeVecchio
SUBTOTAL FUND 707				22,633.81	
TOTAL BY LIBRARY DIRECTOR				22,633.81	

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

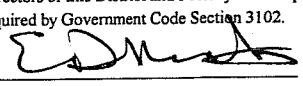
DATE 06/06/07
REPORT NO 4999

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	5-22-07/05391188009		2802	00		295.11		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	12 099603 0001		0319	00		259.20		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	6-1-07/133584		1800	00		32.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	5-30-07/07-5-661 5-30-07/07-5-664		1400 1400	00 00		126.00 1,880.00 2,006.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	5-25-07/9098		1900	00		45.00		
N03659F Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	5-21-07/312083-9		2803	00		463.84		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	5-7-07/T6539823 5-4-07/T6524314		0700 0700	01 08		272.72 42.34 315.06		
N31467 Hilda Rivera c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb 4-27-07to5-24-07		2600	00		11.64		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	5-24-07/230294		1800	00		196.65		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Jun-07		1900	00		35.00		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-4-07/385975311 5-18-07/387302963 5-18-07/386618032 5-18-07/386618438 5-18-07/387302970		1800 1800 1800 1800 1800	08 08 00 00 00		283.71 (208.14) 310.80 38.76 18.51 443.64		

The claims listed above (totaling \$4,103.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

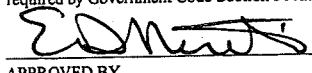
DATE 06/06/07
REPORT NO 5000

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N068081 Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	5-17-07 Postage Refill		1803	00		600.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	5-22-07X8898		1800	00		2,193.77		
			1900	00		540.00		
			2400	02		751.32		
			2700	01		375.00		
			2700	03		125.00		
						3,985.09		
N20042 Assurant Employee Benefits P.O. Box 807009 Kansas City, MO 64180-6644	Jun 07/4027912		0309	00		162.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 X4248	Storytime I & II May 2007 Musictime I & II May 2007		1900	01		500.00	"2"	
			1900	01		500.00	"2"	
						1,000.00		
N31650 Linda Demmers 2414 Chislehurst Drive Los Angeles, CA 90027	Apr/May 07- 9004		1900	00		2,000.00		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	5-17-07/305448		1800	00		17.89		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Educational Reimb. Spring 2007		2700	01		253.92		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	3-31-07/Sp Lit		1900	01		129.24	"2"	
(need vendor #) Kristen Hoffman c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Educational Reimb Spring 07		2700	01		1,617.92		

The claims listed above (totaling \$9,766.06) 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

9,766.06

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/11/07
REPORT NO 5001

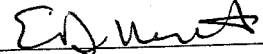
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat		Doc Number	SC
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814 N31728 Valerie Poole 513 Valley Forge Dr Placentia CA 92870 SSNX4417	6-8-07/544-IN		0306	00		8,467.11		
	6-10-07/005		1900	00		297.50		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$8,764.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 18, 2007

TYPE	REPORT NUMBER	AMOUNT
Regular	5002	16,365.60
	5003	3,862.18
	5004	2,493.53
	5005	4,390.23
Subtotal for Regular		27,111.54
	7/3/2007	49,472.00
	7/18/2007	49,472.00
Subtotal for Payroll		98,944.00
TOTAL CURRENT CLAIMS & PAYROLL		126,055.54

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/18/07
REPORT NO 5002

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	5-31-07/58157		1400	00		1,394.74		
			2800	00		3,166.71		
	6-8-07/58174		1400	00		3,760.59		
			2800	00		1,494.74		
						9,816.78		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	6-5-07/3545813		2400	05		89.94		
	5-25-07/3510648		2400	05		106.68		
	5-17-07/3490802		2400	05		439.41		
						636.03		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	6-1-07/30281065		2400	01		1,444.38		
N03660 Elizabeth D. Minter (Petty Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Checks		0900	08		886.79		
	5-17-07to9-13-07		1800	08		56.03		
			2700	01		541.26		
						1,484.08		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash		1800	00		16.14		
	4-25-07to5-30-04		2700	08		20.00		
						36.14		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	5-17-07/T6580635		0700	01		90.06		
N03828C Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	5-25-07/X68588220		2400	02		50.10		
	5-25-07/X65429590		2400	05		59.41		
	3-27-07/X66432110		2400	02		449.92		
	6-8-07/4006499328		2400	01		22.06		
	6-6-07/4006564133		2400	01		85.83		
	6-7-07/4006505158		2400	01		1,152.48		
	6-7-07/4006505157		2400	01		579.98		
	6-7-07/4006505156		2400	01		50.18		
	5-30-07/4006550128		2400	01		134.88		
	5-22-07/4006535274		2400	01		86.41		
	5-16-07/4006523519		2400	01		42.68		
	5-23-07/4006538411		2400	01		58.00		
5-18-07/0000044442		2400	01		86.20			
						2,858.13		

The claims listed above (totaling \$16,365.00) 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 _____

Page Total

16,365.60

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/18/07
REPORT NO 5003

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	5-23-07/19228924		2400	01		18.20		
	5-23-07/19228923		2400	01		15.61		
	5-23-07/19223374		2400	01		48.84		
	5-22-07/19206260		2400	01		66.31		
	5-22-07/19206259		2400	01		34.82		
	5-22-07/19206258		2400	01		19.13		
	5-30-07/19335408		2400	01		12.88		
	5-30-07/19335407		2400	01		19.80		
	5-30-07/19335406		2400	01		8.99		
	6-4-07/19408924		2400	01		116.04		
	6-7-07/19475916		2400	01		4.76		
	6-7-07/19475915		2400	01		39.87		
	6-7-07/19475914		2400	01		45.73		
	6-7-07/19475913		2400	01		32.50		
					483.48			
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	6-1-07/297		1900	00		92.50		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	6-1-07/388231103		1800	00		51.64		
	6-1-07/388386084		1800	00		31.39		
	6-1-07/388900081		1800	00		140.05		
					223.08			
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	6-6-07/331727		1300	00		1,300.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	Postage Refill Jun 07		1803	00		500.00		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	5-31-07/20070531		1900	00		596.63		
N09191A Oxygen Service Company 1011 W. Collins Ave. Orange, CA 92867	6-8-07/247685		1400	00		666.49		

The claims listed above (totaling \$3,862.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,862.18

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/18/07
REPORT NO 5004

Agenda Item 17
Page 4 of 7

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb 5-1-07to6-5-07		2600	01		33.95		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	6-7-07/200706-31		1900	00		5.00		
N16557 Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	6-7-07/0618318545-2		0700	01		12.15		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	6-1-07/163678		1900	00		125.30		
N22268 Midwest Tape PO Box 820 Holland OH 43528	6-4-07/5291033 5-30-07/1427819		2400	02		34.54 137.00 171.54		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	4-6-07/Sp Lit		1900	01		226.08	"2"	
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	5-31-07/11796		1800	08		781.19		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	5-23-07/285969 5-17-07/285393		2400	05		333.55 71.17 404.72		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	6-5-07/15184055 5-22-07/15196970		2400	01		164.33 29.27 193.60		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	6-1-07/2541		1900	00		540.00		

The claims listed above (totaling \$2,493.53) 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

2,493.53

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/18/07
REPORT NO 5005

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107 - PMB 108 Yorba Linda, CA 92886	6-4-07/1623		1300	01		245.00		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	4-6-07/Sp Lit		1900	01		150.78	"2"	
N31383 Par 6 780 North Euclid St 205 Anaheim CA 92801	6-3-07/15		1300	00		330.00		
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	6-2-07/X0564		0700	02		248.90		
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	6-4-07/108		1900	08		1,800.00		
N31467 Hilda Rivera c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb 5-29-07to6-7-07		2600	01		6.79		
N31650 Linda Demmers 2414 Chislehurst Drive Los Angeles, CA 90027	6-1-07/9005		1900	00		150.00		
N31734 Ricoh Business Systems PO Box 100189 Pasadena CA 91189-0189	5-29-07/H052900013-40 5-29-07/H052900027-40		1800	00		639.34 213.73 853.07		
(need vendor #) JJ Marketing PO Box 238 Placentia CA 92871	6-4-07/1039		1800	08		546.43		
(need vendor #) Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	5-15-07/4815		1900	00		59.26		

The claims listed above (totaling \$4,390.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,390.23



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 \$ 49,472.00 on 7 | 18 | 07

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #2 (FISCAL YEAR 2007-2008)

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE			
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD			
707	707			0100	00						45,980.00				
707	707			200	00						3,492.00				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	49,472.00			
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller							
CLAIMANT				DATE				AUTHORIZED SIGNER				DATE			

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: June 18, 2007

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2006-2007 is Attachment A

The Property Tax Apportionment Schedule for Fiscal Year 2006-2007 is Attachment B.

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2006-2007 through June 18, 2007 and the Property Tax Apportionment Schedule for Fiscal Year 2006-2007.

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
06/19/06		Beginning Balance			877,915.41
06/19/06		Payroll #1 to wire July 3, 2006		47,072.00	830,843.41
06/19/06	4885	Payroll #2 to wire July 18, 2006		47,072.00	783,771.41
06/29/06	4886	General by 3 Trustee signatures		15,181.37	768,590.04
07/01/06		General by Library Director & Turner		18,306.55	750,283.49
07/06/06	4887	General by Library Director & Shkoler		4,297.59	745,985.90
07/06/06	4888	General by Library Director & Shkoler		10,808.48	735,177.42
07/06/06	4889	General by Library Director & Shkoler		2,335.56	732,841.86
07/13/06		6230-01: Prior Secured #8	17,715.24	44.29	750,512.81
07/13/06		6280-01: Supplemental paid 1985+ #12	13,894.38		764,407.19
07/13/06		6280-02: Supplemental paid 1984	0.87		764,408.06
07/13/06		6300: Delinquent supplemental	2,174.51		766,582.57
07/13/06		6300: Delinquent supplemental penalties	452.33		767,034.90
07/18/06		6230-04: Teeter apportionment	22,608.66		789,643.56
07/20/06	4890	General by Library Director & DeVecchio		8,462.11	781,181.45
07/20/06	4891	General by Library Director & DeVecchio		10,748.93	770,432.52
07/20/06	4892	General by Library Director & DeVecchio		538.43	769,894.09
07/21/06		6970-07 State Mandated Claims refund	3,122.00		773,016.09
07/21/06		7670-00: Library Fines & Fees	4,405.59		777,421.68
07/21/06		7670-01: Library Passport Revenue	11,366.40		788,788.08
07/21/06		7670-02: Non Govt Grants & Gifts (Boeing, \$5,000 & Gates, \$7,500)	12,500.00		801,288.08
07/31/06	4893	General by 3 Trustee signatures		2,702.70	798,585.38
07/31/06	4894	General by 3 Trustee signatures		3,522.62	795,062.76
07/31/06	4895	General by 3 Trustee signatures		10,243.10	784,819.66
07/31/06		Payroll #3 to wire August 2, 2006		47,072.00	737,747.66
07/31/06		Payroll #4 to wire August 16, 2006		47,072.00	690,675.66
07/31/06		Payroll #5 to wire August 30, 2006		47,072.00	643,603.66
08/05/06	4896	General by Library Director & DeVecchio		3,564.05	640,039.61
08/05/06	4897	General by Library Director & DeVecchio		2,925.03	637,114.58
08/05/06	4898	General by Library Director & DeVecchio		4,666.62	632,447.96
08/07/06		6610-02: Interest on Unapportioned Taxes	3,698.76	99.15	623,980.85
08/14/06	4899	General by Library Director & Wood		8,467.11	615,513.74
08/14/06	4900	General by Library Director & Wood		891.54	614,622.20
08/16/06		6280-00: Supplemental paid 1985+ #1	1,065.62		602,479.57
08/18/06	4910	General by 3 Trustee signatures		12,142.63	553,007.57
08/18/06		Payroll #8 to wire October 11, 2006		49,472.00	503,535.57
08/18/06		Payroll #9 to wire October 25, 2006		49,472.00	491,176.31
08/21/06	4901	General by 3 Trustee signatures		12,359.26	478,817.05
08/21/06	4902	General by 3 Trustee signatures		3,398.73	475,418.32
08/21/06	4903	General by 3 Trustee signatures		15,223.35	460,194.97
08/21/06	4904	General by 3 Trustee signatures		6,522.90	453,672.07
08/21/06		Payroll #6 to wire September 13, 2006		47,072.00	406,600.07
08/21/06		Payroll #7 to wire September 27, 2006		47,072.00	359,528.07
08/23/06		6610-00: Interest County Pool, July	4,440.81	90.22	354,143.83
09/02/06	4905	General by Library Director & DeVecchio		5,384.24	348,759.59
09/06/06	4906	General by Library Director & Turner		5,006.54	343,753.05
09/07/06	4907	General by Library Director & Turner		6,826.27	336,926.78

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/07/06	4908	General by Library Director & Turner		7,320.32	329,606.46
09/12/06		6610-00: Interest Bank of the West, Aug	14.70		334,606.46
09/12/06		6970-03: State Library, LSTA Grant HIS House	5,000.00		341,743.46
09/12/06		6970-07: State Mandated Claim Reimbursement	7,137.00		346,859.77
09/12/06		7670:00: Local Revenue Fines & Fees	5,116.31		359,829.81
09/12/06		7670:01: Local Revenue Passport	12,970.04		354,228.03
09/14/06	4909	General by Library Director & pending		5,601.78	342,085.40
09/18/06	4910	General by 3 Trustee signatures		12,142.63	292,613.40
09/18/06		Payroll #8 to wire October 11, 2006		49,472.00	243,141.40
09/18/06		Payroll #9 to wire October 25, 2006		49,472.00	296,347.11
09/21/06		6220-00 Unsecured Collections 1st	53,339.06	133.35	296,616.36
09/21/06		6280-00: Supplemental paid 1985+ #2	269.25		288,582.24
09/25/06	4911	General by Library Director & Turner		8,034.12	280,624.36
09/25/06	4912	General by Library Director & Turner		7,957.88	267,433.12
09/25/06	4913	General by Library Director & Turner		13,191.24	271,419.70
09/25/06		6610-00: Interest County Pool, Aug	4,068.17	81.59	267,047.68
10/05/06	4914	General by Library Director & DeVecchio		4,372.02	254,013.97
10/05/06	4915	General by Library Director & DeVecchio		13,033.71	245,366.23
10/05/06	4916	General by Library Director & DeVecchio		8,647.74	256,311.30
10/11/06		6280-00: Supplemental paid 1985+ #3	10,945.07		205,203.65
10/16/06	4917	General by 3 Trustee signatures		51,107.65	199,740.15
10/16/06	4918	General by 3 Trustee signatures		5,463.50	194,775.03
10/16/06	4919	General by 3 Trustee signatures		4,965.12	177,311.70
10/16/06	4920	General by 3 Trustee signatures		17,463.33	127,839.70
10/16/06		Payroll #10 to wire November 8, 2006		49,472.00	78,367.70
10/16/06		Payroll #11 to wire November 22, 2006		49,472.00	78,375.22
10/18/06		6610-00: Interest Bank of the West, Sep	7.52		82,608.07
10/18/06		6970-00: State Library Interlibrary Loan	4,232.85		89,873.44
10/18/06		7670:00: Local Revenue Fines & Fees	7,265.37		108,084.47
10/18/06		7670:01: Local Revenue Passport	18,211.03		100,050.35
10/19/06	4921	General by Library Director & Wood		8,034.12	88,699.60
10/19/06	4922	General by Library Director & Wood		11,350.75	86,843.80
10/19/06	4923	General by Library Director & Wood		1,855.80	90,354.12
10/24/06		6610-00: Interest County Pool, Sep	3,580.80	70.48	86,067.54
11/02/06	4924	General by Library Director & DeVecchio		4,286.58	81,555.82
11/09/06	4925	General by Library Director & Wood		4,511.72	75,585.70
11/09/06	4926	General by Library Director & Wood		5,970.12	66,280.68
11/09/06	4927	General by Library Director & Shkoler		9,305.02	69,034.15
11/15/06		6280-00: Supplemental paid 1985+ #4	2,753.47		49,973.30
11/20/06	4928	General by 3 Trustee signatures		19,060.85	46,776.17
11/20/06	4929	General by 3 Trustee signatures		3,197.13	39,749.78
11/20/06	4930	General by 3 Trustee signatures		7,026.39	34,824.37
11/20/06	4931	General by 3 Trustee signatures		4,925.41	33,772.20
11/20/06	4932	General by 3 Trustee signatures		1,052.17	-13,299.80
11/20/06		Payroll #12 to wire December 6, 2006		47,072.00	-60,371.80
11/20/06		Payroll #13 to wire December 20, 2006		47,072.00	123,048.26
11/21/06		6210: Secured #1	183,879.76	459.70	126,230.46

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/21/06		6610-00: Interest County Pool, Oct	3,246.18	63.98	126,250.54
11/22/06		6610-00: Interest Bank of the West, Oct	20.08		128,458.24
11/22/06		6970-00: State Library Interlibrary Loan	2,207.70		158,458.24
11/22/06		6970-02: State Library CA Literacy Campaign	30,000.00		163,322.24
11/22/06		6970-03: State Library HIS House Grant	4,864.00		167,964.22
11/22/06		7670:00: Local Revenue Fines & Fees	4,641.98		178,640.02
11/22/06		7670:01: Local Revenue Passport	10,675.80		173,925.75
12/06/06	4933	General by Library Director & Shkoler		4,714.27	163,102.18
12/06/06	4934	General by Library Director & Shkoler		10,823.57	161,734.17
12/06/06	4935	General by Library Director & Shkoler		1,368.01	153,267.06
12/07/06	4936	General by Library Director & DeVecchio		8,467.11	139,572.85
12/12/06	4937	General by 3 Trustee signatures		13,694.21	134,568.69
12/14/06	4938	General by 3 Trustee signatures		5,004.16	73,742.47
12/18/06	4939	General by 3 Trustee signatures		60,826.22	63,512.92
12/18/06	4940	General by 3 Trustee signatures		10,229.55	43,046.54
12/18/06	4941	General by 3 Trustee signatures		20,466.38	3,974.54
12/18/06		Payroll #14 to wire January 3, 2007		39,072.00	-35,097.46
12/18/06		Payroll #15 to wire January 17, 2007		39,072.00	-37,376.63
12/18/06	4942	General by Library Director & Turner		2,279.17	-40,348.16
12/18/06	4943	General by Library Director & Turner		2,971.53	-43,943.16
12/20/06	4944	General by Library Director & Turner		3,595.00	-49,417.69
12/20/06	4945	General by Library Director & Shkoler		5,474.53	-55,175.95
01/11/07	4946	General by Library Director & Shkoler		5,758.26	-91,308.60
01/11/07	4947	General by Library Director & Shkoler		36,132.65	75,420.32
12/27/06		6210: Secured #2	167,146.79	417.87	386,509.95
12/27/06		6210: Secured #3	311,869.30	779.67	393,746.96
12/27/06		6280-00: Supplemental paid 1985+ #5	7,237.01		396,235.46
12/28/06		6610-00: Interest County Pool, Nov	2,537.57	49.07	396,274.32
12/28/06		6610-00: Interest Bank of the West, Nov	38.86		398,758.10
12/28/06		6690-00: State Homeowners #1	2,483.78		404,553.59
01/10/07		6690-00: State Homeowners #2	5,795.49		406,167.59
01/11/07		6970-07 State Mandated Claims refund	1,614.00		411,915.64
01/11/07		7670:00: Local Revenue Fines & Fees	5,748.05		425,381.36
01/11/07		7670:01: Local Revenue Passport	13,465.72		425,390.26
01/16/07		7680:00: Canceled out of date check	8.90		420,085.61
01/16/07	4948	General by 3 Trustee signatures		5,304.65	417,084.95
01/16/07	4949	General by 3 Trustee signatures		3,000.66	405,670.84
01/16/07	4950	General by 3 Trustee signatures		11,414.11	400,429.17
01/16/07	4951	General by 3 Trustee signatures		5,241.67	353,357.17
01/16/07		Payroll #16 to wire January 31, 2007		47,072.00	306,285.17
01/16/07		Payroll #17 to wire February 14, 2007		47,072.00	267,213.17
01/16/07		Payroll #18 to wire February 28, 2007		39,072.00	258,746.06
01/17/07	4952	General by 2 Trustee signatures, DeVecchio & Turner		8,467.11	272,035.03
01/18/07		6220-00 Unsecured Collections	13,288.97		288,116.76
01/18/07		6280-00: Supplemental paid 1985+ #6	16,114.95	33.22	492,265.87
01/23/07		6210: Secured #4	204,660.76	511.65	495,729.59
01/24/07		6610-00: Interest County Pool, Dec	3,531.92	68.20	507,534.12

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/25/07		6210-01: Public Utility #1	11,834.12	29.59	499,111.11
01/27/07	4953	General by Library Director & DeVecchio		8,396.64	490,234.68
01/27/07	4954	General by Library Director & DeVecchio		8,902.80	483,932.57
01/27/07	4955	General by Library Director & Shkoler		6,302.11	483,948.76
01/30/07		6610-00: Interest Bank of the West, Dec	16.19		487,609.81
01/30/07		6970-00: State Library Interlibrary Loan	3,661.05		489,947.72
01/30/07		7670:00: Local Revenue Fines & Fees	2,337.91		498,619.32
01/30/07		7670:01: Local Revenue Passport	8,671.60		495,843.62
02/08/07	4956	General by Library Director & Shkoler		2,775.70	491,205.64
02/08/07	4957	General by Library Director & Shkoler		4,637.98	485,543.44
02/08/07	4958	General by Library Director & Shkoler		5,662.20	497,644.34
02/09/07		7670:00: Local Revenue Fines & Fees	12,100.90		526,639.19
02/09/07		7670:01: Local Revenue Passport	28,994.85		518,172.08
02/14/07	4959	General by Library Director & pending		8,467.11	522,805.62
02/14/07		6280-00: Supplemental paid 1985+ #7	4,633.54		500,397.22
02/20/07	4960	General by 3 Trustee signatures		22,408.40	495,273.06
02/20/07	4961	General by 3 Trustee signatures		5,124.16	491,825.75
02/20/07	4962	General by 3 Trustee signatures		3,447.31	486,299.55
02/20/07	4963	General by 3 Trustee signatures		5,526.20	476,453.74
02/20/07	4964	General by 3 Trustee signatures		9,845.81	429,381.74
02/20/07		Payroll #19 to wire March 14, 2007		47,072.00	382,309.74
02/20/07		Payroll #20 to wire March 28, 2007		47,072.00	373,842.63
02/21/07	4965	General by Library Director & Wood		8,467.11	373,800.00
02/21/07		OCA Sales tax withholding, Jan, Object Code 1800		12.78	373,787.22
02/21/07		OCA Sales tax withholding, Jan, Object Code 2400		30.38	378,404.73
02/27/07		6610-00: Interest County Pool, Jan	4,696.83	91.57	374,012.40
02/28/07	4966	General by Library Director & Wood		4,392.33	373,371.40
02/28/07	4967	General by Library Director & Wood		641.00	376,876.37
03/05/07		6970-00: State Library Interlibrary Loan	3,504.97		408,616.37
03/05/07		6970-01: State Library PLF	31,740.00		433,000.37
03/05/07		6970-02: State Library Literacy CLC	24,384.00		436,545.64
03/05/07		7670:00: Local Revenue Fines & Fees	3,545.27		452,855.04
03/05/07		7670:01: Local Revenue Passport	16,309.40		446,251.33
03/07/07	4969	General by Library Director & Wood		6,603.71	442,357.38
03/07/07	4970	General by Library Director & Wood		3,893.95	435,912.96
03/07/07	4971	General by Library Director & Wood		6,444.42	427,445.85
03/14/07	4972	General by Library Director & Shkoler		8,467.11	431,633.45
03/14/07		6250: SDAF #1	4,187.60		434,569.76
03/15/07		6280-00: Supplemental paid 1985+ #8	2,936.31		438,667.04
03/16/07		6610-00: Interest County Pool, Feb	4,175.15	77.87	351,968.03
03/19/07	4973	General by 3 Trustee signatures		86,699.01	348,348.87
03/19/07	4974	General by 3 Trustee signatures		3,619.16	345,159.49
03/19/07	4975	General by 3 Trustee signatures		3,189.38	343,322.26
03/19/07	4976	General by 3 Trustee signatures		1,837.23	339,687.41
03/19/07	4977	General by 3 Trustee signatures		3,634.85	337,246.89
03/19/07	4978	General by 3 Trustee signatures		2,440.52	280,771.14
03/19/07		Payroll #21 to wire April 11, 2007 (Amended 4/7/07)		56,972.00	230,800.00

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/19/07		Payroll #22 to wire April 25, 2007		49,472.00	326,280.73
03/21/07		6210: Secured #5	95,717.13	239.29	322,669.09
03/26/07	4979	General by Library Director & DeVecchio		3,611.64	318,561.10
03/26/07	4980	General by Library Director & DeVecchio		4,107.99	308,567.06
03/26/07	4981	General by Library Director & DeVecchio		9,994.04	301,346.31
04/05/07	4982	General by Library Director & Shkoler		7,220.75	288,087.38
04/05/07	4983	General by Library Director & Shkoler		13,258.93	270,081.10
04/05/07	4984	General by Library Director & Shkoler		18,006.28	264,240.32
04/16/07	4985	General by 3 Trustee signatures		5,840.78	261,096.22
04/16/07	4986	General by 3 Trustee signatures		3,144.10	254,964.08
04/16/07	4987	General by 3 Trustee signatures		6,132.14	205,692.08
04/16/07		Payroll #23 to wire May 9, 2007		49,272.00	156,420.08
04/16/07		Payroll #24 to wire May 23, 2007		49,272.00	148,937.41
04/24/07	4988	General by Library Director & DeVecchio		7,482.67	143,640.08
04/24/07	4989	General by Library Director & DeVecchio		5,297.33	136,422.62
05/03/07	4990	General by Library Director & DeVecchio		7,217.46	133,159.52
05/03/07	4991	General by Library Director & DeVecchio		3,263.10	673,526.00
04/19/07		6210: Secured #6	548,232.46	7,865.98	680,751.26
04/19/07		6280-00: Supplemental paid 1985+ #9	7,225.26		685,012.27
04/17/07		6610-00: Interest County Pool, Mar	4,346.20	85.19	686,897.92
04/25/07		6610-02: Interest on Unapportioned Taxes	1,898.13	12.48	693,090.10
04/10/07		7670:00: Local Revenue Fines & Fees	6,192.18		718,422.50
04/18/08		7670:01: Local Revenue Passport	25,332.40		726,392.15
04/10/07		7670:00: Local Revenue Fines & Fees	7,969.65		757,213.55
04/18/08		7670:01: Local Revenue Passport	30,821.40		752,730.99
05/29/04	4995	General by 3 Trustee signatures		4,482.56	746,388.96
05/29/04	4996	General by 3 Trustee signatures		6,342.03	738,329.63
05/29/04	4997	General by 3 Trustee signatures		8,059.33	698,288.95
05/29/04	4998	General by 3 Trustee signatures		40,040.68	648,816.95
05/29/04		Payroll #25 to wire June 6, 2007		49,472.00	599,344.95
05/29/04		Payroll #26 to wire June 20, 2007		49,472.00	599,332.47
05/04/07		Coding Correction by OCA		12.48	603,909.11
05/09/07		7670:00: Local Revenue Fines & Fees	4,576.64		617,889.45
05/09/07		7670:01: Local Revenue Passport	13,980.34		617,790.30
05/09/07		Coding Correction by OCA		99.15	623,585.79

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

Property Tax Apportionments Fiscal Year 2006-2007

APPORTIONMENT	APPORT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/16/2006	8/17/2006	July	
Supplemental 1	8/16/2006	8/17/2006	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/13/2006	9/14/2006	August	
Unsecured 1	9/21/2006	9/22/2006	Collections at 08/31/2006	80% - 85%
Supplemental 2	9/21/2006	9/22/2006	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/11/2006	10/12/2006	September	
Supplemental 3	10/11/2006	10/12/2006	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/15/2006	11/16/2006	October	
Supplemental 4	11/15/2006	11/16/2006	Collections for October	
Secured #1	11/21/2006	11/22/2006	Collections at 11/10/2006	7% - 10%
H/O Property Tax Relief 1	12/7/2006	12/8/2006		15%
Secured #2	12/13/2006	12/14/2006	Collections at 12/01/2006	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/13/2006	12/14/2006	November	
Supplemental 5	12/20/2006	12/21/2006	Collections for November	
Secured #3	12/21/2006	12/22/2006	Collections at 12/08/2006	20% - 25%
ERAF 1 - Non-Schools	1/2/2007	1/3/2007	For Non-schools	\$254 million + growth
Sales & Use Tax Compensation 1	1/4/2007	1/5/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 1	1/4/2007	1/5/2007	Cities and County only	50%
H/O Property Tax Relief 2	1/10/2007	1/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 6	1/10/2007	1/11/2007	December	
Unsecured 2	1/18/2007	1/19/2007	Collections at 12/31/2006	5% - 8%
Supplemental 6	1/18/2007	1/19/2007	Collections for December	
Secured #4	1/23/2007	1/24/2007	Collections at 01/12/2007	5% - 7%
State-Assessed Public Utility 1	1/25/2007	1/26/2007	1 st Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/14/2007	2/15/2007	January	
Supplemental 7	2/14/2007	2/15/2007	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/14/2007	3/15/2007	February	
Secured #5	3/21/2007	3/22/2007	Collections at	5% - 7%

			03/09/2007	
Supplemental 8	3/21/2007	3/22/2007	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/11/2007	4/12/2007	March	
Secured #6	4/19/2007	4/20/2007	Collections at 04/06/2007	15% - 20%
Supplemental 9	4/19/2007	4/20/2007	Collections for March	
ERAF 2- Non-Schools	5/1/2007	5/2/2007	For Non-schools	\$274 million + growth
Sales & Use Tax Compensation 2	5/3/2007	5/4/2007	Cities and County only	50%
Property Tax In-Lieu of VLF/VLF Swap 2	5/3/2007	5/4/2007	Cities and County only	50%
H/O Property Tax Relief 3	5/10/2007	5/11/2007		35%
PY Sec Taxes & Penalties Non Teeter 10	5/16/2007	5/17/2007	April	
Secured #7	5/21/2007	5/22/2007	Collections at 05/11/2007	10% - 15%
Supplemental 10	5/21/2007	5/22/2007	Collections for April	
State-Assessed Public Utility 2	5/24/2007	5/25/2007	2 nd Installment Collections	49% - 50%
H/O Property Tax Relief 4	6/7/2007	6/8/2007		15%
PY Sec Taxes & Penalties Non Teeter 11	6/13/2007	6/14/2007	May	
Unsecured - Final	6/21/2007	6/22/2007	Collections at 05/31/2007	2%- 5%
Supplemental 11	6/13/2007	6/14/2007	Collections for May	
Delq. PY Unsecured	6/21/2007	6/22/2007	06/01/06 through 05/31/07 Collections	
Secured - Final	7/16/2007	7/17/2007	Final Collections at Year-end	1% - 2%
PY Sec Taxes & Penalties Non Teeter 12	7/16/2007	7/17/2007	June	
Supplemental 12	7/16/2007	7/17/2007	Collections for June	
Delq. PY Suppl. Taxes & Penalties	7/16/2007	7/17/2007	07/01/06 through 06/30/07 Collections	
Teeter Plan	7/18/2007	7/19/2007	Actual Final Delinquencies	1% - 3%
Property Tax In-Lieu of VLF/VLF Swap 3	7/18/2007	7/19/2007	Cities and County only	\$21 million

June 2007

[Apportionment Schedule Letter]

b

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 June 18, 2007

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

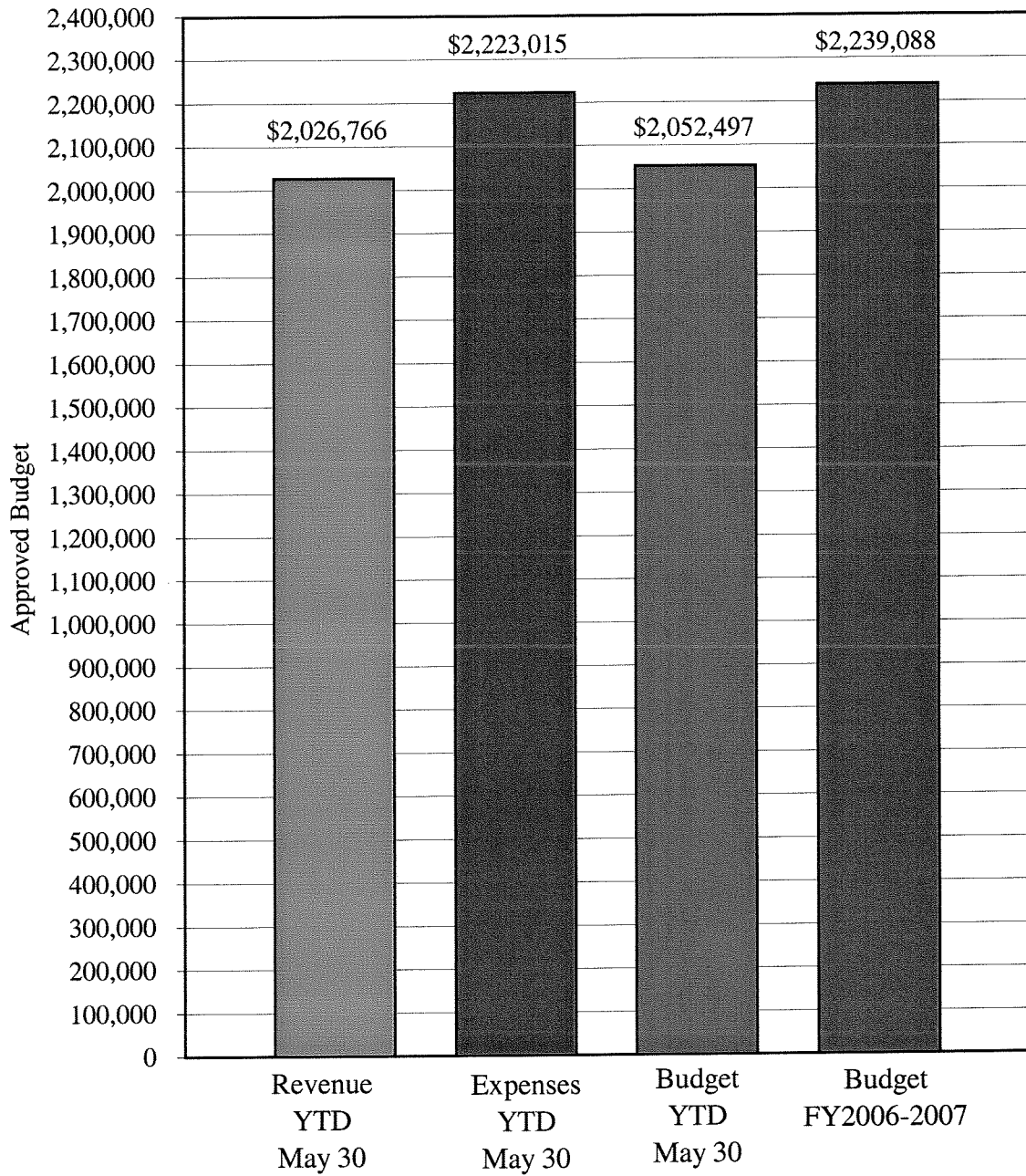
	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69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



PLACENTIA LIBRARY DISTRICT

Fiscal Year 2006 - 2007

General Fund Cash Flow



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

June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % REV BUD
6210-00	Prop. Taxes - current secured	1,561,688.00	1,526,225.78	1,402,237.26	14,719.58	162,594.56	97.73%
6210-01	Public Utility	21,000.00	22,701.28	21,703.86	10,867.16	10,031.36	108.10%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,582,688.00	1,548,927.06	1,423,941.12	25,586.74	172,625.92	97.87%
6220	PROP. TAXES - CURRENT UNSECURED	58,000.00	66,628.03	64,967.01	0.00	0.00	114.88%
6230-00	Prop. Taxes - Prior Secured	15,000.00	0.00	16,231.99	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	17,715.24	0.00	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	15,000.00	22,608.66	15,295.19	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	30,000.00	40,323.90	31,527.18	0.00	0.00	134.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	8,108.40	7,832.90	3,920.80	3,772.90	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	6,500.00	49,702.07	96,281.16	15,572.85	13,662.15	764.65%
6280-01	Final supplemental for prior years	0.00	32,946.51	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	6,500.00	82,648.58	96,281.16	15,572.85	13,662.15	1271.52%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	65,000.00	2,626.84	1,744.74	0.00	0.00	4.04%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	1,400.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,744,338.00	1,749,262.81	1,626,294.11	45,080.39	190,060.97	100.28%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % REV BUD
6610-00	Interest	30,000.00	39,316.24	25,518.06	4,595.26	3,892.95	131.05%
6610-01/02	Interest - old bond fund	0.00	5,596.89	1,131.15	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	30,000.00	44,913.13	26,649.21	4,595.26	3,892.95	149.71%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	14,074.76	14,418.82	5,795.49	5,937.17	82.79%
6970-00	State - ILL & Direct Loan Reimbursement	12,000.00	13,606.57	19,166.46	0.00	2,465.10	113.39%
6970-01	State - CA Foundation Funds	30,000.00	31,740.00	37,407.06	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	54,384.00	51,732.00	0.00	0.00	93.77%
6970-03	State - LSTA Grant, HIS House	0.00	9,864.00	30,399.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	40,000.00	0.00	21,885.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	11,873.00	10,662.00	0.00	2,662.00	
	TOTAL STATE - OTHER GOVERNMENTAL	150,000.00	121,467.57	171,251.52	0.00	5,127.10	80.98%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	40,000.00	69,254.08	60,777.83	9,930.87	7,373.62	173.14%
7670-01	Local Revenue -- Passport	180,000.00	211,534.08	148,769.55	34,715.44	28,036.51	117.52%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	12,500.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	240,000.00	293,288.16	209,547.38	44,646.31	35,410.13	122.20%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	8.90	120.00	0.00	120.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,181,338.00	2,223,015.33	2,048,281.04	100,117.45	240,548.32	101.91%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
0100-00	Salaries & Wages	1,040,934	976,134.83	844,598.27	73,360.94	62,148.97	93.77%
0200-00	Retirement (Social Security & Pension Contribution)	144,588	137,511.69	112,481.91	6,984.00	5,505.92	95.11%
0301-00	Unemployment Insurance	0	125.00	3,113.00	0.00	0.00	
0306-00	Health Insurance	108,986	86,078.58	101,802.86	8,086.71	10,566.18	78.98%
0308-00	Dental Insurance	8,786	9,733.50	11,057.50	902.70	1,933.50	110.78%
0309-00	Life Insurance	2,948	1,741.63	1,373.94	162.00	122.85	59.07%
0310-00	Accidental Death & Dismemberment Insurance	5,293	3,074.12	3,654.35	0.00	321.13	58.08%
0373-00	Vision Insurance	2,913	2,795.92	2,726.12	259.20	321.00	95.98%
	Total Employee Insurance	128,927	103,548.75	123,727.77	9,410.61	13,264.66	80.32%
0350	Workers Compensation - General	8,500	6,731.87	7,904.00	-13,057.37	0.00	79.20%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,322,949	1,223,927.14	1,088,711.95	76,698.18	80,919.55	92.52%
0700-00	Communications - Telephone	4,000	3,713.21	3,893.66	330.15	755.60	92.83%
0700-01	Communications - Modem/Fax	8,400	4,904.09	6,321.58	104.95	305.18	58.38%
0700-02	Communications - Internet/Database	0	2,565.18	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	600	0.00	2,370.50	0.00	215.50	0.00%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	890.40	1,243.63	20.00	77.90	63.60%
	Total Communications	14,400	12,072.88	13,829.37	455.10	1,354.18	83.84%
0900-00	Food - General Fund	600	850.01	545.08	27.20	60.97	141.67%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	500	4,169.05	624.41	0.00	110.79	833.81%
0090-09	Food - Families for Literacy	0	405.80	482.58	0.00	0.00	
	Total Food	1,100	5,424.86	1,652.07	27.20	171.76	493.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
1000-00	Household Expense	7,500	20,665.07	16,361.49	3,957.89	2,832.61	275.53%
1001-00	Trash	0	0.00		0.00		
	Household and Trash	7,500	20,665.07	5,000.00	3,957.89	2,832.61	
1100-00	Insurance - Liability	13,100	13,057.37	12,281.93	13,057.37	0.00	99.67%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	6,411.07	4,215.59	0.00	0.00	128.22%
1300-01	Maintenance of Equipment - General Fund (Computer)	27,500	33,487.03	24,540.00	0.00	6,000.00	121.77%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	1,048.50	(335.15)	0.00	0.00	209.70%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	33,000	40,946.60	28,420.44	0.00	6,000.00	124.08%
	HVAC	7,500	3,882.91	11,591.66	0.00	2,086.30	51.77%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	14,976.48	21,027.23	1,394.74	1,402.24	54.46%
	Plumbing	3,000	1,004.26	3,653.15	0.00	0.00	33.48%
	Electrical	4,000	7,320.10	568.00	0.00	0.00	183.00%
	Cleaning Service	16,000	14,350.00	14,500.00	1,350.00	1,350.00	89.69%
	Locksmith	1,000	73.50	623.47	0.00	0.00	7.35%
	Other (Includes Fire Alarm & Extinguishers)	8,000	6,276.67	2,399.00	0.00	0.00	78.46%
1400-00	Total Maintenance of Building & Grounds	69,750	47,883.92	54,362.51	2,744.74	4,838.54	68.65%
1600-00	Memberships - General Fund	4,000	3,359.00	3,518.00	0.00	0.00	83.98%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	750.00	300.00	0.00	0.00	75.00%
1600-09	Memberships - Families for Literacy	0	0.00	150.00	0.00	0.00	
	Total Memberships	5,000	4,109.00	3,968.00	0.00	0.00	82.18%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	22,953	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
1800-00	Library Supplies	23,000	17,332.23	21,454.18	599.71	1,324.97	75.36%
	Printing	15,000	8,299.82	9,995.80	677.81	252.08	55.33%
	[Unassigned]	0	0.00	217.00	0.00	0.00	
	Publications	1,100	74.97	947.57	0.00	0.00	6.82%
	Paper	700	0.00	747.71	0.00	224.36	0.00%
	Drinking Water Service	350	320.00	248.50	0.00	32.00	91.43%
	Other Office Supplies	20,000	12,514.63	19,172.23	3,235.51	890.37	62.57%
	Total Office Supply Expense - General Fund	60,150	38,541.65	52,782.99	4,513.03	2,723.78	64.08%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,086.25	5,268.03	0.00	601.13	54.31%
	Publications	2,500	519.45	0.00	0.00	0.00	20.78%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	10,616.54	3,207.18	237.10	0.00	1061.65%
	Total Adult Literacy Office Supply Expense	5,500	12,222.24	8,475.21	237.10	601.13	222.22%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	50,763.89	61,258.20	4,750.13	3,324.91	75.04%
1803-00	Postage Expense - General Fund	6,800	6,031.50	6,372.88	1,022.34	548.07	88.70%
1803-01	Postage Expense - LSCA II Grant	0	0.00	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	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	6,031.50	6,372.88	1,022.34	548.07	87.41%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
	Care Resources (Employee Assistance)	420	385.00	350.00	35.00	35.00	91.67%
	Pension Contribution & Operating Expenses	7,000	9,801.67	6,449.29	0.00	0.00	140.02%
	Anaheim Consortium Automated Library System	35,000	33,274.13	30,431.28	0.00	0.00	95.07%
	Library Board Consultants & Legal	10,000	12,063.91	9,261.28	1,785.00	0.00	120.64%
	Clipping Service	600	405.00	405.00	45.00	45.00	67.50%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	13,375.27	1,038.57	36.80	0.00	136.48%
	Advertising (Including WEB Site)	6,000	3,890.00	3,924.40	5.00	270.00	64.83%
	Medical Exams	2,000	1,944.00	1,935.50	0.00	92.50	97.20%
	Collection Services - Accounts Receivable	2,000	1,270.65	1,360.40	0.00	134.25	63.53%
	Audit & Accounting Services	10,000	8,320.00	9,140.00	0.00	0.00	83.20%
	Payroll Preparation	5,500	2,891.26	4,709.63	0.00	560.67	52.57%
	Election Expenses	19,000	0.00	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)	16,000	12,916.24	28,781.27	1,198.37	900.00	80.73%
1900-00	Total Specialized Services - General Fund	126,820	100,537.13	97,786.62	3,105.17	2,037.42	79.28%
1900-01	Specialized Services - Spanish Literacy	3,000	4,446.45	2,581.48	226.08	376.86	148.22%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,000	12,302.78	12,105.50	0.00	0.00	136.70%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	6,685.51	11,719.57	27.17	8,428.88	44.57%
	Total Specialized Services	153,820	123,971.87	124,193.17	3,358.42	10,843.16	80.60%
1912-00	Investment Administrative fees for Orange County	1,000	2,737.64	775.59	198.03	96.38	273.76%
2000-00	Legal Notices - General Fund	1,000	517.72	0.00	0.00	0.00	51.77%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	517.72	0.00	0.00	0.00	51.77%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
2100-00	Rents/Leases-Equipment	31,700	1,186.90	639.28	183.09	0.00	3.74%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	118,731.08	28,179.20	0.00	0.00	113.08%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	3,566.15	26.47	65.71	0.00	
2400-01	Special Department Expense- Books	223,816	72,542.31	66,146.00	0.00	5,091.17	
2400-02	Special Department Expense - Video		28,203.23	2,364.54	190.41	105.00	
2400-03	Special Department Expense - Electronic		36,551.74	9,061.91	0.00	0.00	
2400-04	Special Department Expense - Periodicals		6,486.00	8,733.46	109.20	370.63	
2400-05	Special Department Expense - Audio		22,021.66	14,618.38	0.00	956.29	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	1,922.71	9,360.51	0.00	1,043.04	96.14%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	225,816	171,293.80	110,311.27	365.32	7,566.13	75.86%
2600-00	Transportation/Travel - Local Mileage	0	1,965.15	0.00	107.57	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,500	9,371.47	3,513.05	263.00	0.00	110.25%
2700-01	Transportation/Travel - Meetings, Staff Local	10,000	6,840.78	11,014.24	0.00	623.54	68.41%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	1,394.70	0.00	0.00	0.00	46.49%
2700-03	Transportation/Travel - Meetings, Board Local	750	1,058.71	964.00	0.00	0.00	141.16%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	892.40	668.43	300.00	21.50	#DIV/0!
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,250	19,558.06	16,159.72	563.00	645.04	84.12%
2801-00	Electricity	50,000	54,106.29	37,548.67	3,388.12	2,502.66	108.21%
2802-00	Gas	11,000	6,915.53	10,001.39	233.33	991.99	62.87%
2803-00	Water	5,500	5,501.50	4,528.38	365.81	606.50	100.03%
	Total Utilities	66,500	66,523.32	52,078.44	3,987.26	4,101.15	100.04%
	TOTAL SUPPLIES & SERVICES	849,439	707,748.43	530,843.56	34,777.46	42,321.93	83.32%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 MAY 2007	FY2005-2006 MAY 2006	FY2006-2007 % EXP BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	10,000	5,408.91	8,893.70	0.00	0.00	54.09%
4000-00	Equipment - General Fund	56,700	89,681.28	17,305.68	151.42	0.00	158.17%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	0.00	4,547.76	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	56,700	89,681.28	21,853.44	151.42	0.00	158.17%
4200-00	Structures/Improvements		0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	56,700	89,681.28	21,853.44	151.42	0.00	158.17%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,239,088	2,026,765.76	1,650,302.65	111,627.06	123,241.48	90.52%
	Spanish Literacy	3,000	4,446.45	2,581.48	226.08	376.86	148.22%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0.00	
	CLC Summary Object Code 08	43,953	34,198.08	36,990.30	557.10	1,854.36	77.81%
	FFL Grant Summary Object Code 09	2,000	405.80	632.58	0.00	0.00	20.29%
	TOTAL LITERACY (Excluding Personnel)	48,953	39,050.33	40,204.36	783.18	2,231.22	79.77%

9:48 AM
06/14/07
Accrual Basis

**Placentia Library District
Balance Sheet
As of May 31, 2007**

	<u>May 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	4,337.50
County Exempt - Checking	14,587.50
County Exempt - Savings	2,672.27
General Fund - Checking	2,906.76
General Fund - Savings	13,602.50
Literacy Fund - Savings	12,880.69
Payroll Checking - Wells Fargo	
Payroll Checking (CDs)	23,624.58
0028205565	
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>74,611.80</u>
Total Current Assets	74,611.80
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,313,567.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	20,231.00
Curr Portion capital lease	94,952.00
Curr Portion La Salle	1,496.00
Union Dues Payable	116,679.00
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-36,164.62
Total Capital	68,737.80
Net Income	-26,689.21
Total Equity	<u>903,985.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,313,567.80</u></u>

*As required by Government Code Section 53646(b)(1):
The Placentia Library District is in compliance with its investment policy,
The Placentia Library District meets its expenditure requirements through June 30, 2007,
The Placentia Library District investment accounts are held by California National Bank.*

9:50 AM

06/14/07

Accrual Basis

Placentia Library District
Profit & Loss by Class
July 2006 through May 2007

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Ordinary Income/Expense					
Income					
COE Deposit Adjustment Income	30.00	0.00	0.00	0.00	30.00
COE Directors Fund (Friends)	1,635.10	0.00	0.00	0.00	1,635.10
COE Friends Adult Programming	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	97.55	0.00	0.00	0.00	97.55
COE Life Insur Suplmt(EDM)	498.50	0.00	0.00	0.00	498.50
COE Meeting Room Income	4,935.00	0.00	0.00	0.00	4,935.00
COE Passport Chck Reimbursement	89,304.73	0.00	0.00	0.00	89,304.73
COE Staff Appreciation Reimb	140.00	0.00	0.00	0.00	140.00
COE Test Proctoring Income	1,584.30	0.00	0.00	0.00	1,584.30
GF Bankcard Deposit	0.00	109,896.26	0.00	0.00	109,896.26
GF Book/Materials Income	0.00	4,506.99	0.00	0.00	4,506.99
GF Cash Register - Audio Visual	0.00	109.20	0.00	0.00	109.20
GF Cash Register - Childrens	0.00	426.00	0.00	0.00	426.00
GF Cash Register - Copy/Debit	0.00	2,613.20	0.00	0.00	2,613.20
GF Cash Register - Fines	0.00	16,863.24	0.00	0.00	16,863.24
GF Cash Register - Lost Items	0.00	2,575.85	0.00	0.00	2,575.85
GF Cash Register - Misc.	0.00	1,616.52	0.00	0.00	1,616.52
GF cash register - Passport Phb	0.00	27,838.00	0.00	0.00	27,838.00
GF Cash Register - Reserves	0.00	1,580.29	0.00	0.00	1,580.29
GF Copier coinbox	0.00	822.30	0.00	0.00	822.30
GF County Reimbursements	0.00	19,835.02	0.00	0.00	19,835.02
GF Deposit Correction Income	0.00	18,819.54	0.00	0.00	18,819.54
GF Fed Work Study Reimbursement	0.00	70,665.25	0.00	0.00	70,665.25
GF Interest	0.00	222.74	0.00	0.00	222.74
GF Miscellaneous Income	0.00	41,523.37	0.00	0.00	41,523.37
GF Non Government Grant	0.00	10.00	0.00	0.00	10.00
GF Notary	0.00	3,260.00	0.00	0.00	3,260.00
GF Passport Revenue	0.00	190,212.92	0.00	0.00	190,212.92
GF Special Grants	0.00	12,500.00	0.00	0.00	12,500.00
GF State Library Grants	0.00	95,988.00	0.00	0.00	95,988.00
GF State Library Reimbursements	0.00	23,865.57	0.00	0.00	23,865.57
GF Typewriter Income	0.00	8.40	0.00	0.00	8.40
LIT Donations	0.00	0.00	1,967.00	0.00	1,967.00
LIT Interest Inc - Savings	0.00	0.00	92.96	0.00	92.96
PA Interest Inc - CD's	0.00	0.00	0.00	302.80	302.80
PA Wire Transfer from County	0.00	0.00	0.00	1,137,228.00	1,137,228.00
Total Income	99,225.18	645,758.66	2,059.96	1,137,530.80	1,884,574.60
Expense					
COE Bank fees	41.00	0.00	0.00	0.00	41.00
COE Childn's Strytime (Friends)	91.64	0.00	0.00	0.00	91.64
COE Childn's Summer Rdnng Prgrm	2,001.59	0.00	0.00	0.00	2,001.59
COE Children's Camp Library	515.63	0.00	0.00	0.00	515.63
COE Friend's Director's Fund	988.01	0.00	0.00	0.00	988.01
COE Friends Adlt Prgrm Expense	1,819.23	0.00	0.00	0.00	1,819.23
COE Life Insurance payment	1,303.90	0.00	0.00	19.94	1,323.84
COE Medical Reimbursement Polic	2,757.28	0.00	0.00	0.00	2,757.28
COE Meeting Room Maintenance	3,304.88	0.00	0.00	0.00	3,304.88
COE Meetings & Special Events	29.65	0.00	0.00	0.00	29.65
COE Miscellaneous Expense	5.00	0.00	0.00	0.00	5.00
COE Office Expense	202.61	0.00	0.00	0.00	202.61
COE Passport Expenses	83,270.63	0.00	0.00	0.00	83,270.63
COE Staff Appreciation	906.11	0.00	0.00	0.00	906.11
COE Transfer to GF Savings	18,819.54	0.00	0.00	0.00	18,819.54
GF Bank Fees	0.00	68.00	0.00	0.00	68.00
GF Bank Return Check Item/Fees	0.00	261.60	0.00	0.00	261.60
GF Bankcard Service Charge	0.00	4,690.29	0.00	0.00	4,690.29
GF Deposit Correction	0.00	2.00	0.00	0.00	2.00
GF Education Assistance Policy	0.00	1,039.22	0.00	0.00	1,039.22
GF Equipment (400)	0.00	4,501.11	0.00	0.00	4,501.11
GF Food	0.00	1,613.07	0.00	0.00	1,613.07
GF Household Expenses	0.00	170.77	0.00	0.00	170.77
GF Library Materials - Audio V	0.00	20.00	0.00	0.00	20.00
GF Library Materials (books)	0.00	449.19	0.00	0.00	449.19
GF Library Supplies	0.00	194.52	0.00	0.00	194.52
GF Literacy	0.00	4,184.08	0.00	0.00	4,184.08
GF Memberships	0.00	415.00	0.00	0.00	415.00
GF Miscellaneous	0.00	0.00	0.00	0.00	0.00
GF Office Expense	0.00	1,055.44	0.00	0.00	1,055.44
GF Postage	0.00	26.85	0.00	0.00	26.85
GF Printing	0.00	80.91	0.00	0.00	80.91
GF Prof & Spec Services	0.00	1,122.49	0.00	0.00	1,122.49
GF Refund	0.00	140.73	0.00	0.00	140.73
GF Taxes & Fees (370)	0.00	771.00	0.00	0.00	771.00
GF Transfer to COE	0.00	72,132.14	0.00	0.00	72,132.14
GF Transfer to GF Savings	0.00	20,188.97	0.00	0.00	20,188.97
GF Transfers to County	0.00	526,141.34	0.00	0.00	526,141.34
GF Travel Literacy	0.00	205.00	0.00	0.00	205.00
GF Travel Staff	0.00	5,689.74	0.00	0.00	5,689.74
GF Travel Trustees	0.00	411.00	0.00	0.00	411.00
PA Bank fees	0.00	0.00	0.00	25.00	25.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	98,302.51	98,302.51
PA Empl Optional Benefit	0.00	0.00	0.00	147.50	147.50
PA Employee 125 Co-Pay	0.00	0.00	0.00	4,479.26	4,479.26
PA Employee Life Insurance	0.00	0.00	0.00	438.68	438.68

9:50 AM

06/14/07

Accrual Basis

Placentia Library District
Profit & Loss by Class
July 2006 through May 2007

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	254,531.58	254,531.58
PA Salaries	0.00	0.00	0.00	767,760.80	767,760.80
PA Transfer to Savings	0.00	0.00	0.00	23,927.38	23,927.38
Total Expense	116,056.70	645,574.46	0.00	1,149,632.65	1,911,263.81
Net Ordinary Income	-16,831.52	184.20	2,059.96	-12,101.85	-26,689.21
Net Income	-16,831.52	184.20	2,059.96	-12,101.85	-26,689.21

9:25 PM

06/11/07

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
						29,365.32
Beginning Balance						
Cleared Transactions						
Checks and Payments - 162 items						
Check	3/29/2007	7086	U.S. Department of ...	X	-67.00	-67.00
Check	3/29/2007	7085	U.S. Department of ...	X	-67.00	-134.00
Check	3/31/2007	7089	U.S. Department of ...	X	-67.00	-201.00
Check	4/2/2007	7095	U.S. Department of ...	X	-67.00	-268.00
Check	4/3/2007	7098	U.S. Department of ...	X	-67.00	-335.00
Check	4/4/2007	7100	U.S. Department of ...	X	-104.00	-439.00
Check	4/5/2007	7107	U.S. Department of ...	X	-127.00	-566.00
Check	4/5/2007	7106	U.S. Department of ...	X	-67.00	-633.00
Check	4/5/2007	7108	U.S. Department of ...	X	-67.00	-700.00
Check	4/5/2007	7109	U.S. Department of ...	X	-67.00	-767.00
Check	4/5/2007	7110	U.S. Department of ...	X	-67.00	-834.00
Check	4/5/2007	7114	U.S. Department of ...	X	-238.00	-1,072.00
Check	4/7/2007	7113	U.S. Department of ...	X	-67.00	-1,139.00
Check	4/7/2007	7111	U.S. Department of ...	X	-67.00	-1,206.00
Check	4/7/2007	7112	U.S. Department of ...	X	-52.00	-1,258.00
Check	4/7/2007	7112	U.S. Department of ...	X	-52.00	-1,310.00
Check	4/10/2007	7118	U.S. Department of ...	X	-119.00	-1,429.00
Check	4/12/2007	7133	U.S. Department of ...	X	-104.00	-1,533.00
Check	4/12/2007	7132	U.S. Department of ...	X	-67.00	-1,600.00
Check	4/12/2007	7128	U.S. Department of ...	X	-67.00	-1,667.00
Check	4/12/2007	7126	U.S. Department of ...	X	-67.00	-1,734.00
Check	4/12/2007	7129	U.S. Department of ...	X	-67.00	-1,786.00
Check	4/12/2007	7130	U.S. Department of ...	X	-52.00	-1,957.00
Check	4/14/2007	7139	U.S. Department of ...	X	-171.00	-2,024.00
Check	4/14/2007	7136	U.S. Department of ...	X	-67.00	-2,091.00
Check	4/14/2007	7137	U.S. Department of ...	X	-67.00	-2,158.00
Check	4/14/2007	7138	U.S. Department of ...	X	-67.00	-2,158.00
Check	4/14/2007	7138	U.S. Department of ...	X	-67.00	-2,158.00
Check	4/16/2007	7144	U.S. Department of ...	X	-351.00	-2,509.00
Check	4/16/2007	7145	Dana Hunter	X	-75.00	-2,584.00
Check	4/16/2007	7141	U.S. Department of ...	X	-52.00	-2,636.00
Check	4/16/2007	7142	U.S. Department of ...	X	-52.00	-2,688.00
Check	4/16/2007	7142	U.S. Department of ...	X	-52.00	-2,688.00
Check	4/17/2007	7154	U.S. Department of ...	X	-67.00	-2,755.00
Check	4/17/2007	7155	U.S. Department of ...	X	-67.00	-2,822.00
Check	4/17/2007	7155	U.S. Department of ...	X	-67.00	-2,822.00
Check	4/17/2007	7147	U.S. Department of ...	X	-67.00	-2,889.00
Check	4/17/2007	7149	U.S. Department of ...	X	-67.00	-2,956.00
Check	4/18/2007	7161	U.S. Department of ...	X	-156.00	-3,112.00
Check	4/18/2007	7159	U.S. Department of ...	X	-141.40	-3,253.40
Check	4/18/2007	7168	U.S. Department of ...	X	-119.00	-3,372.40
Check	4/18/2007	7160	U.S. Department of ...	X	-67.00	-3,439.40
Check	4/18/2007	7162	U.S. Department of ...	X	-67.00	-3,506.40
Check	4/18/2007	7162	U.S. Department of ...	X	-67.00	-3,506.40
Check	4/19/2007	7174	U.S. Department of ...	X	-67.00	-3,573.40
Check	4/19/2007	7174	U.S. Department of ...	X	-67.00	-3,573.40
Check	4/21/2007	7181	U.S. Department of ...	X	-186.00	-3,759.40
Check	4/21/2007	7178	U.S. Department of ...	X	-171.00	-3,930.40
Check	4/21/2007	7177	U.S. Department of ...	X	-104.00	-4,034.40
Check	4/21/2007	7175	U.S. Department of ...	X	-67.00	-4,101.40
Check	4/21/2007	7182	U.S. Department of ...	X	-52.00	-4,153.40
Check	4/21/2007	7182	U.S. Department of ...	X	-52.00	-4,153.40
Check	4/23/2007	7186	U.S. Department of ...	X	-201.00	-4,354.40
Check	4/23/2007	7184	U.S. Department of ...	X	-104.00	-4,458.40
Check	4/23/2007	7188	U.S. Department of ...	X	-67.00	-4,525.40
Check	4/23/2007	7187	U.S. Department of ...	X	-67.00	-4,592.40
Check	4/23/2007	7185	U.S. Department of ...	X	-52.00	-4,644.40
Check	4/24/2007	7190	U.S. Department of ...	X	-67.00	-4,711.40
Check	4/24/2007	7191	U.S. Department of ...	X	-52.00	-4,763.40
Check	4/25/2007	7193	U.S. Department of ...	X	-67.00	-4,830.40
Check	4/26/2007	7199	U.S. Department of ...	X	-141.40	-4,971.80
Check	4/26/2007	7206	U.S. Department of ...	X	-134.00	-5,105.80
Check	4/26/2007	7201	U.S. Department of ...	X	-127.00	-5,232.80
Check	4/26/2007	7202	U.S. Department of ...	X	-127.00	-5,359.80
Check	4/26/2007	7203	U.S. Department of ...	X	-126.40	-5,486.20
Check	4/26/2007	7198	U.S. Department of ...	X	-104.00	-5,590.20
Check	4/26/2007	7200	U.S. Department of ...	X	-67.00	-5,657.20
Check	4/26/2007	7204	U.S. Department of ...	X	-67.00	-5,724.20
Check	4/28/2007	7208	U.S. Department of ...	X	-127.00	-5,851.20
Check	4/28/2007	7209	U.S. Department of ...	X	-127.00	-5,978.20
Check	4/28/2007	7210	U.S. Department of ...	X	-127.00	-6,105.20
Check	4/28/2007	7210	U.S. Department of ...	X	-127.00	-6,105.20
Check	4/28/2007	7213	U.S. Department of ...	X	-119.00	-6,224.20

9:25 PM

06/11/07

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Check	4/28/2007	7211	U.S. Department of ...	X	-104.00	-6,328.20
Check	4/28/2007	7212	U.S. Department of ...	X	-67.00	-6,395.20
Check	4/28/2007	7207	U.S. Department of ...	X	-52.00	-6,447.20
Check	4/30/2007	7216	U.S. Department of ...	X	-366.00	-6,813.20
Check	4/30/2007	7222	U.S. Department of ...	X	-238.00	-7,051.20
Check	4/30/2007	7224	U.S. Department of ...	X	-127.00	-7,178.20
Check	4/30/2007	7215	U.S. Department of ...	X	-127.00	-7,305.20
Check	4/30/2007	7223	U.S. Department of ...	X	-127.00	-7,432.20
Check	4/30/2007	7217	U.S. Department of ...	X	-112.00	-7,544.20
Check	4/30/2007	7218	U.S. Department of ...	X	-112.00	-7,656.20
Check	4/30/2007	7225	U.S. Department of ...	X	-112.00	-7,768.20
Check	4/30/2007	7221	U.S. Department of ...	X	-104.00	-7,872.20
Check	4/30/2007	7219	U.S. Department of ...	X	-67.00	-7,939.20
Check	4/30/2007	7214	U.S. Department of ...	X	-67.00	-8,006.20
Check	4/30/2007	7220	U.S. Department of ...	X	-67.00	-8,073.20
Check	5/1/2007	7227	U.S. Department of ...	X	-143.25	-8,216.45
Check	5/1/2007	7228	U.S. Department of ...	X	-127.00	-8,343.45
Check	5/1/2007	7226	U.S. Department of ...	X	-67.00	-8,410.45
Check	5/2/2007	7232	U.S. Department of ...	X	-224.00	-8,634.45
Check	5/2/2007	7229	U.S. Department of ...	X	-171.00	-8,805.45
Check	5/2/2007	7231	U.S. Department of ...	X	-119.00	-8,924.45
Check	5/2/2007	7234	U.S. Department of ...	X	-112.00	-9,036.45
Check	5/2/2007	7230	U.S. Department of ...	X	-104.00	-9,140.45
Check	5/2/2007	7233	Margo's Flowers	X	-43.10	-9,183.55
Check	5/3/2007	7237	U.S. Department of ...	X	-463.00	-9,646.55
Check	5/3/2007	7240	U.S. Department of ...	X	-224.00	-9,870.55
Check	5/3/2007	7238	U.S. Department of ...	X	-156.00	-10,026.55
Check	5/3/2007	7241	U.S. Department of ...	X	-112.00	-10,138.55
Check	5/3/2007	7236	U.S. Department of ...	X	-104.00	-10,242.55
Check	5/3/2007	7235	U.S. Department of ...	X	-67.00	-10,309.55
Check	5/3/2007	7239	U.S. Department of ...	X	-67.00	-10,376.55
Check	5/5/2007	7252	U.S. Department of ...	X	-351.00	-10,727.55
Check	5/5/2007	7250	U.S. Department of ...	X	-156.00	-10,883.55
Check	5/5/2007	7245	U.S. Department of ...	X	-127.00	-11,010.55
Check	5/5/2007	7244	U.S. Department of ...	X	-127.00	-11,137.55
Check	5/5/2007	7251	U.S. Department of ...	X	-127.00	-11,264.55
Check	5/5/2007	7246	U.S. Department of ...	X	-67.00	-11,331.55
Check	5/5/2007	7247	U.S. Department of ...	X	-67.00	-11,398.55
Check	5/5/2007	7249	U.S. Department of ...	X	-67.00	-11,465.55
Check	5/5/2007	7248	U.S. Department of ...	X	-67.00	-11,532.55
Check	5/6/2007	7242	Grant Pominville	X	-315.00	-11,847.55
Check	5/7/2007	7255	U.S. Department of ...	X	-186.00	-12,033.55
Check	5/7/2007	7254	U.S. Department of ...	X	-134.00	-12,167.55
Check	5/7/2007	7253	U.S. Department of ...	X	-67.00	-12,234.55
Check	5/8/2007	7257	U.S. Department of ...	X	-141.40	-12,375.95
Check	5/8/2007	7256	U.S. Department of ...	X	-127.00	-12,502.95
Check	5/8/2007	7258	U.S. Department of ...	X	-112.00	-12,614.95
Check	5/9/2007	7260	U.S. Department of ...	X	-141.40	-12,756.35
Check	5/9/2007	7259	U.S. Department of ...	X	-67.00	-12,823.35
Check	5/10/2007	7262	Placentia Library G...	X	-18,819.54	-31,642.89
Check	5/10/2007	7265	U.S. Department of ...	X	-336.00	-31,978.89
Check	5/10/2007	7261	Justin Jewelers	X	-251.00	-32,229.89
Check	5/10/2007	7267	U.S. Department of ...	X	-224.00	-32,453.89
Check	5/10/2007	7264	U.S. Department of ...	X	-127.00	-32,580.89
Check	5/10/2007	7269	U.S. Department of ...	X	-127.00	-32,707.89
Check	5/10/2007	7266	U.S. Department of ...	X	-112.00	-32,819.89
Check	5/10/2007	7268	U.S. Department of ...	X	-112.00	-32,931.89
Check	5/10/2007	7263	U.S. Department of ...	X	-67.00	-32,998.89
Check	5/10/2007	7270	U.S. Department of ...	X	-67.00	-33,065.89
Check	5/12/2007	7272	U.S. Department of ...	X	-134.00	-33,199.89
Check	5/12/2007	7273	U.S. Department of ...	X	-127.00	-33,326.89
Check	5/12/2007	7274	U.S. Department of ...	X	-127.00	-33,453.89
Check	5/12/2007	7271	U.S. Department of ...	X	-112.00	-33,565.89
Check	5/14/2007	7277	U.S. Department of ...	X	-238.00	-33,803.89
Check	5/14/2007	7275	U.S. Department of ...	X	-186.00	-33,989.89
Check	5/14/2007	7276	U.S. Department of ...	X	-127.00	-34,116.89
Check	5/15/2007	7278	U.S. Department of ...	X	-127.00	-34,243.89
Check	5/15/2007	7279	U.S. Department of ...	X	-67.00	-34,310.89

9:25 PM

06/11/07

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Check	5/16/2007	7283	U.S. Department of ...	X	-275.00	-34,585.89
Check	5/16/2007	7282	Anna Servin	X	-143.25	-34,729.14
Check	5/16/2007	7280	U.S. Department of ...	X	-127.00	-34,856.14
Check	5/16/2007	7285	U.S. Department of ...	X	-127.00	-34,983.14
Check	5/16/2007	7284	U.S. Department of ...	X	-127.00	-35,110.14
Check	5/17/2007	7286	U.S. Department of ...	X	-128.25	-35,238.39
Check	5/17/2007	7287	U.S. Department of ...	X	-112.00	-35,350.39
Check	5/17/2007	7288	U.S. Department of ...	X	-67.00	-35,417.39
Check	5/19/2007	7290	U.S. Department of ...	X	-127.00	-35,544.39
Check	5/19/2007	7291	U.S. Department of ...	X	-127.00	-35,671.39
Check	5/19/2007	7294	U.S. Department of ...	X	-127.00	-35,798.39
Check	5/19/2007	7292	U.S. Department of ...	X	-127.00	-35,925.39
Check	5/19/2007	7293	U.S. Department of ...	X	-112.00	-36,037.39
Check	5/19/2007	7289	U.S. Department of ...	X	-67.00	-36,104.39
Check	5/19/2007	7295	U.S. Department of ...	X	-52.00	-36,156.39
Check	5/21/2007	7300	U.S. Department of ...	X	-201.00	-36,357.39
Check	5/21/2007	7299	U.S. Department of ...	X	-186.00	-36,543.39
Check	5/21/2007	7297	U.S. Department of ...	X	-67.00	-36,610.39
Check	5/21/2007	7296	U.S. Department of ...	X	-67.00	-36,677.39
Check	5/21/2007	7298	U.S. Department of ...	X	-52.00	-36,729.39
Check	5/24/2007	7302	U.S. Department of ...	X	-254.00	-36,983.39
Check	5/24/2007	7305	U.S. Department of ...	X	-143.25	-37,126.64
Check	5/24/2007	7303	U.S. Department of ...	X	-143.25	-37,269.89
Check	5/24/2007	7301	U.S. Department of ...	X	-127.00	-37,396.89
Check	5/26/2007	7306	U.S. Department of ...	X	-127.00	-37,523.89
Check	5/26/2007	7307	U.S. Department of ...	X	-52.00	-37,575.89
Check	5/26/2007	7308	U.S. Department of ...	X	-52.00	-37,627.89
Check	5/31/2007		Bank of the West	X	-15.00	-37,642.89
Check	5/31/2007		Bank of the West	X	-3.00	-37,645.89
Total Checks and Payments					-37,645.89	-37,645.89
Deposits and Credits - 27 items						
Check	4/16/2007	7143	U.S. Department of ...	X	0.00	0.00
Deposit	5/1/2007			X	531.00	531.00
Deposit	5/1/2007			X	2,125.80	2,656.80
Deposit	5/2/2007			X	223.00	2,879.80
Deposit	5/3/2007			X	858.00	3,737.80
Deposit	5/5/2007			X	224.00	3,961.80
Deposit	5/7/2007			X	933.00	4,894.80
Deposit	5/8/2007			X	253.40	5,148.20
Deposit	5/8/2007			X	660.09	5,808.29
Deposit	5/9/2007			X	67.00	5,875.29
Deposit	5/10/2007			X	1,311.00	7,186.29
Deposit	5/12/2007			X	204.00	7,390.29
Deposit	5/12/2007			X	746.35	8,136.64
Deposit	5/14/2007			X	239.00	8,375.64
Deposit	5/15/2007			X	67.00	8,442.64
Check	5/16/2007	7281	Anna Servin	X	0.00	8,442.64
Deposit	5/16/2007			X	275.00	8,717.64
Deposit	5/16/2007			X	2,088.40	10,806.04
Deposit	5/21/2007			X	52.00	10,858.04
Deposit	5/21/2007			X	477.00	11,335.04
Deposit	5/22/2007			X	268.00	11,603.04
Deposit	5/23/2007			X	500.00	12,103.04
Check	5/24/2007	7304	U.S. Department of ...	X	0.00	12,103.04
Deposit	5/29/2007			X	127.00	12,230.04
Deposit	5/31/2007			X	298.00	12,528.04
Check	6/6/2007	7331	TSC Apparel	X	0.00	12,528.04
Check	6/6/2007	7332	TSC Apparel	X	0.00	12,528.04
Total Deposits and Credits					12,528.04	12,528.04
Total Cleared Transactions					-25,117.85	-25,117.85
Cleared Balance					-25,117.85	4,247.47

9:25 PM

06/11/07

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 17 items						
Check	12/1/2005	6021	Kendal Flowers		-103.47	-103.47
Check	3/1/2006	6151	Passport Services		-109.00	-212.47
Check	3/2/2006	6159	Passport Services		-40.00	-252.47
Check	11/1/2006	6682	Elizabeth D Minter		-15.00	-267.47
Check	12/31/2006	6809	Estella A. Wnek		-15.00	-282.47
Check	2/7/2007	6886	Dylan Oberbeck		-50.00	-332.47
Check	5/5/2007	7243	Life of the Party		-275.00	-607.47
Check	5/29/2007	7310	U.S. Department of ...		-67.00	-674.47
Check	5/29/2007	7309	U.S. Department of ...		-67.00	-741.47
Check	5/30/2007	7315	U.S. Department of ...		-478.00	-1,219.47
Check	5/30/2007	7313	U.S. Department of ...		-143.25	-1,362.72
Check	5/30/2007	7312	U.S. Department of ...		-128.25	-1,490.97
Check	5/30/2007	7311	U.S. Department of ...		-127.00	-1,617.97
Check	5/30/2007	7314	U.S. Department of ...		-127.00	-1,744.97
Check	5/30/2007	7316	U.S. Department of ...		-127.00	-1,871.97
Check	5/31/2007	7317	U.S. Department of ...		-171.00	-2,042.97
Check	5/31/2007	7318	U.S. Department of ...		-67.00	-2,109.97
Total Checks and Payments					-2,109.97	-2,109.97
Deposits and Credits - 4 items						
Check	3/6/2007	6982	Ralph's		0.00	0.00
Check	3/6/2007	6981	Christopher's Flowers		0.00	0.00
Check	3/8/2007	6996	U.S. Department of ...		0.00	0.00
Deposit	5/29/2007				2,200.00	2,200.00
Total Deposits and Credits					2,200.00	2,200.00
Total Uncleared Transactions					90.03	90.03
Register Balance as of 05/31/2007					-25,027.82	4,337.50
New Transactions						
Checks and Payments - 30 items						
Check	6/2/2007	7320	U.S. Department of ...		-127.00	-127.00
Check	6/2/2007	7319	U.S. Department of ...		-127.00	-254.00
Check	6/4/2007	7328	Bret Thomas Peters...		-127.00	-381.00
Check	6/4/2007	7326	Toby Silberfarb		-105.00	-486.00
Check	6/4/2007	7327	U.S. Department of ...		-104.00	-590.00
Check	6/4/2007	7321	Minuteman Press		-32.33	-622.33
Check	6/4/2007	7324	Mary Strazdas		-30.00	-652.33
Check	6/4/2007	7322	Yesenia Gomez		-30.00	-682.33
Check	6/4/2007	7325	Estella A. Wnek		-15.00	-697.33
Check	6/4/2007	7323	Beatrice V. Quintanar		-15.00	-712.33
Check	6/5/2007	7330	U.S. Department of ...		-224.00	-936.33
Check	6/5/2007	7329	U.S. Department of ...		-119.00	-1,055.33
Check	6/5/2007	7329	U.S. Department of ...		-223.00	-1,278.33
Check	6/6/2007	7334	U.S. Department of ...		-47.70	-1,326.03
Check	6/6/2007	7333	Elizabeth D Minter		-239.00	-1,565.03
Check	6/7/2007	7341	U.S. Department of ...		-238.00	-1,803.03
Check	6/7/2007	7336	U.S. Department of ...		-156.00	-1,959.03
Check	6/7/2007	7337	U.S. Department of ...		-127.00	-2,086.03
Check	6/7/2007	7342	U.S. Department of ...		-127.00	-2,213.03
Check	6/7/2007	7339	U.S. Department of ...		-112.00	-2,325.03
Check	6/7/2007	7340	U.S. Department of ...		-67.00	-2,392.03
Check	6/7/2007	7338	U.S. Department of ...		-17.70	-2,409.73
Check	6/7/2007	7335	Sam's Club		-127.00	-2,536.73
Check	6/9/2007	7347	U.S. Department of ...		-112.00	-2,648.73
Check	6/9/2007	7343	U.S. Department of ...		-67.00	-2,715.73
Check	6/9/2007	7346	U.S. Department of ...		-67.00	-2,782.73
Check	6/9/2007	7344	U.S. Department of ...		-52.00	-2,834.73
Check	6/9/2007	7345	U.S. Department of ...		-67.00	-2,901.73
Check	6/11/2007	7350	U.S. Department of ...		-67.00	-2,968.73
Check	6/11/2007	7349	U.S. Department of ...		-50.00	-3,018.73
Check	6/11/2007	7348	David Baumann		-50.00	-3,018.73
Total Checks and Payments					-3,018.73	-3,018.73

9:25 PM
06/11/07

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 05/31/2007**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 9 items						
Deposit	6/1/2007				660.09	660.09
Deposit	6/4/2007				67.00	727.09
Deposit	6/4/2007				104.00	831.09
Deposit	6/4/2007				104.00	935.09
Deposit	6/4/2007				254.00	1,189.09
Deposit	6/4/2007				298.00	1,487.09
Deposit	6/4/2007				119.00	1,606.09
Deposit	6/5/2007				394.00	2,000.09
Deposit	6/7/2007				366.00	2,366.09
					<u>2,366.09</u>	<u>2,366.09</u>
Total Deposits and Credits						
					-652.64	-652.64
Total New Transactions						
					<u>-652.64</u>	<u>-652.64</u>
Ending Balance						
					<u><u>-25,680.46</u></u>	<u><u>3,684.86</u></u>

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06/11/07

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 05/31/2007**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,152.81
Cleared Transactions						
Checks and Payments - 1 item						
Check	5/1/2007	1570	Greg's Carpet & Up...	X	-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 11 items						
Deposit	5/2/2007			X	19.94	19.94
Deposit	5/2/2007			X	35.00	54.94
Deposit	5/3/2007			X	255.00	309.94
Deposit	5/12/2007			X	30.00	339.94
Deposit	5/14/2007			X	35.00	374.94
Deposit	5/16/2007			X	54.94	429.88
Deposit	5/19/2007			X	35.00	464.88
Deposit	5/19/2007			X	130.00	594.88
Deposit	5/19/2007			X	65.00	659.88
Deposit	5/22/2007			X	54.94	714.82
Deposit	5/29/2007			X	9.79	724.61
Deposit	5/31/2007			X	724.61	724.61
Total Deposits and Credits					724.61	724.61
Total Cleared Transactions					549.65	549.65
Cleared Balance					549.65	14,702.46
Uncleared Transactions						
Checks and Payments - 1 item						
Check	5/29/2007	1571	Greg's Carpet & Up...		-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 1 item						
Deposit	3/24/2007				60.00	60.00
Total Deposits and Credits					60.00	60.00
Total Uncleared Transactions					-114.96	-114.96
Register Balance as of 05/31/2007					434.69	14,587.50
New Transactions						
Deposits and Credits - 4 items						
Deposit	6/4/2007				30.00	30.00
Deposit	6/5/2007				35.00	65.00
Deposit	6/7/2007				65.00	130.00
Deposit	6/7/2007				70.00	200.00
Total Deposits and Credits					200.00	200.00
Total New Transactions					200.00	200.00
Ending Balance					634.69	14,787.50

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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
						8,617.56
Beginning Balance						
Cleared Transactions						
Checks and Payments - 17 items						
Check	4/20/2007	5535	Bruce Sievers	X	-40.00	-40.00
Check	4/25/2007	5541	Placentia Chamber ...	X	-14.00	-54.00
Check	5/1/2007	5543	Placentia Library Di...	X	-2,125.80	-2,179.80
Check	5/1/2007		Bank of the West	X	-909.45	-3,089.25
Check	5/1/2007	5544	Sam's Club	X	-272.06	-3,361.31
Check	5/2/2007		Bank of the West	X	-17.84	-3,379.15
Check	5/8/2007	5547	Placentia Library Di...	X	-1,311.00	-4,690.15
Check	5/10/2007	5546	Placentia Chamber ...	X	-10.00	-4,700.15
Check	5/16/2007	5549	Placentia Library Di...	X	-2,088.40	-6,788.55
Check	5/16/2007	5550	Placentia Chamber ...	X	-10.00	-6,798.55
Check	5/17/2007	5553	Placentia Library Di...	X	-7,752.39	-14,550.94
Check	5/17/2007	5554	Yesenia Gomez	X	-521.26	-15,072.20
Check	5/17/2007	5552	Placentia Library Di...	X	-90.00	-15,162.20
Check	5/22/2007	5556	Wal Mart	X	-128.27	-15,290.47
Check	5/22/2007		Bank of the West	X	-4.50	-15,294.97
Check	5/23/2007	5558	Placentia Library Di...	X	-500.00	-15,794.97
Check	5/23/2007	5557	Sam's Club	X	-265.17	-16,060.14
Total Checks and Payments					-16,060.14	-16,060.14
Deposits and Credits - 47 items						
Deposit	5/1/2007			X	60.00	60.00
Deposit	5/1/2007			X	159.00	219.00
Deposit	5/1/2007			X	701.00	920.00
Deposit	5/2/2007			X	339.00	1,259.00
Deposit	5/3/2007			X	90.00	1,349.00
Deposit	5/3/2007			X	139.90	1,488.90
Deposit	5/3/2007			X	144.00	1,632.90
Deposit	5/4/2007			X	793.00	2,425.90
Deposit	5/7/2007			X	29.14	2,455.04
Deposit	5/7/2007			X	278.00	2,733.04
Deposit	5/7/2007			X	637.00	3,370.04
Deposit	5/8/2007			X	529.00	3,899.04
Deposit	5/9/2007			X	30.00	3,929.04
Deposit	5/9/2007			X	30.00	3,959.04
Deposit	5/9/2007			X	48.57	4,007.61
Deposit	5/9/2007			X	87.43	4,095.04
Deposit	5/10/2007			X	880.40	4,975.44
Deposit	5/10/2007			X	30.00	5,005.44
Deposit	5/11/2007			X	38.86	5,044.30
Deposit	5/11/2007			X	283.00	5,327.30
Deposit	5/11/2007			X	655.00	5,982.30
Deposit	5/14/2007			X	728.00	6,710.30
Deposit	5/14/2007			X	30.00	6,740.30
Deposit	5/15/2007			X	144.00	6,884.30
Deposit	5/15/2007			X	409.00	7,293.30
Deposit	5/15/2007			X	0.00	7,293.30
Check	5/16/2007	5551	Smart & Final	X	0.00	7,293.30
Check	5/16/2007	5548	Smart & Final	X	525.00	7,818.30
Deposit	5/16/2007			X	30.00	7,848.30
Deposit	5/17/2007			X	350.65	8,198.95
Deposit	5/17/2007			X	68.00	8,266.95
Deposit	5/18/2007			X	343.00	8,609.95
Deposit	5/18/2007			X	29.14	8,639.09
Deposit	5/21/2007			X	40.00	8,679.09
Deposit	5/21/2007			X	77.72	8,756.81
Deposit	5/21/2007			X	269.00	9,025.81
Deposit	5/21/2007			X	328.00	9,353.81
Deposit	5/22/2007			X	208.75	9,562.56
Deposit	5/23/2007			X	360.00	9,922.56
Deposit	5/24/2007			X	120.00	10,042.56
Deposit	5/25/2007			X	251.62	10,294.18
Deposit	5/25/2007			X	850.75	11,144.93
Deposit	5/29/2007			X	799.00	11,943.93
Deposit	5/30/2007			X	29.14	11,973.07
Deposit	5/30/2007			X	30.00	12,003.07

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06/11/07

Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	5/30/2007			X	743.00	12,746.07
Deposit	5/31/2007			X	190.00	12,936.07
Total Deposits and Credits					12,936.07	12,936.07
Total Cleared Transactions					-3,124.07	-3,124.07
Cleared Balance					-3,124.07	5,493.49
Uncleared Transactions						
Checks and Payments - 9 items						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	6/5/2006	5340	Paolini's A Taste of ...		-20.00	-32.00
Check	12/13/2006	5449	Placentia Chamber ...		-10.00	-42.00
Check	12/27/2006	5457	Evergreen Books		-429.19	-471.19
Check	3/8/2007	5503	California Council fo...		-40.00	-511.19
Check	3/24/2007	5517	CALTAC		-60.00	-571.19
Check	5/21/2007	5555	ISDOC		-24.00	-595.19
Check	5/29/2007	5559	Lois Monroe		-56.03	-651.22
Check	5/31/2007	5560	Placentia Library Di...		-2,200.00	-2,851.22
Total Checks and Payments					-2,851.22	-2,851.22
Deposits and Credits - 1 item						
Deposit	12/2/2006				30.00	30.00
Total Deposits and Credits					30.00	30.00
Total Uncleared Transactions					-2,821.22	-2,821.22
Register Balance as of 05/31/2007					-5,945.29	2,672.27
New Transactions						
Checks and Payments - 2 items						
Check	6/6/2007	5563	Sam's Club		-374.70	-374.70
Check	6/13/2007	5564	Placentia Chamber ...		-20.00	-394.70
Total Checks and Payments					-394.70	-394.70
Deposits and Credits - 8 items						
Deposit	6/1/2007				191.50	191.50
Check	6/4/2007	5561	Wal Mart			191.50
Check	6/4/2007	5562	Sam's Club			191.50
Deposit	6/4/2007				140.00	331.50
Deposit	6/4/2007				582.90	914.40
Deposit	6/5/2007				391.00	1,305.40
Deposit	6/6/2007				87.43	1,392.83
Deposit	6/6/2007				160.00	1,552.83
Total Deposits and Credits					1,552.83	1,552.83
Total New Transactions					1,158.13	1,158.13
Ending Balance					-4,787.16	3,830.40

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6/11/2007

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06/11/07

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 05/31/2007**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						16,406.65
Cleared Transactions						
Checks and Payments - 8 items						
Check	5/4/2007		Bank of the West	X	-30.00	-30.00
Check	5/4/2007		Bank of the West	X	-30.00	-60.00
Check	5/4/2007		Bank of the West	X	-4.00	-64.00
Check	5/4/2007		Bank of the West	X	-4.00	-68.00
Check	5/10/2007		Bank of the West	X	-25.00	-93.00
Check	5/10/2007		Bank of the West	X	-20.00	-113.00
Check	5/22/2007	1283	Orange County Aud...	X	-63,245.37	-63,358.37
Check	5/31/2007		Bank of the West	X	-10.00	-63,368.37
Total Checks and Payments					-63,368.37	-63,368.37
Deposits and Credits - 28 items						
Deposit	4/16/2007			X	18,819.54	18,819.54
Deposit	5/1/2007			X	1,092.40	19,911.94
Deposit	5/2/2007			X	1,264.10	21,176.04
Deposit	5/3/2007			X	1,812.60	22,988.64
Deposit	5/7/2007			X	263.60	23,252.24
Deposit	5/7/2007			X	750.00	24,002.24
Deposit	5/7/2007			X	1,209.10	25,211.34
Deposit	5/7/2007			X	1,230.00	26,441.34
Deposit	5/7/2007			X	1,044.81	27,486.15
Deposit	5/8/2007			X	283.85	27,770.00
Deposit	5/9/2007			X	1,172.00	28,942.00
Deposit	5/9/2007			X	87.30	29,029.30
Deposit	5/12/2007			X	837.65	29,866.95
Deposit	5/12/2007			X	665.70	30,532.65
Deposit	5/14/2007			X	810.00	31,342.65
Deposit	5/14/2007			X	1,188.94	32,531.59
Deposit	5/14/2007			X	766.25	33,297.84
Deposit	5/15/2007			X	1,054.55	34,352.39
Deposit	5/16/2007			X	867.60	35,219.99
Deposit	5/17/2007			X	739.90	35,959.89
Deposit	5/19/2007			X	7,963.04	43,922.93
Deposit	5/19/2007			X	658.50	44,581.43
Deposit	5/21/2007			X	871.40	45,452.83
Deposit	5/21/2007			X	1,234.65	46,687.48
Deposit	5/21/2007			X	1,055.00	47,742.48
Deposit	5/22/2007			X	106.10	47,848.58
Deposit	5/29/2007			X	1,031.25	48,879.83
Deposit	5/29/2007			X	22.65	48,902.48
Total Deposits and Credits					48,902.48	48,902.48
Total Cleared Transactions					-14,465.89	-14,465.89
Cleared Balance					-14,465.89	1,940.76
Uncleared Transactions						
Deposits and Credits - 2 items						
Deposit	8/10/2006				282.60	282.60
Deposit	5/29/2007				683.40	966.00
Total Deposits and Credits					966.00	966.00
Total Uncleared Transactions					966.00	966.00
Register Balance as of 05/31/2007					-13,499.89	2,906.76

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06/11/07

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 13 items						
Deposit	6/4/2007				599.25	599.25
Deposit	6/4/2007				654.49	1,253.74
Deposit	6/4/2007				863.80	2,117.54
Deposit	6/4/2007				943.09	3,060.63
Deposit	6/4/2007				1,017.15	4,077.78
Deposit	6/4/2007				1,092.64	5,170.42
Deposit	6/4/2007				1,499.85	6,670.27
Deposit	6/4/2007				4,158.57	10,828.84
Deposit	6/4/2007				1,265.69	12,094.53
Deposit	6/5/2007				66.30	12,160.83
Deposit	6/7/2007				475.70	12,636.53
Deposit	6/7/2007				1,021.10	13,657.63
Deposit	6/7/2007				500.95	14,158.58
Deposit	6/9/2007					
Total Deposits and Credits					<u>14,158.58</u>	<u>14,158.58</u>
Total New Transactions					<u>14,158.58</u>	<u>14,158.58</u>
Ending Balance					<u>658.69</u>	<u>17,065.34</u>

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 05/31/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,593.26
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	5/31/2007			X	9.24	9.24
Total Deposits and Credits					9.24	9.24
Total Cleared Transactions					9.24	9.24
Cleared Balance					9.24	13,602.50
Register Balance as of 05/31/2007					9.24	13,602.50
Ending Balance					9.24	13,602.50

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6/11/2007

ACQUISITIONS REPORT FOR FISCAL YEAR 2006-2007 THROUGH THE MONTH OF MAY 2007

Prepared by Vernon Napier, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	\$23,549	1,592	\$5,140	325	\$28,689	1,917	\$759	35	\$29,448	1,952
Adult Circulating Non-Fiction	\$30,349	1,562	\$5,176	258	\$35,525	1,820	\$966	43	\$36,491	1,863
Adult Reference	\$9,969	117	\$449	15	\$10,418	132	\$139	6	\$10,556	138
Adult magazines	\$5,700	122	\$0	0	\$5,700	122	\$0	0	\$5,700	122
Adult on-line databases	\$49,041	11	\$0	0	\$49,041	11	\$0	0	\$49,041	11
Total Adult Non-Fiction	\$95,059	1,812	\$5,625	273	\$100,684	2,085	\$1,105	49	\$101,789	2,134
TOTAL ADULT PRINT MATERIALS	\$118,608	3,404	\$10,765	598	\$129,373	4,002	\$1,864	84	\$131,237	4,086
Adult Music CDs	\$6,792	371	\$695	40	\$7,486	411	\$15	1	\$7,501	412
Adult Audio Books (incl. Overdrive)	\$17,668	226	\$2,104	29	\$19,773	255	\$0	0	\$19,773	255
Adult DVDs	\$21,114	989	\$3,266	110	\$24,381	1,099	\$183	8	\$24,564	1,107
TOTAL ADULT NON-PRINT MATERIALS	\$45,574	1,586	\$6,066	179	\$51,640	1,765	\$198	9	\$51,838	1,774
TOTAL ADULT MATERIALS	\$164,183	4,990	\$16,831	777	\$181,013	5,767	\$2,062	93	\$183,075	5,860
Juvenile Fiction	\$7,690	1,229	\$921	128	\$8,610	1,357	\$368	36	\$8,979	1,393
Juvenile Circulating Non-Fiction	\$32,197	1,758	\$252	11	\$32,449	1,769	\$1,586	69	\$34,035	1,838
Juvenile Reference	\$2,205	32	\$0	0	\$2,205	32	\$0	0	\$2,205	32
Juvenile Magazines	\$26	8	\$0	0	\$26	8	\$0	0	\$26	8
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Junior Non-Fiction	\$34,827	1,799	\$252	11	\$35,079	1,810	\$1,586	69	\$36,664	1,879
TOTAL JUVENILE PRINT MATERIALS	\$42,517	3,028	\$1,173	139	\$43,689	3,167	\$1,954	105	\$45,643	3,272
Juvenile Music CDs	\$280	20	\$0	0	\$280	20	\$0	0	\$280	20
Juvenile Audio Books	\$18	0	\$0	0	\$18	0	\$0	0	\$18	0
Juvenile DVDs	\$11,011	601	\$153	6	\$11,164	607	\$485	24	\$11,649	631
TOTAL JUVENILE NON-PRINT MATERIALS	\$11,308	621	\$153	6	\$11,461	627	\$485	24	\$11,947	651
TOTAL JUVENILE MATERIALS	\$53,825	3,649	\$1,325	145	\$55,150	3,794	\$2,439	129	\$57,589	3,923
Total Fiction	\$31,239	2,621	\$6,061	453	\$37,300	3,274	\$1,127	71	\$38,426	3,345
Total Non-Fiction	\$129,886	3,611	\$5,877	284	\$135,763	3,895	\$2,690	118	\$138,453	4,013
Total Music CDs	\$7,071	391	\$695	40	\$7,766	431	\$15	1	\$7,781	432
Total Audio Books	\$17,686	226	\$2,104	29	\$19,790	255	\$0	0	\$19,790	255
Total Video DVDs	\$32,125	1,590	\$3,419	116	\$35,544	1,706	\$668	32	\$36,213	1,738
TOTAL MATERIALS	\$218,008	8,639	\$18,156	922	\$236,164	9,561	\$4,501	222	\$240,664	9,783

Outstanding Orders as of May 2007

Adopt-a-book
\$0

General Fund
\$10,069

TOTAL
\$10,069

Entrepenurial Activities Report
 Net Revenue Summary
 May-07

	Apr-07	Apr-06	YTD 2006-07	YTD 2005-06
Passport	29,503.77	22,952.46	229,563.88	153,899.40
Passport Photos	2,740.00	2,430.00	25,778.00	15,450.00
Notary Public	310.00	180.00	3,260.00	1,090.00
Test Proctor	120.00	60.00	1,744.30	935.00
Total	32,673.77	25,622.46	260,346.18	171,374.40

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts
June 18, 2007

Agenda Item 18

FY 06-07	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	15	913	0	18.95	0
August	13	929	3	366.2	0
September	14	936	4	221.45	0
October	19	950	5	529.3	0
November	14	960	5	275.6	0
December	9	965	5	238.15	0
January	24	979	6	487.77	0
February	6	989	7	597.89	0
March	9	996	0	140	0
April	15	1,003	4	291.6	0
May	14	1,018	7	320.25	0
June	0	0	0	0.00	0
TOTAL YTD	152	10638	46	3487.16	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 06/01/2007 11:15 PM RJK

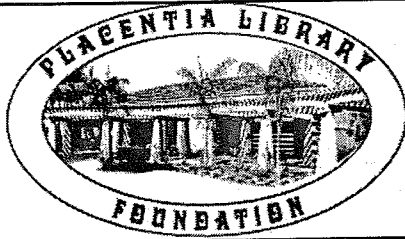
SUMMARY STATUS REPORT

PAGE: 204

MS YESENIA GOMEZ
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 05/31/2007

Accounts Submitted	: 1,516	Dollars Submitted	: 144,358.00	Dollars Received	: 52,418.04
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 20,956.24
Incorrect Addresses	: 202	Dollars in Skips	: 13,198.66	Dollars Waived	: 5,137.37
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 99,247.73
Accounts in Process	: 1,300	Dollars in Process	: 124,761.26	% of Dollars Activated	: 79.55%
Accounts Activated	: 1,018				
% of Accounts Activated	: 78.31%				



Donors For Month of May 2007

Sort: Last Name

Full Name	Total Cash \$
Robert Balma	
David Boyarsky	
Drew Cohen	
Peggy Dinsmore	
Kristie Hagar	
Linda Jordan	
James Paddock	
Timothy Tessalone	
Susan Toman	

\$950.00

9 Total Records

Report Criteria: Full Name Is Not Blank AND Total Cash Giving Is Between \$1.00 and \$5000.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Building Maintenance Report for May 2007**
DATE: June 18, 2007

HVAC: 5-2-07 – Regular Maintenance
Carpet Cleaners: 5-25-07 - 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
SUBJECT: Personnel Report for Jun 2007
DATE: June 18, 2007

RESIGNATIONS:

Manuel Perez, Library Clerk I, May 17, 2007.

APPOINTMENTS:

Patricia Fellous-Gibbons, Library Clerk I, May 30, 2007.

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Wendy Goodson



TO: Elizabeth D. Minter, Library Director

FROM: Lois Monroe, Coordinator of Development and Volunteer Services

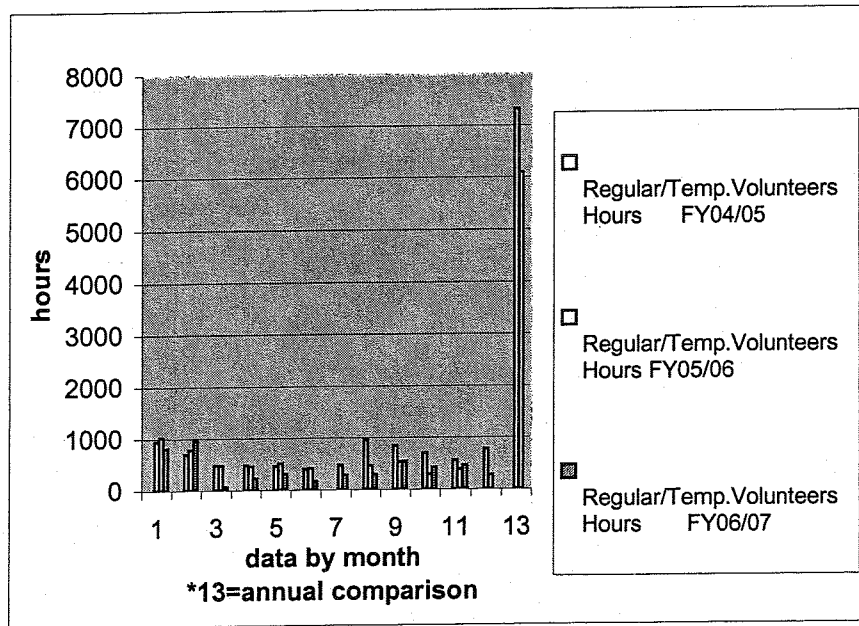
SUBJECT: Volunteer Report for Month of May 07

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

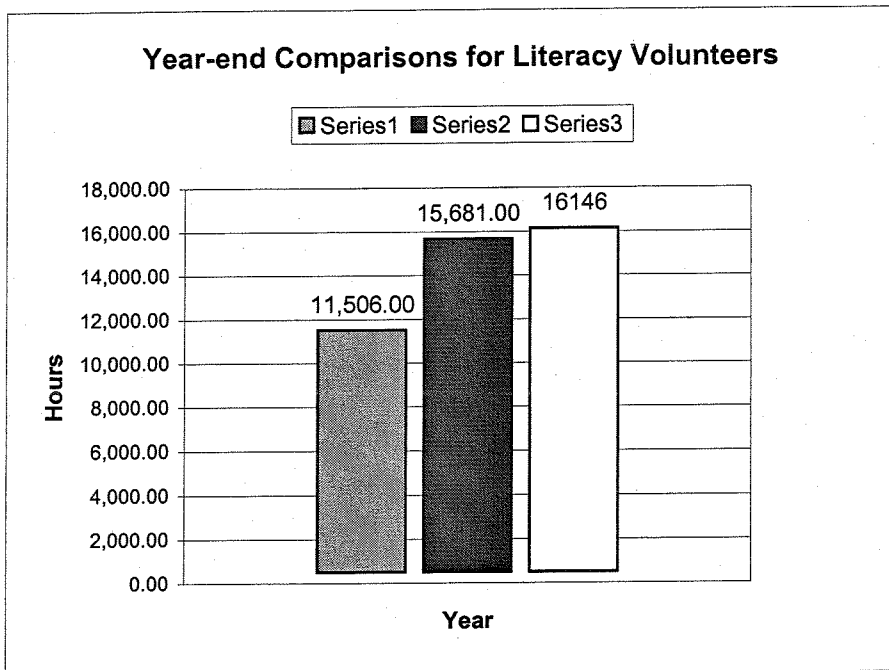
	FY04/05	FY05/06	FY06/07
July	948.25	1,027.50	815.25
August	696.25	784.50	980.75
September	482.00	470.75	60
October	487.75	458.25	227
November	461.00	516.00	310
December	400.75	416.00	170
January	*	472.00	279
February	959.75	462.50	290
March	846.50	537.50	540.45
April	698.00	294.50	425.3
May	559.75	380.25	470
June	<u>780.00</u>	<u>273.25</u>	
	7,320.00	6,093.00	

# of Active Volunteers for June '06	Jul-06	Aug-06	Sep-06	Oct-06	Nov. '06	Dec.06	Feb. 07	Mar.'07	April '07	May '07
Bookstore:	36	31	39	35	30	26	15	12	16	31
Regular:	8	6	11	9	8	11	7	9	17	13
Temporary:	6	13	8	11	5	4	2	3	3	3
Literacy:	167	63	79	71	104	97	85	90	107	91



Literacy Volunteer Hours

	FY04/05	FY05/06	FY06/07
July	1,008.00	622.00	892
August	684.00	609.00	987
September	704.00	894.00	1030
October	684.00	1,750.00	1934
November	1,458.00	1,599.00	2155
December	1,075.00	1,599.00	1386
January	*	912.00	1254
February	2,084.00	1,266.00	1617
March	978.00	1,200.00	1919
April	976.00	2,210.00	1331
May	814.00	1,610.00	1641
June	<u>1,041.00</u>	<u>1,410.00</u>	
	11,506.00	15,681.00	16146



excel/mydoc's/volunteer/vol.boardreports7/06

Placentia Library District
Circulation Report – May 2007

	May 2007	May 2006	Y-T-D 2006-7	Y-T-D 2005-6	Y-T-D % change
1st Time Checkouts	17,276	14,804	177,474	172,734	2.7%
Phone Renewals	1,116	1,220	10,444	11,849	-13.5%
In-Building Renewals	724	325	<u>5,965</u>	<u>5,181</u>	13.1%
TOTAL CHECKOUTS	19,116	16,349	193,883	189,764	2.1%
On-Time Checkins	19,880	17,209	197,399	191,200	3.1%
Late Checkins	1,297	1,449	<u>12,936</u>	<u>12,960</u>	-0.2%
TOTAL CHECKINS	21,177	18,658	210,335	204,160	2.9%
Holds Placed	560	521	5,801	5,752	0.8%
Holds Cancelled	21	11	167	219	-31.1%
Holds Filled	424	381	4,495	4,569	-1.6%
NEW PATRON REGISTRATIONS	287	294	3,694	6,816	-84.5%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,311	5,883	67,455	68,030	-0.9%
Juvenile Print	7,930	7,244	83,446	82,469	1.2%
Audio	1,143	984	12,437	12,571	-1.1%
Visual	5,275	3,236	<u>46,611</u>	<u>37,594</u>	19.3%
TOTAL CIRCULATION	20,659	17,347	209,949	200,664	4.4%
CIRCULATION BY PLACE OF RESIDENCE					
To Placentia residents	11,503	10,020	118,797	119,082	-0.2%
To Anaheim residents	3,918	3,295	35,554	34,148	4.0%
To residents outside Tri-City	5,238	4,032	55,598	47,434	14.7%
TYPES OF ACTIVE BORROWERS					
Adult	15,035	12,957			
Young Adult	323	386			
Juvenile	3,123	2,650			
New Borrower	1,238	944			
Other (staff)	521	429			
TOTAL ACTIVE BORROWERS *	20,240	17,366			
TOTAL REGISTERED BORROWERS **	32,703	25,165			
ATTENDANCE	65,878	47,816	564,210	421,330	25.3%

* Active borrowers have used the Library this month

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



PLACENTIA INVOICES

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	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
TOTAL		39,654.98	15,163.96	3,525.80	4,142.97	0.00	86.79	62,574.50
AVG		3,304.58	1,263.66	293.82	345.25	0.00	7.23	5,214.54

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	1,150.57	299.97	107.50	0.00	7.19	7,811.72
Sep-06	09/13/07	7,600.32	1,150.57	136.67	107.50	0.00	7.36	9,002.42
Oct-06	10/10/06	7,857.15	1,215.92	136.67	107.50	0.00	21.79	9,339.03
Nov-06	11/07/06	7,543.64	1,150.57	136.67	260.73	0.00	7.73	9,099.34
Dec-06	12/07/06	4,457.51	1,150.57	136.67	342.11	0.00	7.45	6,094.31
Jan-07	01/10/07	3,986.03	1,150.57	136.67	332.50	0.00	7.47	5,613.24
Feb-07	02/12/06	6,592.15	1,150.57	136.67	107.50	0.00	7.48	7,994.37
Mar-07	03/07/07	3,267.41	1,150.57	136.67	107.50	0.00	7.77	4,669.92
Apr-07	04/09/07	3,388.12	1,150.57	136.67	107.50	0.00	0.29	4,783.15
May-07	05/31/07	3,166.71	1,150.57	136.67	107.50	0.00	0.00	4,561.45
Jun-07	06/08/07	3,760.59	1,150.57	136.67	207.50	0.00	0.00	5,255.33
TOTAL		61,033.59	14,303.95	1,666.67	1,895.34	0.00	81.72	78,981.27
AVG		5,086.13	1,192.00	138.89	157.95	0.00	6.81	6,581.77

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	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	219.34	54.00	0.00	273.34	136.67
Feb-07	219.34	54.00	0.00	273.34	136.67
Mar-07	219.34	54.00	0.00	273.34	136.67
Apr-07	219.34	54.00	0.00	273.34	136.67
May-07	219.34	54.00	0.00	273.34	136.67
Jun-07	219.34	54.00	0.00	273.34	136.67
TOTAL	2,632.08	663.00	0.00	3,295.08	1,647.54
AVG	219.34	55.25	0.00	274.59	137.30

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	1,177.42
Nov-04	284.72	270.54	60.56	0.00	617.76	1,364.88
Dec-04	355.90	330.66	60.56	0.00	617.76	1,263.33
Jan-05	337.76	310.95	65.80	0.00	609.80	1,401.08
Feb-05	379.98	345.50	65.80	0.00	548.82	1,263.33
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	426.86	987.83
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00		
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	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-06	84.44	69.10	65.80	0.00	0.00	219.34
Aug-06	84.44	69.10	65.80	0.00	0.00	219.34
Sep-06	84.44	69.10	65.80	0.00	0.00	219.34
Oct-06	84.44	69.10	65.80	0.00	0.00	219.34
Nov-06	84.44	69.10	65.80	0.00	0.00	219.34
Dec-06	84.44	69.10	65.80	0.00	0.00	219.34
Jan-07	84.44	69.10	65.80	0.00	0.00	219.34
Feb-07	84.44	69.10	65.80	0.00	0.00	219.34
Mar-07	84.44	69.10	65.80	0.00	0.00	219.34
Apr-07	84.44	69.10	65.80	0.00	0.00	219.34
May-07	84.44	69.10	65.80	0.00	0.00	219.34
Jun-07	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	1,013.28	829.20	789.60	0.00	0.00	2,632.08
AVG	84.44	69.10	65.80	0.00	0.00	219.34

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
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		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		TOTAL
				TRIMMER	MAINT WORK	
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	4.00	6.00	2.00	0.00	0.00	12.00
Dec-05	5.00	6.00	2.00	0.00	0.00	13.00
Jan-06	6.00	6.00	2.00	0.00	8.00	22.00
Feb-06	1.00	2.00	2.00	0.00	8.00	13.00
Mar-06	1.00	2.00	2.00	0.00	0.00	5.00
Apr-06	2.00	2.00	2.00	0.00	0.00	6.00
May-06	2.00	2.00	2.00	0.00	0.00	6.00
Jun-06	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	41.00	48.00	22.00	0.00	48.00	159.00
AVG	3.42	4.00	1.83	0.00	4.00	13.25

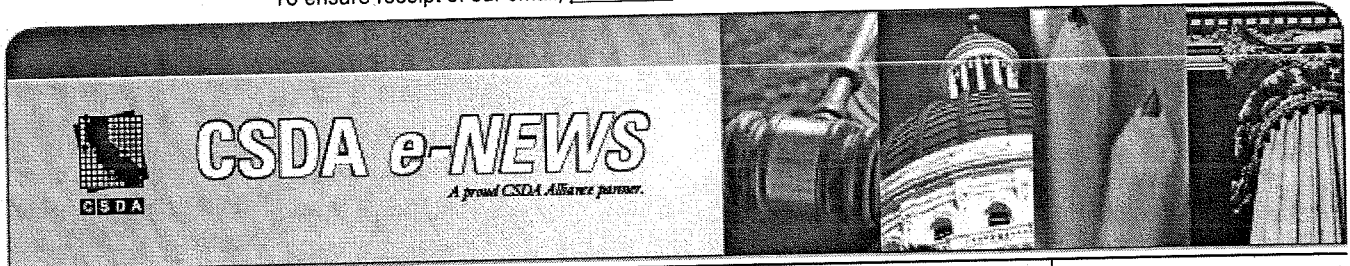
TIME BY TYPE OF WORKER

FY2006-2007	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-06	2.00	2.00	2.00	0.00	0.00	6.00
Aug-06	2.00	2.00	2.00	0.00	0.00	6.00
Sep-06	2.00	2.00	2.00	0.00	0.00	6.00
Oct-06	2.00	2.00	2.00	0.00	0.00	6.00
Nov-06	2.00	2.00	2.00	0.00	0.00	6.00
Dec-06	2.00	2.00	2.00	0.00	0.00	6.00
Jan-07	2.00	2.00	2.00	0.00	0.00	6.00
Feb-07	2.00	2.00	2.00	0.00	0.00	6.00
Mar-07	2.00	2.00	2.00	0.00	0.00	6.00
Apr-07	2.00	2.00	2.00	0.00	0.00	6.00
May-07	2.00	2.00	2.00	0.00	0.00	6.00
Jun-07	2.00	2.00	2.00	0.00	0.00	6.00
TOTAL	24.00	24.00	24.00	0.00	0.00	72.00
AVG	2.00	2.00	2.00	0.00	0.00	6.00

Elizabeth Minter

From: Neil McCormick [neilm@cdda.net]
Sent: Monday, June 11, 2007 2:02 PM
To: eminter@placentalibrary.org
Subject: CSDA e-News for the week of June 11, 2007

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To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



June 11, 2007

In this issue...

Deadline Week

Senate Bill 343 Passes Senate

Overtime mandate reduced to study

2007 CSDA Annual Conference Exhibitor Information

CSDA 2007 Awards Program – It is Time to Submit Your Nominations

Featured Member Benefit: CSDA Finance Corporation!

Water reserves at an all-time high at Santa Clara Valley Water District

Employment

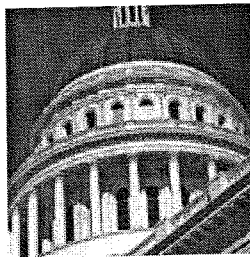
Here are the latest job opportunities posted on the CSDA website:

Utility Superintendent
Nipomo CSD

Inspector/Preventive Maintenance Supervisor
Nipomo CSD

District Engineer
Nipomo CSD

Deadline Week for Legislation



Friday, June 8 was the deadline for bills to pass their house of introduction. By week's end, literally hundreds of bills were processed by the Senate and Assembly. The Budget Conference Committee also continued to meet during the week, working toward the Legislature's June

15 constitutional deadline to pass the budget. Few expect a budget to pass by June 15, as most legislators view July 1, the start of the new fiscal year, as the real deadline.

Senate Bill 343 Passes Senate

On Monday, June 4, Senate Bill 343, by Senate Local Government Committee Chair Gloria Negrete McLeod (D-Chino), passed the Senate on a 35 to 0 vote. [Read more about SB 343...](#)

Overtime Mandate Reduced to Study

Assembly Bill 503 by Assembly Member Sandre Swanson (D-Oakland), which proposed to require state and local governments to provide employees with 8-hours written notice before the employee may be required to work overtime, has been amended to a study bill. [Read more about AB 503...](#)

Education

2007 CSDA Annual Conference Exhibitor Information

Education

August 3
Board's Role in Human Resources
Berkeley, CA

August 10
Ethics Training
Port Hueneme, CA

Oct 1
General Manager Training
Monterey

Oct 1
Strategic Planning for Special Districts
Monterey

Oct 1
Board Member Training
Monterey

Oct 1-4
CSDA Annual Conference & Exhibitor Showcase
Monterey

[View the complete](#)

CSDA e-News for the week of June 11, 2007 - 6/11/2007 5:02:15 PM

General Manager
Crestline Village Water
District

General Manager
Nellie Gail Ranch Owners
Association

General Manager
Rainbow Municipal Water
District

**Manager of Field
Operations**
Visalia Public Cemetery
District

**Director of Parks and
Resources**
Yolo County

Fire Chief
Pioneer Fire Protection
District


City Clerk
City of Lake Elsinore

General Manager
Coastside County Water
District

[View the complete list of
current employment
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CSDA posts job
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Resources

CSDA Annual Conference & Exhibitor Showcase
Don't miss your opportunity to exhibit at our 2007 CSDA Annual Conference and Exhibitor Showcase, October 1-4, at the Monterey Conference Center and the Portola Plaza Hotel in beautiful Monterey, California. [Read more about exhibiting...](#)


CSDA 2007 Awards Program – It is Time to Submit Your Nominations

This year the 2007 CSDA Awards Program will recognize districts, individuals, board members, volunteers and chapters. CSDA will continue to present an award for the most Innovative Program and for Exceptional Public Outreach. SDRMA will continue to recognize all Safety Program categories and the William Hollingsworth Award will be presented by the CSDA Board of Directors. However, this year, CSDA is also adding five additional award categories. [Read more about the awards...](#)



Membership

Featured Member Benefit: CSDA Finance Corporation!


The CSDA Finance Corporation is a non-profit public benefit corporation formed by the California Special Districts Association (CSDA) to assist special districts and other public agencies with acquiring highly competitive, tax-exempt financing for all types of major capital improvement projects, land acquisitions, and equipment purchases. [Read more about the CSDA Finance Corporation...](#)

In the News

Water reserves at an all-time high at Santa Clara Valley Water District

Santa Clara Valley Water District's efforts to replenish the valley's water supply have paid off. By procuring reserves and refilling groundwater recharge ponds, the district is flush with H₂O, according to water supply manager Melanie Richardson. [Read more of this story...](#)

Spread the e-News!

[education calendar here.](#)

Ethics FAQ



Do you know when you need to be certified or recertified for Ethics Training?
[Click here to learn the answer!](#)

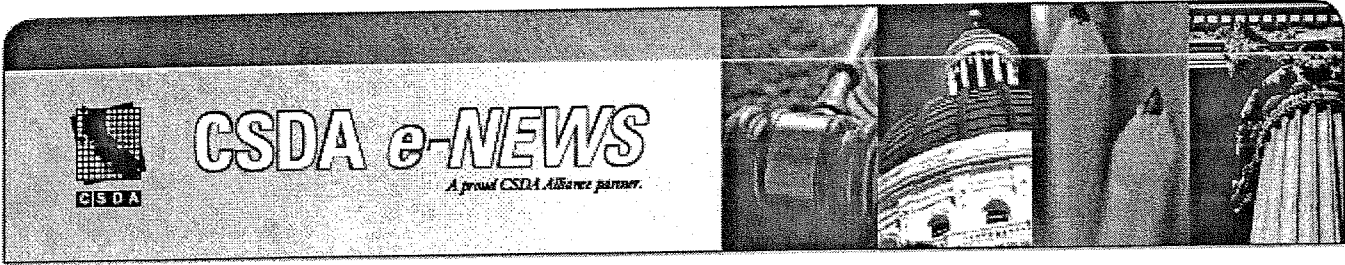
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Chris Ashley at Chrisa@csda.net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

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Senate Bill 343 Passes Senate

On Monday, June 4, Senate Bill 343, by Senate Local Government Committee Chair Gloria Negrete McLeod (D-Chino), passed the Senate on a 35 to 0 vote.

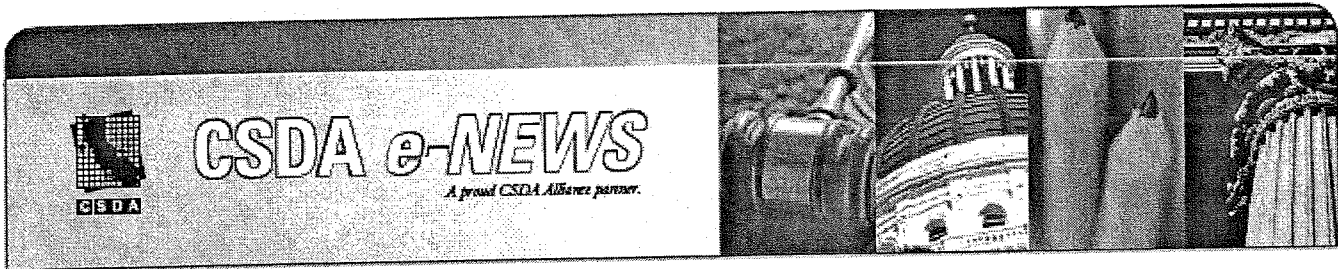
SB 343 would require, effective July 1, 2008, all "writings" that relate to a specific agenda item that were submitted to the governing body after the posting of the agenda to be made available to the public, upon request, at the same time the "writings" were submitted to the governing body.

All of the amendments CSDA sought were accepted by Senator Negrete McLeod and the sponsors, the California Realtors Association, and CSDA is in support of SB 343.

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CSDA e-News



Overtime Mandate Reduced to Study

Assembly Bill 503 by Assembly Member Sandre Swanson (D-Oakland), which proposed to require state and local governments to provide employees with 8-hours written notice before the employee may be required to work overtime, has been amended to a study bill.

As amended, AB 503 requires the California Research Bureau of the California State Library to conduct a study on issues related to a requirement that state and local agencies provide 8 hours written notice to employees who are required to work overtime. The study shall address the impacts of such a requirement on both employees and employers. The results of the study shall be submitted to the Legislature on or before June 30, 2008.

CSDA was strongly opposed to AB 503 and the Legislative Committee will be reviewing its current position in light of the amendments. Thanks to all who submitted opposition letters.

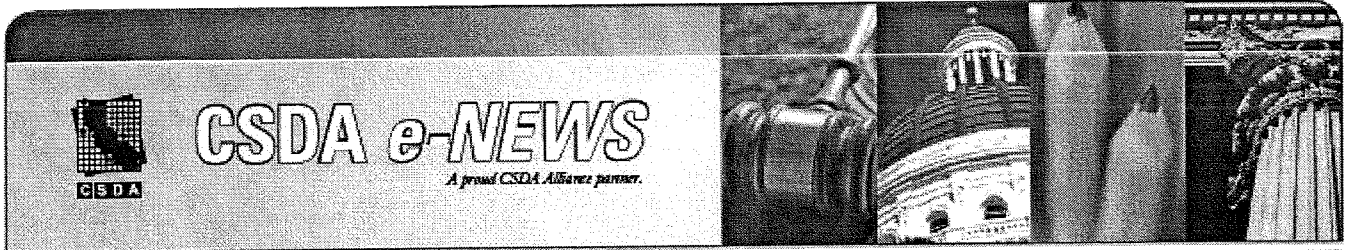
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Elizabeth Minter

From: Neil McCormick [neilm@cda.net]
Sent: Monday, June 04, 2007 6:03 AM
To: eminter@placentalibrary.org
Subject: CSDA e-News for the week of June 4, 2007

If this email does not display properly, please view our [online version](#).
To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



June 4, 2007

SB 343—Brown Act Bill—Passes Committee Again

In this issue...

[SB 343—Brown Act Bill—Passes
Committee Again](#)

[Budget Conference Committee
Meets](#)

[Eminent Domain Reform Battle
Begins](#)

[Preparing for an Audit –
“Resource” Information Available
at CSDA Annual Conference](#)

[Sending in Checks to the CSDA
Education Department – Do we
know what it is for?](#)

[Time to Think About Ethics
Certification for 2008](#)

[Remember: June 7, 2007 –
Register Now!](#)

[Staff Changes in the Membership
Department](#)

[CSDA Board Nominations – Send
Them in Today!](#)

Employment

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

General Manager
Nellie Gail Ranch Owners
Association

General Manager
Rainbow Municipal Water
District

**Manager of Field
Operations**
Visalia Public Cemetery
District

**Director of Parks and
Resources**
Yolo County

**Senior Administrative
Analyst**
Sacramento Regional
Transit District

Fire Chief
Pioneer Fire Protection
District

City Clerk
City of Lake Elsinore

General Manager
Coastside County Water
District

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

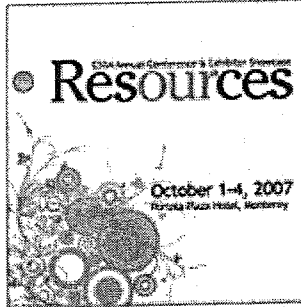
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SDRMA

**Preparing for an Audit – 'Resource'
Information Available at CSDA Annual
Conference**



Fiscal and financial responsibility is an important aspect of good governance. The Special District Leadership Academy has a module dedicated to this principle and now, the CSDA Annual Conference will offer a workshop focused on the topic as well.

'How to Prepare for an Audit' will be one of the many 'resources' available to you in the form of a workshop at the 2007 Annual Conference. [Read more about the workshop...](#)

**Sending in Checks to the CSDA Education
Department – Do we know what it is for?**

As do most companies, CSDA certainly appreciates receiving checks for registrations, fees, and other outstanding invoices. However, it is sometimes difficult to marry the money with the maker. We often receive a check with no back-up or explanation and it can be difficult to identify where the credit should be placed. [Read more about sending checks...](#)

**Time to Think About Ethics Certification for
2008**

Remember that AB 1234 requires that 'any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties and any employee designated by a local agency legislative body' must receive ethics training. This training 'must be completed no later than one year from the first day of service with the local agency.' [Read more about ethics training...](#)

Remember: June 7, 2007 – Register Now!

CSDA Leadership Academy – Module 3
The Board's Role in Financial and Fiscal Accountability.
Go to: http://www.csdanet.net/sdla_module3.htm or call Pamela Williams at (916) 442-7887.

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

**Ethics
FAQ**



**How can a local
government agency try
to avoid the possibility
of an ethics scandal?**

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

Survey

Membership

Staff Changes in the Membership

Department

The CSDA Membership Department has welcomed a new staff member this month. After nearly two years of dutiful service to CSDA members, Membership & Chapters Assistant Cathy Cooke has taken the position of Meetings Coordinator in the Education Department. To fill the vacant position, Chris Ashley has been hired as the new Membership & Chapters Assistant. [Read more about Membership staff changes...](#)

CSDA Board Nominations – Send Them in Today!

The call for nominations has been mailed out to all regular CSDA members for Seat B on the CSDA Board of Directors. The CSDA Board of Directors is the governing body responsible for all policy decisions effecting CSDA's member services and legislative programs. Its functions are crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. [Read more about the call for nominations...](#)

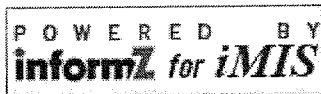
Spread the e-News!

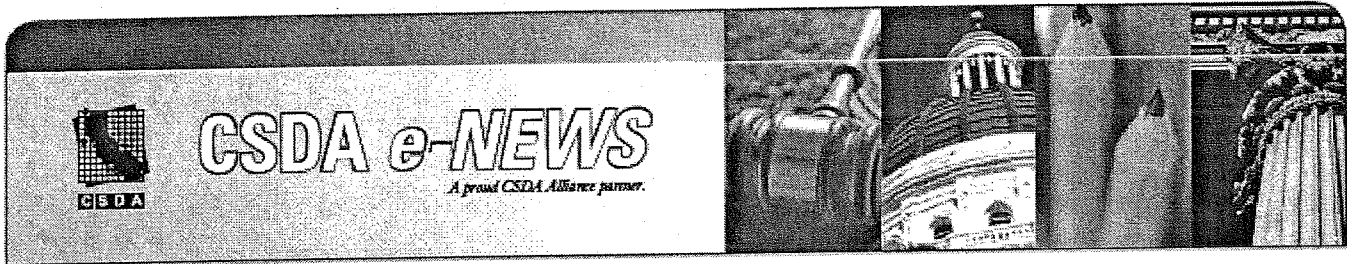
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Chris Ashley at Chrisa@csla.net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

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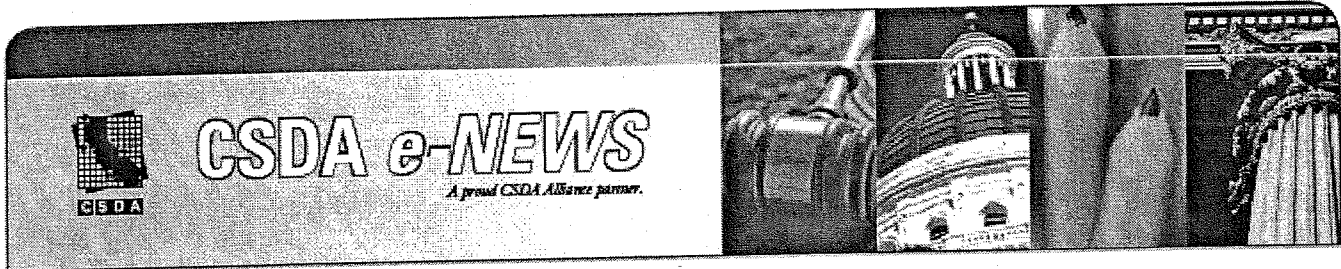


SB 343—Brown Act Bill—Passes Committee Again

Senate Bill 343, authored by Senate Local Government Chair Gloria Negrete McLeod (D-Chino), was heard again in the Senate Local Government Committee on Thursday, May 31. The bill was already on the Senate Floor after previously moving from committee, but the senator and the sponsor of the bill, the California Association of Realtors, agreed to bring the bill back to the committee if significant amendments were taken. As noted in last week's e-News, changes were made to the bill and several amendments CSDA offered were taken. As a result, CSDA removed our opposition to the bill and has taken a "support" position.

During the committee hearing, Senator Negrete McLeod agreed to take some more of CSDA's amendments. Our request is to generally apply all the Public Records Act exemptions to the bill, rather than those specifically in the current bill language. As a result of the amendment, more exemptions would be applicable. During the hearing, Senator Mike Machado (D-Linden) raised his concern regarding the online posting of the agenda material, mainly whether the language precludes local governments that post online from having hard copies available. While CSDA believes the current version of the bill does not make having a hard copy available and posting online mutually exclusive (because a district that posts online still makes that packet available in hard copy, and a member of the public can still request a hard copy), the author of the bill agreed to work with her colleague on developing language on a possible amendment once the bill is in the Assembly.

The deadline to pass bills from the house of origin is next Friday. That said, SB 343 has until next week to pass from the Senate, then it would move to the Assembly Local Government committee.



Budget Conference Committee Meets

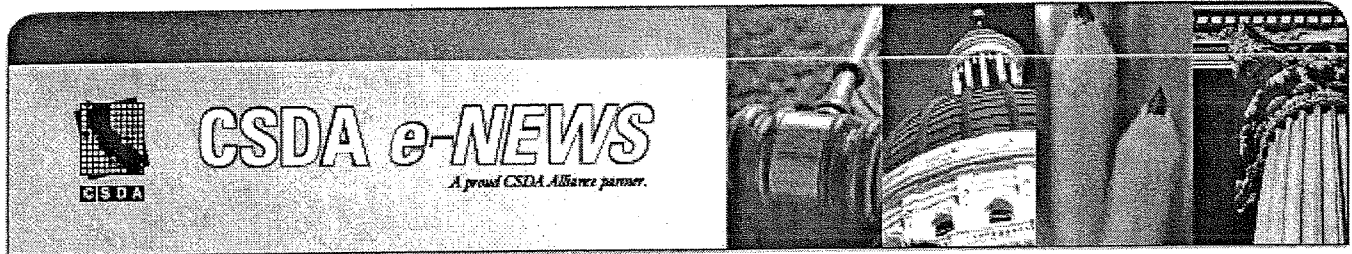
The Budget Conference Committee was named and met for the first time on Friday, June 1 to hammer out the differences between the Assembly and Senate versions. Appointed from the Assembly to serve on the conference committee are Assembly Budget Committee Chair John Laird (D-Monterey), Vice-Chair Roger Neillo (R-Sacramento), and Mark Leno (D-San Francisco). From the Senate are Senate Budget Committee Chair Denise Ducheny (D-San Diego), Vice-Chair Dennis Hollingsworth (R-Murrieta) and Mike Machado (D-Linden).

The Budget Conference Committee will meet regularly to put together a compromise budget that would then be voted in each house, then passed to the governor to meet the June 15 budget deadline.

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Time to Think About Ethics Certification for 2008

Remember that AB 1234 requires that "any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties and any employee designated by a local agency legislative body" must receive ethics training. This training "must be completed no later than one year from the first day of service with the local agency."

To that end, CSDA is providing three classes in ethics training for those who have taken office, or been employed, since January 1, 2007 because you must be trained prior to January 1, 2008. The dates of those classes are:

- August 10, 2007 in Port Hueneme at the Oxnard Harbor District Facilities
- November 16, 2007 in Anderson at the Western Shasta Reclamation District
- December 7, 2007 in Riverside at the Western Municipal Water District

To register for ethics training at one of these locations or to order a CSDA/Meyers Nave Ethics DVD to complete your training in your own facility, please visit the CSDA website at <http://www.csdanet.net> or call Pamela Williams, education assistant, at (916) 442-7887.

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Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Monday, June 04, 2007 11:20 AM
To: 'MCLS/SLS/SSCLS Directors'; Thelen Reid & Priest LLP; bwolfe; CA School of Culinary Arts; Citrus Comm College; CSUN; El Camino College; El Segundo USD; Glendora High School; Huntington Beach PL; Moorpark City Library; Palm Springs PL; Rancho Mirage PL; Santa Monica College; Sidley Austin Brown & Wood LLP; Southwestern University; nkleban@la.aiuniv.edu; 'Heller, Ehrman, White & McAuliffe'
Cc: shaber; bgallardo; ccarlisle; hfirchow; mgermroth; palger; rgarza; rkitamura
Subject: FW: [CALIX:6817] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Laura Fisher
Sent: Monday, June 04, 2007 10:49 AM
To: Calix
Subject: [CALIX:6817] News from the Capitol

TO: CLA Members/ Systems/ Network Contacts
FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
RE: News from the Capitol

I. DIFFICULT DAY IN FISCAL COMMITTEES FOR LIBRARY ISSUES:

LIBRARY CONSTRUCTION BOND AND ONLINE HOMEWORK HELP BILLS HELD

Yesterday afternoon, the Senate and Assembly Appropriations Committees took up their so-called "suspense file," a process which allows the fiscal committees to prioritize legislation, with fiscal implications to the State, exceeding \$150,000. The Assembly Appropriations Committee heard approximately 600 bills on their "suspense file," (593 to be exact) totaling more than \$7 billion. The Senate Appropriations Committee considered close to 400 measures with similar cost estimates. The "suspense file" vote is always much anticipated, and lobbyists pack the hearing rooms to determine if their legislation will be considered "dead" for the year, or will move forward to the respective Floors of each House. Because Democrats dominate each House, more bills are passed by Democrat authors than Republican authors, and the majority of bills that are passed by the Committee are passed with all Democrats voting "aye" and all Republicans voting "no." In fact, in order to avoid calling the roll on each bill, and to expedite the process, the Assembly has instituted a process of votes by an "A" roll call, meaning all Democrats and Republicans voting "aye," or a "B" roll call, meaning all Democrats voting "aye" and Republicans voting "no." CLA has been actively supporting three bills that were considered yesterday by the Assembly as well as the Senate Appropriations Committees. Here is the information regarding their disposition:

SB 156-SIMITIAN: Library Construction and Renovation Bond Bill - Held In Committee

Yesterday the Senate Appropriations Committee decided to hold SB 156 by Senator Joe Simitian, in committee, instead of sending it to the Senate Floor for vote. Senator Simitian expressed his disappointment over the decision by the committee to hold the bill on "suspense." Subsequent to the hearing, the Senator said that he "will do anything he can, and is actively working, to ensure that a library bond moves forward as soon as possible." He further stated that he "is as committed, as ever, to library construction funding."

For now, SB 156 remains the possession of the Senate Appropriations Committee, and the

legislature's focus will now shift to passage of the State Budget and to negotiations over the numerous health care bills. We will keep you posted regarding any developments as the session continues.

AB 1233-Galgiani: Online Homework Help - Held In Committee

AB 1233-Galgiani, is sponsored by Tutor.com and would provide \$3 million in additional state General Fund monies for the purpose of requiring the State Librarian to enter into a contract with an entity to establish and maintain a program of online homework assistance that is free of charge through public libraries in the state. Due to the increasingly difficult state Budget picture, the bill was held in committee due to its large costs.

AB 1030-Caballero: At Risk Youth Literacy - Approved

AB 1030-Caballero is part of the author's "Gang Prevention Tool Kit" to address the problems of at-risk youth, gangs, and literacy. Specifically, the bill expands the California Library and Literacy and English Acquisition Services (CEALS) program to include services to young adults 16 years of age or over who are not enrolled in school to provide adult basic literacy tutoring. The bill also deletes the local certification requirement to provide the same level of fiscal support in the prior fiscal year. The bill will now head to the Assembly Floor for vote next week.

II. BUDGET CONFERENCE COMMITTEE TO BEGIN THIS AFTERNOON

This afternoon the powerful six member Budget Conference Committee will begin holding hearings to consider and reconcile the differences between the Governor's Budget, the Senate Version of the Budget, and the Assembly Version of the Budget. The Conference Committee is expected to begin working through the weekend and during the next two weeks in an attempt to have a Budget compromise ready by the June 15th constitutional deadline.

As mentioned in our previous memo, the Senate Budget Conferees are: Senator Denise Ducheny, Senator Dennis Hollingsworth, and Senator Mike Machado. On Tuesday, Assembly Speaker Fabian Nunez announced his conferees for the Assembly, who will be: Assemblyman John Laird, Assemblyman Roger Niello, and Assemblyman Mark Leno. The Public Library Foundation will be subject to consideration by the Conferees, as there is a dollar difference between the two houses relative to the action they took on the PLF. The Senate is recommending that the PLF be augmented by \$2 million, bringing the potential baseline funding level to \$23 million. The Assembly took no action on the PLF. As mentioned previously, both houses rejected the Governor's proposed \$52,000 cut to the PLF in order to fund the State Library's Integrated Library System Replacement Project.

Please take a moment today to write or call the members of the Budget Conference Committee and urge their strong support for:

BUDGET ITEM NUMBER 6120-221-0001: PUBLIC LIBRARY FOUNDATION: SUPPORT FOR SENATE VERSION.

Sample address:

Assemblyman John Laird, Chair
Budget Conference Committee
State Capitol
Sacramento, CA 95814

Assemblyman John Laird (916) 319-2027
Assemblyman Roger Niello (916) 319-2005
Assemblyman Mark Leno (916) 319-2013
Senator Denise Ducheny (916) 651-4040

Senator Dennis Hollingsworth (916) 651-4036
Senator Mike Machado (916) 651-4005

TO: Elizabeth Minter, Library Director

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

DATE: June 18, 2007

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

Provided below is a list of active PLLS partnerships/coalitions in the community.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) was active again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. We had more than 140 high school students PRREP volunteers this school year.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We had nine (9) school-age students enrolled this year. The homework club at H.I.S. House ended in May.
- ◆ The homework club at Topaz Elementary School is for 7th and 8th grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club ended in May 2007.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 30, in Room 101, and has been averaging over 40 students a day. It ended in May.
- ◆ On Monday, March 26, the VHS PRREP/Interact Club hosted an assembly for the "Disney Show Your Character" project, the Gang Awareness and Prevention Program (GAPP). This is the second year that PRREP has sponsored GAPP, and the club plans to make it an annual project.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : June 18, 2007

SUBJECT: Poet Laureate.

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

There were no poetry workshops in May.



CALIFORNIA
STATE LIBRARY
FOUNDED 1833

FOR IMMEDIATE RELEASE

June 6, 2007

CONTACT: Sarah Dalton
California State Library
916/654-1483

Governor Schwarzenegger appoints Deputy State Librarian

Sacramento - Governor Arnold Schwarzenegger has appointed Stacey Aldrich Deputy State Librarian. Aldrich will start at the California State Library on Monday, August 6, 2007. Most recently Assistant Director of the Omaha Public Library, Aldrich will work closely with State Librarian Susan Hildreth to develop the state library's service program.

Deleted:

As Deputy State Librarian, Aldrich will assist Hildreth in overseeing the California State Library's programs and managing the operation of the library's \$89.7 million budget. She will directly manage the Library Development Services Bureau, which is responsible for the distribution of all federal and state local assistance. Aldrich will also advise the State Librarian on new initiatives and major statewide library program directions.

Of Aldrich's appointment, State Librarian Hildreth says, "Stacey Aldrich has a richly deserved national reputation as both an innovative library futurist, and as an inspiring, and creative library leader. I am most grateful to the Governor for having appointed her, and am excited to bring Stacey to California so that the library community can benefit from her vision and experience."

In California in 2007, Aldrich served as a presenter for Infopeople, the state's premier professional library training organization. For Infopeople, Aldrich delivered seven workshops to a total of 146 librarians as part of the library leadership series, "Building Leadership Skills: Planning for the Future."

Aldrich has over 15-years experience in the administration and development of the nation's libraries. Since 2005, as Assistant Director of the Omaha Public Library, she has not only been responsible for a \$9.8 million budget and staff of 150, but has also led that urban library system as it has implemented emerging electronic library service programs. Between 1996 and 2005, Aldrich, as Branch Chief of Public Libraries and State Networking Branch for the Maryland State Department of Education, Division of Library

- MORE -

Development and Services, helped provide leadership, research, training, and planning to Maryland's twenty-seven public library systems. Aldrich has also worked at the Washington DC futuring think-tank, Coates and Jarratt, Inc., and the Hood College Library in Frederick, Maryland, where, from 1992-1996, she helped integrate new library technologies, and created and maintained the library website.

Aldrich is a member of the American Library Association, the Public Library Association, the Nebraska Library Association, and the Association of Professional Futurists. She has a Master of Arts in Librarianship and a Bachelor of Arts in Russian Language and Literature from the University of Pittsburgh.

For the full-text of Governor Schwarzenegger's press release please visit:
<http://gov.ca.gov/index.php?/press-release/6590/>

###

TO: All California Public Library Directors

FROM: Susan Hildreth *Susan Hildreth*
State Librarian of California

DATE: June 1, 2007

SUBJECT: Certification of Population Figures for Use in 2007-08 Public Library Fund (PLF)
Allocations

Section 18021 of the California Education Code specifies how population figures are to be determined for use in Public Library Fund allocations. The State Librarian must determine and certify on June 1st of each fiscal year the population served by each public library of the state based upon census data compiled by the United States Department of Commerce or estimates prepared by the California Department of Finance, whichever is more current. For such purposes, no person shall be deemed to be served by more than one public library. The figures certified are for January 1, 2007 based on the most recently published (May 2007) State of California, Department of Finance, Demographic Research Unit, City/County Population Estimates, with Annual Percent Change, January 1, 2006 and 2007.

If you have questions about the Certified Population Figures, please contact Sharon Gomez, PLF Analyst at 916-653-6492 or by email at sgomez@library.ca.gov or Ira Bray, PLF Coordinator at 916-653-0171 or by email at ibray@library.ca.gov.

STATEMENT OF CERTIFICATION

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

Susan Hildreth
State Librarian of California
June 1, 2007

**PERSONS SERVED BY
CALIFORNIA PUBLIC LIBRARIES 2007**

Library	Population
Alameda	75,254
Alameda County	527,926
Alhambra	89,488
Alpine County	1,261
Altadena District	55,205
Amador County	38,435
Anaheim	345,556
Arcadia	56,556
Azusa	48,640
Banning District	30,816
Beaumont District	52,893
Belvedere-Tiburon	11,031
Benicia	27,916
Berkeley	106,347
Beverly Hills	36,084
Brawley	25,694
Buena Park District	82,452
Burbank	107,921
Burlingame	36,801
Butte County	218,069
Calabasas	23,652
Calaveras County	46,028
Calexico	37,552
Carlsbad	101,337
Carmel	4,053
Cerritos	54,943
Chula Vista	227,723
Coalinga District	28,496
Colton	51,797
Colusa County	21,951
Commerce	13,494
Contra Costa County	938,513
Corona	146,164
Coronado	22,957
Covina	49,720
Daly City	106,160
Del Norte County District	29,341
Dixon District	25,907
Downey	113,587
El Centro	42,071

**PERSONS SERVED BY
CALIFORNIA PUBLIC LIBRARIES 2007**

Library	Population
El Dorado County	178,674
El Segundo	17,076
Escondido	141,788
Folsom	70,835
Fresno County	889,019
Fullerton	137,367
Glendale	207,157
Glendora	52,557
Hayward	147,845
Hemet	71,705
Humboldt County	131,959
Huntington Beach	202,250
Imperial	11,852
Imperial County	55,503
Inglewood	119,212
Inyo County	18,383
Irwindale	1,655
Kern County	801,648
Kings County	151,381
Lake County	64,276
Larkspur	12,121
Lassen District	18,138
Lincoln	37,410
Livermore	82,845
Lodi	63,395
Lompoc	72,152
Long Beach	492,912
Los Angeles	4,018,080
Los Angeles County	3,673,313
Los Gatos	29,407
Madera County	148,721
Marin County	140,989
Mariposa County	18,254
Mendocino County	90,291
Menlo Park	31,146
Merced County	251,510
Mill Valley	13,822
Mission Viejo	98,483
Modoc County	9,721
Mono County	13,985
Moorpark	36,150

**PERSONS SERVED BY
CALIFORNIA PUBLIC LIBRARIES 2007**

Library	Population
Monrovia	39,309
Monterey	30,121
Monterey County	226,803
Monterey Park	64,508
Moreno Valley	180,466
Mountain View	73,262
Murrieta	97,257
Napa County	129,976
National City	61,115
Nevada County	99,766
Newport Beach	84,218
Oakland	435,710
Oceanside	176,644
Ontario	172,701
Orange	138,640
Orange County	1,532,758
Orland	14,817
Oxnard	192,997
Pacific Grove	15,444
Palm Springs	46,858
Palmdale	145,468
Palo Alto	62,615
Palo Verde Valley District (Blythe)	44,186
Palos Verdes District	67,286
Pasadena	147,262
Paso Robles	29,514
→ Placentia District ←	55,065 ←
Placer County	180,819
Pleasanton	68,755
Plumas County	24,613
Pomona	162,140
Porterville	51,467
Rancho Cucamonga	172,331
Rancho Mirage	21,886
Redlands	71,375
Redondo Beach	67,495
Redwood City	77,025
Richmond	103,828
Riverside	291,398
Riverside County	1,047,996
Roseville	106,266

**PERSONS SERVED BY
CALIFORNIA PUBLIC LIBRARIES 2007**

Library	Population
Sacramento	1,335,969
Salinas	149,539
San Anselmo	12,518
San Benito County	55,978
San Bernardino	205,010
San Bernardino County	1,177,092
San Bruno	42,145
San Diego	1,316,837
San Diego County	1,049,868
San Francisco	808,844
San Jose	973,672
San Juan Bautista	1,825
San Leandro	81,466
San Luis Obispo	235,386
San Marino	13,507
San Mateo	99,217
San Mateo County	278,388
San Rafael	58,047
Santa Ana	353,428
Santa Barbara	233,434
Santa Clara	114,238
Santa Clara County	419,141
Santa Cruz	205,669
Santa Fe Springs	17,849
Santa Maria	118,839
Santa Monica	91,124
Santa Paula District	29,182
Sausalito	7,454
Shasta County	181,401
Sierra Madre	11,039
Signal Hill	11,229
Siskiyou County	45,953
Solano County	371,000
Sonoma County	481,785
South Pasadena	25,824
South San Francisco	62,614
St. Helena	5,993
Stanislaus County	521,497
Stockton-San Joaquin	619,292
Sunnyvale	135,721
Sutter County	93,919

**PERSONS SERVED BY
CALIFORNIA PUBLIC LIBRARIES 2007**

Library	Population
Tehama County	61,774
Thousand Oaks	127,739
Torrance	148,558
Trinity County	14,171
Tulare	55,935
Tulare County	321,604
Tuolumne County	57,223
Upland	75,169
Ventura	439,444
Vernon	95
Victorville	102,538
Watsonville	58,456
Whittier	87,190
Willows	14,098
Woodland	54,060
Yolo County	139,923
Yorba Linda	67,904
Yuba County	70,745

State Population with Public Library Service 37,646,497

Total State Population = 37,662,518

Total Number of Public Libraries = 181

Victorville established: July 1, 2006

Moorpark established: January 1, 2007

Areas not served for purposes of the Public Library Fund (PLF) :

City of Industry in Los Angeles County (804 population) and the unincorporated area of Lassen County (18,237 population)

Library service populations for January 1, 2007 were developed from the E-1 report prepared by the Demographic Research Unit, California State Department of Finance (May 2007).

California State Library

June 1, 2007

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Library Director's Report
DATE: June 18, 2007

Activities Report:

May 29 Library Board Meeting.

May 30 Met with Brenda Benner to discuss Placentia Library Friends Foundation (PLFF) Board Development plans for 2007.

Met with PLFF Foundation Committee Annual Giving & Donor Reception Committee.

May 31-Jun 1 Attended Planned Giving Seminar in Costa Mesa

Jun 4 Met with PLFF Foundation Committee Annual Giving & Donor Reception Committee.

Ben Boelman, Lois Monroe & I met with John Borak at Time Warner Cable to ask for a Donor Reception sponsorship.

Met with Jon West & Lois Monroe to discuss PLFF Membership Campaign and presentation folder graphics.

Staff Meetings: [Calendar is Attachment A]

Jun 6 Agenda is Attachment B (Minter & Goodson)

Program Committee Meeting (Roberts) – Meeting agenda and notes are Attachment C

Reference Desk Staff Meeting (Strazdas) – Meeting agenda and notes are Attachment D.

Children's Desk Staff Meeting (Gurkweitz) – Meeting notes were not provided by the Convener

Shelver's Meeting (Gomez) – Meeting notes are Attachment E.

Circulation Desk Staff Meeting (Gomez) – Meeting notes are Attachment E.

Managers' Meeting

- May 29 Agenda and meeting notes are Attachment F
- Jun 6 Agenda and meeting notes are Attachment G
- Jun 7 Vernon Napier & Elizabeth Minter met with Valerie Poole to review findings from the staff meetings with Elizabeth & Valerie.

Jun 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul 2007						
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29	30	31				

Aug 2007						
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Sep 2007						
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Oct 2007						
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Nov 2007						
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25	26	27	28	29	30	

July

- 18 1:30 PM -2:30 PM Literacy Staff (Roberts)
- 10:00 AM -11:00 AM Manager Meeting (Minter)
- 2:30 PM -3:30 PM Program Committee (Roberts)
- 3:30 PM -4:30 PM Staff Meeting (all staff)
(Minter/Goodson)
- 2:30 PM -3:30 PM Technical Services Staff (Napier)
- 19 10:30 AM -11:30 AM Web Site Advisory Group (Napier)
- 25 10:00 AM -11:00 AM Manager Meeting (Minter)

August

- 1 3:30 PM -4:30 PM Children's Desk Staff (Gurkweitz)
- 4:30 PM -5:30 PM Circulation Staff (Gomez)
- 10:00 AM -11:00 AM Manager Meeting (Minter)
- 2:30 PM -3:30 PM Program Committee (Roberts)
- 3:30 PM -4:30 PM Reference Desk Staff (Strazdas)
- 3:30 PM -4:30 PM Shelves (Gomez)
- 1:30 PM -2:30 PM Staff Meeting (all staff)
(Minter/Goodson)
- 2 10:30 AM -11:30 AM Web Site Advisory Group (Napier)
- 8 10:00 AM -11:00 AM Manager Meeting (Minter)
- 15 1:30 PM -2:30 PM Acquisitions Staff (Matas)
- 4:30 PM -5:30 PM Circulation Staff Passport Staff
(Gomez/Goodson)
- 1:30 PM -2:30 PM Literacy Staff (Roberts)
- 10:00 AM -11:00 AM Manager Meeting (Minter)
- 2:30 PM -3:30 PM Program Committee (Roberts)
- 3:30 PM -4:30 PM Staff Meeting (all staff)
(Minter/Goodson)
- 2:30 PM -3:30 PM Technical Services Staff (Napier)
- 16 10:30 AM -11:30 AM Web Site Advisory Group (Napier)
- 22 10:00 AM -11:00 AM Manager Meeting (Minter)
- 29 10:00 AM -11:00 AM Manager Meeting (Minter)

Dec 2007						
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30	31					

Jan 2008						
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Feb 2008						
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Mar 2008						
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30	31					

Apr 2008						
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26	27	28	29	30		

May 2008						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

STAFF MEETING AGENDA
6-6-07

Topics

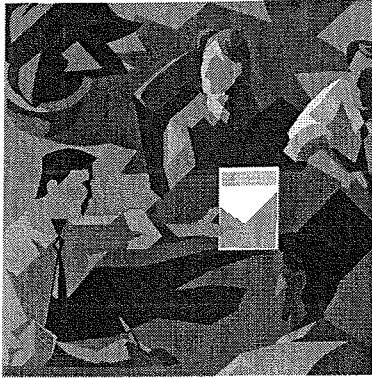
- Budget FY07/08
- Insurance Changes FY07/08
- Safety - Handouts

Department Updates

- Public Services
 - Adult (Mary, Kathy)
 - Children's (Caroline & Phyllis)
 - Literacy (Jim, Toby, Nadia, Hilda)
 - History Room (Gary)
- Technology Services
 - Web/Technology (Vernon)
 - Acquisitions (Katie)
 - Circulation (Yesenia)
- Administrative Services
 - Development/Volunteer Ofc. (Lois)
 - Board Meeting – Jun 19, 2007 (Wendy)
 - Forms (Wendy)
 - Passports (Wendy)

Program Committee Meeting Agenda

June 6, 2007



Program Committee Members:

1. Jim
2. Caroline
3. Dixie
4. Gary
5. Lois
6. Mary
7. Meredith
8. Nadia
9. Toby

Program

1. Children's Programming

2. Adult Programming

3. History Room

4. Other Programming

5. Poetry Programming

6. Volunteer Programming
-New "Friends of the Library" Logo

7. Tutoring and Homework Clubs
-Homework Clubs begin on Monday September 17th.
-We are not accepting new applications for those who need tutoring.
-We are accepting new tutors.

8. Miscellaneous/Adjourn

-Community Calendar

- Submit your events to Toby by the first Tuesday of each month for the subsequent month.
- The deadline is on June 12th to list July events.

-Publicity Checklist

-Donor Reception is on Friday September 28th.

Staff Action

Caroline

Mary

Gary

Dixie

Meredith

Lois

Toby/Nadia

Committee

Next meeting is on June 20 2007.

Board Reports due to Jim by Wednesday June 13, 2007

PROGRAM COMMITTEE MEETING
Minutes
June 6, 2007

- Program Committee Members:**
1. Jim
 2. Caroline
 3. Dixie
 4. Gary
 5. Lois
 6. Mary
 7. Meredith (absent due to illness)
 8. Nadia
 9. Toby

PROGRAM

STAFF ACTION

- | | |
|---|---|
| 1. Children's Programming. | Caroline: Summer Reading Program kicks off June 18. |
| 2. Adult Programming. | Mary: "Series Fiction" is scheduled for Monday, June 11. |
| 4. History Room. | Gary: Still planning a date to release the DVD on the Placentia Flood. The History Room Committee plan to make a History Room brochure in the near future. |
| 5. Other programming. | Dixie: Gave a description about the Cal State Fullerton classes for seniors that are available. |
| 6. Poetry Programming. | Meredith: Not available. |
| 7. Program development/Volunteers. | Lois: Asked for staff input to "Notations" by June 13. |
| 8. Tutoring and Homework Clubs. | Toby/Nadia: All homework clubs have finished for the year. |
| 9. Community calendar. | Jim: Staff is to give input for the new Community Calendar to Toby who will update the Library's link on the Website. |

Wednesday, June 6, 2007
Agenda
Reference Committee
Nadia, Kathy, Katie, Gary, Vernon, Mary

Here are some possible ideas for discussion today.

The reference interview: how do we all do it? What should be included when patrons come to the desk? How can we be consistent? What do other libraries do?

What can we do about surface clutter at the Reference Desk?

How do we answer the phone and take messages? When do get rid of them? How can we tell when they came in?

4) Would it be helpful to have quickie on-line tutorials for patrons on the website that would help them do things such as get into their personal accounts, if, for example, they want to renew library books? What other things do we get questions about that might be good to be in tutorial form? How about some type of packets to be at each computer?

5) What about graphic novels? Do you think we should begin to acquire them for adults? (This is really a collection development issue.) See also BOOKLIST 15 March 2007. According to Ellen Fusco @Anaheim Central, there is a list (there?) of which titles might be appropriate for whom. Susan Waterman from Garden Grove was talking about a rating system and review sites for graphic novels.

6) Do we need rovers at the Reference Desk? Could we weed while we rove?

2) What statistics do you think we need to keep at the desk?

6) Should our library be on MySpace.com?

3) Should we use pictograms for signage in the Adult Sections? Oakland has done this with success. It works for English learners as well as people with learning disabilities.

w/ Vernon - should computers in children's be excluded from reservations

Reference Meeting
Minutes
6 June, 2007

The Reference Meeting did four main things. We discussed the reference interview and what each of us does to make it the most effective. Nadia mentioned anywho.com as a good website for reverse lookup. Then we attacked clutter at the desk, and decided to set aside a special location for Kathy Staymates' materials, probably one of the large drawers. We will also try to better utilize the standup sign holder. We discussed the telephone and the best ways to answer messages. There is now a laminated plastic sheet under the telephone with instructions.

The last thing we did was to take our talking points and numerically rank them in preparation for discussion at the next meeting.

Mary Strazdas

Circulation & Shelters Meeting
Minutes
Wednesday, June 6, 2007
3:30pm

Circulation and shelters staff meetings were held at the same time.

Welcomed Patricia as our new full time clerk!

Announced issues discussed in the all staff meeting.

Delivery schedule for this week- will be in the afternoon

Changes in schedules-Patricia and Beatrice have new schedules; will change depending on school schedules.

Lost items that are paid-make sure to give Yesenia a copy of any items that are paid. Those items need to be discarded, if not discarded they will be put in the missing report.

Reciprocal Borrowers-still trying to install in our computers. Vernon is working on that.

EIO Board-make sure to sign in and out.

DVD Locks-Vernon will try to look for a different type of key to unlock them.

Next Meeting- June 20, 2007 at 4:30pm

By: Yesenia Gomez



Placentia Library District
Managers Meeting Agenda
May 29, 2007

1. Selection of Recorder.
2. Communications
 - A. Web Site – Vernon
 - Lack of response from Charles Rhee on PLFF issues.
 - Schedule for “refreshing” web site look
 - Virtual Branch – developing and implementing concept
 - B. Community Calendar – Jim
 - Status report on implementing Library’s presence and discussion of scope of coverage
 - C. Channel 31 – status report
5. Budget Process
 - A. Review of budget submitted to the Library Board
 - B. Discussion of Manager responsibilities in budget implementation
6. Placentia History Room
 - A. Status of plans for introducing the new dvd to the public.
 - B. Recognition of new Placentia History Rook and the new dvd by the Library Board.
7. Upcoming Staff Meetings
 - A. Review of meeting calendar distributed at the May 16 staff meeting
 - B. Content/topics for upcoming staff meetings
 - C. Reminding staff that they may submit topics for staff meeting agenda on the Monday preceding the meeting.

8. Library Director's Performance Improvement Plan – status report.
9. PLFF update
 - A. Status report on grant request application – Jim
 - B. PLFF Calendar
10. Status report on Departmental Projects & Staff Meetings
 - A. Administration
 - B. Public Services
 - C. Technical Services – coverage of departmental activities during Vernon's absence, review of pending issues.

Minutes of the Managers' meeting held Tuesday May 30, 2007

1. Website

- 1.1. Vernon to work with Charles re
 - 1.1.1. Membership form for PLFF page
 - 1.1.2. Refreshing the overall appearance of the site
- 1.2. Vernon to pursue the incorporation of a "virtual branch" library
- 1.3. We will be adding a link for PLFF's Planned Giving

2. Community Calendar

- 2.1. Toby is the designated liaison between the Library and the Community Calendar

3. Channel 31

- 3.1. No progress thus far

4. Budget

- 4.1. There was a general discussion of the proposals going before the Board

5. Placentia History Room

- 5.1. Brief discussion about how the Flood dvd might be release and promoted. Also, when the Board might officially recognize the dvd and the new history book

6. Staff meeting calendar

- 6.1. Brief review and discussion

7. PLFF

- 7.1. Jim asked to prepare a standardized request form to use when seeking a grant from PLFF

8. Departmental updates

8.1. Administration

- 8.1.1. Wendy has nearly completed the merger of the Friends and Foundations financial accounts
- 8.1.2. There has been a complaint about the Library's toilets not being ADA compliant

8.2. Public Services

- 8.2.1. Jim reviewed current and upcoming grant applications

8.3. Tech Services

- 8.3.1. The In-Out board needs to be revised
- 8.3.2. The major effort for the next month will be the completion of the historical photos project

□

Placentia Library District
Managers Meeting Agenda
June 6, 2007

1. Selection of Recorder.
2. Communications
 - A. Web Site – Vernon
 - Update about Charles Rhee on PLFF issues.
 - Update on “refreshing” web site look
 - Update on Virtual Branch – developing and implementing concept
 - B. Community Calendar – Jim
 - Status report – Toby reported yesterday that she has no information to upload
 - C. Channel 31 – status report
5. Budget Process
 - A. Report from Managers on plans for budget discussions with staff
 - B. Discussion of organization chart to be presented to Library Board
6. Placentia History Room
 - A. Status of plans for introducing the new dvd to the public – do we have a date and proposal for sales – inclusion in PLFF Donor Reception.
 - B. Recognition of new Placentia History Book and the new dvd by the Library Board.
 - C.
7. Upcoming Staff Meetings
 - A. Discussion about today’s meeting – insurance changes & budget, including staff reorganization
 - B. Content/topics for upcoming staff meetings – reports by Managers

8. Library Director's Performance Improvement Plan – status report.
9. PLFF update
 - A. Status report on grant request application – Jim
 - B. PLFF Annual Giving Campaign & Donor Reception, September 28
10. Status report on Departmental Projects & Staff Meetings
 - A. Administration
 - B. Public Services – what happened to music story time & what will happen with the funding for that program?
 - C. Technical Services

Manager's Meeting
May 29, 2007
Recorder – Goodson

Communications

- A. Website - Napier had no status at this time regarding Consultant Rhee Napier requested that the "WAG" meetings be included in the Staff Meeting Schedule Calendar
- B. Community Calendar - Roberts is working with the program committee.
- C. Channel 31 – Minter has been in contact with Steve Pischel and Time Warner Cable regarding the slow internet.
- D. Annual Report needs to be printed by the end of August.

Budget Process

- A. Managers reported that they have reviewed the budget with their staff as proposed at the last Board of Trustee Meeting (May 29). Roberts and Goodson will work together to coordinate the transfer of Volunteer Coordinator position to Public Services.
- B. The Organization Chart will be ready to presented to the Board on June 18th.

Placentia History Room

- A. The Donor Reception is scheduled for Friday, September 28, 2007 in the Meeting Room.
- B. Recognition of the new Placentia History Book and DVD will be Presented at the July Board Meeting as agreed upon between Minter & Roberts. A copy of the DVD will be provided to each Trustee. Roberts reported that the book signing will be in August (exact date not established yet). A banner will also be made for advertisement.
- C. The History Room Brochure is in the design process.

Upcoming Staff Meetings

- A. The scheduled topics for Staff Meeting (6/6) is Budget 07/08, Insurance Changes 07/08, and Safety Handouts.
- B. Potential topic for next staff meeting (6/20) is Pension Plan Review.

Library Director PIP

- A. Library Director reported that her contract was renewed for 1 year with 4.0% Cost of Living Adjustment effective July 1, 2007.


PLFF Update

- A. The Draper Foundation donated \$10,000.
- B. Donor Reception is scheduled September 28, 2007, Placentia Library District's 88th Birthday. The Facility Master Plan will be presented, Ferrari will be the speakers, and Valencia Jazz Choir will perform.

Department Projects & Staff Meetings

- A. Goodson reminded the Managers to urge staff to turn in their insurance enrollment forms as soon as possible to avoid any break in coverage, all requests for checks submitted to Admin. must be signed by the manager, and all invoices billed to Budget 06/07 must be submitted to Admin. no later than June 13, 2007.
- B. Roberts reported that the Music & Story Time programs will continue but not with the current vendor. Children's is in the process of securing another vendor.
- C. Napier reported that EIO Board is up and running.

Agenda Item 32

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: June 18, 2007
SUBJECT: Program Committee Report for the month of May.

ADULT SERVICES

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	2	11	12
NUMBER OF ATTENDEES	60	44	232	254

CHILDREN'S SERVICES

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	29	26	229	239
NUMBER OF ATTENDEES	1,150	1,262	9,869	8,890

PROGRAM COMMITTEE

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	2	2	13	18
NUMBER OF ATTENDEES	18	18	87	134
NEWS RELEASES	1	2	7	13

LITERACY SERVICES

	May-05-06	May-06-07	YTD 05-06	YTD 06-07
Total Tutors	190	77	310	246
Total Students	226	265	344	354
Total Hours	1,610	1,641	13,992	16,379

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian



Date: for Board Meeting, June 18, 2007


Subject: **May 2007 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	5	109
Story Time I: 6 years & younger	5	184
Story Time II: 6 years & younger	5	254
Music Time I: 6 years & younger	5	196
Music Time II: 6 years & younger	5	178
Read to the Dogs event	1	51
Imagination Celebration	3	80
Conversation Club	3	38
Total May 2007	32	1090
Total May 2006	36	1855
Current FY to date	271	9980
Previous FY to date	264	11724

CJ

CHILDREN'S DEPT. REFERENCE STATS				May-07
Board Meeting June 18, 2007 Agenda item #33				
DATE	IN-PERSON	PHONE	TOTAL	
1	36	4	40	
2	48	5	53	
3	67	12	79	
closed4				
5	45	10	55	
6	56	3	59	
7	63	6	69	
8	65	8	73	
9	42	8	50	
10	43	6	49	
closed11				
12	44	3	47	
13	36	1	37	
14	60	5	65	
15	58	4	62	
16	49	3	52	
17	44	5	49	
closed18				
19	45	3	48	
20	29	1	30	
21	55	4	59	
22	46	5	51	
23	55	8	63	
24	35	7	42	
closed25				
26	40	3	43	
closed27				
closed28				
29	63	4	67	
30	55	5	60	
31	55	7	62	
TOTAL	1234	130	1364	

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 18, 2007

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

Tutor Training. There was no tutor training workshop in May.

Families for Literacy (FFL) Program Status. The FFL program gave away over 300 books at the Topaz Elementary School Family Science Night on May 20th.

Placentia Rotary Reading Enrichment Program (PRREP). We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We have had more than 100 PRREP tutors this school year.

Update on the three off-site PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and has been very successful. The homework club there is held Mon.-Thurs. from 3:45-5:30 and has been averaging more than 40 students daily.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

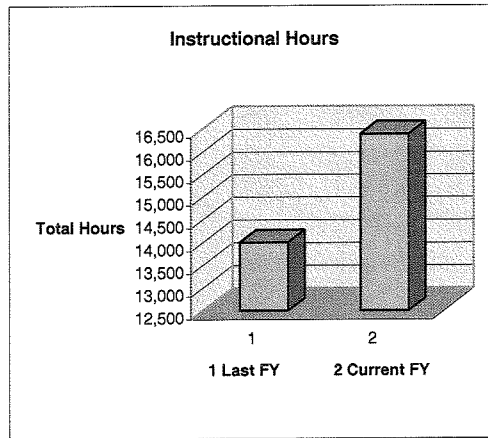
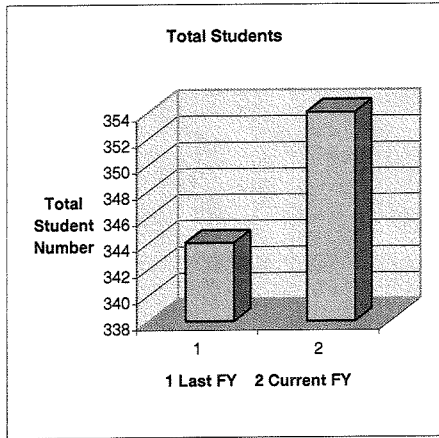
Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY have been very strong. We have already renewed our FWS contract with Western State for FY 2007/08.

Library Literacy receives a Draper Family Foundation Grant. On June 5, Camille Himes and I received a \$10,000 grant from the Draper Family Foundation. This grant program is administered by the Orange County Community Foundation, the first time in recent years that the Library has received a grant handled through them.

Literacy statistics. See Agenda Item 39 Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services
Report of Growth and Progress

	May 05-06	May 06-07	YTD 05-06	YTD 06-07
Tutors				
Adult	99	55	198	125
Teen	91	22	107	121
Hours Instruction	1,610	1,641	13,097	16,379
Other Volunteer Hours	120	120	1,140	1,320
Total Hours	1,730	1,451	14,237	16,058
Training Workshops				
Workshops Held	1	0	23	12
Tutors Trained	6	0	181	101
Students				
With Adult Tutors	94	222	201	262
With Teen Tutors	132	43	143	92
In Groups	0	0	0	0
Total Active Students	226	265	344	354
Families for Literacy				
Family Students	5	5	12	6
Family Tutors	5	5	10	6
Hours of Instruction	60	60	700	720
ELLI Program				
K-6th Grade Students	201	201	201	201
Tutors for K-6th Grade	8	15	15	24
Hours of Instruction	520	520	6,487	5,011
Homework Clubs				
On-Site: Students	70	155	569	804
On-Site Tutors	16	20	49	102
Hours of Instruction	500	202	2,200	1,396
H.I.S. House Students	8	12	43	23
H.I.S. House Tutors	6	12	26	26
Hours of Instruction	200	225	1,240	1,300
Topaz Students	18	41	99	203
Topaz Tutors	6	5	45	21
Hours of Instruction	300	670	3,460	10,233
Kraemer Students	NA	101	NA	362
Kraemer Tutors	NA	8	NA	27
Hours of Instruction	NA	600	NA	2,970
Total Tutors	190	77	310	246
Total Students	226	265	344	354
Total Instruction Hours	1,610	1,641	13,992	16,379



TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MCS*
DATE: June 18, 2007
SUBJECT: **Reference and Adult Services report for April, 2007**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There were also two book displays about gardening and butterflies. On one side of the trough we featured books by and about famous librarians, including webliographies/bibliographies to celebrate National Library Week, April 15-21. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- Dana Hunter, the Butterfly Lady, appeared on the evening of April 16 and spoke to thirteen patrons about butterflies and moths. She brought along many framed butterflies and moths and used them to illustrate the many details she shared. This program drew a more divergent age group than most of our presentations, and Dana appealed equally to the children as well as to the adults with her vibrant, hands-on presentation.
- Upcoming confirmed programs include a workshop to teach patrons how to better utilize the database Ancestry.com that will be done April 30 in the evening and repeated on the following Saturday afternoon (it will be taught by Caroline Rober from the Genealogical Society of North Orange County;) "Series Fiction" on Monday, June 11, with Mr. David Baumann; "Animal Care" on Thursday, October 25, with Dr. Paul Evans; "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.

Statistical Comparisons at the Reference Desk
April FY 2006/2007

	2006	2007	YTD 05-06	YTD 06-07
Phone Reference Questions	193	269	1,748	1,982
Desk Reference Questions	1,770	2,491	14,627	20,818
E-Mail Reference Questions	7	2	55	7
Ready Reference	38	16	316	214
Instruction	60	233	668	1,969
Computer Use	2,527	3,020	23,192	32,220
Reference Books: In-Library Use	3,459	4,240	27,497	37,402
Patron Database Signups	224	N/A	1,909	933

TO: Elizabeth Minter, Library Director
FROM: Mary Strazdas, Librarian *MCS*
DATE: June 18, 2007
SUBJECT: **Reference and Adult Services report for May, 2007**

- There were two Program Committee meetings during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There was also a book display about genealogy. On one side of the trough we featured books by and about famous mothers, including webliographies/bibliographies to celebrate Mother's Day on May 8. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- Caroline Rober of the Genealogical Society of North Orange County California (GSNOCC) repeated her Monday, April 30 class for us on Saturday, May 5. She used the overhead projector and screen shots to advantage in teaching patrons a bit about using the database AncestryLibrary.com. Both workshops were popular, drawing a total of 56 patrons. Monday evening had the larger crowd. There were handouts from GSNOCC and a bibliography/webliography, both of which received positive comments from the participants. There will likely be a class taught in the fall as part of a series done in several local libraries. We may also be able to have Ms. Rober return at another time to instruct individuals who would like more help.
- Upcoming confirmed programs include "Series Fiction" on Monday, June 11, with Mr. David Baumann; "Animal Care" on Thursday, October 25, with Dr. Paul Evans; "True Stories and Other Lies", with Dr. Joseph Arnold, date still to be determined, in January.

Statistical Comparisons at the Reference Desk
May FY 2006/2007

	2006	2007	YTD 05-06	YTD 06-07
Phone Reference Questions	201	224	2,254	2,206
Desk Reference Questions	1,426	2,611	18,182	23,429
E-Mail Reference Questions	1	0	58	7
Ready Reference	30	15	357	229
Instruction	127	300	1,041	2,269
Computer Use	2,820	3,162	28,547	35,382
Reference Books: In-Library Use	3,875	4,150	35,745	41,552
Patron Database Signups	206	N/A	2,327	933

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian *GB*

DATE: June 18, 2007

SUBJECT: History Room report for May

History Room visitors in April: fiscal year: 2005-2006: 4

History Room visitors in April: fiscal year: 2006-2007: 8

I attended the Heritage Coordinating Council meeting on May 1st at the new Orange Public Library and History Center.

A policy was submitted regarding the fee charged for copying pictures from a disc. I contacted other History Rooms to find out their policies. Cathy Thomas at Fullerton Public Library says they do not have a written policy. They use their own discretion. Claudia Horn at the Chapman University's Leatherby Libraries says they do not charge but provide free copies.

An inquiry was made about the origin of the name of Balfour Street. This inquiry was referred to the Fullerton Library History Room as the street is in Fullerton.

Plans were discussed for a new History Room brochure. Deniene Husted is working on this in conjunction with the History Room committee.

A third grader, Hemant Kadiamada of Placentia, contributed a poster to the History Room. This was part of a project in local history for his school. The poster beautifully and accurately illustrates with photographs and text the history of the packinghouses and the citrus industry. The poster is now on display in the History Room.

Books continue to be added to the History Room collection. There are seven copies of our new local history, Early Placentia: one in local history; one in Reference; and five in circulation.

Work continues in organizing photographs, filing articles and taking inventory of the collection.



ON-LINE REFERENCE USAGE FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF MAY 2007

Usage statistics for	Jun '06	Jul '06	Aug '06	Sept '06	Oct '06	Nov '06	Dec '06	Jan '07	Feb '07	Mar '07	Apr '07	May '07
General Reference Center	82	94	39	111	104	99	81	39	82	13	25	55
Opposing Viewpoints	43	50	32	92	62	27	95	51	94	58	17	33
Newsbank -Newspaper search	30	25	6	23	8	52	70	12	6	73	89	149
Newsbank -Magazine search	0	0	0	0	0	2	2	0	0	0	0	0
L.A Times	7	2	0	0	6	9	8	0	6	23	6	0
Wall Street Journal	0	0	47	218	381	6	5	8	20	72	35	17
Heritage Quest	1320	1673	1308	1966	6120	8363	5067	9211	2087	2127	7756	6837
Learning Express (Learn a test)	3	3	5	1	2	2	2	13	7	11	14	3
Novelist	4	44	0	0	175	1	4	9	1	1	2	10
Tumblebooks	177	69	81	252	139	421	864	441	465	388	358	376
MorningStar	-	-	-	135	4	15	38	39	303	322	362	494
Value Line	-	-	-	-	-	-	-	-	195	30	65	100

LIBRARY WEBSITE TRAFFIC FOR THE FISCAL YEAR 2006-2007 THROUGH THE MONTH OF APRIL 2007

	<u>Jun06</u>	<u>Jul06</u>	<u>Aug06</u>	<u>Sep06</u>	<u>Oct06</u>	<u>Nov06</u>	<u>Dec06</u>	<u>Mar07</u>	<u>Apr07</u>	<u>May07</u>	<u>Y-T-D</u>	<u>Average</u>
Unique visitors	1,822	1,865	1,910	1,832	2,035	2,032	1,926	2,569	2,388	2,301	20,680	2,068
Number of visits	2,966	2,987	3,135	3,062	3,469	3,441	3,056	4,317	4,000	3,925	34,358	3,436
(visits per visitor)	1.62	1.60	1.64	1.67	1.70	1.69	1.58	1.68	1.67	1.70		1.63
Pages visited	15,091	16,047	15,571	18,913	23,774	22,888	17,544	20,338	18,835	19,422	188,423	18,842
(pages per visit)	5.08	5.37	4.96	6.17	6.85	6.65	5.74	4.71	4.70	4.94		5.52
Pages most viewed												
Application for library card	69	40	46	0	0	0	62	0	57	44	318	32
Borrowing library materials	136	116	538	122	216	157	96	164	135	117	1,797	180
Calendar	298	228	408	252	187	125	2	174	122	109	1,905	191
Catalog	502	662	673	628	820	1,119	810	491	604	301	6,610	661
Community links	70	75	85	53	71	55	51	66	57	59	642	64
Contact Us	122	108	140	108	150	207	118	150	162	169	1,434	143
Frequently Asked Questions	223	255	313	266	265	189	183	242	261	233	2,430	243
Home page	10,915	12,657	11,394	14,827	18,988	18,073	13,739	14,543	13,008	13,856	142,000	14,200
Kids page	233	111	191	277	155	238	401	206	178	199	2,189	219
Literacy services	57	71	106	70	122	72	42	77	83	72	772	77
Passport applications	214	197	205	182	241	175	178	546	444	311	2,693	269
Photos (pick of the pics)	n/a	n/a	126	141	173	135	96	159	115	85	1,030	129
Searching for information	332	385	37	474	543	642	381	670	626	728	4,818	482

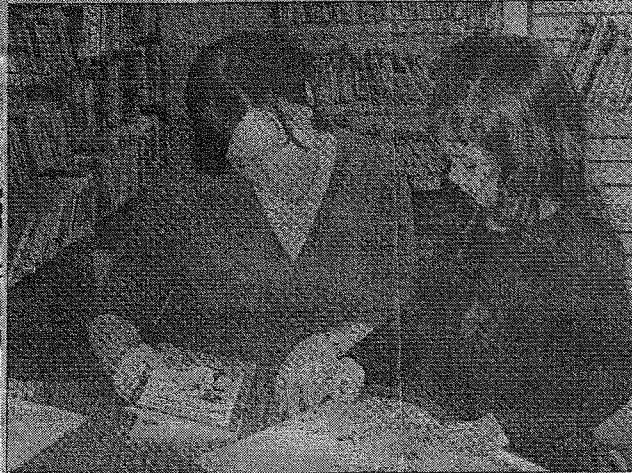
Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: June 13, 2007
SUBJECT: **Technology Report for May 2007**



- The Local History Digital Resource Project is drawing to a close. By the end of June all 200 photos must be correctly catalogued and described, the files uploaded to the State Library server, and the final report (as required by the grant conditions) sent off. Most of my time has been spent completing this project.
- I have begun a review of the Library's website with a view to improving its usability.
- Katie Matas and I attended the Chamber of Commerce Networking Lunch, where we gave a brief demonstration of a Playaway book, the Library's latest audiobook format.

1 SNAPSHOTS

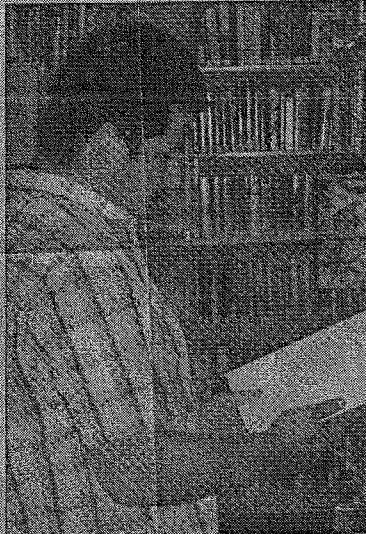


FAMILY TIME: Rochelle Herrera helps daughter Audrey, 5, read 'The Berstein Bears.'

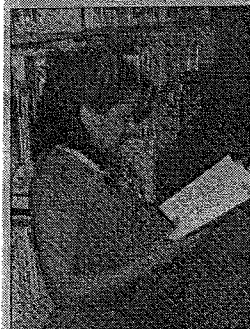
Looking through the stacks

Photos by Jaimee Lynn Fletcher

The La Habra Library is always in action. People browsing shelves, students getting homework done, children exploring the world of words. The library, 221 E. La Habra Blvd., is open 10 a.m. to 8 p.m. Mondays through Thursdays; 10 a.m. to 5 p.m. Saturdays and noon to 5 p.m. Sundays. For information, call 714-526-7723.



MAKING A CHOICE: Ivan Lopez, 29, fingers through shelved books to find the perfect read.



CUDDLING UP WITH A BOOK: Elida Oropeza, 22, snuggles between two bookshelves to find a quiet place to enjoy her book.

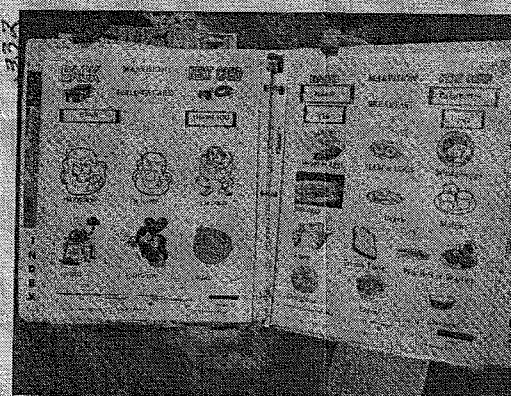


SHELF IT: Volunteer Marianne Getz organizes books on the shelves of the La Habra Library's used book store.



QUIET TIME: Ashley Herrera, 5, quietly reads her story in the children's section of the library.

pacific clippings
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Placentia News
Weekly MAY 10 2007



ADAM TOWNSEND, STAFF PHOTOGRAPHER

ILL COMMUNICATION: The MarVision device helps people with speech loss caused by disease to communicate with loved ones and caregivers.

Sample device helps communication

Library demonstrates prop for the speech-impaired.

By ADAM TOWNSEND
STAFF WRITER

Many people suffer speech loss as a result of diseases like Lou Gehrig's. The Placentia Public Library has a device created by a Dana Point company that uses letter, words and photos to allow those plagued by speech loss to communicate with family and caretakers.

Reference Librarian Mary Struzdas said that the Library doesn't lend the device out, but has it available for demonstration. The apparatus is called "MarVision."

The apparatus is low tech, consisting only of a thick book full of illustrations, letters and numbers that the person points to with a laser pointer affixed to glasses, an arm or hat.

The letters allow someone suffering with speech loss to spell out specific words, while the illustrations of types of food, articles of clothing and other common items and tasks allow caretakers to figure out quickly what their charges need.

Ask for the MarVision Device at the reference desk in the Placentia Public Library.

PROFILE

City hires new finance manager

Deborah Harper comes from the private sector.

By ADAM TOWNSEND
STAFF WRITER



Deborah Harper

Accounting experience: 12 years
Graduated: Cal State Fullerton
Residence: Yorba Linda

Deborah Harper decided to take the open position as Placentia's finance services manager almost three weeks ago, and is already getting her hands dirty doing public accounting.

She dove into Placentia's books as soon as she got the job, wrangling what many citizens and staffers have called seriously confusing accounting problems.

Harper worked for six of the 12 years she's been in the accounting business at Lance, Soil and Lungard, a Brea-based firm that audits financial reports for local governments.

Harper had her first interaction with the public within weeks of starting with the city, presenting a number of corrections for approval by Placentia's Audit Oversight Committee. The corrections helped in the months-long effort by the committee toward untangling the city's finances.

Harper took a few minutes last week to talk to the News-Times about her plans for her new position.

Question: What made you take this job as second-in-command in Placentia's finance department?

A: Working for and auditing governments, I always had an interest in working with finance directors. I just think it's a really neat job. When I was in auditing, I think I had

a broad picture of things. When you go in (managing city finances), you get to see all the detail and the nooks and crannies.

Also, when I was with the CPA firm, I traveled all over California.

Q: Where do you live?

A: Yorba Linda.

Q: What are you responsible for now, as far as city finances?

A: I'm going to have lots of jobs. One of them is overseeing the finance staff and another is overseeing the annual financial statements. The first day I got here, I immediately started on compiling the budget with the numbers we already had.

Q: Given all the controversy of late surrounding the city's finances, is it a little intimidating being under a microscope?

A: No, I'm really used to that. I was an audit manager at Lance, Soil and Lungard. You have to make presentations and communicate with council. That, I'm very comfortable with.

pacific clippings

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The Register
Daily MAY 29 2007

PLACENTIA
Latino vets: The editors of the new book "Forgotten Patriots: Voices of World War II Mexican American veterans of Southern California" will hold a book signing at 6 p.m. May 31 at the Powell Senior Center, 143 S. Chapman Ave. The editors - Cal State Fullerton professors - will speak on the subject of the book. Placentia resident and veteran Alfred Aguirre will also speak.

Adam Townsend
714-704-3706 atownsend@ocregister.com

Money is tight in planning next budget

Budget is still changing, staffers say. Additional revenue could come.

By ADAM TOWNSEND
STAFF WRITER

City staffers call the proposed budget for 2007-08 conservative - it doesn't include revenue they expect from police raising fines and the city increasing other fees as a result of a pending fee study.

Also, though the projected expenditures for next fiscal year equal expected revenues, the budget in its current form would do little to address millions of dollars in general fund deficits from the city's write-off of CalTrans debt.

City Administrator Bob Dominguez initially estimated the city would end the current fiscal year with

a \$5 million deficit, but city staff said the projected deficit would likely be more when the final budget is worked out.

Deaman said the preliminary budget would undergo extensive overhauls throughout the next month until it's ready for approval by council. He said this is ready because he and other new finance staffers hired this year have spent so much time re-arranging the city's "questionable" bookkeeping.

The city spent an estimated \$43.4 million in 2006-07, and now expects to spend \$45.7 million in 2007-08.

Dominguez told council that they might consider budget measures to raise the city's utility tax or to levy a sales tax to bolster safety services if they want

"There will be new sources of revenue. I would strongly recommend against using them for continuing operations until that general fund deficit is addressed."

BOB DOMINGUEZ
CITY ADMINISTRATOR

ed to address the general fund deficit more quickly. In the mean time, departments are tightening their belts and holding off on buying new equipment. The main reasons for budget increases from last year, staffers said, are market forces beyond the city's control - including higher prices of health insurance for employees, gasoline and other consumer goods.

How the money comes and goes

Expected Expenditures	\$45,719,927	Expected Revenue	\$45,719,927
Department	Percent of total	Source	Percent of total
Police department	26%	Property tax	31%
Public works	30%	Misc. revenues	17%
Community services	4%	Sales tax	15%
Development services	12%	Grants	11%
Administrative and legislative	3%	Enterprise funds	10%
Finance	3%	Other taxes	9%
Other expenditures	22%	Utility users tax	6%
		State fees	3%

How to participate

To learn more about the budget or voice your opinions to the City Council, you can attend the public budget hearing at 7 p.m. June 19 in Council Chambers, 401 E. Chapman Ave.

"I think every department cut back as much as they could while continuing to provide essential services."

GREG BOWARD
PLACENTIA COUNCILMAN

DOWN

Legislative and Administration

2007-08 budget request: \$1,179,348
2006-07 estimated expenditures: \$1,203,584

Administrative staff wants to complete revisions to city policies and update the city's emergency operation plan in the upcoming year.

DOWN

Finance

2007-08 budget request: \$1,240,140
2006-07 estimated expenditures: \$1,281,068

Finance officials hope to start accepting credit cards for city fees and continue improving the city's internal accounting system in the upcoming year.

UP

Development Services

2007-08 budget request: \$5,259,273
2006-07 estimated expenditures: \$3,961,606

Completing an environmental report for Old Town redevelopment plans will be a big project for the department in the upcoming year.

UP

Public Works

2007-08 budget request: \$14,014,218
2006-07 estimated expenditures: \$11,802,874

Public works has been hit with salary increases and high gas prices. Materials and supplies, including gas, are seeing an almost \$2 million increase. The department will design a number of projects over the coming year, including a slurry seal program for main streets and storm drain projects.

UP

Community Services

2007-08 budget request: \$2,018,615
2006-07 estimated expenditures: \$1,812,481

The recreation department will address park improvements suggested by the parks development committee, such as completing repairs on the Backs Building or repairing damaged playground equipment at Kraemer Park. Specific projects have not been chosen yet.

DOWN

Police Department

2007-08 budget request: \$12,020,455
2006-07 estimated expenditures: \$12,270,640

The Placentia Police Department this year is under staffed. In the next year, it wants to fill four sworn officer, four part-time cadet, one dispatcher and one secretary positions. Council members have said overtime pay has been a big drag on the budget, so filling the jobs should help that.

SAFETY COMMITTEE MEETING
MAY 24, 2007
MINUTES

I. Call to Order: 11:25 P.M.

Members Attending: Katie Matas
Wendy Goodson
Esther Guzman

Members Absent: Caroline Gurkweitz

II. Old Business

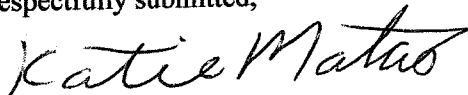
1. The fire extinguishers were checked by Katie Matas on May 24, 2007.
2. The broken Koala Seat in the public women's restroom was removed. The new one was installed.
3. "Working Outdoors – Mosquitoes & Ticks" and "Ladder Madness & Injury Prevention" handouts were distributed at the May 16, 2007 staff meeting.
4. The loose tiles in the lobby were repaired.

III. New Business

None.

The next meeting will be June 27, 2007 at 11:00 A.M.

Respectfully submitted,




Katie Matas



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: June 18, 2007

BACKGROUND

Agenda Item 25 contains information about current legislation affecting independent special districts and libraries.

There have been no requests for legislative action received during this report period.

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

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Receive & File and Adopt the Facility Master Plan for Placentia Library District and set the Facility Master Plan for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M.**

DATE: June 18, 2007

BACKGROUND

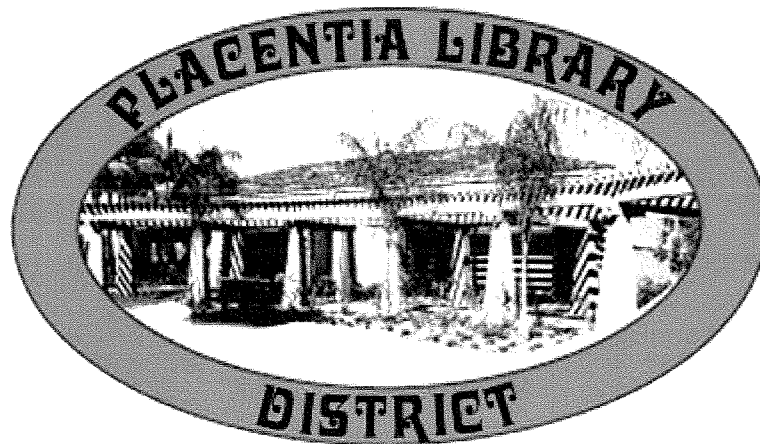
Attachment A is the Placentia Library District Facility Master Plan as amended by the Library Board of Trustees at its Work Session on May 29, 2007.

The next action will be a Library Board Work Session with Marshall Eyerman from MuniFinancial on Thursday, June 28, 2007 at 12:30 P.M. to discuss the implementation of Developer Fees and financing the projects identified in the Facility Master Plan. A copy of the proposal from MuniFinancial from last September and information about the firm and its experience with independent special districts is located at the back of the Agenda Book.

The Board needs to conduct a Public Hearing on the Facility Master Plan -before its final adoption. Copies of the Plan and an invitation to participate in the Public Hearing will be sent to all of the Strategic Planning participants. We will also announce the Public Hearing in the issue of Notations being distributed at the end of June.

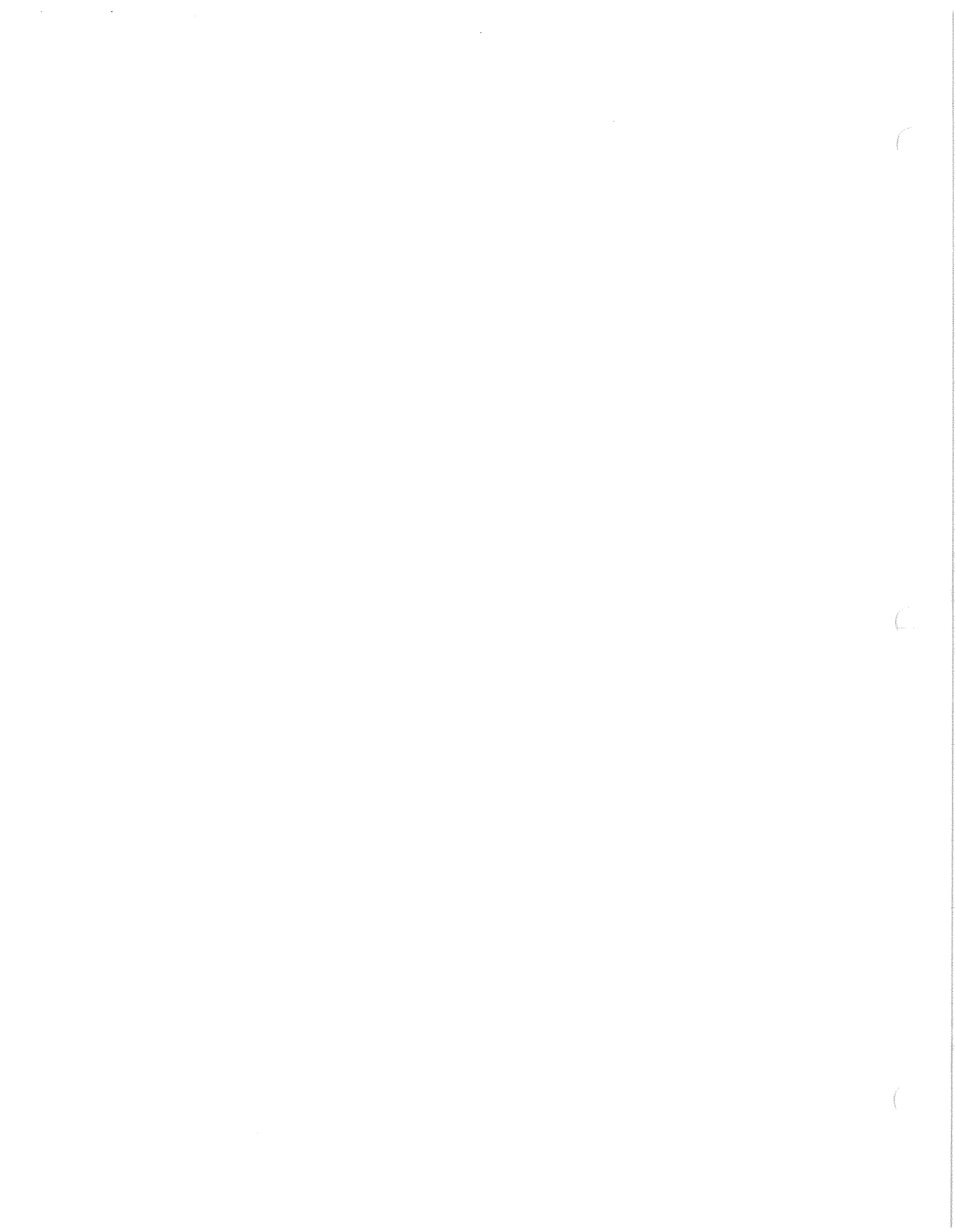
RECOMMENDATIONS

1. Receive & File the Facility Master Plan as prepared by Linda Demmers.
2. Adopt the Facility Master Plan for Placentia Library District, 2007.
3. Set the Facility Master Plan for Placentia Library District, 2007 for a Public Hearing on Monday, August 13, 2007 at 6:30 P.M.



**Placentia Library District
Facility Master Plan**

2007



Placentia Library District
Facility Master Plan

I: Introduction	3
II: Background Information	4
Placentia Library District Service Area.....	4
Placentia Library District: A History	4
History of Placentia	5
Placentia Today	5
Demographics.....	6
III: Current Library	7
Mission Statement.....	7
Facility.....	7
Collections.....	8
Use Data	8
Programs.....	10
Children’s Programs	10
Literacy and Homework Programs.....	10
Placentia Library Friends Foundation	11
History Room	11
Passport and Notary Services	11
IV: Planning Process.....	12
Community Participation.....	12
Community Survey.....	12
Benchmark Study	14
V: Service Goals and Strategic Plan	16
VI: Facility Planning Standards	17
VII: Space Needs Analysis	18

I: Introduction

The purpose of this study is to determine the long term library facility requirements to serve the needs of the Placentia Library District. The study included demographic characteristic and population growth analysis, a community needs assessment, development of a benchmark of performance measures for similar jurisdictions, and recommendation of minimum facility planning standards. This document includes background on the residents of the service area, results of community meetings and community survey, as well as the findings of the benchmark study and proposed planning guidelines.

Upon acceptance of this report, the first steps for the Board of Trustees and District Librarian will be to conduct a feasibility study of the existing facility to determine current code compliance and to assess the useful life of mechanical systems and infrastructure. The next step will be to identify and fund short term projects to maximize space capacity, staff efficiency, and generally upgrade furniture, fixtures and equipment. A library space planner should be engaged to explore internal reorganizations to maximize the use of existing space for the short term.

The Board of Trustees should proceed with the implementation of a library services impact fee for new development in the Placentia Library District service area. The need for this fee is based on the facility standards identified in this report and the growth in the district service population projected through 2025. The facility standards, .75 square feet per capita of library space and 3.33 library items (book volumes and audio-visual items) are derived from the Facility Master Plan. This standard represents the level of service that the District will provide to its residents and businesses through 2025. New development should only be responsible for its fair share of those facilities and collections. The library facilities fee should not burden new development with the cost of facilities associated with serving existing populations, including those deficits identified in Table 10. The District must identify funding sources sufficient to remedy the current deficiencies within the planning timeline (2025).

A library building program for a 44,680 square foot library for the Placentia Library District is included as an appendix. The content of this program reflects community input and increased demand for services, growth projections based on current usage, and information provided by Placentia Library District staff and administration. The content of this program will likely evolve over time as the District fine-tunes and revises its service objectives. A preliminary draft shows that the goals of the Facility Master Plan can be achieved in a facility of 44,000 to 45,000 square feet. This should serve the Library District for many years to come.

II: Background Information

Placentia Library District Service Area

Placentia Library District: A History

Placentia Library District was established on September 2, 1919 under Education Code §§19600-19734, *Library Districts and Museums in Unincorporated Towns and Villages*. It preceded the incorporation of the City of Placentia in 1926.

While the Library was established in 1919, it didn't have a facility until the following January, when it opened a reading room for which it paid \$60 per month in rent. The Library's first employee, Sara Rideout, was hired at 25 cents an hour to staff the reading room and act as the janitor. The entire collection was 198 books.

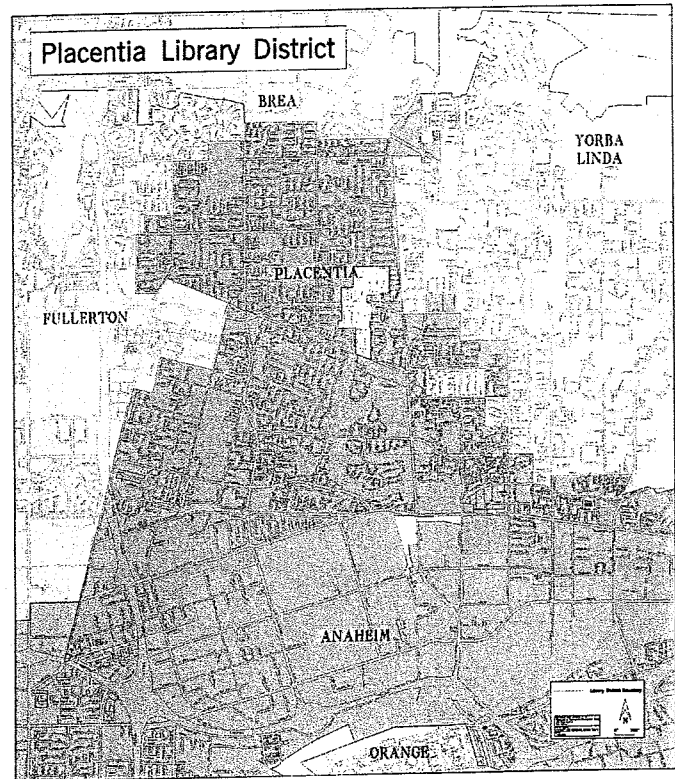
The Library grew gradually in its first years, and the District constructed a library building at 143 South Bradford Avenue, which opened in February 1927. The current building at 411 East Chapman Avenue, Placentia, was opened in September 1974, 55 years after the District's founding.

The Friends of Placentia Library was incorporated in July 1971 and the Placentia Library Foundation was incorporated in October 1994. These organizations merged in April 2007 to become the Placentia Library Friends Foundation. The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through enhancing library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

A five-member Board of Trustees governs Placentia Library District. They are elected to four-year terms. The District's Library Director, Elizabeth Minter, oversees the District's day-to-day operations and manages the District's 15 full-time and 16 part-time staff members.

In fiscal year 2005-2006, Placentia residents accounted for 60 percent of the District's circulation of library materials, Anaheim and Yorba Linda residents another 17 percent, and residents of other communities accounted for 23 percent.

Placentia Library District's service territory today spans approximately 7 square miles and serves an estimated population of 54,980. While the library service area is mainly the City of Placentia and the City's one large unincorporated island, the District also provides services to residents all over southern California. Placentia Library District has 31,785 total registered borrowers in more than 10 cities in Orange County as well as cities throughout Los Angeles, Riverside, and San Diego counties. The District also serves the Placentia-Yorba Linda Unified School District.



History of Placentia

In 1837 the Mexican Governor granted the Rancho San Juan Cajon de Santa Ana to Juan Ontiveros. This land grant was the beginning of Placentia, Anaheim, Fullerton, and La Habra. In the 1860s pioneers such as Daniel Kraemer and William McFadden arrived in the area. The developing communities required schools and churches and the first school District was named the Cajon School District, which later became the Placentia School District. In 1926 Placentia's 500 citizens voted to incorporate. The area's rich land and climate supported a farm industry with crops including citrus, walnuts, avocados and grapes. Placentia became the center of the Valencia orange.

By 1960, the population had reached only 5,000. A period of tremendous growth in the 1960s increased the population to 25,000 by 1970. The population of the City of Placentia today is over 49,000 and continues to grow.

Placentia Today

A bedroom community in Orange County, Placentia is known as a friendly city with a small town feel. Known for its good schools, the area is home to several excellent

institutions of higher learning. The population is culturally diverse and generally well educated. The rate of volunteerism is high and residents participate actively in local government. The area offers many community based activities as well as sports and recreation opportunities.

Demographics

The population of the Placentia Library District service largely coincides with the population of the City of Placentia with the addition of a pocket of unincorporated areas both inside the city boundaries and in outlying areas.

Population increased from 41,259 in 1990 to 46,488 in 2000 and was estimated to be 50,182 in 2005. The population of the service district in 2005 was approximately 10% higher than the number of residents of the City of Placentia. Continued growth is projected by the Southern California Area Governments (SCAG) with the City at 54,753 by 2025. The residential service population of the Placentia Library District in 2007 is 54,980 and is projected to be 60,000 by the year 2025.

	2005	2025	Net Growth
City of Placentia Residents	50,182	54,753	4,571
Additional Service Area Residents	4,798	5,247	449
Subtotal	54,980	60,000	5,020
Employment	18,153	20,065	1,912
Employment Weighting	.10	.10	.10
Weighted Employment	1,815	2,006	191
Total District Service Population	56,795	62,006	5,211

Table 1: Placentia Library District Service Population

The median age of area residents is 33.3, with a slightly higher percentage of the population under the age of 5 than in the rest of the United States and a lower percentage of residents over the age of 65 than in California and the United States. The average household size at 3.07 is substantially larger than the rest of the United States and slightly larger than the California average.

Residents have a long commute with the mean travel time exceeding 26 minutes. There is a high rate of homeownership and a low rate of unemployment in comparison to the rest of California and the United States. Residents have a higher education level and a higher household and personal income level than in the rest of California and the United States. The population is two-thirds white and one-third Hispanic or Latino. Over one-third of residents speak a language other than English in their homes.

III: Current Library






Mission Statement

Placentia Library District's Mission Statement

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.

Facility

Placentia Library District's facility at 411 East Chapman Avenue, Placentia, is located in the Placentia Civic Center which the District co-owns with the City of Placentia through a joint powers authority. It is open to the public 60 hours per week.

The 34 year old building is 22,800 square feet with 80% net to gross efficiency providing approximately 18,000 assignable square feet of space. A large storage area, the rest rooms, aisles, corridors and infrastructure support space occupy an additional 4,200 square feet. Two-thirds (67%) of the current facility is public area containing stacks and reader seats; 12% is staff and support space; and 5% is meeting room space.

The current facility provides 232 reader seats. These are located in the adult reading areas, the children's area, and the Homework/Literacy Center. Seats includes 118 table seats, 32 carrels seats, 88 lounge seats and 12 seats in the History Room which are available for meetings.

The library facility is in need of renovation and repair. The lighting is below current standards throughout most of the public areas. The organization of the circulation area and entrance creates a major bottleneck. The HVAC system and the restrooms are in need of upgrade. The library is missing some of the basic amenities of newer facilities including group study rooms, quiet reading areas, display shelving, teen zone, and large technology enabled meeting facilities.

While community members praise the convenient location of the current library, they request the following improvements: a more distinct definition of the children's room, a centralized location for public use computers, upgrade to public restrooms, expansion of the children's area, updated décor, addition of a conference room, more space for local history, more display area, improvement of interior and exterior lighting, reduction of clutter, and expansion of the facility.

Collections

The library's current holdings exceed 112,000 items including Local History collections and back issues of periodicals. Community members note the need for more fiction and non-fiction, DVDs to replace video format, more children's music and books, more audio books and more bestsellers.

Adult circulating books	56,090
Adult media	7,905
Teen collections	2,914
Juvenile print	35,155
Juvenile media	1,519
Local History	1,828
Magazines	2,480
Adult reference	3,970
Juvenile reference	660
	112,521

Table 2: Library Holdings 2007

Use Data

The total circulation in 2006 was 216,653 for an average turnover of 1.93. The highest use items were audio-visual materials and fiction, with adult DVDs exceeding a turnover rate of 9 and children's DVDs exceeding a turnover rate of 29. The next highest use items were children's videos with a turnover rate of 14 and audio books on CD with a turnover of 7.5. A ten year look at output measures shows that both reference use and attendance have been holding steady, which is notable since other libraries are showing a decline in reference services, and circulation has decreased slightly in the past ten years.

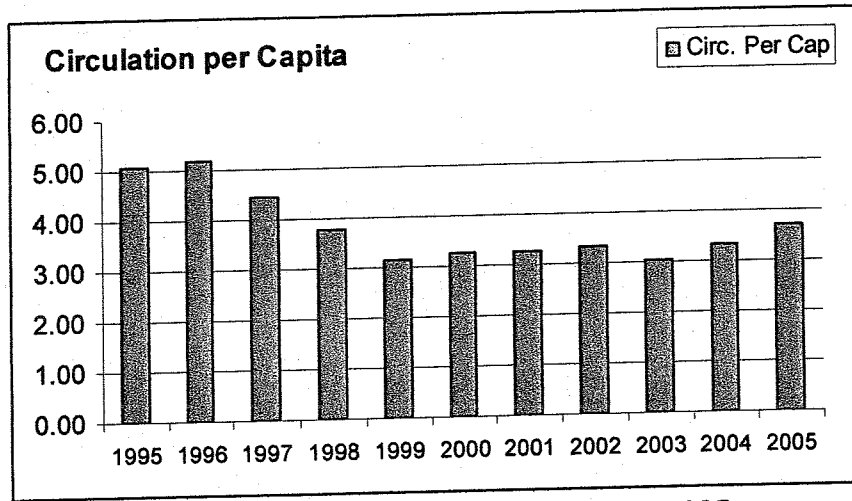


Chart I: Circulation per Capita 1995 - 2005

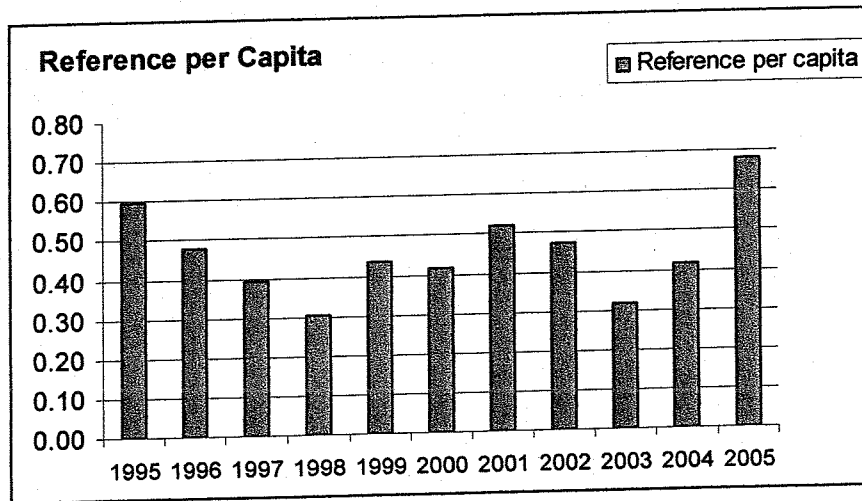


Chart II: Reference per Capita 1995 - 2005

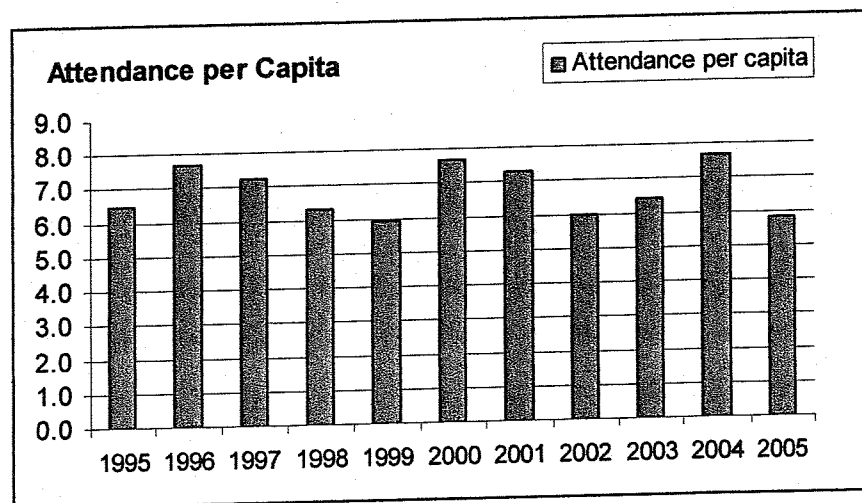


Chart III: Attendance per Capita 1995 - 2005

Programs

Beyond its collections, Placentia Library District provides a wide range of programs and services to its users, including passport and notary services, test proctoring, seasonal reading programs for children and teens, literacy tutoring, and homework help. Library users praise the literacy program, the children's programs, and the great customer service provided by the staff. They note that the Library is an integral part of the community and is engaged with the school district and other community organizations.

Community members noted that the following services need to be expanded: public use computers, self-check stations, home delivery, adult programs, literacy, book clubs, hours, classes, cultural materials,

Children's Programs

The Library offers over 200 children's programs a year including three weekly story times, two weekly music time programs, "Read to the Dogs" program, craft programs and a well subscribed reading incentive program. The annual attendance for children's programs is over 6,000. Small story time programs are staged in the children's area in a small dedicated area. Larger programs are hosted in the meeting room. Most larger programs greatly exceed the capacity of the 952 square foot meeting room.

Literacy and Homework Programs

The Placentia Library Literacy Services (PLLS) began in 1980 as an affiliate of Literacy Volunteers of America. It was the first public library-based literacy program in Orange County. In 1984 PLSS became one of twenty-seven (27) charter members of the California State Library Literacy Campaign. The program serves more than 1,200 children, adults and families annually through a variety of programs developed in partnership with agencies and organizations throughout Orange County. Tutors, who volunteer over 16,000 hours annually, work with students from cities beyond Placentia's borders. Volunteers are recruited from the community, Cal State Fullerton, Western State University College of Law, local high schools and other service groups in the community. Services include tutoring for adults and children, English Language and Literacy Intensive Study, Families for Literacy, Placentia Rotary Reading Enrichment Program, partnerships with local schools, colleges and organizations, and the Placentia Achieves School Success (PASS) Homework Clubs. The PASS Homework Club is held at the Placentia Library from 4 - 6 p.m. Mondays through Thursdays. Other locations include the Homeless Intervention Shelter House and Tuffree Middle School Homework clubs. The Literacy Program is so successful that it requires additional space in the library as well as implementation of additional PASS programs at local schools.

Placentia Library Friends Foundation

The Placentia Library District has a large and dedicated Friends organization that operates a used book store to benefit the library. The sale area is currently housed in a small 164 square foot enclosed room and occupies another 130 square feet in an exit corridor. Although sales are consistently high the organization requires a workroom and a larger store to continue to provide this level of contribution to the library.

History Room

The purpose of the Placentia History Collection is to acquire, organize, preserve, and make available both primary and secondary materials relevant to the history of Placentia and its vicinity. As a resource center for the people of Placentia, this collection includes both historical and current information concerning the cultural, geographic, agricultural, economic, social, and political development of the Placentia area. The collections are managed by a professional librarian with a part-time assignment to the History Room who is ably assisted by several excellent volunteers. The public portion of the facility contains a large conference table and elegant display cabinets. The processing and other support functions are staged in a small workroom close to the History Room.

Passport and Notary Services

Processing and expediting passport applications and offering notary services are supplemental services to the community provided by the Placentia Library District. These are heavily used and greatly appreciated by residents of the area. The processing and support functions are staged in a small private office with queuing and pre-screening activities provided by staff at the circulation desk. The library processes over 6,000 passport applications and 500 notary certifications a year, providing both a valuable service to residents and generating income for the library.

IV: Planning Process

The planning process for the Facility Master Plan was conducted by a library planning consultant under the direction of the Library District's Board of Trustees and the District Librarian. Community meetings, staff interviews, a community survey, and demographic and benchmark studies were the basis of the Facility Master Plan.

Community Participation

The process was kicked off at a Board of Trustees meeting in October 2006. The community was invited to participate in the facility master plan process at three open meetings held in November 2006, January 2007, and March 2007. Attendees at the meetings provided information on the needs of the library service area. They reviewed the results of the demographic analysis, staff interviews, benchmark study, community survey and approved the facility planning standards.

Community Survey

A survey, conducted in the winter of 2007 as part of the study, received over 230 responses. Over two-thirds of the respondents were from the 92870 zip code area; two-thirds do not have children under the age of 18 living at home, and one-third was over the age of 65. 96% of respondents have access to a computer at home. Respondents represented a group of regular library users with 85% having used a library in the past year. Two-thirds of respondents use a library at least several times a month or more frequently with 5% reporting daily use and 7% reporting that they use the library several times a week.

Those who do not use the library use their own computer at home, buy their own books, or do not have the time. Twenty-three percent of respondents noted that they would use materials in a language other than English with the most identified languages being Spanish, Japanese, Chinese, and French.

Ninety-four per cent of library users arrive by automobile followed a distant second by 4% that walk to the library.

Activity	% of Responses
Borrow Books	73%
Borrow DVDs or Videos	33%
FOL Bookstore	32%
Bestsellers/Popular Materials	27%
Reference Assistance	25%
Browse Magazines	21%
Sit and read	21%
Use Library Computers	46%
Borrow Audio Books	45%
Children's Books	45%

Table 3: Top Ranked Current Activities

Materials	% of Responses
Best sellers & Popular Materials	53%
Children's books	47%
Adult fiction	43%
Adult non-fictions	40%
Reference	39%
Community information	33%
School curriculum	31%
Teen books	30%
Local History	29%
DVDs	27%

Table 4: Top Ranked Materials to Increase

Services	% of Responses
Children's Reading Programs	50%
Homework Programs	43%
Reference Assistance	41%
Passport Service	40%
Basic Literacy Programs	39%
Public Computer Access	37%
Teen Programs	33%
Preschool Story Time	32%
English Language Skills	30%
Book Discussion Groups	63%

Table 5: Top Ranked Services to Increase

Qualities	% of Responses
Quiet areas	52%
Children's area	48%
Comfortable seating	47%
Friends of Library Bookstore	43%
Wireless Internet access	40%
Homework center	39%
Internet stations	37%
Local history	36%
Public meeting room	36%
Individual study	27%

Table 6: Top Ranked Qualities to Emphasize

Benchmark Study

To better assess the level of service that the Placentia Library District is and should be providing to its constituents, a benchmark of service indicators for libraries of similar jurisdictions was developed. In all categories of input measures, the Placentia Library placed far below the comparison group average, below the California state average, and below the national average.

Library Name	Print per Capita	Serial Subscriptions per 1K	Video Materials per 1K	Audio Materials per 1K
Comparison Group Average	3.07	8.16	130.74	161.5
State Average (CA)	3.07	8.42	124.61	123.59
National Average	6.5	15.07	285.19	196.57
Comparison Group Median	2.5	4.9	104.92	115.25
State Median (CA)	2.26	4.08	81.75	79.08
National Median	4.42	9.2	167.15	129.69
PLACENTIA LIBRARY DISTRICT	1.93	2.97	71.52	70.49
ALTADENA LIBRARY DISTRICT	2.52	23.51	41.58	96.19
ARCADIA PUBLIC LIBRARY	3.31	4.65	93.36	74.03
BUENA PARK LIBRARY DISTRICT	1.22	4.33	47.41	52.13
CARLSBAD CITY LIBRARY	3.09	15.05	169.03	261.73
EL SEGUNDO PUBLIC LIBRARY	9.19	16.74	368.66	581.9
FULLERTON PUBLIC LIBRARY	2.14	2.16	85.71	100.69
GLENDORA LIBRARY & CULTURAL CENTER	2.47	5.15	117.52	142.5
NATIONAL CITY PUBLIC LIBRARY	3.17	4.39	161.82	79.46
ORANGE PUBLIC LIBRARY	1.82	1.46	83.2	173.24
PALOS VERDES LIBRARY DISTRICT,	3.52	10.68	191.19	145.63
SAN BRUNO PUBLIC LIBRARY	2.34	5.5	116.48	122.11
YORBA LINDA PUBLIC LIBRARY	2.05	4.33	92.91	108.4

Table 7: Benchmark Input Measures

In output measures, the Placentia Library fell below the comparison group, state and national average and median for circulation and reference per capita, but above all groups' average and median for visits per capita and above the comparison group average and the national and state median for Interlibrary Loan items received.

Library Name	Circulation per Capita	Visits per Capita	Ref per Capita	ILL Received per 1K
Comparison Group Average	9.01	7.27	2.09	44.89
State Average (CA)	7.39	5.97	1.05	128.18
National Average	8.3	5.77	0.9	262.76
Comparison Group Median	7.38	5.24	0.88	5.28
State Median (CA)	5.22	4.3	0.73	13.96
National Median	6.54	4.43	0.49	53.62
PLACENTIA LIBRARY DISTRICT	3.34	7.67	0.42	60.09
ALTADENA LIBRARY DISTRICT	7.43	3.88	0.78	1.6
ARCADIA PUBLIC LIBRARY	12.77	9.67	1.48	1.42
BUENA PARK LIBRARY DISTRICT	2.92	N/A	0.82	6.34
CARLSBAD CITY LIBRARY	10.19	3.97	1.16	104.71
EL SEGUNDO PUBLIC LIBRARY	16.74	17.29	14.65	42.26
FULLERTON PUBLIC LIBRARY	5.64	3.53	0.63	0.24
GLENDORA LIBRARY & CULTURAL CENTER	7.32	5.22	0.94	8.9
NATIONAL CITY PUBLIC LIBRARY	12.66	11.48	1.17	4.22
ORANGE PUBLIC LIBRARY	5.14	4.39	0.74	N/A
PALOS VERDES LIBRARY DISTRICT,	14.55	9.1	1.78	9.22
SAN BRUNO PUBLIC LIBRARY	7.25	6.19	0.63	314.28
YORBA LINDA PUBLIC LIBRARY	5.49	5.26	0.28	0.59

Table 8: Benchmark Output Measures

In 2005, the statewide average for square feet of library space per capita was .68. It is currently closer to .90 square feet per capita with many jurisdictions setting their standards at between .61 and one square foot per capita. Statewide the average number of volumes per capita was 3.17 in 2005 and the number of Internet terminals available in libraries statewide was .39 per 1,000 residents.

V: Service Goals and Strategic Plan

The Strategic Plan for Placentia Library for 2010 outlines the Library's goals for Public Service, Technology, Operations, Finance, and the Facility.

The goals for the **facility** are:

Placentia Library District seeks to improve its physical facility by making it compliant with Americans with Disabilities Act requirements, by making better use of the space available through remodeling and interior design, by expanding the facility on the current site and by improving the parking. Identified objectives are:

- Select and work with a public library building consultant to develop a plan for space utilization of the current building and propose uses for expanded space.
- Select and work with a capital project finance consulting firm to develop a plan for capital funding options for remodeling, renovation, and expansion.
- Implement minimal-cost facility projects costing less than \$20,000 per project, that will improve staff productivity and the public's ability to use the library.

Other goals identified in the report include collection expansion, increase of self-check, and increased availability of computer access. Public service goals include expanded homework clubs, development of a business center, migrating collections to new formats, and remodel the preschool reading area.

The Strategic Plan outlines capital improvements projects for the short-term; i.e., those that can be undertaken to improve the existing facility without expansion.

VI: Facility Planning Standards

Using benchmarks averages for peer institutions and existing planning guidelines of other local, regional, and state organizations, the Placentia Library District adopted the recommendation of the planning consultant to implement following standards.

	Placentia Library Current	Adopted Standard
Print per capita	1.93	3
Serials per 1K	2.97	4
Reader seats per 1K	4.3	5
AV per capita	.13	.33
Meeting seats per 1K	1.5	5
Technology stns per 1K	.39	1
Square feet per capita	.46	.75

Table 9: Recommended Facility Planning Standards

Based on a service population in 2007 of 54,980, the Library has a significant deficit in collections, seats, and meeting space, with an overall facility deficit of 18,436 square feet.

	Current holdings	Implemented Standards 2007	2007 Deficit 54,980 pop.
Print volumes	102,849	159,600	56,751
Serials	158	219	62
Reader seats	220	274	54
Video/DVD/CD	7,501	18,143	10,642
Meeting seats	80	274	194
Technology stns.	21	55	34
Facility GSF	22,800	41,235	18,436

Table 10: 2007 Facility and Collection Deficit

At the 2025 service population, with an additional 5,000 residents to be served, the space deficit increases to 22,200 square feet.

	Current holdings	Implemented Standards 2025	2025 Deficit 60,000 pop
Print volumes	102,849	180,000	77,151
Serials	158	240	82
Reader seats	220	300	80
Video/DVD/CD	7,501	19,800	12,299
Meeting seats	80	300	220
Technology stns.	21	60	39
Facility GSF	22,800	45,000	22,200

Table 11: 2025 Facility and Collection Deficit

VII: Space Needs Analysis

The Placentia Library will require significant additional space to provide the collections and new and expanded services that its constituents require. The current facility is 34 years old and nearly full to capacity. Minor reorganizations might yield space for additional collections and reader seats, but fall far short of the current space deficit. Major renovation will be required to accommodate the required technology; the group and individual study spaces; the quiet areas; the signature spaces for teens, children, and the business community; and expanded meeting room capacity.

In order to meet the minimum standards recommended in the Facility Master Plan, to serve today's population, 18,435 additional square feet are required. To meet the needs of the next 20 years growth will require an additional 22,200 square feet. In order to meet the needs of the population in 2025, the library will require 45,000 square feet of space.

The 20 year requirement for the Placentia Library District includes a print collection of 180,000 volumes, 19,800 audio-visual collections, 290 reader seats, 300 meeting room seats, and 60 public use terminals as well as expanded space for Local History collections, storage and use, expanded and improved Friends of the Library book sale and work facilities; and increased space allocated to Literacy Services and Homework Clubs.

	Library Space	Items ¹
Existing Library Facilities	22,800	110,350
New Facilities needed (square feet/volumes)	22,200	89,450
Total Facilities (2025)	45,000	199,800
Service population 2025	60,000	
Facility Standard (sq. ft/volumes per capita)	.75	3.33

Table 12: Library Facilities Needs and Standards (2025)

As shown in Table 12 above, the District currently owns 22,800 square feet of library space. Using the newly adopted standards, the Facility Master Plan requires 45,000 square feet, or an increase of 22,200 square feet by 2025. The equivalent facility planning standards is .75 square feet per of capita. The project cost of new library space in 2007 is approximately \$700 per square foot.

The current facility requires significant finish and fixture upgrade and may require the replacement of major mechanical systems. A major renovation of the current facility can be estimated at a minimum of \$2.2 million.

¹ Items are based on the standards for book collections at 3 volumes per capita and audio-visual collections at .33 items per capita.

The District currently has 102,849 print volumes (2.4 volumes per capita). The master plan recommends a collection of 3.0 volumes per capita or the acquisition of an additional 77,151 volumes. The Library owns 7,501 audio-visual items or .14 items per capita. The estimated cost of acquiring one book or one audio-visual item is \$50.

<u>New Library Space</u>	22,200
Cost per square foot	<u>\$700</u>
Subtotal	\$15,540,000
Upgrades to current facility	<u>\$2,200,000</u>
Total Space Costs	\$17,740,000
<u>Volumes</u>	
New library volumes ²	89,450
Cost per volume	<u>\$50</u>
Total Volumes Costs	\$4,472,500
Total Library Facilities Costs	\$22,212,500

Table 13: Cost of Library Facilities Needed by 2025

	Space	Volumes
<u>New Library Space</u>		
Facility Standard (per capita)	.75	3.33
Service population growth 2007 - 2025 ³	<u>5,020</u>	<u>5,020</u>
Facility needs for growth	3,765	16,716
Cost per sq.ft/volume	<u>\$700</u>	<u>\$50</u>
Subtotal	\$2,373,000	\$835,830
Total Cost of Facilities Needed to Accommodate Growth		\$3,208,830

Table 14: Library Facilities Needed to Accommodate Growth

	Library Space	Volumes/Items
Facility standards	.75	3.33
Existing service population	<u>54,980</u>	<u>54,980</u>
Facility needs for existing population	41,235	183,083
Existing facilities	<u>22,800</u>	<u>110,350</u>
Net facilities needed (sq. ft./volumes)	18,435	72,733
Cost per square foot/volume	<u>\$700</u>	<u>\$50</u>
Subtotal	\$12,904,500	\$3,636,650
Upgrades to existing facility	<u>\$2,200,000</u>	n/a
Total All Facilities	\$15,104,500	
Total Cost to Accommodate Existing Population		\$18,741,150

Table 15: Library Facilities Needed to Accommodate Existing Service Population

² New collections are calculated at 3.33 items per capita for 3 print volumes and .33 audio-visual items per capita.

³ Excludes weighted employment population which would increase the Library Service District population growth by approximately 200.

A Library Services Impact Fee Study can fully assess the costs of providing library services to residents of the District in coming years. Based on 2007 cost projections and an average household size of 3.07, the estimated additional burden of each household can be calculated to be the following:

Volumes per capita (3.33) x \$50/each x 3.07 residents = \$511.15
Facilities per capita (.5 sq. ft.) x \$700 x 3.07 residents = \$1074.50
Estimated cost per additional household = \$1585.65

TABLE OF CONTENTS

1. Library Collections	
1.1 Allocation of the Library's Collections	1-1
1.1.1 Allocation of the Library's Book Collection	1-1
1.1.2 Allocation of the Library's Multimedia Collection	1-3
1.1.3 Allocation of the Library's Periodical Collection	1-4
2. Facility Space Requirements	
2.1 Library Division Sq. Ft. Summary	2-1
2.2 Library Space Sq. Ft. Summary	2-2
2.3 Library Space Sq. Ft. Summary with F & E and Shelving	2-6
3. Net Assignable Square Footage	
3.1 Net Sq. Ft. Summary for Furniture & Equipment and Shelving	3-1

Allocation of the Library's Book Collection

CATEGORY				Projected	Volumes/
Subcategory	Percent of	Projected	Percent in	Volumes	Linear
Volume Type	Collection	Total Volumes	Circulation	on Shelf	Foot
Adult/Young Adult	64.48%	112,173	19.04%	90,818	9.14
Browsing					
New Books	0.55%	960	50.00%	480	8
New Books (Face Out)	0.29%	500	50.00%	250	1
Fiction					
Fiction	8.05%	14,000	25.00%	10,500	9
Mysteries	2.76%	4,800	25.00%	3,600	9
Paperbacks	6.90%	12,000	30.00%	8,400	10
Romance	1.44%	2,500	25.00%	1,875	9
Science Fiction & Fantasy	1.15%	2,000	25.00%	1,500	9
Westerns	0.69%	1,200	25.00%	900	9
International Languages					
Asian Languages	0.86%	1,500	20.00%	1,200	12
International Languages	0.57%	1,000	20.00%	800	14
Spanish Language	1.44%	2,500	20.00%	2,000	8
Large Print					
Large Print	2.30%	4,000	10.00%	3,600	8
Literacy					
Literacy	0.86%	1,500	10.00%	1,350	24
Literacy Reference	0.11%	200	0.00%	200	12
Literacy Self Instruction	0.29%	500	10.00%	450	10
Local History					
Local History	1.44%	2,500	0.00%	2,500	8
Non-Fiction					
Non-Fiction	28.74%	50,000	15.00%	42,500	9
Ready Reference					
Ready Reference	0.13%	225	0.00%	225	6
Reference					
Reference	2.30%	4,000	0.00%	4,000	8
Reference (Encyclopedias, Directories, Etc.)	0.17%	288	0.00%	288	8
Young Adult					
Young Adult	3.45%	6,000	30.00%	4,200	14
Children/Juvenile	35.52%	61,805	26.92%	45,167	14.9
Children's Easy Readers					
Children's Easy Readers	2.59%	4,500	25.00%	3,375	20
Children's Picture Books					
Children's Picture Books	5.17%	9,000	35.00%	5,850	20
Children's Spanish Language Picture Books	0.29%	500	45.00%	275	20



Children's Ready Reference					
Children's Ready Reference	0.04%	70	0.00%	70	8
Children's Reference					
Children's Reference	0.38%	660	0.00%	660	
Homework					
Homework	0.30%	525	10.00%	472	8
Juvenile Fiction					
Juvenile Fiction	6.75%	11,750	30.00%	8,225	13
Juvenile International Language					
Juvenile International Languages	0.46%	800	20.00%	640	26
Juvenile Spanish Language	0.86%	1,500	20.00%	1,200	20
Juvenile Non-Fiction					
Juvenile Non-Fiction	18.39%	32,000	25.00%	24,000	13
Parent/Teacher Books					
Parent/Teacher Books	0.29%	500	20.00%	400	8
<hr/>					
Totals:	<u>100.00%</u>	<u>173,978</u>	<u>21.84%</u>	<u>135,985</u>	<u>11.1</u>



Allocation of the Library's Multimedia Collection

CATEGORY				Projected	Volumes/
Subcategory	Percent of	Projected	Percent in	Volumes	Linear
Volume Type	Collection	Total Volumes	Circulation	on Shelf	Foot
Adult/Young Adult	<u>77.50%</u>	<u>15,500</u>	<u>40.00%</u>	<u>9,300</u>	<u>10.8</u>
Audio Book Cassette					
Audio Book Cassette	5.00%	1,000	30.00%	700	7
Audio Book Compact Disc					
Audio Book CD (CD ROM)	17.50%	3,500	30.00%	2,450	7
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	10.00%	2,000	30.00%	1,400	15
DVD					
DVD	32.50%	6,500	50.00%	3,250	15
Video Cassette					
Video Cassette	12.50%	2,500	40.00%	1,500	10
Children/Juvenile	<u>22.50%</u>	<u>4,500</u>	<u>42.49%</u>	<u>2,588</u>	<u>13.4</u>
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	3.75%	750	40.00%	450	15
DVD					
DVD	10.00%	2,000	50.00%	1,000	15
Juvenile Audio books					
Audio Book CD (CD ROM)	2.50%	500	30.00%	350	7
Media Kits					
Media Kit (Audio Cassette W/ Book)	1.25%	250	25.00%	188	20
Video Cassette					
Video Cassette	5.00%	1,000	40.00%	600	10
Totals:	<u>100.00%</u>	<u>20,000</u>	<u>40.56%</u>	<u>11,888</u>	<u>12.1</u>



Allocation of the Library's Periodical Collection

CATEGORY					
Subcategory	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volume Linear Foot
Volume Type					
<u>Adult/Young Adult</u>	<u>89.38%</u>	<u>202</u>	<u>0.00%</u>	<u>202</u>	<u>1</u>
Current Magazines					
Current Magazines	77.43%	175	0.00%	175	1
Current Newspapers					
Current Newspapers	3.98%	9	0.00%	9	1
Spanish Language					
Current Spanish Language Magazines	3.98%	9	0.00%	9	1
Young Adult Current Magazines					
Young Adult Current Magazines	3.98%	9	0.00%	9	1
<hr/>					
<u>Children/Juvenile</u>	<u>10.62%</u>	<u>24</u>	<u>0.00%</u>	<u>24</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	7.96%	18	0.00%	18	1
Children's Current Spanish Language Magazines	2.65%	6	0.00%	6	1
<hr/>					
Totals:	<u>100.00%</u>	<u>226</u>	<u>0.00%</u>	<u>226</u>	<u>1</u>



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION SQ. FT.	Percent of Total
Adult Area: Fiction	2,262	7%
Adult Area: International Languages	242	1%
Adult Area: Non-Fiction	3,416	10%
Adult Area: Periodicals	1,178	4%
Adult Area: Reference	2,814	8%
Audio-Visual Library	704	2%
Browsing	704	2%
Children: Children's Services	7,409	22%
Circulation, Self-check & Staff Workroom	1,284	4%
Circulation: Passport and Notary Services	1,002	3%
Entrance: Meeting Rooms	4,267	13%
Entrance: Lobby, Bookstore and Café	881	3%
Special: Local History	1,274	4%
Special: Placentia Library Literacy Services	1,474	4%
Staff: Administration	1,090	3%
Staff: Lounge and Entrance	368	1%
Staff: Storage and Building Services	1,178	4%
Staff: Technical Services	783	2%
Teen Services	1,180	4%
Net Assignable Square Footage:	33,510	100%
Non-Assignable Square Footage (@ 25% of Gross):	11,170	
Gross Square Footage:	44,680	



Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
		<u>2,262</u>
<u>Adult Area: Fiction</u>		
Fiction Collection & Seating	2,262	
		<u>242</u>
<u>Adult Area: International Languages</u>		
International Languages Collection & Seating	242	
		<u>3,416</u>
<u>Adult Area: Non-Fiction</u>		
Non-Fiction Collection & Seating	3,416	
		<u>1,178</u>
<u>Adult Area: Periodicals</u>		
Current Magazine & Newspaper Display & Seating	1,178	
		<u>2,814</u>
<u>Adult Area: Reference</u>		
Conference Room	229	
Head of Public Service	151	
Reference Collection & Seating	1,458	
Reference Desk	276	
Reference Workroom	400	
Study Room A	150	
Study Room B	150	
		<u>704</u>
<u>Audio-Visual Library</u>		
AV Collection & Seating	704	
		<u>704</u>
<u>Browsing</u>		
New Book Display	704	
		<u>7,409</u>
<u>Children: Children's Services</u>		
Children's AV Collection & Seating	274	
Children's Collection & Seating	1,160	
Children's Desk	138	
Children's Office	143	
Children's Reference & Technology Area	860	
Children's Workroom	440	



LIBRARY DIVISION

Space Name

SPACE
SQ. FT.

Children: Children's Services

7,409

Family Rest Room	N/A
Homework Center	1,933
Juvenile Collection & Seating	1,884
Parenting & Teachers' Collection & Seating	112
Storage/Supply Room	76
Storytime Area	389

Circulation, Self-check & Staff Workroom

1,284

Book Return Room	64
Circulation Desk	451
Circulation Workroom	485
Copy Center	164
Self-Check Out Bay	60
Self-Service Reserved Book Bay	60

Circulation: Passport and Notary Services

1,002

Passport/Notary Check In & Payment	83
Passport/Notary Processing Room	180
Passport/Notary Processing Room A	180
Passport/Notary Processing Room B	180
Passport/Notary Reception & Waiting Area	379

Entrance: Meeting Rooms

4,267

AV, Chair & Table Storage Room	237
Kitchen	243
Kitchenette	81
Meeting Room	3,706

Entrance: Lobby, Bookstore and Café

881

Friends' Bookstore, Café, Coffee Shop & Gift Shop	881
Public Entrance & Lobby	N/A
Public Rest Rooms	N/A

Special: Local History

1,274

Local History Collection & Seating	714
Local History Workroom	560



LIBRARY DIVISION

SPACE
SQ. FT.

Space Name

Special: Placentia Library Literacy Services

1,474

Literacy Collection & Seating	665
Literacy Office	139
Literacy Study/Tutoring Room	150
Literacy Study/Tutoring Room A	150
Literacy Workroom	370

Staff: Administration

1,090

Administrative Staff Office	174
Copy Room	239
Library Director's Office	322
Manager of Administrative Services	145
Placentia Library Friends Foundation Office	140
Staff Rest Room	N/A
Storage/Supply Room	70

Staff: Lounge and Entrance

368

Kitchenette	106
Staff Entrance & Lobby	N/A
Staff Lounge	262
Staff Rest Rooms	N/A

Staff: Storage and Building Services

1,178

Custodial Workroom	137
Friends' Book Storage & Workroom	458
General Library Storage Room	440
Mechanical Equipment Room	N/A
Shipping & Receiving	143

Staff: Technical Services

783

Computer/Telecommunications Room	126
Technical Services Office	149
Technical Services Workroom	508

Teen Services

1,180

Teen Area	1,041
Teen Study Room	139



LIBRARY DIVISION

SPACE
SQ. FT.

Space Name

Net Assignable Square Footage:	<u>33,510</u>
Non-Assignable Square Footage (@ 25% of Gross):	11,170
Gross Square Footage:	<u>44,680</u>



Library Space Sq. Ft. Summary with Furniture and Equipment

LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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ADULT AREA: FICTION

2,262

FICTION COLLECTION & SEATING

2,262

Chair, Lounge 36"w x 36"d	12	35	420	
Chair, Reader's 21"w x 21"d	12	0	0	
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0	
Stool, Kick-Step	8	0	0	
Table, End 30"w x 30"d x 20"h	3	12	36	
Table, Reader's 48" diameter x 29"h (4 Person)	3	80	240	
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	20	40	
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 3,600 Large Print	15	18	270	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 3,600 Mysteries	10	18	180	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 8,400 Paperbacks	20	18	360	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 10,500 Fiction	28	18	504	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1,500 Science Fiction & Fantasy	4	18	72	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1,875 Romance	5	18	90	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 900 Westerns	5	10	50	



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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ADULT AREA: INTERNATIONAL LANGUAGES

242

INTERNATIONAL LANGUAGES COLLECTION & SEATING			242
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	1	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	1	20	20
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1,200 Asian Languages	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 800 International Languages	2	18	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 2,000 Spanish Language	12	10	120
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 9 Current Spanish Language Magazines	1	12	12

3,416

ADULT AREA: NON-FICTION

NON-FICTION COLLECTION & SEATING			3,416
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	6	40	240
Chair, Reader's 21"w x 21"d	38	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Stool, Kick-Step	10	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	8	100	800
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 42,500 Non-Fiction	132	18	2,376

1,178

ADULT AREA: PERIODICALS

CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING			1,178
Chair, Lounge 36"w x 36"d	16	35	560
Chair, Reader's 21"w x 21"d	16	0	0
Table, End 30"w x 30"d x 20"h	4	12	48



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING

1,178

Table, Reader's 48" diameter x 29"h (4 Person)	4	80	320	
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelf 3'W x 12"D unit w/ fixed sloping shelf 9 Current Newspapers	1	10	10	
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 175 Current Magazines	20	12	240	

ADULT AREA: REFERENCE

2,814

CONFERENCE ROOM

229

Chair, Conference Room At conference table - 26"w x 28"d	8	0	0	
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0	
Projection Screen, Wall Mounted Front projection	1	0	0	
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225	
Telephone Handset	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	4	4	

HEAD OF PUBLIC SERVICE

151

Art Print Framed	1	0	0	
Chair, Department Head's Mid-back high quality with casters	1	0	0	
Chair, Visitor's	1	15	15	
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0	
Credenza 66"w x 24"d x 30"h	1	25	25	
Desk, Department Head's 66"w x 36"d	1	55	55	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20	
Printer, Laser (B&W)	1	0	0	
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	3	12	36	
Telephone Handset	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	0	0	



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

REFERENCE COLLECTION & SEATING **1,458**

Chair, Reader's 21"w x 21"d	16	0	0
Chair, Technology Workstation 21"w x 21"d	18	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	18	0	0
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	2	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	4	100	400
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	18	40	720
Technology Equipment Counter 4'w x 30"d with lockable storage underneath	2	25	50
Waste Basket 13"w x 15"d x 15"h	2	0	0
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 288 Reference (Encyclopedias, Directories, Etc.)	2	18	36
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 4,000 Reference	14	18	252

REFERENCE DESK **276**

Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	3	6	18
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 225 Ready Reference	5	10	50

REFERENCE WORKROOM **400**

Book Truck 36"w x 24"d	4	10	40
Bulletin Board	1	0	0



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
REFERENCE WORKROOM				400	
Cabinets, Above Counter 1 linear foot x 24"d	6	0	0		
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0		
Chair, Task Low back mid-quality with casters 25"w x 25"d	4	0	0		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0		
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	4	14	56		
Printer, Laser (Color)	1	0	0		
Recycling Bin	1	10	10		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	4	10	40		
Storage Cabinet 36"w x 18"d x 65"h	1	18	18		
Telephone Handset	4	0	0		
Waste Basket 13"w x 15"d x 15"h	4	4	16		
White Board 3' x 4' - erasable marker board	1	0	0		
Workstation, Reference Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	55	220		
STUDY ROOM A				150	
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0		
Table, Group Study 60"w x 36"d x 29"h (4 Person)	1	150	150		
Waste Basket 13"w x 15"d x 15"h	1	0	0		
White Board 3' x 4' - erasable marker board	1	0	0		
STUDY ROOM B				150	
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0		
Table, Group Study 60"w x 36"d x 29"h (4 Person)	1	150	150		
Waste Basket 13"w x 15"d x 15"h	1	0	0		
White Board 3' x 4' - erasable marker board	1	0	0		



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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AUDIO-VISUAL LIBRARY

704

AV COLLECTION & SEATING

704

36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3'W x 24"D unit with End panels & Canopy top 700 Audio Book Cassette	4	18	72	
36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3'W x 24"D unit with End panels & Canopy top 2,450 Audio Book CD (CD ROM)	13	18	234	
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 1,400 Audio Compact Disc (CD)	5	24	120	
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box 3,250 DVD	17	10	170	
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3'W x 24"D unit - 28 video cassettes/shelf 1,500 Video Cassette	6	18	108	

704

BROWSING

NEW BOOK DISPLAY

704

Chair, Lounge 36"w x 36"d	4	35	140	
Chair, Reader's 21"w x 21"d	8	0	0	
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0	
Lamp, Table	2	0	0	
Rack, Literature Display Handout Wall-mounted	1	0	0	
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160	
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70	
Waste Basket 13"w x 15"d x 15"h	1	4	4	
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 250 New Books (Face Out)	9	30	270	
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 480 New Books	2	30	60	



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CHILDREN: CHILDREN'S SERVICES

7,409

CHILDREN'S AV COLLECTION & SEATING				274
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	18	36	
3'W x 24"D unit w/end panels & canopy top				
350 Audio Book CD (CD ROM)				
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	2	10	20	
3'W x 12"D unit w/end panels & canopy top				
188 Media Kit (Audio Cassette W/ Book)				
Compact Disc, CD-ROM & DVD Display Browser	2	24	48	
Three extendable drawers 38"w x 20"d x 42"h				
450 Audio Compact Disc (CD)				
Compact Disc, CD-ROM & DVD Display Browser	5	24	120	
Three extendable drawers 38"w x 20"d x 42"h				
1,000 DVD				
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	5	10	50	
3'W x 12"D unit - 28 video cassettes / shelf				
600 Video Cassette				
CHILDREN'S COLLECTION & SEATING				1,160
Chair, Child's	30	0	0	
14"w x 13"d x 10-16"h				
Chair, Child's Lounge	4	20	80	
21"w x 19"d				
Table, Children's	6	80	480	
60"w x 36"d x 21-26"h (4 Person)				
Table, Children's Slant Top	1	90	90	
78"w x 30"d x 21-26"h (6 Person)				
Waste Basket	1	4	4	
13"w x 15"d x 15"h				
36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves	17	18	306	
3'W x 24"D unit w/end panels & canopy top				
5,850 Children's Picture Books				
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	10	18	180	
3'W x 24"D unit w/end panels & canopy top				
3,375 Children's Easy Readers				
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	10	20	
3'W x 12"D unit w/end panels & canopy top				
275 Children's Spanish Language Picture Books				
CHILDREN'S DESK				138
Book Truck	1	10	10	
36"w x 24"d				
Chair, Task	1	0	0	
Low back mid-quality with casters 25"w x 25"d				
Clock	1	0	0	
Wall-mounted				



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CHILDREN'S DESK				138
Computer, Staff Desktop	1	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
Printer, Laser (Color)	1	0	0	
Queuing Space (Per Person)	4	6	24	
Telephone Handset	1	0	0	
Waste Basket	1	4	4	
13"w x 15"d x 15"h				
Workstation, Children's Desk	1	90	90	
7'w x 30'd w/ 7' behind desk & 3.5' in front				
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	10	10	
3'W x 12'D unit w/end panels & canopy top				
70 Children's Ready Reference				
CHILDREN'S OFFICE				143
Art Print	1	0	0	
Framed				
Bulletin Board	1	0	0	
Chair, Department Head's	1	0	0	
Mid-back high quality with casters				
Chair, Visitor's	1	15	15	
Computer Stand	1	20	20	
Computer, Staff Desktop	1	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
Credenza	1	25	25	
60"w x 24"d x 30"h				
Desk, Department Head's	1	55	55	
66"w x 36"d				
File Cabinet, Vertical (Four Drawer)	1	14	14	
18"w x 29"d x 52"h				
Printer, Laser (Color)	1	0	0	
Shelving, SF 90"h Steel W/ 7 Shelves	1	10	10	
3'w x 12'd unit				
Telephone Handset	1	0	0	
Waste Basket	1	4	4	
13"w x 15"d x 15"h				
CHILDREN'S REFERENCE & TECHNOLOGY AREA				860
Chair, Juvenile	18	0	0	
16"w x 16"d x 16-18"h				
Chair, Technology Workstation	12	0	0	
21"w x 21"d				
Computer, Public Desktop	12	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
Dictionary Table Top Stand	1	0	0	
22"w x 14"d x 6"h wood				



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CHILDREN'S REFERENCE & TECHNOLOGY AREA **860**

Print Release Station	2	0	0	
PC workstation with 15" touch screen monitor and high speed laser printer				
Table, Juvenile	3	90	270	
72"w x 36"d x 27"h (6 Person)				
Technology Carrel	12	40	480	
41"w x 30"d (1 Person) sit-down w/ power & data management				
Technology Equipment Counter	2	25	50	
4'w x 30"d with lockable storage underneath				
Waste Basket	2	0	0	
13"w x 15"d x 15"h				
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	6	10	60	
3'W x 12"D unit w/end panels & canopy top				
660 Children's Reference				

CHILDREN'S WORKROOM **440**

Book Truck	3	10	30	
36"w x 24"d				
Bulletin Board	1	0	0	
	1	15	15	
Cabinet, AV Equipment				
36"w x 26"d x 60"h, lockable				
Cabinets, Above Counter	18	0	0	
1 linear foot x 24"d				
Cabinets, Below Counter	6	0	0	
1 linear foot x 24"d				
Chair, Task	4	0	0	
Low back mid-quality with casters 25"w x 25"d				
Computer, Staff Desktop	2	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
File Cabinet, Lateral (Four Drawer)	1	20	20	
36"w x 18"d x 52"h				
First Aid Kit	1	0	0	
10"w x 3"d x 10"h - Wall-mounted				
Flat File	1	36	36	
54"w x 42"d x 36"h -10 drawers for posters, maps, paper				
Paper Towel Dispenser	1	0	0	
Wall-mounted				
Printer, Laser (Color)	1	0	0	
	1	10	10	
Recycling Bin				
	6	10	60	
Shelving, SF 90"h Steel W/ 7 Shelves				
3'w x 12'd unit				
Sink	1	16	16	
36"w x 24"d - In counter				
Soap Dispenser	1	0	0	
5"w x 4"d x 10"h - Wall-mounted				



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

CHILDREN'S WORKROOM

440

Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Telephone Handset	3	0	0
Waste Basket 13"w x 15"d x 15"h	3	4	12
White Board 3' x 6' - erasable marker board	1	0	0
Workstation, Children's Counter 6'w x 30"d - against wall	1	50	50
Workstation, Children's Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
Workstation, Volunteer's Counter 6'w x 30"d - against wall	1	45	45

FAMILY REST ROOM

N/A

Commode Rest room	1	0	0
Diaper Changing Counter 36"w x 18"d	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sink And Counter Rest room	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stall Rest room	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

HOMEWORK CENTER

1,933

Chair, Juvenile 16"w x 16"d x 16-18"h	48	0	0
Chair, Lounge 36"w x 36"d	15	35	525
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	8	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

LIBRARY SPACE NAME	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
HOMEWORK CENTER					1,933
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20		
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	12	85	1,020		
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	8	40	320		
Waste Basket 13"w x 15"d x 15"h	2	4	8		
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 472 Homework	4	10	40		
JUVENILE COLLECTION & SEATING					1,884
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1,200 Juvenile Spanish Language	2	18	36		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 640 Juvenile International Languages	1	18	18		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 8,225 Juvenile Fiction	22	18	396		
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 24,000 Juvenile Non-Fiction	77	18	1,386		
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 18 Children's Current Magazines	3	12	36		
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 6 Children's Current Spanish Language Magazines	1	12	12		
PARENTING & TEACHERS' COLLECTION & SEATING					112
Chair, Lounge 36"w x 36"d	2	35	70		
Table, End 30"w x 30"d x 20"h	1	12	12		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 400 Parent/Teacher Books	3	10	30		
STORAGE/SUPPLY ROOM					76
Box, Cardboard In transition or storage	6	4	24		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	10	50		



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

STORAGE/SUPPLY ROOM				76
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Stool, Step	1	2	2	
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STORYTIME AREA				389
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AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15	
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15	
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0	
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0	
Chair, Rocking 20"w x 31"d	1	20	20	
Children's Craft Counter 6'w x 30"d - against wall	1	40	40	
Clock Wall-mounted	1	0	0	
Cushion, Floor 16"w x 16"d	35	8	280	
DVD Player 17"w x 13"d x 5"h	1	0	0	
Easel 25"w x 24"d x 60"h	1	15	15	
Paper Towel Dispenser Wall-mounted	1	0	0	
Projection Screen, Motorized Ceiling Front projection	1	0	0	
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0	
Sign, Announcement Free standing	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	4	4	

1,284

CIRCULATION, SELF-CHECK & STAFF WORKROOM

BOOK RETURN ROOM				64
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AV Bin, Depressible	2	16	32	
Book Bin, Depressible	2	16	32	

CIRCULATION DESK				451
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Bar Code Reader, Fixed Mount	3	0	0	
Book Bin, Depressible In Circulation Desk	2	0	0	



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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451

CIRCULATION DESK

Book Truck 36"w x 24"d	4	10	40
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Chair, Visitor's	1	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	3	0	0
Printer, Laser (B&W)	2	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Recycling Bin	1	10	10
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3"w x 12"d unit	3	10	30
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Circulation Check-Out Desk 6'w x 30'd w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Fines & Fees Desk 6'w x 30'd w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Patron Registration Desk 6'w x 30'd w/ 7' behind desk & 3.5' in front	1	80	80

485

CIRCULATION WORKROOM

Bar Code Reader, Fixed Mount	4	0	0
Book Truck 36"w x 24"d	10	10	100
Box, Cardboard In transition or storage	4	4	16
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	9	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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CIRCULATION WORKROOM

485

Cabinets, Below Counter 1 linear foot x 24"d	9	0	0	
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0	
Clock Wall-mounted	1	0	0	
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	5	0	0	
Digital Staff Workstation Digital staff circulation check in station	1	0	0	
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14	
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0	
In & Out Board Staff location	1	0	0	
Key Cabinet 12"w x 5"d x 16"h	1	0	0	
Recycling Bin	1	10	10	
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	4	0	0	
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0	
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0	
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0	
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	10	50	
Telephone Handset	5	0	0	
Waste Basket 13"w x 15"d x 15"h	5	4	20	
White Board 3' x 6' - erasable marker board	1	0	0	
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	55	275	

COPY CENTER

164

Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0	
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0	
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	10	10	



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

COPY CENTER 164

Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
Preparation Counter 6"w x 30"d - against wall	1	40	40
Recycling Bin	1	10	10
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

SELF-CHECK OUT BAY 60

Self Check-Out Counter 4"w x 30"d - against wall	2	30	60
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0

SELF-SERVICE RESERVED BOOK BAY 60

Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	6	10	60
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CIRCULATION: PASSPORT AND NOTARY SERVICES

1,002

PASSPORT/NOTARY CHECK IN & PAYMENT 83

Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Coat & Hat Rack	1	20	20
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Desk, Secretarial 60"w x 30"d	1	45	45
Printer, Laser (Color)	1	0	0
Storage Cabinet 36"w x 18"d x 78"h	1	18	18
Telephone Handset	1	0	0

PASSPORT/NOTARY PROCESSING ROOM 180

Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	6	0	0

Placentia Library District



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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PASSPORT/NOTARY PROCESSING ROOM				180
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20	
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10	
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150	
PASSPORT/NOTARY PROCESSING ROOM A				180
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0	
Chair, Visitor's	6	0	0	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20	
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10	
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150	
PASSPORT/NOTARY PROCESSING ROOM B				180
Camera, Photo I.D.	1	0	0	
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0	
Chair, Visitor's	6	0	0	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20	
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	1	10	10	
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	150	150	
PASSPORT/NOTARY RECEPTION & WAITING AREA				379
Bench (3 Person) 76"w x 22"d x 18"h	4	25	100	
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0	
Chair, Lounge 36"w x 36"d	4	35	140	
Projection Screen, Folding/Tripod Front projection	1	35	35	
Rack, Literature Display Handout Wall-mounted	2	0	0	
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55	
Table, End 30"w x 30"d x 20"h	2	12	24	



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. **SPACE SQ. FT.** **DIVISION SQ. FT.**

PASSPORT/NOTARY RECEPTION & WAITING AREA

379

Toy Bin

42"w x 18"d x 18"h

1 25 25

ENTRANCE: MEETING ROOMS

4,267

AV, CHAIR & TABLE STORAGE ROOM

237

AV/Technology Equipment Cart, Large

32"w x 24"d x 44"h

2 15 30

Cabinet, AV Equipment

36"w x 26"d x 60"h, lockable

1 15 15

Dolly, Chair

2'w x 3'd w/ 10 - 20 chairs stacked

10 12 120

Dolly, Table

3'w x 2'd w/ 4 tables per dolly

6 12 72

Laser Pointer

3 0 0

Microphone, Floor

4 0 0

Microphone, Lavalier

2 0 0

Wireless

Microphone, Table

6 0 0

KITCHEN

243

Cabinets, Above Counter (Lockable)

1 linear foot x 24"d

16 0 0

Clock

Wall-mounted

1 0 0

Coffee Maker/Urn

4 0 0

Garbage Disposal

3 0 0

Microwave Oven

30"w x 14"d x 16"h - countertop or under cabinet

2 0 0

Refrigerator, Commercial

54"w x 36"d x 84"h - 2 door w/ freezer

3 35 105

Sink

36"w x 24"d - In counter

3 16 48

Water Purifier, Under Counter

5" diameter x 6"h

3 0 0

Workstation, Food Preparation Counter

6'w x 30'd - against wall

2 45 90

KITCHENETTE

81

Bulletin Board

1 0 0

Cabinets, Above Counter (Lockable)

1 linear foot x 24"d

6 0 0

Cabinets, Below Counter (Lockable)

1 linear foot x 24"d

6 0 0

Coffee Maker/Urn

1 0 0



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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81

KITCHENETTE

Coffee Thermos Stainless steel	2	0	0
Hot Water Urn	2	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sink 36"w x 24"d - In counter	1	16	16
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Workstation, Food Preparation Counter 6"w x 30"d - against wall	1	45	45

MEETING ROOM

3,706

Chair, Meeting Room - Stacking 25"w x 21"d	300	12	3,600
Clock Wall-mounted	1	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	2	0	0
Flip Chart With Stand 28"w x 24"d x 70"h	1	18	18
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	2	40	80
Projection Screen, Wall Mounted Front projection	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	12	0	0
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 4' x 10' - erasable marker board	1	0	0

ENTRANCE: LOBBY, BOOKSTORE AND CAFÉ

881

FRIENDS' BOOKSTORE, CAFÉ, COFFEE SHOP & GIFT SHOP

881

Cabinets, Below Counter 1 linear foot x 24"d	5	0	0
Cappuccino Machine	1	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

881

FRIENDS' BOOKSTORE, CAFÉ, COFFEE SHOP & GIFT SHOP

Case, Merchandise Display 48"w x 21"d x 40"h	1	30	30
Cash Register	1	0	0
Chair, Café	12	0	0
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Coffee Maker/Urn	1	0	0
Coffee Thermos Stainless steel	4	0	0
Hot Water Urn	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	1	35	35
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	3	30	90
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	12	21	252
Sign, Announcement Free standing	1	0	0
Sink 36"w x 24"d - In counter	1	16	16
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stool	2	0	0
Table, Café 36" diameter (4 Person)	3	60	180
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Café Service Counter 6'w x 30"d w/ 5' behind desk & 3.5' in front	1	65	65
Workstation, Food Service Counter 6'w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65

PUBLIC ENTRANCE & LOBBY

N/A

Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
PUBLIC ENTRANCE & LOBBY					N/A
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0		
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0		
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	2	0	0		
Sign, Announcement Free standing	1	0	0		
PUBLIC REST ROOMS					N/A
Commode Rest room	7	0	0		
Diaper Changing Counter 36"w x 18"d	2	0	0		
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0		
Mirror, With Shelf Above counter	2	0	0		
Paper Towel Dispenser Wall-mounted	4	0	0		
Sink And Counter Rest room	6	0	0		
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	6	0	0		
Stall Rest room	7	0	0		
Urinal	3	0	0		
SPECIAL: LOCAL HISTORY					1,274
LOCAL HISTORY COLLECTION & SEATING					714
Case, Exhibit 48"w x 24"d x 72"h	2	30	60		
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	6	0	0		
Chair, Conference Room At conference table - 26"w x 28"d	16	0	0		
Chair, Technology Workstation 21"w x 21"d	1	0	0		
Clock Wall-mounted	1	0	0		
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	1	0	0		
Computer, Staff Desktop CPU, w/15" flat panel monitor, keyboard & mouse	1	0	0		



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

LOCAL HISTORY COLLECTION & SEATING **714**

Copier, B&W Countertop 15"w x 16"d x 5"h	1	0	0
Desk, Local History 72"w x 36"d	1	60	60
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	4	20	80
Printer, Laser (B&W)	1	0	0
Scanner, Flat	1	0	0
Table, Conference 144"w x 54"d x 29"h (10 to 14 Person)	1	260	260
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	1	40	40
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Local History Counter 8"w x 30"d - against wall	1	60	60
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels 2,500 Local History	15	10	150

LOCAL HISTORY WORKROOM **560**

Book Truck 36"w x 24"d	4	10	40
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	18	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop CPU, w/15" flat panel monitor, keyboard & mouse	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	9	20	180
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	10	10
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	10	10	100
Sink 36"w x 24"d - In counter	1	16	16
Telephone Handset	1	0	0



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

				560
LOCAL HISTORY WORKROOM				
	1	4	4	
Waste Basket 13"w x 15"d x 15"h				
Workstation, Local History Counter 6'w x 30"d - against wall	3	45	135	
Workstation, Local History Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55	

SPECIAL: PLACENTIA LIBRARY LITERACY SERVICES

1,474

				665
LITERACY COLLECTION & SEATING				
	1	0	0	
Bulletin Board				
	2	35	70	
Chair, Lounge 36"w x 36"d				
Chair, Professional's Low back high quality with casters	1	0	0	
Chair, Reader's 21"w x 21"d	12	0	0	
Chair, Technology Workstation 21"w x 21"d	4	0	0	
Clock Wall-mounted	1	0	0	
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	6	0	0	
Desk, Volunteer's 60"w x 30"d	1	45	45	
Literacy Tutoring Counter 6'w x 30"d (2 Person) - against wall	2	40	80	
Printer, Laser (B&W)	1	0	0	
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160	
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	6	40	240	
Waste Basket 13"w x 15"d x 15"h	2	0	0	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 450 Literacy Self Instruction	3	10	30	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 200 Literacy Reference	1	10	10	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 1,350 Literacy	3	10	30	



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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LITERACY OFFICE **139**

Art Print	1	0	0	
Framed				
Chair, Department Head's	1	0	0	
Mid-back high quality with casters				
Chair, Visitor's	2	15	30	
Computer, Staff Desktop	1	0	0	
CPU, w/17" flat panel monitor, keyboard & mouse				
Desk, Department Head's	1	55	55	
66"w x 36"d				
File Cabinet, Lateral (Four Drawer)	2	20	40	
36"w x 18"d x 52"h				
Printer, Laser (B&W)	1	0	0	
Shelving, SF 84"h Steel W/ 6 Shelves	1	10	10	
3'w x 12'd unit				
Telephone Handset	1	0	0	
Waste Basket	1	4	4	
13"w x 15"d x 15"h				

LITERACY STUDY/TUTORING ROOM **150**

Chair, Group Study	4	0	0	
At table or counter - 21"w x 21"d				
Table, Group Study	1	150	150	
60"w x 36"d x 29"h (4 Person)				
Waste Basket	1	0	0	
13"w x 15"d x 15"h				
White Board	1	0	0	
3' x 6' - erasable marker board				

LITERACY STUDY/TUTORING ROOM A **150**

Chair, Group Study	4	0	0	
At table or counter - 21"w x 21"d				
Table, Group Study	1	150	150	
60"w x 36"d x 29"h (4 Person)				
Waste Basket	1	0	0	
13"w x 15"d x 15"h				
White Board	1	0	0	
3' x 6' - erasable marker board				

LITERACY WORKROOM **370**

Bulletin Board	1	0	0	
Cabinets, Above Counter	8	0	0	
1 linear foot x 24"d				
Chair, Task	3	0	0	
Low back mid-quality with casters 25"w x 25"d				
Chair, Visitor's	2	15	30	



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

LITERACY WORKROOM 370

Clock	1	0	0
Wall-mounted	2	0	0
Computer, Staff Desktop	1	50	50
CPU, w/15" flat panel monitor, keyboard & mouse	1	50	50
Copier, B&W Freestanding	2	20	40
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	20	40
File Cabinet, Lateral (Four Drawer)	1	10	10
36"w x 18"d x 52"h	1	10	10
Recycling Bin	3	10	30
Shelving, SF 84"h Steel W/ 6 Shelves	2	18	36
3'w x 12"d unit	2	18	36
Storage Cabinet	2	0	0
36"w x 18"d x 78"h	2	0	0
Telephone Handset	1	4	4
Waste Basket	1	60	60
13"w x 15"d x 15"h	1	60	60
Workstation, Literacy Counter	2	55	110
8'w x 30"d - against wall	2	55	110
Workstation, Literacy Office System			
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

1,090

STAFF: ADMINISTRATION

ADMINISTRATIVE STAFF OFFICE 174

Bulletin Board	1	0	0
Cabinets, Above Counter	5	0	0
1 linear foot x 24"d	2	0	0
Chair, Task	1	15	15
Low back mid-quality with casters 25"w x 25"d	1	15	15
Chair, Visitor's	1	0	0
Computer, Staff Desktop	1	0	0
CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
FAX Machine, Desktop	1	20	20
30"w x 17"d x 21"h	1	20	20
File Cabinet, Lateral (Four Drawer)	1	0	0
36"w x 18"d x 52"h	1	0	0
In & Out Board	1	30	30
Staff location	1	30	30
Mail Boxes, Staff	1	0	0
72"w x 16"d x 32"h - 24 slots per unit w/ counter	1	0	0
Paper Shredder	1	0	0
20"w x 18"d x 33"h	1	0	0
Printer, Laser (Color)			

Placentia Library District



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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174

ADMINISTRATIVE STAFF OFFICE

Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20	
Technology Equipment Counter 5'w x 30"d with lockable storage underneath	1	30	30	
Telephone Handset	1	0	0	
Waste Basket 13'w x 15"d x 15"h	1	4	4	
Workstation, Administrative Asst. Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55	

239

COPY ROOM

Binding Machine	1	0	0	
Bulletin Board	1	0	0	
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0	
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0	
Collator	1	0	0	
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50	
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	6	20	120	
Paper Cutter	1	0	0	
Preparation Counter 8'w x 30"d - against wall	1	55	55	
Recycling Bin	1	10	10	
Stool	1	0	0	
Waste Basket 13'w x 15"d x 15"h	1	4	4	

322

LIBRARY DIRECTOR'S OFFICE

Art Print Framed	2	0	0	
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0	
Chair, Library Director's High back high quality	1	0	0	
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0	
Credenza 72"w x 24"d x 30"h	1	30	30	
Desk, Library Director's 84"w x 42"d	1	80	80	
Lamp, Desk	1	0	0	

Placentia Library District



LIBRARY DIVISION

**LIBRARY SPACE NAME
Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
LIBRARY DIRECTOR'S OFFICE				322	
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	4	12	48		
Table, Conference Staff (4 to 6) - 72"w x 36"d x 29"h	1	160	160		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
MANAGER OF ADMINISTRATIVE SERVICES				145	
Art Print Framed	1	0	0		
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 60"w x 24"d x 30"h	1	25	25		
Desk, Assistant Library Director's 72"w x 36"d	1	60	60		
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	1	12	12		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
PLACENTIA LIBRARY FRIENDS FOUNDATION OFFICE				140	
Chair, Supervisor's Mid-back mid-quality	1	0	0		
Chair, Visitor's	1	15	15		
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0		
Credenza 60"w x 24"d x 30"h	1	25	25		
Desk, Foundation Development Officer's 72"w x 36"d	1	60	60		
File Cabinet, Lateral (Three Drawer) 36"w x 18"d x 40"h	1	20	20		



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
				140	
PLACENTIA LIBRARY FRIENDS FOUNDATION OFFICE					
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20		
Telephone Handset	1	0	0		
				N/A	
STAFF REST ROOM					
Commode Rest room	2	0	0		
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0		
Mirror, With Shelf Above counter	2	0	0		
Paper Towel Dispenser Wall-mounted	2	0	0		
Sink And Counter Rest room	2	0	0		
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0		
Stall Rest room	1	0	0		
Urinal					
				70	
STORAGE/SUPPLY ROOM					
Box, Cardboard In transition or storage	5	4	20		
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	10	50		
STAFF: LOUNGE AND ENTRANCE					
				106	
KITCHENETTE					
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0		
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0		
Coffee Maker/Urn	1	0	0		
Coffee Thermos Stainless steel	2	0	0		
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0		
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0		
Hot Water Urn	1	0	0		
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0		

368



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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KITCHENETTE **106**

Paper Towel Dispenser Wall-mounted	1	0	0	
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20	
Sink 36"w x 24"d - In counter	1	16	16	
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0	
Toaster Oven	1	0	0	
Trash Compactor 15"w x 24"d x 35"h - in counter	1	10	10	
Water Purifier, Under Counter 5" diameter x 6"h	1	0	0	
Workstation, Food Preparation Counter 8'w x 30"d - against wall	1	60	60	

STAFF ENTRANCE & LOBBY **N/A**

Bulletin Board	1	0	0	
White Board 2' x 3' - erasable marker board	1	0	0	

STAFF LOUNGE **262**

Bulletin Board	1	0	0	
Chair, Café	8	0	0	
Chair, Staff Lounge 36"w x 36"d	2	35	70	
Lamp, Floor	2	6	12	
Rack, Literature Display Handout Wall-mounted	1	0	0	
Sofa (3 Seat) 78"w x 32"d	1	60	60	
Table, Café Staff (4) - 36" diameter	2	60	120	
Telephone Handset	1	0	0	
White Board 3' x 4' - erasable marker board	1	0	0	

STAFF REST ROOMS **N/A**

Commode Rest room	3	0	0	
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0	
Mirror Full length	2	0	0	



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY UNIT SQ. FT. EXTENDED SQ. FT. SPACE SQ. FT. DIVISION SQ. FT.

STAFF REST ROOMS

N/A

Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	2	0	0
Rest room			
Soap Dispenser	2	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	3	0	0
Rest room			
Urinal	1	0	0

STAFF: STORAGE AND BUILDING SERVICES

1,178

CUSTODIAL WORKROOM

137

Bulletin Board	1	0	0
Cabinets, Above Counter	8	0	0
1 linear foot x 24"d			
Carpet Cleaning Machine	1	5	5
Cleaning Cart	1	10	10
38"w x 20"d x 38"h			
Clock	1	0	0
Wall-mounted			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Garbage Bin, Interior	2	10	20
Hand Truck	1	4	4
23"w x 18"d x 51"h			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			
Ladder, Extension	1	0	0
22"w x 55"-156"h - Wall-mounted			
Ladder, Step	1	2	2
Mop Bucket	1	4	4
20"w x 18"d - On casters w/ mop wringer			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Recycling Bin	1	10	10
Shelving, Industrial	2	15	30
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Sink	1	16	16
36"w x 24"d - In counter			
Sink, Mop	1	6	6
Stool	1	0	0
Storage Cabinet	1	18	18
36"w x 18"d x 65"h			



LIBRARY DIVISION

**LIBRARY SPACE NAME
Furniture and Equipment**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
CUSTODIAL WORKROOM				137	
Telephone Handset	1	0	0		
Tool Box	1	0	0		
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
FRIENDS' BOOK STORAGE & WORKROOM				458	
Book Truck 36"w x 24"d	6	10	60		
Box, Cardboard In transition or storage	6	4	24		
Bulletin Board	1	0	0		
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0		
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0		
Recycling Bin	1	10	10		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	12	10	120		
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	120	120		
Telephone Handset	1	0	0		
Waste Basket 13"w x 15"d x 15"h	1	4	4		
Workstation, Friends' Work Counter 8'w x 30"d - against wall	2	60	120		
GENERAL LIBRARY STORAGE ROOM				440	
Box, Cardboard In transition or storage	10	4	40		
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	8	15	120		
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	8	10	80		
Storage Cage	1	200	200		
MECHANICAL EQUIPMENT ROOM				N/A	
SHIPPING & RECEIVING				143	
Box, Cardboard In transition or storage	5	4	20		
Bulletin Board	1	0	0		
Hand Truck 23"w x 18"d x 51"h	1	4	4		



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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			143	
SHIPPING & RECEIVING				
Recycling Bin	1	10	10	
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30	
Stool	1	0	0	
Waste Basket 13"w x 15"d x 15"h	1	4	4	
Workstation, Shipping & Receiving Counter 10'w x 30'd - against wall	1	75	75	

783

STAFF: TECHNICAL SERVICES

			126	
COMPUTER/TELECOMMUNICATIONS ROOM				
Battery Charger	1	0	0	
Bulletin Board	1	0	0	
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0	
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0	
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	1	0	0	
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0	
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0	
Printer, Laser (B&W)	2	30	60	
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	0	0	
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	0	0	
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0	
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	4	0	0	
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	1	18	18	
Storage Cabinet 36"w x 18"d x 65"h	1	0	0	
Tape Drive, External DAT / Cartridge Tape	1	28	28	
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	0	0	
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0	
Telephone Handset	1	0	0	



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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COMPUTER/TELECOMMUNICATIONS ROOM

126

Uninterruptible Power Supply (UPS), Multiple Devices

2 10 20

Floor mount - 12"w x 24"d x 72"h

White Board

1 0 0

3' x 6' - erasable marker board

TECHNICAL SERVICES OFFICE

149

Art Print

1 0 0

Framed

Book Truck

1 10 10

36"w x 24"d

Chair, Department Head's

1 0 0

Mid-back high quality with casters

Chair, Visitor's

1 15 15

Computer, Staff Desktop

1 0 0

CPU, w/17" flat panel monitor, keyboard & mouse

Credenza

1 25 25

60"w x 24"d x 30"h

Desk, Department Head's

1 55 55

66"w x 36"d

File Cabinet, Lateral (Four Drawer)

1 20 20

36"w x 18"d x 52"h

Printer, Laser (B&W)

1 0 0

Shelving, SF 84"h Wood W/ 6 Shelves

2 12 24

3'w x 14"d unit

Telephone Handset

1 0 0

TECHNICAL SERVICES WORKROOM

508

Book Truck

4 10 40

36"w x 24"d

Chair, Task

4 0 0

Low back mid-quality with casters 25"w x 25"d

Clock

1 0 0

Wall-mounted

Computer, Staff Desktop

4 0 0

CPU, w/17" flat panel monitor, keyboard & mouse

Copier, B&W Freestanding

1 50 50

Floor unit w/ collator & enlarger 60"w x 30"d x 40"h

File Cabinet, Vertical (Four Drawer)

1 14 14

18"w x 29"d x 52"h

Paper Towel Dispenser

1 0 0

Wall-mounted

Printer, Laser (B&W)

1 0 0

Recycling Bin

1 10 10

Shelving, SF 90"h Steel W/ 7 Shelves

8 10 80

3'w x 12'd unit



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.

TECHNICAL SERVICES WORKROOM **508**

Sink	1	16	16
36"w x 24"d - In counter			
Stool	2	0	0
Telephone Handset	4	0	0
Waste Basket	2	4	8
13"w x 15"d x 15"h			
Workstation, Acquisitions Office System	1	80	80
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Cataloging Office System	1	80	80
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Clerical Office System	1	55	55
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Processing Counter	1	75	75
10'w x 30"d - against wall			

1,180

TEEN SERVICES

TEEN AREA **1,041**

Chair, Lounge	6	35	210
36"w x 36"d			
Chair, Reader's	12	0	0
21"w x 21"d			
Chair, Technology Workstation	8	0	0
21"w x 21"d			
Computer, Public Desktop	8	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
Print Release Station	1	0	0
PC workstation with 15" touch screen monitor and high speed laser printer			
Table, Reader's	3	100	300
72"w x 48"d x 29"h (4 Person)			
Technology Carrel	8	40	320
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Equipment Counter	1	25	25
4'w x 30"d with lockable storage underneath			
Waste Basket	1	4	4
13"w x 15"d x 15"h			
36" Aisle SF 78"H Steel Shelving W/ 6 Shelves	17	10	170
3'W x 12"D unit w/end panels			
4,200 Young Adult			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	12	12
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
9 Young Adult Current Magazines			



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
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139

TEEN STUDY ROOM

Chair, Group Study

At table or counter - 21"w x 21"d

4	0	0		
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Clock

Wall-mounted

1	0	0		
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Table, Group Study

48" Diameter x 29"h (4 Person)

1	135	135		
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Waste Basket

13"w x 15"d x 15"h

1	4	4		
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White Board

3' x 6' - erasable marker board

1	0	0		
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Net Assignable Square Footage:

33,510

Non-Assignable Square Footage (@ 25% of Gross):

11,170

Gross Square Footage:

44,680



Net Sq. Ft. Summary for Furniture & Equipment

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Inventory Items:</u>			
Art Print	7	0	0
Framed			
AV Bin, Depressible	2	16	32
AV/Technology Equipment Cart, Large	3	15	45
32"w x 24"d x 44"h			
Bar Code Reader, Fixed Mount	7	0	0
Battery Charger	1	0	0
Bench (3 Person)	4	25	100
76"w x 22"d x 18"h			
Bench, Lobby (3 Person)	2	0	0
76"w x 22"d x 18"h			
Binding Machine	1	0	0
Book Bin, Depressible	2	16	32
Book Bin, Depressible	2	0	0
In Circulation Desk			
Book Truck	37	10	370
36"w x 24"d			
Box, Cardboard	36	4	144
In transition or storage			
Bulletin Board	16	0	0
Cabinet, AV Equipment	3	15	45
36"w x 26"d x 60"h, lockable			
Cabinets, Above Counter	96	0	0
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	37	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	48	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	18	0	0
1 linear foot x 24"d			
Camera, Photo I.D.	1	0	0
Cappuccino Machine	1	0	0
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood	6	40	240
48"w x 30"d (1 Person) w/ power & data management & task light			
Case, Exhibit	2	30	60
48"w x 24"d x 72"h			
Case, In-Wall Display	8	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			



UNIT	UNIT	EXTENDED
QTY	SQ. FT.	SQ. FT.

Furniture and Equipment

Inventory Items:

Case, Merchandise Display 48"w x 21"d x 40"h	1	30	30
Cash Register	3	0	0
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0
Chair, Café	12	0	0
Chair, Café	8	0	0
Chair, Child's 14"w x 13"d x 10-16"h	34	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Conference Room At conference table - 26"w x 28"d	30	0	0
Chair, Department Head's Mid-back high quality with casters	4	0	0
Chair, Group Study At table or counter - 21"w x 21"d	20	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	66	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Lounge 36"w x 36"d	57	35	1,995
Chair, Lounge 36"w x 36"d	8	35	280
Chair, Meeting Room - Stacking 25"w x 21"d	300	12	3,600
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Reader's 21"w x 21"d	114	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	42	0	0
Chair, Technology Workstation 21"w x 21"d	43	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0



UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Furniture and Equipment

Inventory Items:

Chair, Visitor's	6	0	0
Chair, Visitor's	6	0	0
Chair, Visitor's	11	15	165
Chair, Visitor's	7	0	0
Chair, Visitor's	1	10	10
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	40	40
Children's Craft Counter 6"w x 30"d - against wall	1	10	10
Cleaning Cart 38"w x 20"d x 38"h	13	0	0
Clock Wall-mounted	1	20	20
Coat & Hat Rack	7	0	0
Coffee Maker/Urn	8	0	0
Coffee Thermos Stainless steel	1	0	0
Collator	13	0	0
Commode Rest room	2	20	40
Computer Stand	6	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	52	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0
Computer, Staff Desktop CPU, w/15" flat panel monitor, keyboard & mouse	30	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Countertop 15"w x 16"d x 5"h	4	50	200
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	4	25	100
Credenza 60"w x 24"d x 30"h	1	25	25
Credenza 66"w x 24"d x 30"h			

Placentia Library District



UNIT UNIT EXTENDED
QTY SQ. FT. SQ. FT.

Furniture and Equipment

Inventory Items:

FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	30	20	600
File Cabinet, Lateral (Three Drawer)) 36"w x 18"d x 40"h	1	20	20
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	8	14	112
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	4	0	0
Flat File 10"w x 3"d x 10"h - Wall-mounted	1	36	36
Flip Chart With Stand 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	18	18
Garbage Bin, Interior 28"w x 24"d x 70"h	2	10	20
Garbage Disposal	3	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	6	0	0
Hand Truck 23"w x 18"d x 51"h	2	4	8
Hot Water Urn	4	0	0
In & Out Board Staff location	2	0	0
Key Cabinet 12"w x 5"d x 16"h	2	0	0
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Lamp, Desk	1	0	0
Lamp, Floor	2	6	12
Lamp, Table	2	0	0
Laser Pointer	3	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	2	40	80
Literacy Tutoring Counter 6"w x 30"d (2 Person) - against wall	2	40	80
Mail Boxes, Staff 72"w x 16"d x 32"h - 24 slots per unit w/ counter	1	30	30



UNIT	UNIT	EXTENDED
QTY	SQ. FT.	SQ. FT.

Furniture and Equipment

Inventory Items:

Credenza 72"w x 24"d x 30"h	1	30	30
Cushion, Floor 16"w x 16"d	35	8	280
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Assistant Library Director's 72"w x 36"d	1	60	60
Desk, Department Head's 66"w x 36"d	4	55	220
Desk, Foundation Development Officer's 72"w x 36"d	1	60	60
Desk, Library Director's 84"w x 42"d	1	80	80
Desk, Local History 72"w x 36"d	1	60	60
Desk, Secretarial 60"w x 30"d	1	45	45
Desk, Volunteer's 60"w x 30"d	1	45	45
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	2	0	0
Digital Staff Workstation Digital staff circulation check in station	1	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Disc Drive (External) Rack-mount - 16"w x 30"d x 30"h	10	12	120
Dolly, Chair 2"w x 3'd w/ 10 - 20 chairs stacked	6	12	72
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	1	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
DVD Player 17"w x 13"d x 5"h	1	15	15
Easel 25"w x 24"d x 60"h	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h			

Placentia Library District



UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Furniture and Equipment**Inventory Items:**

Microphone, Floor	4	0	0
Microphone, Lavalier Wireless	2	0	0
Microphone, Table	6	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	4	0	0
Mirror Full length	2	0	0
Mirror, With Shelf Above counter	4	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Cutter	1	0	0
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Paper Towel Dispenser Wall-mounted	16	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Preparation Counter 8'w x 30"d - against wall	1	55	55
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	2	0	0
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	5	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Laser (B&W)	12	0	0
Printer, Laser (Color)	6	0	0
Printer, Receipt	3	0	0
Projection Screen, Folding/Tripod Front projection	1	35	35
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projection Screen, Wall Mounted Front projection	3	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	3	0	0
Queuing Space (Per Person)	15	6	90
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Rack, Literature Display Handout Wall-mounted	5	0	0



UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Furniture and Equipment

Inventory Items:

Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	2	0	0
Recycling Bin	12	10	120
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	20	40
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	4	35	140
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Scanner, Flat	2	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	2	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	6	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	1	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	75	75
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	2	0	0
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	1	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	2	30	60
Self Check-Out Counter 4'w x 30"d - against wall	2	0	0
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	4	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	3	30	90
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	12	15	180
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	10	20
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20



Furniture and Equipment

Inventory Items:

	UNIT QTY	SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 82" h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	12	21	252
Shelving, SF 84" h Steel W/ 6 Shelves 3'w x 12"d unit	7	10	70
Shelving, SF 84" h Wood W/ 6 Shelves 3'w x 14"d unit	10	12	120
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	58	10	580
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	17	10	170
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	3	0	0
Sign, Announcement Free standing	10	16	160
Sink 36" w x 24" d - In counter	11	0	0
Sink And Counter Rest room	1	6	6
Sink, Mop	15	0	0
Soap Dispenser 5" w x 4" d x 10" h - Wall-mounted	1	60	60
Sofa (3 Seat) 78" w x 32" d	13	0	0
Stall Rest room	1	0	0
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10" h x 4" w x 9" l	7	0	0
Stool	18	0	0
Stool, Kick-Step	1	2	2
Stool, Step	5	18	90
Storage Cabinet 36" w x 18" d x 65" h	3	18	54
Storage Cabinet 36" w x 18" d x 78" h	1	200	200
Storage Cage	3	60	180
Table, Café 36" diameter (4 Person)	2	60	120
Table, Café Staff (4) - 36" diameter	6	80	480
Table, Children's 60" w x 36" d x 21-26" h (4 Person)	1	55	55
Table, Children's Play 27" w x 27" d x 21-26" h (4 Person)	1	55	55



Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	1	90	90
Table, Conference 120"w x 48"d x 29"h (8 to 10 Person)	1	225	225
Table, Conference 144"w x 54"d x 29"h (10 to 14 Person)	1	260	260
Table, Conference Staff (4 to 6) - 72"w x 36"d x 29"h	1	160	160
Table, End 30"w x 30"d x 20"h	10	12	120
Table, Group Study 60"w x 36"d x 29"h (4 Person)	4	150	600
Table, Group Study 72"w x 36"d x 29"h (4 Person)	3	150	450
Table, Group Study 48" Diameter x 29"h (4 Person)	1	135	135
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	3	90	270
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	12	85	1,020
Table, Meeting Room 60"w x 24"d x 29"h - folding	12	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	15	100	1,500
Table, Reader's 48" diameter x 29"h (4 Person)	11	80	880
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	120	120
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	53	40	2,120
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	3	20	60
Technology Equipment Counter 5'w x 30"d with lockable storage underneath	1	30	30
Technology Equipment Counter 4'w x 30"d with lockable storage underneath	5	25	125
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	28	28
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0

Placentia Library District



UNIT	UNIT	EXTENDED
QTY	SQ. FT.	SQ. FT.

Furniture and Equipment

Inventory Items:

Telephone Handset	40	0	0
Toaster Oven	1	0	0
Tool Box	1	0	0
Toy Bin	1	25	25
42"w x 18"d x 18"h	1	10	10
Trash Compactor			
15"w x 24"d x 35"h - in counter	2	10	20
Uninterruptible Power Supply (UPS), Multiple Devices			
Floor mount - 12"w x 24"d x 72"h	5	0	0
Urinal	1	8	8
Vacuum Cleaner, Dry Upright			
15"w x 12"d x 42"h	9	0	0
Waste Basket			
13"w x 15"d x 15"h	44	4	176
Waste Basket			
13"w x 15"d x 15"h	3	0	0
Waste Basket			
13"w x 15"d x 15"h	4	0	0
Water Purifier, Under Counter			
5" diameter x 6"h	1	0	0
White Board			
2' x 3' - erasable marker board	4	0	0
White Board			
3' x 4' - erasable marker board	6	0	0
White Board			
3' x 6' - erasable marker board	1	0	0
White Board			
4' x 10' - erasable marker board	1	80	80
Workstation, Acquisitions Office System			
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	55	55
Workstation, Administrative Asst. Office System			
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	65	65
Workstation, Café Service Counter			
6'w x 30"d w/ 5' behind desk & 3.5' in front	1	80	80
Workstation, Cataloging Office System			
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	50	50
Workstation, Children's Counter			
6'w x 30"d - against wall	1	90	90
Workstation, Children's Desk			
7'w x 30"d w/ 7' behind desk & 3.5' in front	1	90	90



Furniture and Equipment

UNIT QTY	UNITS SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

Workstation, Children's Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	6	55	330
Workstation, Food Preparation Counter 8'w x 30"d - against wall	1	60	60
Workstation, Food Preparation Counter 6'w x 30"d - against wall	3	45	135
Workstation, Food Service Counter 6'w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65
Workstation, Friends' Work Counter 8'w x 30"d - against wall	2	60	120
Workstation, Literacy Counter 8'w x 30"d - against wall	1	60	60
Workstation, Literacy Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
Workstation, Local History Counter 8'w x 30"d - against wall	1	60	60
Workstation, Local History Counter 6'w x 30"d - against wall	3	45	135
Workstation, Local History Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	55	55
Workstation, Processing Counter 10'w x 30"d - against wall	1	75	75
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160
Workstation, Reference Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	55	220
Workstation, Shipping & Receiving Counter 10'w x 30"d - against wall	1	75	75
Workstation, Volunteer's Counter 6'w x 30"d - against wall	1	45	45



Furniture and Equipment

Inventory Items:Inventory Sub-Total: **24,558**Shelving Units:

36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves 3"W x 24"D unit w/end panels & canopy top	17	18	306
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Divider Shelves 3"W x 24"D unit with End panels & Canopy top	17	18	306
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	42	18	756
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3"W x 24"D unit w/end panels & canopy top	77	18	1,386
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels	146	18	2,628
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3"W x 24"D unit w/end panels	72	18	1,296
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3"W x 12"D unit w/end panels & canopy top	2	10	20
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top	8	10	80
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3"W x 12"D unit w/end panels & canopy top	10	10	100
36" Aisle SF 78"H Steel Shelving W/ 6 Shelves 3"W x 12"D unit w/end panels	17	10	170
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels	42	10	420
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelf 3"W x 12"D unit w/ fixed sloping shelf	1	10	10
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves	11	30	330
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	4	12	48
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	22	12	264
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	5	24	120
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h	7	24	168
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3"W x 12"D unit - 96 DVD / box	17	10	170
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 3"W x 24"D unit - 28 video cassettes/shelf	6	18	108



Furniture and Equipment

UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Shelving Units:

Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves
3'W x 12"D unit - 28 video cassettes / shelf

5	10	50
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<u>Shelving Sub-Total:</u>		<u>8,952</u>
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Total Net Assignable SqFt for Furniture and Equipment:	<u>33,510</u>
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ^{WDM}

SUBJECT: Adopt Budget for Fund 707, the General Fund, for Fiscal Year 2007-2008 and set a Public Hearing for Monday, August 13, 2007 at 6:30 P.M.

DATE: June 18, 2007



BACKGROUND

At its meeting on May 29, 2007 the Library Board of Trustees review the proposed Fiscal Year Budget for Fund 707, the General Fund, and made changes to the salary for the Library Director and the employee insurance benefit rates.

These changes decreased the Salaries and Employee Benefits by \$3,524. This amount was added to Library Materials making the change in Library Materials a 9.8% increase over Fiscal Year 2006-2007.

The Budget for Fund 707 is now ready for adoption and setting for Public Hearing on Monday, August 13, 2007 at 6:30 P.M. The proposed Budget for Fund 707 for Fiscal Year 2007-2008 is Attachment A.

The issues for Funds other than 707 are still outstanding and will be addressed at the July 16, 2007 Library Board Meeting so that they may be included in the Public Hearing on August 13, 2007. By that time the Library Board will have had an opportunity to discuss the Facility Master Plan funding options with the representative from MuniFinancial.

-  Allocate \$33,000 of reserve for RFID tagging.
-  Allocate \$35,000 of reserve for two self-service check-out units.

RECOMMENDATIONS

1. Adopt the Budget for Fund 707 for Fiscal Year 2007-2008.
2. Set the Budget for Fiscal Year 2007-2008 for Public Hearing on Monday, August 13, 2007 at 6:30 P.M.

Placentia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

Object Code	Category	FY2003-04 Actual	FY2004-2005 Actual	FY2005-2006 Actual	FY2006-2007 Adopted	FY2007-2008 Proposed
6210-00	Current Secured	1,163,387	1,280,570	1,402,237	1,561,688	1,665,302
6210-01	Public Utility	22,598	21,745	21,704	21,000	21,000
6210-04	Teeter Plan - Current Delinquent	14,296	12,766	15,295	15,000	18,000
	SUB-TOTAL CURRENT SECURED	1,200,281	1,315,081	1,439,236	1,597,688	1,704,302
6230	Prior Secured	16,612	0	16,232	15,000	17,000
	TOTAL SECURED	1,216,893	1,315,081	1,455,468	1,612,688	1,721,302
6220	Current Unsecured	60,783	62,315	63,058	58,000	67,582
6240	Prior Unsecured	719	984	977	750	750
	TOTAL UNSECURED	61,503	63,299	64,035	58,750	68,332
6690	HOMEOWNER	17,408	17,217	16,963	17,000	17,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,295,803	1,395,598	1,536,467	1,688,438	1,806,634
6250	SPECIAL DISTRICT AUGMENTATION	8,120	7,813	7,833	6,500	6,500
6260/6540	PENALTIES/DELINQUENCIES	0	0	0	0	0
6280	SUPPLEMENTAL - CURRENT	54,711	83,836	103,456	65,000	55,250
6300	SUPPLEMENTAL - PRIOR	1,567	2,035	1,745	1,400	1,400
6610	INTEREST	7,096	18,463	36,334	30,000	44,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	71,495	112,146	149,368	102,900	107,150
	TOTAL PROPERTY TAX REVENUE	1,367,298	1,507,744	1,685,835	1,791,338	1,913,784
6970	STATE LIBRARY & STATE	92,378	110,739	140,892	150,000	119,000
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUND	0	0	0	0	0
7670	LOCAL REVENUE	232,373	251,823	250,034	240,000	350,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS	10	0	120	0	0
	TOTAL REVENUE	1,692,060	1,870,306	2,076,881	2,181,338	2,382,784

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
0100-00	Salaries & Wages	680,870	788,699	896,272	1,040,934	1,171,248
0200-00	Retirement (Social Security & Pension Contribution)	84,612	104,529	116,518	144,588	182,824
0301-00	Unemployment Insurance	140	9,045	3,113	0	0
0306-00	Health Insurance	48,150	78,498	112,736	108,986	105,000
0308-00	Dental Insurance	8,319	7,893	11,058	8,786	11,000
0309-00	Life Insurance	2,127	2,013	1,497	2,948	1,000
0310-00	Accidental Death & Dismemberment Insurance	3,422	3,226	3,975	5,293	4,052
0319-00	Vision Insurance	2,291	2,578	2,983	2,913	2,550
	Total Employee Insurance	64,309	94,207	132,249	128,927	123,602
0350-00	Workers Compensation - General	9,683	16,713	10,028	8,500	8,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	839,613	1,013,193	1,158,179	1,322,949	1,485,674
0700-00	Communications - Telephone	1,484	2,482	4,176	4,000	4,000
0700-01	Communications - Modem/Fax/TV/DSL	8,833	8,259	7,068	8,400	5,200
0700-02	Communications - Internet Access	0	0	0	0	3,800
0700-05	Communications - Cataloging Access	2,586	2,371	2,371	600	0
0700-07	Communications - ELJI Grant	0	0	0	0	0
0700-08	Communications - Adult Literacy	1,106	1,279	1,381	1,400	1,400
	Total Communications	14,009	14,390	14,995	14,400	14,400

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
0900-00	Food - General Fund	488	696	663	600	500
0900-07	Food - ELLI Grant	0	0	0	0	0
0900-08	Food - Adult Literacy	297	457	949	500	4,500
0900-009	Food - Family Literacy	404	0	483	0	0
	Total Food	1,189	1,153	2,094	1,100	5,000
1000-00	Household Expense	2,600	6,148	16,816	7,500	15,000
1001-00	Trash	0	0	0	0	0
	Total Household Expense	2,600	6,148	16,816	7,500	15,000
1100-00	Insurance	11,120	11,002	12,282	13,100	13,750
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,267	8,356	4,331	5,000	7,500
1300-01	Maintenance of Equipment - General Fund (Computer)	46,030	19,540	24,540	27,500	37,500
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy	587	74	-335	500	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0
	Total Maintenance of Equipment	48,884	27,970	28,536	33,000	45,500
	HVAC	3,533	3,736	11,927	7,500	7,500
	Carpet Cleaning	523	2,200	0	2,750	2,750
	Groundskeeping, City of Placentia	26,025	26,140	22,833	27,500	16,000
	Plumbing	3,185	1,527	3,653	3,000	2,500
	Electrical	5,608	6,198	568	4,000	7,000
	Cleaning Service	13,200	15,200	15,800	16,000	18,000
	Locksmith	507	122	757	1,000	1,000
	Other (includes fire alarms & seismic retrofit project)	12,944	1,869	2,573	8,000	8,000
1400-00	Total Maintenance of Building & Grounds	65,524	56,991	58,110	69,750	62,750

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
1600-00	Memberships - General Fund	3,742	3,760	3,518	4,000	4,000
1600-07	Memberships - ELLI Grant	0	0	0	0	0
1600-08	Memberships - Adult Literacy	200	910	300	1,000	1,000
1600-09	Memberships - Family Literacy	0	0	150	0	0
	Total Memberships	3,942	4,670	3,968	5,000	5,000
1700-00	Miscellaneous Expense - General Fund	4,992	300	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	22,953	0
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0
	Total Miscellaneous Expense	4,992	300	0	22,953	0
1800-00	Library Supplies	13,063	26,012	22,538	23,000	22,000
	Printing	12,071	13,616	10,465	15,000	14,000
	[Unassigned]	0	0	217	0	0
	Publications	589	692	948	1,100	1,100
	Paper	389	838	748	700	700
	Drinking Water Service	340	358	281	350	350
	Other Office Supplies	13,955	25,077	21,666	20,000	20,000
	Total Office Supply Expense - General Fund	40,405	66,592	56,862	60,150	58,150
1800-07	Literacy - ELLI Grant	256	0	0	0	0
	Printing	2,283	1,932	5,268	2,000	2,000
	Publications	2,346	195	0	2,500	2,500
	Paper	0	0	0	0	0
	Other Office Supplies	0	2,491	3,207	1,000	3,000
	Total Adult Literacy Office Supply Expense	4,629	4,618	8,475	5,500	7,500
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	1,577	0	0	2,000	2,000
	Total Office Expense	46,867	71,210	65,337	67,650	67,650
1803-00	Postage Expense - General Fund	4,284	6,337	6,388	6,800	6,800
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	37	9	0	100	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	43	0	0	0	0
	Total Postage Expense	4,363	6,346	6,388	6,900	6,900

PLACENTIA LIBRARY DISTRICT
 Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
 June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
	Care Resources (Employee Assistance)	385	385	385	420	1,200
	Pension Fund Operating & Investment Mgmt. Expenses	6,672	7,615	6,449	7,000	11,000
	Anaheim Library Automated Library System	32,223	33,801	30,431	35,000	32,000
	Library Board Consultants & Legal	23,014	3,884	9,261	10,000	10,000
	Clipping Service	556	378	450	600	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,722	9,172	1,033	9,800	10,000
	Advertising (including WEB site)	1,980	3,448	4,199	6,000	5,000
	Medical Exams	827	1,120	2,121	2,000	2,000
	Collection Services - Accounts Receivable	2,457	1,760	1,522	2,000	2,000
	Audit & Accounting Services	5,691	9,200	9,140	10,000	10,000
	Payroll Preparation	3,564	4,310	5,071	5,500	5,500
	Election Expenses	0	17,754	0	19,000	0
	Staff Training in Library	0	375	0	3,500	4,000
	Other (Includes contract storyteller)	13,534	14,900	30,001	16,000	14,000
1900-00	Total Specialized Services - General Fund	98,625	108,102	100,963	126,820	107,300
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,206	3,096	3,084	3,000	5,000
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	4,425	10,948	12,106	9,000	14,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	1,150	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	13,768	13,697	11,717	15,000	9,000
	Total Specialized Services	121,174	135,842	126,970	153,820	135,300
1912-00	Investment Administrative fees for Orange County		674	726	1,000	3,000
2000-00	Legal Notices - General Fund	192	2,576	0	1,000	1,000
2000-01	Legal Notices - Grants	0	0	0	0	0
	Total Legal Notices	192	2,576	0	1,000	1,000
2100-00	Rents/Leases-Equipment	703	628	639	31,700	1,800
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	101,660	97,955	86,917	105,000	110,300

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
2300-00	Small Tools/Instruments	0	0	0	0	0
2400-00	Special Department Expense - Miscellaneous	0	1,010	26	0	0
2400-01	Special Department Expense- Books	67,404	94,583	99,053	223,816	245,760
2400-02	Special Department Expense - Video	4,598	18,710	2,365		
2400-03	Special Department Expense - Electronic	47,245	51,965	15,113		
2400-04	Special Department Expense - Periodicals	8,197	8,625	8,961		
2400-05	Special Department Expense - Audio	12,282	11,406	15,845		
2400-07	Special Department Expense - ELLI Grant	816	0	0		
2400-08	Special Department Expense - Adult Literacy	2,531	4,720	9,376	2,000	2,000
2400-09	Special Department Expense - Family Literacy	2,941	352	0		
	Total Special Department Expense	146,014	191,372	150,740	225,816	247,760
2600-00	Transportation/Travel - Local Mileage	0	0	0	0	2,500
2700-00	Transportation/Travel - Meetings, Staff Out of Town	4,287	2,394	3,703	8,500	10,500
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	6,130	20,439	10,000	7,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	269	1,119	380	3,000	3,000
2700-03	Transportation/Travel - Meetings, Board Local	1,747	492	1,169	750	1,500
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	0	0
2700-07	Transportation/Travel - Meetings, ELLI Grant	22	17	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	35	408	688	1,000	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	58	25	0	0	0
	Total Transportation/Travel - Meetings	10,291	10,586	26,379	23,250	23,500
2801-00	Electricity	44,154	45,014	40,301	50,000	65,000
2802-00	Gas	3,638	8,918	10,782	11,000	9,000
2803-00	Water	3,706	3,170	4,528	5,500	6,000
	Total Utilities	51,498	57,101	55,612	66,500	80,000
	TOTAL SUPPLIES & SERVICES	635,022	696,915	656,509	849,439	841,110

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
June 18, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,726	6,107	8,894	10,000	6,000
4000-00	Equipment	23,041	21,676	17,893	56,700	50,000
4000-07	Equipment - ELLI Grant	0	0	0	0	0
4000-08	Equipment - CLC Grant	0	0	4,548	0	0
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0
4000-11	Equipment	0	0	0	0	0
	Total Equipment	23,041	21,676	22,440	56,700	50,000
4200-00	Structures/Improvements	0	0			
	TOTAL EQUIPMENT EXPENSE	23,041	21,676	22,440	56,700	50,000
4700-00	Payment to Refunded Debt Escrow Ags			1,499		
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0
5600	INVESTMENT POOL LOSS	0	0	0	0	0
	TOTAL EXPENSES	1,503,402	1,737,891	1,847,522	2,239,088	2,382,784
	ELLI Grant Summary Object Code 07		17	0	0	0
	CLC Summary Object Code 08	1,094	23,422	37,487	43,953	32,000
	FEL Grant Summary Object Code 09	13,846	377	633	2,000	2,000
	Partnerships for Change Grant/Spanish Literacy	6,171	3,096	3,084	3,000	5,000
	TOTAL LITERACY (Excluding Personnel)	14,940	23,817	38,120	45,953	34,000
	Revenues	1,692,060	1,951,785	2,080,449	2,181,388	2,382,784
	Balance	188,658	213,894	232,927	-57,700	0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007-2008, to include the change in the Library Director's salary adopted at the May 22, 2007 Library Board Meeting, to be effective July 1, 2007.
DATE: June 18, 2007

BACKGROUND:

At its meeting on May 29, 2007 the Library Board of Trustees adopted the Salary Schedules for Library Personnel for Fiscal Year 2007-2008, effective July 1, 2007 by Resolution 07-08.

Subsequently the Library Board of Trustees at its meeting on May 20, 2007 approved a 4% salary adjustment for the Library Director. Attachment A is the revised Salary Schedule for Exempt Library Personnel for Fiscal Year 2007 that changes the Library Director's Annual Salary from \$104,707.20 to \$108,888.00.

RECOMMENDATION:

Amend the Salary Schedule for Exempt Library Personnel for Fiscal Year 2007 to change the Library Director's Annual Salary from \$104,707.20 to \$108,888.00 effective July 1, 2007.

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY										
DIRECTOR										
HR	52.35									
PP	4,188.00									
AN	108,888.00									
MO	9,074.00									
MANAGERS										
ADMIN SVC										
HR	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.46	32.25	33.86
PP	2,117.60	2,170.54	2,224.80	2,280.42	2,337.43	2,395.87	2,455.77	2,517.16	2,580.09	2,709.09
AN	55,057.60	56,434.04	57,844.89	59,291.01	60,773.29	62,292.62	63,849.94	65,446.18	67,082.34	70,436.46
MO	4,588.13	4,702.84	4,820.41	4,940.92	5,064.44	5,191.05	5,320.83	5,453.85	5,590.19	5,869.70
MANAGERS										
PUB SVC										
HR	31.35	32.13	32.94	33.76	34.60	35.47	36.36	37.27	38.20	40.11
PP	2,508.00	2,570.70	2,634.97	2,700.84	2,768.36	2,837.57	2,908.51	2,981.22	3,055.75	3,208.54
AN	65,208.00	66,838.20	68,509.16	70,221.88	71,977.43	73,776.87	75,621.29	77,511.82	79,449.62	83,422.10
MO	5,434.00	5,569.85	5,709.10	5,851.82	5,998.12	6,148.07	6,301.77	6,459.32	6,620.80	6,951.84

PAGES	Starting Wage	6 Months	1 Year	18 Months
	7.50	7.88	8.27	8.68

Signature _____ : Approved May 29, 2007 Amended June 18, 2007
Effective July 1, 2007

Al Shkoler, President



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Establish the Holiday and Library Public Service Schedule for Calendar Years 2007 and 2008, and Adopt by Resolution 07-09.
DATE: June 18, 2007

BACKGROUND:

This item was on the Agenda for the May 29, 2007 Library Board of Trustees Meeting and was deferred until the June 18, 2007 Meeting.

The District's Holiday and Library Closure Schedule is based upon the ¹²~~11~~ holidays specified in the Placentia Library District Policy 2030. (Attachment A)

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Staff is recommending that the Library Board consider closing the Library on the Saturday of holiday weekends. These would not be paid holidays for the staff and individuals would need to either take time without pay or use vacation time.

Staff is also recommending the addition of a staff holiday for Martin Luther King Day on the third Monday in January, and that the Library be closed on the Sunday preceding this holiday.

Attachment B is the Proposed Holiday and Public Service Calendar for Calendar Years 2007 and 2008.

Attachment C is Resolution 07-09, establishing the Placentia Library District Holiday Schedule for Calendar Years 2007 and 2008.

RECOMMENDATIONS:

1. Determine whether or not to close on the Saturday preceding a Monday holiday.
2. Determine whether or not to add Martin Luther King Day to the list of staff holidays, and whether or not to close the Library on the Sunday preceding Martin Luther King Day.
3. Finalize the Holiday and Public Service Calendar for Calendar Years 2007 and 2008.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

2030.7 If any employee works on any of the holidays listed above, excluding floating holidays, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Placentia Library District
Holiday and Library Public Service Schedule
2007**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Monday	January 1
Day before Monday Holiday	Sunday	February 18
President's Day	Monday	February 19
Easter	Sunday	April 8
Day before Monday Holiday	Sunday	May 27
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Day before Monday Holiday	Sunday	September 2
Labor Day	Monday	September 3
Day before Monday Holiday	Sunday	November 11
Veteran's Day (Legal Holiday)	Monday	November 12
Thanksgiving Day	Thursday	November 22
Day before Monday Holiday	Sunday	December 23
Christmas Eve Day	Monday	December 24
Christmas Day	Tuesday	December 25
Day before Monday Holiday	Sunday	December 30
New Year's Eve Day	Monday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2008

(Without Saturday Holiday Closings)

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Tuesday	January 1
Day before Monday Holiday	Sunday	January 20
Martin Luther King Day	Monday	January 21
Day before Monday Holiday	Sunday	February 17
President's Day	Monday	February 18
Easter	Sunday	March 23
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2008

(Without Saturday Holiday Closings)

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Tuesday	January 1
Saturday before a Monday Holiday	Saturday	January 19
Day before Monday Holiday	Sunday	January 20
Martin Luther King Day	Monday	January 21
Saturday before a Monday Holiday	Saturday	February 16
Day before Monday Holiday	Sunday	February 17
President's Day	Monday	February 18
Easter	Sunday	March 23
Saturday before a Monday Holiday	Saturday	May 24
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Saturday before a Monday Holiday	Saturday	August 30
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

RESOLUTION 07-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2007 AND 2008

WHEREAS, Section 19469 of the Education Code of the State of California
establishes that the Board of Library Trustees shall designate the hours during which the
Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board
Of Trustees established its Holiday Schedule for Calendar Years 2007 and 2008 dated
June 18, 2007.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jean Turner, Secretary of the Board of Trustees of the Placentia Library District of
Orange County hereby certify that the above and foregoing Resolution was duly and
regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the
eighteenth day of June 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth
day of June 2007.

Jean Turner, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EW*
SUBJECT: Authorize Staff Appreciation Dinner
DATE: June 18, 2007

BACKGROUND:

At its meeting on May 29, 2007 the Library Board of Trustees authorized a staff appreciation dinner for 2007 and invited the Placentia Library Friends Foundation Board of Directors to co-sponsor the event. Trustee Wood was appointed the Chairman of the Staff Appreciation Dinner.

Trustee Wood will make a status report on the plans for the Staff Appreciation Dinner.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.



- 49. Request from a Part-Time (ten hours per week) Librarian I for an exemption to Placentia Library District Policy 2030 – Holidays that requires that a part-time employee work twenty hours per week or more to be eligible for Holiday Pay, so that she may be paid for holidays that fall during her regular work schedule.

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

*M1-GW to #2
 M2-NONE*

- 50. Travel Authorizations: Technical Services Manager Napier for the Internet Librarian Conference in Monterey.

Presentation: Library Director
 Recommendation: Authorize Technology Manager Napier to attend the Internet Librarian Seminars and Conference in Monterey, October 26 – November 1, 2007 at a cost not to exceed \$2,579 to be paid from the General Fund.

*M1-R.D.
 M2-B.E.*

ADJOURNMENT

- 51. Agenda Preparation for the July Regular Meeting, which will be held on Monday, July 16, 2007 at 6:30 P.M.

- 52. Review of Action Items.

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

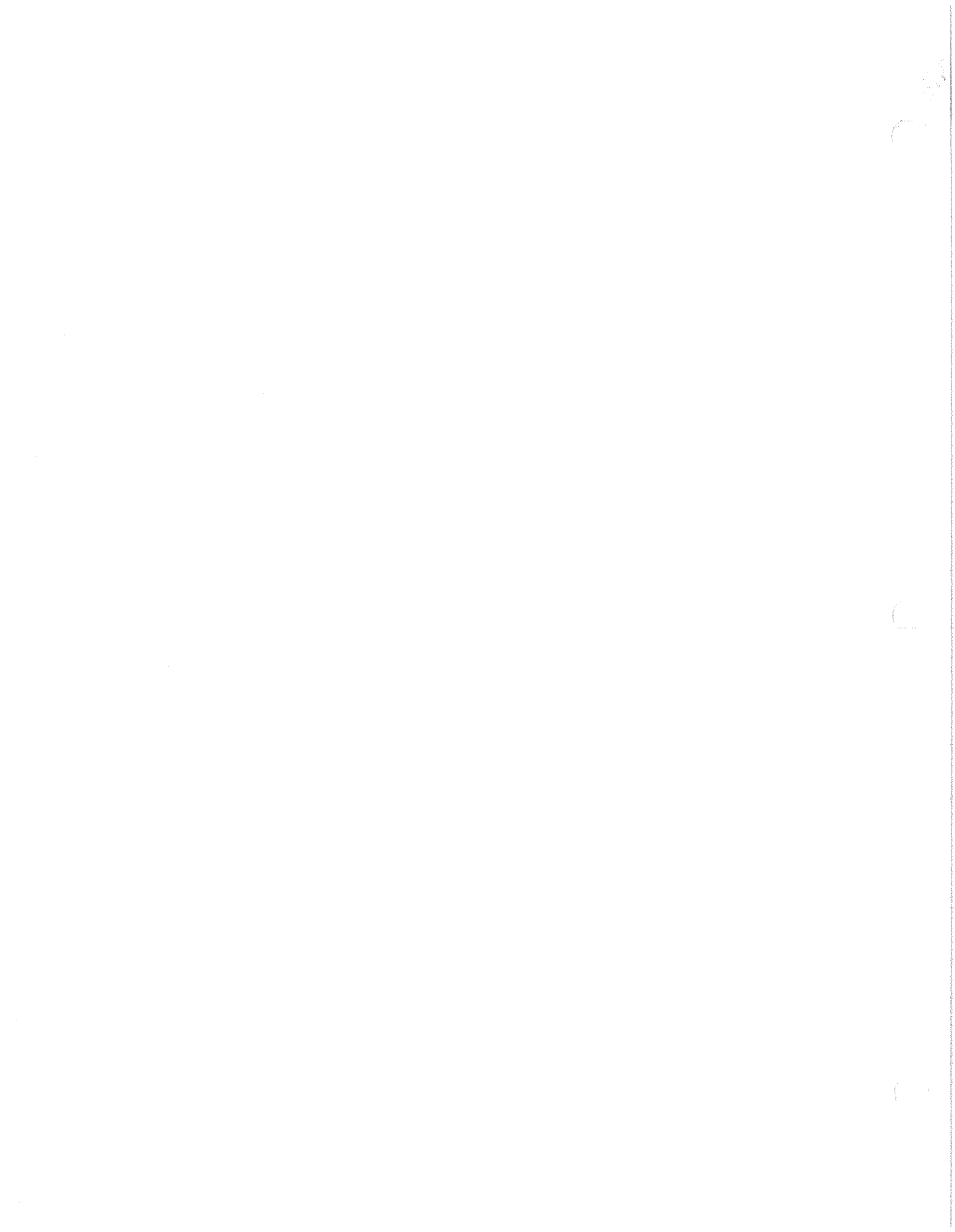
- 53. Adjourn

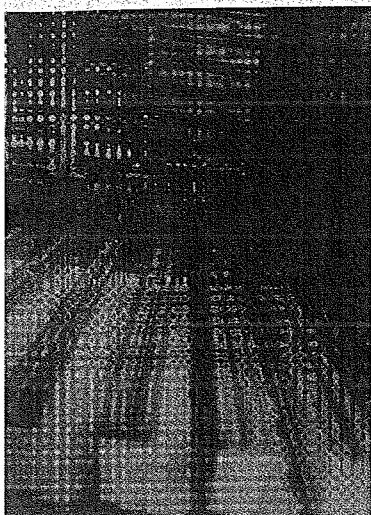
8:30 pm.

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the June 18, 2007 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 14, 2007.

[Handwritten Signature]





Major Trends Affecting Libraries

Recently, while cleaning up some files on my laptop, I found an environmental scan of associations from *Association Management* (January 1999, p.99). Although almost ten years old, the article suggests some questions library boards might want to discuss in terms of their local public library. The questions are still valid and if nothing else will provoke interesting conversation.

1. What is the library's leadership role in the community? The library board and administrative staff certainly have the responsibility to run the library efficiently and effectively, but what contribution can we add to the community outside of the library? Are we:
 - Taking leadership positions on other community boards?

- Helping to integrate library services with other community services?
 - Working with other community leaders to make sure the library leads the community in information services?
 - Identifying our competitors and seeking out nontraditional allies?
2. What is the library doing to ensure that the community continues to receive value and a return on its investment? Are we:
 - Knowledgeable about the economic impact that libraries have on the local community?
 - Broadcasting our economic impact throughout the community by explaining

continued on page 7

Update from New Orleans

Editor's Note: Many of us saw and heard the heartfelt stories and great need in New Orleans last summer. Denise Botto asked Tania Tetlow for an update. Thanks, Denise! And a special thank-you to Ms. Tetlow for taking the time to share NOPL's experiences.

In New Orleans, we have learned many hard lessons these last two years. Books float. Mold is a force of nature. And libraries are crucial to rebuilding communities.

We met many of you last summer at the American Library Association conference in New Orleans. Thanks to your generosity, the *Library Journal*, and many library vendors and publishers, we were able to reopen two of our damaged branches last June as beautiful, computer-filled wonders. We have made steady progress since then, but still have a long, long way to go. With six gutted branches and major work required at Main Library, we have many

millions left to raise. But we are audacious in our hopes and determined to build a model system for the country.

After Katrina, all but twenty of the library staff were laid off because of the sudden absence of tax revenue. We are now back up to eighty-five, still too lean, but able to open almost six days a week. Our heroic staff remains dedicated to working multiple jobs, even as they struggle to rebuild their own lives and homes.

Librarians help patrons who have never seen the Internet negotiate with FEMA online. They read to kids and provide an oasis for children who have seen too much. Neighborhood groups meet in our branches; new charter schools sign up kids; and the public comes to view the city-wide planning maps. Katrina reminded all of us that libraries are essential.

continued on page 8

Inside

President's Message	2
Conference Programs	3
News and Views	4
2007 Annual Conference Schedule	6

President's Message

ALTA: Making Connections



ALTA President
Anne Sterling

It's an eerie feeling to write this column without knowing whether our restructured ALTA will become reality this summer. By the time you read this copy of *The Voice*, you'll know what happened. All I can do is make the assumption that in the online election, you did approve the sweeping changes . . . and we're about to embark on a new journey, together. (If it doesn't pass, read this as a eulogy to what might have been!)

What it all comes down to is . . . people. I've just returned from Winchester, Virginia, where I spoke at a dinner. With me was Ann Dahl, a longstanding friend of mine who serves on the advisory board to the trustees of the Enoch Pratt Library in Baltimore. Ann tells me former ALA President Carla Hayden, who's on that staff, has been showing up lately dressed as a queen, her crown often slipping to a charmingly crooked angle. It's part of some program for teens, going on just now at the Pratt library.

Ann, who used to teach at the Calvert School, is an expert on several children's authors: Robert McCloskey (*Homer Price and the Doughnut Machine*), Laura Ingalls Wilder (*Little House on the Prairie*), and A. A. Milne (*Winnie the Pooh*). She has visited all the places where they lived and talked with folks who influenced the lives of these beloved writers. Besides writing study guides for their books, Ann lectures about one or another of these authors—for both children and adults.

A friend of mine is on the staff at the Bowman Library in Virginia. When not exercising horses (Winchester is horse country), Becki serves as public policy chair for American Association of University Women. This year she helped fight a library filtering bill. Sadly, the Virginia Library Association gave up this session on trying to stop forced filtering. A bill passed that requires all libraries receiving state funding to use a filter on every computer. Only if a patron declares "bona fide research or other legal purpose" can a staffer disable the filter. As Ann commented, "What if you're just curious?" I'm personally very proud of ALTA for opposing legislation like this.

What do these recent adventures of mine have to do with the new ALTA? It's all about networks, folks! It's simply people . . . who know more people . . . who care about libraries, and making sure they serve their communities. People who know that legislators have to be asked—foundations created, funds raised, and community members educated about the needs and enticed to show up and discover what resources can be accessed at the library.

The Task Force members—and our Board—who worked on our new structure know that it's a great plan. Members who voted for it believe in the new plan. The fifty-state initiative, especially, holds promise of a large, re-energized trustee/advocate organization. But in the end, what will make our new structure great is personal relationships.

One more asset we have is our veterans—Kerry Ward, Doll Thorn-Hawkins, Joan Ress Reeves, Dale Ross, and Sharon Saulmon. In our ranks are Shirley Bruursema, Jane Rowland, Don Roalkvam, Mable Robertson, Marguerite Ritchey, Helen Marte-Bautista, Lenore Gall, Francis Picart, Pat Fisher, Ellen Miller, Christine Hage, and the memory of Virginia Young. So many fine members have worked so hard. . . Victor, Gail, Lillian, Ann, Claire, Rose, Kim, David, Herbert, Andrea, Barbara, Pat, Bill, Ruth, Wayne, Sherman, Nicholas, and many, many more.

I look forward with great excitement to learning who our new ALTA president will be and to handing over the gavel to that person. The moment will mark a new era for our venerable organization, one of the oldest divisions in ALA—and soon to be one of the newest! This will be a cause worth working for. I ask that each one of you pledge, with me, that we'll turn our new organization into a dream of what library trustees—and library advocates—really need. If you loved the old ALTA, please work for the new one. You won't be sorry, I promise!

Washington, D.C., Here We Come!

RAISING CAPITAL AT THE CAPITOL PRECONFERENCE

On the first day of ALA's Annual Conference Friday, June 22, the Trustees and Advocates' Advocacy Committee is conducting a preconference entitled "Raising Capital in the Capitol." I strongly urge Trustees and Directors and others in attendance who are having Capital campaigns, doing fundraising, or millage campaigns for new or remodeled facilities to attend the workshop. In this day of so many cuts to libraries nationwide, more of the revenue has to be raised locally and involve the taxpayers and patrons in the local community.

We have two dynamic speakers, Joan Claffey, Director of Development at ALA, and Susan Roman, Dean and Professor of Graduate School of Libraries and Information Science, Dominican University, and former ALTA Executive Director. They both have first-hand knowledge and experience in raising such campaign financing.

It has been several years since ALTA has had a preconference. Let's make this one a success. It is also a chance to raise revenue for ALTA. See you on Friday, June 22, 1:30 to 5:30 p.m. Registration is \$85. (*Editor's note:* If you've already preregistered for the conference, it's easy to add a preconference.)—*Shirley A. Bruursema, Chair, ALTA Advocacy Committee*

SALOME THOMAS-EL AT SOS LUNCHEON



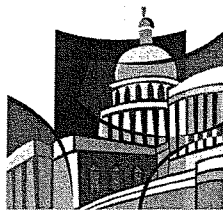
Salome Thomas-EL

The keynote speaker at the SOS Luncheon on Sunday, June 24, from noon to 2 p.m., is Salome Thomas-EL, author of *I Choose to Stay; A Black Teacher Refuses to Desert the Inner City*. The luncheon cost is \$50 and may be added to your conference registration.

Thomas-EL is a teacher who received a promotion and transfer in 1997. He had been a teacher at Roberts Vaux Middle School in Philadelphia's inner city since 1989. The promotion came because he had not only helped to improve morale and dis-

cipline at his school, but he had taught children to play chess—they went on to win local and national competitions. Besides a \$20,000 raise, he would have authority to make changes and greater opportunities to influence a larger number of students. He turned down the promotion, because of his devotion to his students. Inspiring and warmly human, Thomas-EL is a true hero. His story is moving and full of hope and proves beyond a doubt that a commitment to teaching in the public schools can result in excellence and success for children most of society has abandoned. You will not want to miss this special event.—*Kim D. Johnson, Maywood (Ill.) Public Library District*

LIBRARY DAY ON THE HILL



During ALA's Annual Conference in Washington, D.C., library groups and associations will have a unique opportunity to showcase their value and importance in the Halls of

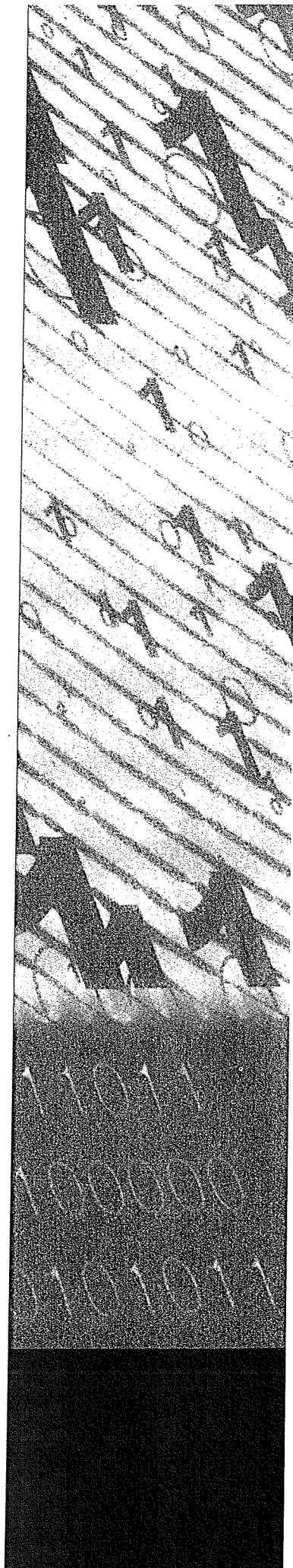
Congress at Library Day on the Hill!

On Tuesday, June 26, the ALA Washington Office has secured the Gold Room of the Rayburn House Office Building for the sole purpose of letting members of Congress know all about twenty-first-century libraries. There will be displays from every discipline to show our legislators just what libraries mean to America, from public libraries to school libraries, research libraries to special libraries.

This event is intended to be something ALA members do in conjunction with visiting their members of Congress. We strongly encourage you to visit your members on this day, and we will have one-page leaflets about the benefits of libraries on hand for you to give them. While we can't make appointments for you, you can make appointments directly with your member. However, there is no need to have an appointment to visit your member's office.

You can register for Day on the Hill when you register for Annual at the ALA Conference Services page (www.ala.org/annual). The event is free but does require registration.

For more information, please visit www.ala.org/dayonthehill.—*Andy Bridges, ALA Washington Office*



EMERGING TECHNOLOGY CONFERENCE



On May 7, 2007, Brooklyn (N.Y.) Public Library (BPL) hosted its first Emerging Technology Conference. The

one-day conference was funded by a grant from the Bill & Melinda Gates Foundation.

More than one hundred library workers from BPL and the greater New York City area attended the daylong event, which focused on professional development and technology training. Workshops, held throughout BPL's Central Library, included A+ Certification, Adobe Photoshop, Network +, Microsoft Office, Web Design, Customer Service, Finance, Keyboard Shortcuts and Commands, and Resume Writing. Attendees also had the opportunity to assess their personality and professional strengths through a Myers-Briggs workshop.

The Emerging Technology Conference was completely organized by the library's Technology Resource Specialist staff.

The Emerging Technology Conference was a success on many levels and is one example of how BPL supports the professional development of all staff as well as how the library is maintaining a firm grasp on the pulse of new technology.—*Mable Robertson, Brooklyn (N.Y.) Public Library Trustee*

BLACK EXPO AND NEW COMPUTERS

The Maywood (Ill.) Public Library District had a very successful, first-ever Black Expo at the library on Saturday, February 10. We had poetry readings of prominent black authors, read by school children from Maywood School District 89. We had a stunning display of handmade quilts. One quilt made by the aunt of an employee of the library was a self-portrait as a young girl in a rural cabin at the turn of the twentieth century. A representative of Blacksmith Books sold that publisher's books. *Some Glad Morning* by Irene J. Steele sold like hotcakes. The NAACP had a representative, along with a number of local organizations that offered valuable resource information.

Our own Rose Mosley (Maywood trustee and ALTA Board member) read "Phenomenal Woman" by Maya Angelou, which was the highlight of the day's events. Concluding the Black Expo was an offering of southern African-American cooking. Chicken wings, fried okra, and peach cobbler were just some of the delicious food sampled by those in attendance.—*Stan Huntington, Director, Maywood (Ill.) Public Library District*

PICK OF THE LITTER—BEST OF THE BEST

The New Hampshire Library Trustees Association (NHTLA) was fifty years old on May 3, 2007, fifty years of perfection and dedication to the enhancement and growth of public librar-

EXPANDED LIBRARY IN NEW YORK

On January 21, 2007, the Syosset (N.Y.) Public Library celebrated the grand opening of its newly renovated and expanded building.

The original one-story, 23,000-square-foot building constructed in 1970 was designed to hold about 90,000 items. By 2001 the library's holdings numbered more than 250,000 and the need for more space was overwhelming. The community agreed and approved a \$13 million bond for the expansion.

The new 60,000+ square foot building has a second floor devoted to reference, research, a teen center, computers, and the newest information technologies. A theater was added with the latest audio-visual equipment. Other amenities include a coffee bar, a cozy fireplace with ample seating, a new children's story hour room, and lots of room for collection growth.

The Syosset Public Library is now the largest of the fifty-four libraries in Nassau County.—*Shirley Lang, ALTA Board Member, Syosset (N.Y.) Public Library Board*

ALTA at a Glance www.ala.org/alta

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.



ALTA Program Schedule for 2007 Annual Conference in Washington, D.C.

Hotel abbreviations are as follows:

WCC—Washington Convention Center

MAD—Madison Hotel

HYATT—Grand Hyatt Washington

MAY—Renaissance Mayflower*

*Headquarters

THURSDAY, JUNE 21, 2007

2–4 p.m.

Executive Committee Meeting

#220609

WCC – Room 209B

5–7 p.m.

ALTA Board of Directors Meeting

#220610

WCC – Room 209B

FRIDAY, JUNE 22, 2007

10–11:30 a.m.

All Committee Meeting 1: Advocacy, Intellectual Freedom, Local Arrangements, Membership, President's Program, Education of Trustees

MAD – Montpelier Room

8:30 a.m.–3:30 p.m.

(Registration from 8:30–9:30 a.m., program begins at 9:30 a.m.)

Advocacy Institute

Learn how to become an effective library advocate and develop an action plan that you can use in your community or on campus! Appropriate for beginners and those wishing to brush up on their skills, this day-long workshop and luncheon will feature an extensive breakout session on lobbying during the afternoon in addition to presentations on message development, coalition-building, and budgetary issues. The institute will also be a valuable opportunity to network and share ideas with other library advocates.

Tickets: advance = \$35; on site = \$50

MAY – Grand Ballroom, South

1–5 p.m.

ALTA Preconference: "Raising Library Capital in the Capitol"

\$85

MAD – Dolly Madison Lower

5:30–7:30 p.m.

ALA Exhibits All Conference Reception

Exhibit Floor

7:30–10 p.m.

ALTA Gala

\$50

America's Restaurant, Gallery Room, situated on Capitol Hill, 50 Massachusetts Ave.

SATURDAY, JUNE 23, 2007

8–10 a.m.

ALTA Opening Session: "Trustees, Friends, and Library Staff: Developing an Effective Library Advocacy Network!"

WCC – Room 140 A/B

10:30 a.m.–Noon

Intellectual Freedom Program: "Intellectual Freedom Who's Responsible?"

Hyatt – Independence D-E

1:30–3:30 p.m.

ALTA President's Program: "From Advocate to Player: Trustees Transforming Libraries"

WCC – Room 145 B

4–5:30 p.m.

All Committee Meeting 2: Action Development, Legislation, Publications, SOS

MAD – Montpelier Room

4:30–5:30 p.m.

Nominating Committee Meeting

MAD – Adams A

SUNDAY, JUNE 24, 2007

8–10 a.m.

Education of Trustees Program: "Crossing the Line"

WCC – Room 145 B

10:30 a.m.–Noon

Legislation Program: "Lifting the Gag: The Role of the Trustee"

MAY – Chinese Room

Noon–1:30 p.m.

SOS Luncheon: "The Library Is on My Street and I Refuse to Move"

MAD – Palette

1:30–3:30 p.m.

Technology for Trustees Program

WCC – Room 147 A

4–6 p.m.

ALTA Annual Business Meeting/ Open Forum

WCC – Room 155

10:30–11 a.m.

2007–2008 Board of Directors Meeting

WCC – Room 149 A/B

11 a.m.–Noon

2007–2008 Executive Committee Meeting

WCC – Room 149 A/B

MONDAY, JUNE 25, 2007

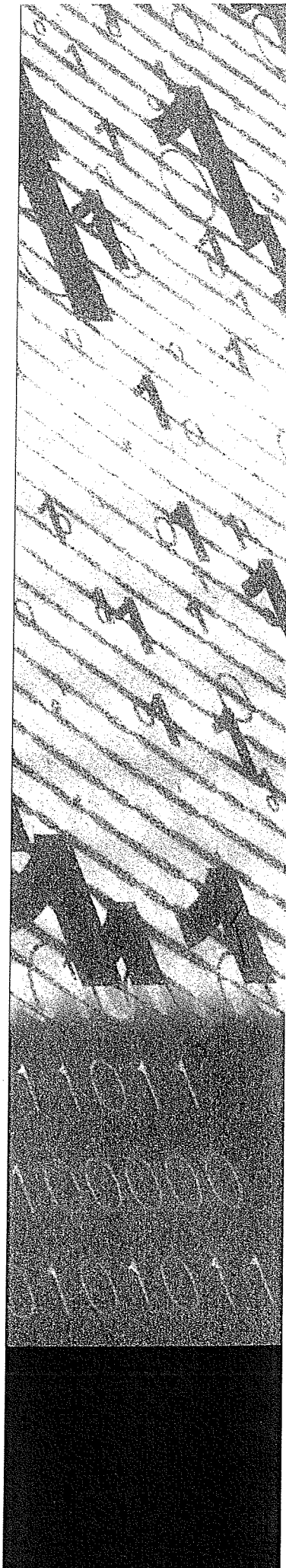
8–10 a.m.

2006–2007 Board of Directors Meeting

WCC – Room 149 A/B

Major Trends Affecting Libraries *continued from page 1*

- ing the library's role in workforce training, digital resources and services to small business, serving as anchors to other businesses and early literacy services which build human capital?
3. Is the library responsive to community need?
Are we:
 - Keeping up with external societal changes so we continue to offer the resources our customers need (downloadable materials, 24/7 access and service, informational literacy training for both our staff and public, etc.)?
 - Fast, fluid, and flexible? Meeting rising customer expectations for more, faster, and free access to materials and services?
 - Can we flex our budgets to meet unexpected opportunities or needs?
 4. Has the library diversified its revenue sources? Although most libraries are still funded primarily through tax dollars, are we seeking out new partners and other sources of income such as:
 - Grants from corporate America as well as local charitable or literacy focused organizations.
 - Library endowments or community foundations.
 - Support from Friends of the Library.
 5. Is the library's technology usage leading the way to improved computing in the community or operating on a generation behind the community? Does the library:
 - Have the bandwidth capability to link people with the streaming video sites they want to use like YouTube or MySpace?
 - Have an effective way of managing public access to computer?
 - Have the capacity to allow the public to download materials to CDs or flash drives?
 6. Is the library addressing generational issues?
Does the library:
 - Staffing reflect the community demographics?
 - Programming address the differing preferences for programs and services based on the community demographics?
 - Offer volunteer opportunities that appeal to the community?
 7. Does the library have a recruitment and retention plan to secure a qualified workforce with the proper mix of technical, social/life experiences, professional, and leadership skills?
 8. Has the library explored outsourcing and co-sourcing to gain the maximum advantages for the library? Have core and non-core services been defined?
 9. Has the library considered consolidation and mergers to gain greater efficiency and cost savings?
 10. Has the library built an image that can meet increasing public scrutiny and competition? Does the community believe and value the library's services, resources, and activities?
- As always there is never one single, correct answer to any of the above questions, but the discussion of such issues may help you clarify your library's role in your community.—Christine Lind Hage, Director, Rochester Hills Public Library





Update from New Orleans *continued from page 1*

By July, six temporary branches will be serving residents around the flooded areas of the city for up to three years, thanks to funding from the Bill & Melinda Gates Foundation. And our two new bookmobiles will serve other areas of the city as citizens rebuild. Books on construction have become very popular.

We are working on more than just bricks and mortar. We have launched a "Born to Read" program with funding from Target. A biweekly evening arts program is attracting new faces to the Alvar Branch, and soon the adjacent park will attract even more. We are

also getting a new book printing machine! To help replace books in our collections and those of local schools, the Alfred P. Sloan Foundation and OnDemandBooks are funding a demonstration at NOPL of an Espresso Book Machine—new technology that will print paperback books within minutes.

We can't quite describe our gratitude for the outpouring of support we have received from around the country. Our partner library systems have sent us help, and we have received major corporate and foundation grants. Most heartwarming of all, we get the occasional check in the mail of the

proceeds of children's lemonade stands, gifts from the children of America to the children of New Orleans.

With your help, and our crazy determination, we *will* rebuild a better library system for the people of New Orleans. You can help by doing your own creative fundraisers for us and sending us your support. But most of all, keep us in your hearts. It really helps to know that you still care.—*Tania Tetlow, President, New Orleans Public Library Foundation*

Fall Issue deadline: *Article submissions due to editor August 1, 2007*

ALTA Voice of
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Board & Administrator

FOR BOARD MEMBERS

June 2007 Vol. 23, No. 10

Editor: Jeff Stratton

Develop the next generation of board members

In Stephen Percy and Patricia Wyzbinski's study of nearly 600 Milwaukee area board members, only 1% of board members report they are under age 30, while 14% are younger than 40.

I suspect Milwaukee isn't the only community that is seeing its boards get greyer. It's probably happening in your area too, and has future implications not only for your own organization, but the nonprofit sector in general, leaving organizations with a potential shortage of effective board members.

Percy, of the University of Wisconsin-Milwaukee, and Wyzbinski, of Milwaukee's Management Cornerstones, Inc., presented their research at the Networks, Stakeholders & Nonprofit Organization Governance: Whither (Wither?) Boards Conference sponsored by the Midwest Center for Nonprofit Leadership, the University of Missouri - Kansas City Henry W. Bloch School of Business and Public Administration and *The Nonprofit Quarterly*.

What can you do, as a board, to encourage younger people to be civic-minded and serve on boards? Don't expect the younger generation to approach nonprofit service in the same way as their predecessors. Nonprof-

its and their boards need to think differently about how to attract new board members to board service, conference participants suggested.

One insight: People under 40 are generally much more interested in task-force type work that is action-driven than they are in longer-term board service. Their approach to civic duty emphasizes "let's do it and get it done," tasks like a Habitat for Humanity home-building project.

These sorts of situational engagements allow them to make a contribution, and return to their family, business or personal interests.

Tip: Your approach to recruiting board members may have to change if you truly want to develop a next generation of board leaders. It may require a longer-term approach to recruiting, where you encourage younger people first to participate in a special event that lets you introduce your organization. The doers and gung-ho types may then develop into the people you groom to lead more significant projects, like an annual golf event, before they are ready to commit to a term on the board. ■

Weekly meeting with administrator improves communication

Sherri Whiting, chair of a Crowley, Texas board, meets weekly with Administrator Greg Gibson, every Monday at 8:30 a.m. sharp. "We're in his office every Monday for about 90 minutes," she said.

The meetings boost board, board chair and administrator communication by getting board members' questions answered and planning the board team's approach to looming issues.

The meeting has an agenda, Whiting said. This typically includes a list of questions that board members have given her. "We also discuss problems that are coming up," she said. "The Monday meetings give us a chance to do some thinking in advance about, 'Where should we go with this?'"

The administrator also brings in other administrators to the session as needed, Whiting said. ■

Consider a Commitment Pledge to reinforce board excellence

Some boards have "it" while some boards don't. "It" means board members who show up in meetings on time and who are prepared, ready to conduct the board's business, and engaged by the organization's mission, programs and activities. Engagement often comes down to clear expectations that are communicated upfront.

The following pledge can be used in two ways to reinforce your board's expectations:

1. As an orientation tool, when you bring new members onto your board to encourage commitment to board service.
2. By your board chair, if she needs to counsel a member about attendance and commitment issues.

I, _____, pledge that I shall:

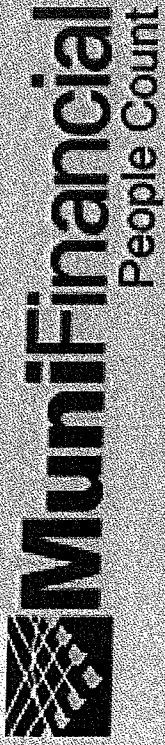
1. Commit to the mission and values of the organization, actively promote it, further the mission, and support policy.
2. Engage in behavior which is legal, ethical and consistent with the mission and values of the organization. Acknowledge and disclose any conflict of interest.
3. Commit the time, talent and energy necessary to further the work of the board. Arrange my schedule to meet the duties and obligations of board service.
4. Develop an understanding of the organization's structure, membership, programs, finances, and its place in the community, without interfering with the work of the executive director and staff.
5. Treat the staff and fellow board members with respect and dignity, fairness and consistency.
6. Participate in board activities and board-sponsored functions, which include orientation sessions, educational events, retreats, meetings and organizational special events.
7. Prepare for meetings in advance. Participate in board discussions.
8. Understand that no individual officer or member of this board can commit the organization either operationally or financially. Understand that no individual board member can usurp the board's role and obligations.
9. Serve on at least one board committee.
10. Actively recruit other board members and volunteers for the organization.
11. Make a financial contribution to the organization annually to demonstrate my commitment to the organization.

Board member's signature: _____ Date: _____

Board goals flow from mission statement

Goals aren't only for your executive director. Encourage your board to create its own performance goals after it develops or modifies the organization's mission statement. Here's an example from a Georgia board:

- Improve interpersonal working relationships.
- Establish a schedule for board retreats and work sessions.
- Reach agreement on organization priorities.
- Increase communication and outreach with stakeholders. ■



Placentia Library District

Impact Fee Study

September 18, 2006

Marshall Eyerman

Toyasha Black

**Project
Management
Analysis**



**Data
Management**

Information

People Count

Project
Management

Analysis

\$162,211.00 \$7,320.00

\$251,270.00 \$9,100.00

\$76,227.00 \$30,270.00

\$16,227.00 \$7,100.00

\$45,227.00 \$2,700.00

\$16,227.00 \$7,100.00

\$25,227.00 \$9,100.00

\$76,227.00 \$30,270.00

\$16,227.00 \$7,100.00

\$25,227.00 \$9,100.00

\$76,227.00 \$30,270.00

Data

Management

Information

People Count

Introduction to MuniFinancial

- Muni Team:
 - ✓ Marshall Eyerman, Project Manager
 - ✓ Toyasha Black, Senior Analyst
 - ✓ Staff Support, Temecula Office

- Muni Experience:
 - ✓ One of the largest public sector financial consulting firms in the United States
 - ✓ Extensive experience in providing a wide range of local agency financial services, including development impact fee studies, to similarly sized agencies across the nation

September 18, 2006

Placentia Library District

Project
Management

Analysis

\$1,327,201.85 \$3,400.00

\$2,507,789.93 \$2,110.00

\$1,822,763.19 \$2,071.16

\$3,072,267 \$3,111.92

\$3,887,234 \$2,071.16

\$2,161,118 \$2,153.07

\$2,552,516 \$1,010.00

\$3,750,624.7 \$1,140.92

\$7,466,927 \$6,540.00

\$1,327,201.85 \$3,400.00

Data
Management

Information

People Count

Project Objectives

- Develop fee justification based on the “reasonable relationship” and “deferential review” standards established by the courts
- Provide a schedule of maximum-justified fees by land use category
- Present the results of the study in a clearly written report in compliance with the *Mitigation Fee Act* (California Government Code 66000 to 66025)
- Provide comprehensive backup documentation for assumptions, including copies of spreadsheet files, to enable District staff to update fees in the future

September 18, 2006

Placentia Library District

Project
Management

Analysis

\$184,231.92 \$17,729.57

\$2,512,269.93 \$2,140.95

\$7,831,276.51 \$50,271.15

\$1,672,267 \$17,129

\$45,927.98 \$1,723.12

\$2,005,158 \$2,159.93

\$5,529,291.23 \$1,672.05

\$1,558,829.7 \$1,110.52

\$1,455,816.97 \$1,210.66

\$1,672,267 \$1,110.52

\$1,672,267 \$1,110.52

Data
Management

Information

People Count

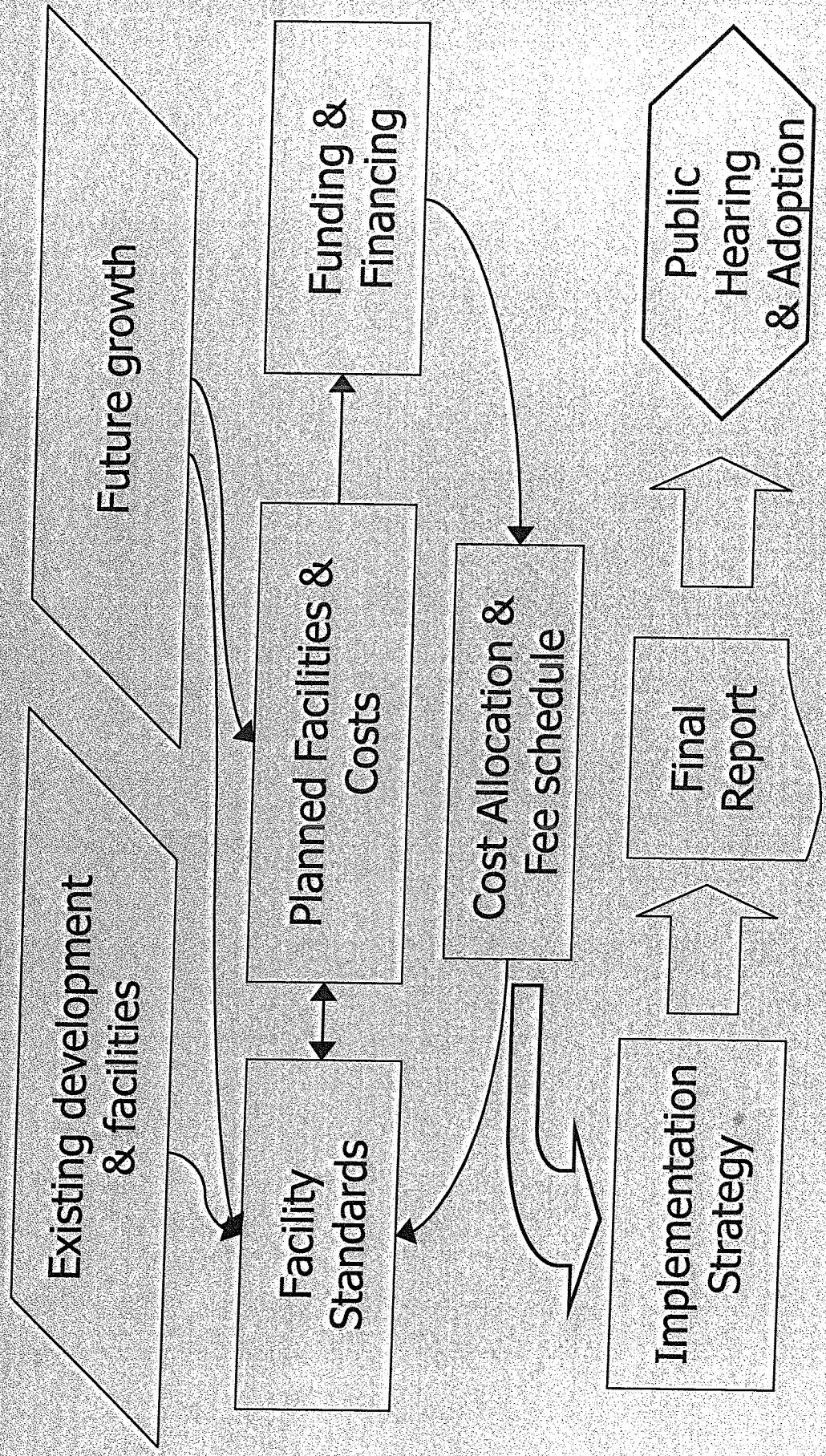
Mitigation Fee Act Findings (Govt. Code §66001)

- Purpose of fee
- ✓ Reference General Plan goals and objectives
- Use of fee revenue
- ✓ General description, maintain flexibility
- “Dual Nexus”
- ✓ **Need:** Development ≈ Need for facilities
- ✓ **Benefit:** Development ≈ Use of revenue
- **Rough Proportionality:** Fee amount ≈ development’s share of facility costs

September 18, 2006

Placentia Library District

Impact Fee Approach Overview



Project
Management

Analysis

\$5,653,415.56 \$5,722,227

\$2,512,705.55 \$2,140,025

\$78,527,638.81 \$59,271,171

\$9,872,467 \$9,701,927

\$489,027.85 \$4,723,177

\$20,554,438 \$2,165,334

\$5,202,241.53 \$5,160,616

\$375,002.47 \$9,140,527

\$97,465,015.27 \$70,240,557

\$1,000,000.00 \$1,000,000.00

Data
Management

Information

People Count

Methodology for Calculating Public Facilities Fees

- Determine growth projections
- Identify facility standards
- Determine the amount and cost of facilities required to accommodate new development
- Calculate the public facilities fee by allocating the total cost of facilities per unit of development

September 18, 2006

Placentia Library District

The Metric: Components of Service Standards

Demand Standard

- Usually based on physical measure of demand and facilities.
- Examples: Traffic LOS, Park Acres/1k, Gallons per Day.

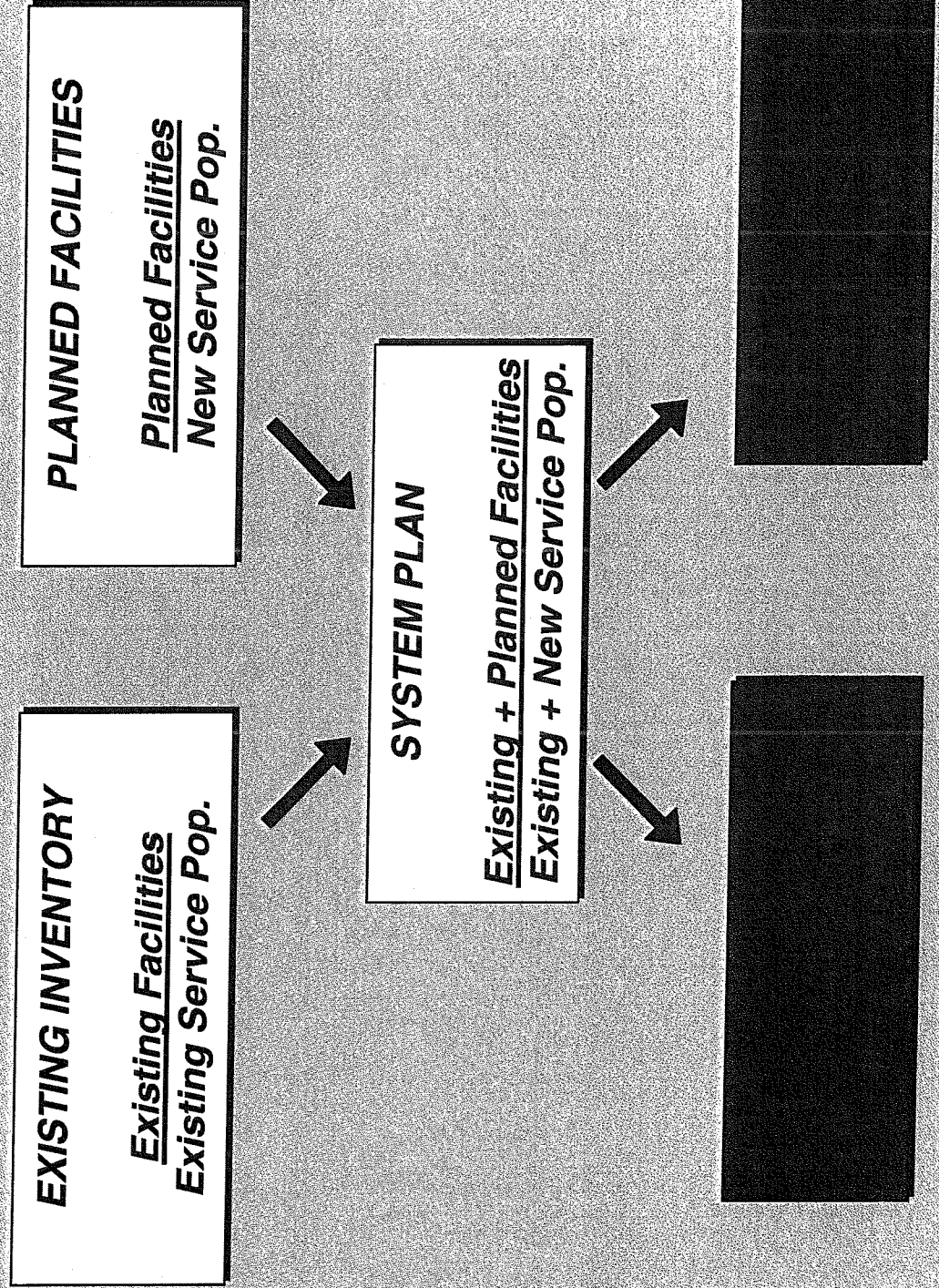
Design Standard

- Specific design standard to meet stated service goals.
- Allows design for “what could be.”
- Accommodate changes in building codes, state, and federal mandates

Cost Standard

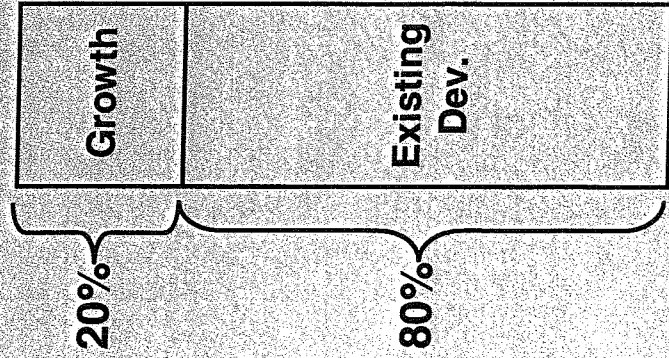
- Converts demand and design standards into costs per unit.
- Examples: Cost per Peak P.M. Trip, Cost per capita, etc...

Facility standards depend on WHO needs WHAT

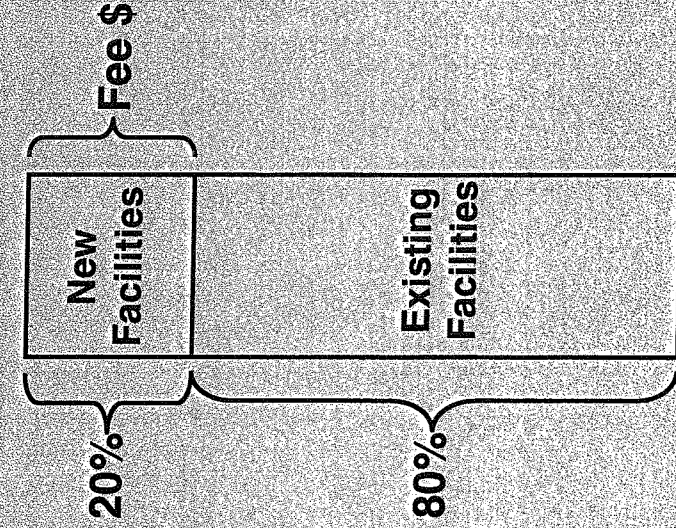


Existing Inventory Approach

Development



Facilities



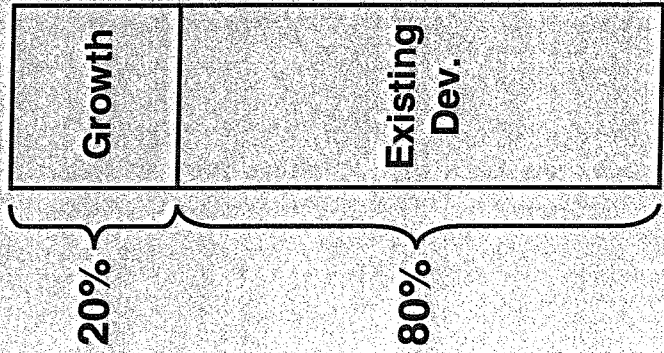
- Provides funds to

maintain existing facility standards

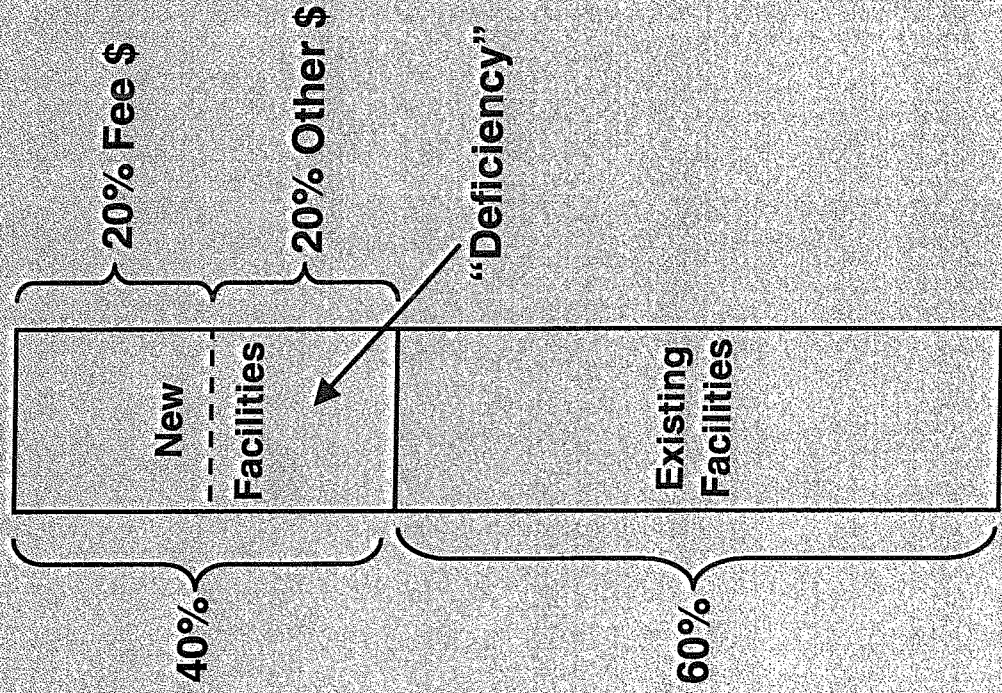
- Often used when no other planning studies available
- Simple intuitive methodology
- Highly defensible to legal challenge

System Plan Approach

Development



Facilities



- Enables new development to assist in raising facility standards

- Higher fee, more revenue compared to Existing Inventory approach
- Used when you can't separate out facilities that serve existing versus new development
- Often based on a master plan or other list of planned capital projects
- Need to fund “deficiency” with non-fee \$, but exact requirements unclear

Project Schedule

	Month 1	Month 2	Month 3
Task 1. Identify and Resolve Policy Issues			
Task 2. Identify Existing Development and Future Growth			
Task 3. Calculate Facility Standards			
Task 4. Determine Potential Facility Needs and Costs			
Task 5. Identify Funding and Financing Alternatives			
Task 6. Prepare Report			

Project
Management

Analysis

\$544,019 \$7,526.57

\$2,512,699.93 \$26,140.96

\$76,922,633.01 \$50,271.88

\$978,724.57 \$9,714.92

\$359,275.98 \$2,729.12

\$200,634.65 \$2,623.91

\$555,251.83 \$5,679.08

\$375,062.57 \$31,140.92

\$7,456,415.27 \$16,210.96

\$57,419.07 \$9,921.64

Data
Management

Information

People Count

Questions and Answers

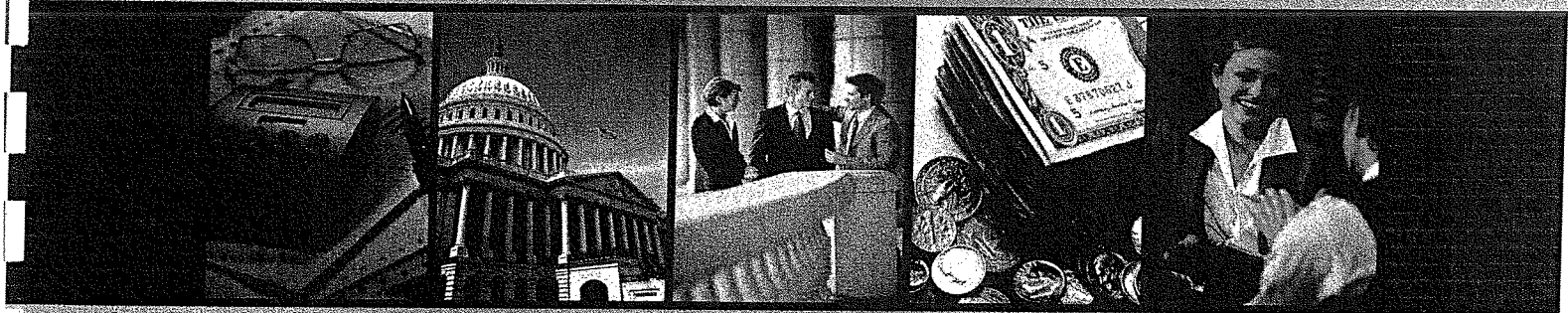


September 18, 2006

Placentia Library District

*MuniFinancial Proposal to
Placentia Library District*

*Impact Fee Documentation
for Library Facilities*



27368 Via Industria, Suite 110, Temecula, California 92590

September 12, 2006

Ms. Elizabeth D. Minter
Library Director
Placentia Library District
411 East Chapman Ave.
Placentia, California 92870

Re: Prepare Impact Fee Documentation for Library Facilities

Dear Ms. Minter:

MuniFinancial is pleased to submit this proposal to prepare impact fee documentation for library facilities for the Placentia Library District.

MuniFinancial is one of the largest public-sector financial consulting firms in the United States, with headquarters in Temecula and regional offices in Oakland, Lancaster, and Sacramento. In our 18-year history we have helped hundreds of public agencies and nonprofit organizations successfully address financial challenges. We have extensive experience in a wide range of local agency financial services, including development impact fee studies.

The project team we have assembled for the Placentia Library District includes Mr. **Robert D. Spencer**, Principal Consultant, and Ms. **Sally Van Etten**, Senior Project Analyst, who will serve as technical advisors. Mr. **Marshall Eyerman** will serve as principal-in-charge and project manager for this engagement. Ms. **Quennelle Quartararo** and Ms. **Toyasha Black** will provide analytical support. I am certain that this team can successfully partner with your staff to prepare a fee analysis that equips the District to provide for the impact of development.

We are excited about this opportunity to provide the Placentia Library District with the excellent service for which MuniFinancial is known. Please do not hesitate to contact Marshall Eyerman at (951) 587-3562 or via email to marshalle@muni.com if you have any questions regarding this proposal.

Sincerely,
MuniFinancial



Brian Jewett, Division Manager
Financial Consulting Services Group

Enclosure

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
Project Objectives	1
Summary of Approach	1
SCOPE OF SERVICES.....	5
PROJECT SCHEDULE	9
FEE FOR SERVICES	10
Invoicing	10
PROJECT EXPERIENCE	11
References	13
PROJECT TEAM.....	14
Marshall Eyerman	15
Sally Van Etten	16
Robert D.Spencer	17
Toyasha Black	19
Quennelle Quartararo	20
FIRM BACKGROUND.....	21
Introduction to MuniFinancial	22

EXECUTIVE SUMMARY

This section explains the project objectives, our approach to development impact fee programs, and how that approach would be applied to the Placentia Library District.

PROJECT OBJECTIVES

The objectives of this project are to:

- ◆ Develop fee justification based on the “reasonable relationship” and “deferential review” standards established by the courts;
- ◆ Provide a schedule of maximum-justified fees by land use category;
- ◆ Present the results of the study in a clearly written report in compliance with the *Mitigation Fee Act* (California Government Code 66000 to 66025); and
- ◆ Provide comprehensive backup documentation for assumptions, including copies of spreadsheet files, to enable District staff to update fees in the future.

SUMMARY OF APPROACH

MuniFinancial’s methodology for calculating public facilities fees is simple and flexible. We calculate the maximum justifiable impact fee and provide the flexibility for the District to impose fees up to that amount. The program incorporates local policy priorities and is simple to explain to elected officials, interest groups and the public.

Our overall methodology is straightforward: we efficiently apply our financial and engineering expertise to develop technically defensible fee documentation that is easily understood by the development community and the public. We take advantage of the flexibility that statutes and case law provides in establishing the nexus between new development and area-wide fee programs to avoid excessive engineering costs on our part.

Development impact fees are calculated to fund the cost of facilities required to accommodate growth. The four (4) steps followed in an impact fee study include:

1. Determine growth projections appropriate for use in study;
2. Identify facility standards;
3. Determine the amount and cost of facilities required to accommodate new development based on facility standards and growth projections; and
4. Calculate the public facilities fee by allocating the total cost of facilities per unit of development.

The identification of facility standards in step #2 often involves preparing an inventory of existing facilities and identifying specific planned facilities. This data is needed to provide a basis for the calculation of facility standards.

Step #3 may include identification of and cost estimates for existing facility deficiencies. Depending on the facilities standards chosen, existing development may have a responsibility to provide additional facilities to meet the same standards being applied to new

development. The cost of these deficiencies cannot be funded by impact fee revenues and requires identification of alternative funding sources.

FACILITY STANDARDS

The key public policy issue in development impact fee studies is the identification of facility standards. Facility standards document a reasonable relationship (1) between new development and the total need for new facilities, and (2) between each development project and the impact fee for that project. Standards also ensure that new development does not fund deficiencies associated with existing development.

TYPES OF FACILITY STANDARDS

The types of standards that may be used in a development impact fee study include:

- ◆ ***Demand standards*** determine the amount of facilities required to accommodate growth. These standards are the most common method for discussing policy options with regards to public facility fees.
- ◆ ***Design standards*** determine how a facility should be designed to meet expected demand. These standards are typically not evaluated as part of an impact fee analysis, but they can have a significant impact on the cost of facilities.
- ◆ ***Cost standards*** determine the cost per unit of demand based on the estimated cost of facilities. Impact fee studies often convert the other two (2) standards discussed above to a cost standard to generate an impact fee schedule.

METHODS FOR DETERMINING FACILITY STANDARDS

The most commonly accepted approaches to determining a facility standard are described below.

- ◆ The **existing inventory method** uses a facility standard based on the ratio of existing facilities to the existing service population. Under this approach new development funds the expansion of facilities at the same standard currently serving existing development. By definition the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual capital improvement plan and budget process.
- ◆ The **planned facilities method** calculates the standard solely based on the ratio of planned facilities to the increase in demand associated with new development. This method is appropriate when planned facilities only benefit new development. This method also may be used when there is excess capacity in existing facilities that can accommodate new development. In that case new development can fund facilities at a standard lower than the existing inventory standard and still provide an acceptable level of facilities.
- ◆ The **system method** calculates the standard based on the ratio of existing plus planned facilities to total future demand (existing and new development). This method is used when (1) the local agency anticipates increasing its facility standard above the existing inventory standard discussed above, and (2) planned

facilities are part of a system that benefit both existing and new development. Using a facility standard that is higher than the existing inventory standard creates a deficiency for existing development. The jurisdiction must secure non-fee funding for that portion of planned facilities required to correct the deficiency.

Some impact fee programs require specialized engineering studies to identify facility needs. If adequate engineering analysis is not available, we will work with the District to develop purposefully conservative preliminary fee calculations. The District can then adopt a fee program pending completion of the necessary engineering studies.

OTHER ELEMENTS OF APPROACH

INTEGRATION WITH LONG-RANGE CAPITAL IMPROVEMENT PLANS

An effective impact fee program must be integrated into the District's specific plans, master plans, and other long-range capital improvement plans (CIPs). We will review existing CIPs and see that the fee program addresses specific funding needs. We will work with staff to determine the need for impact of debt financing on the fee program. We can program fees to specific capital projects if necessary. However, we recommend that the fee program not be definitive in this regard and that the District program fees through its annual CIP process to provide as much flexibility as possible to meet changing circumstances.

Overall, our goal is to develop an impact fee program that effectively supports a financially feasible plan for facilities to accommodate growth.

DISTRICT, DEVELOPER AND PUBLIC PARTICIPATION

Gaining consensus among various groups requires a balanced discussion of both economic development and community service objectives. If the District deems necessary, we will facilitate meetings with representatives of the development industry to explain the program and gain input. Our goal is to create consensus first around the need for facilities and second around a feasible revenue strategy including the role of impact fees.

ECONOMIC DEVELOPMENT CONCERNS

The development community often is concerned that fees and other exactions will become too high for development to be financially feasible under current market conditions. We have developed a number of strategies to address this concern, including:

- ◆ Conducting an analysis of the total burden placed on development by exactions to see if development feasibility may be compromised by the proposed fees;
- ◆ Gathering data on total fees imposed by neighboring or competing jurisdictions;
- ◆ Developing a plan for phasing in the fees over several years to enable the real estate market to adjust;
- ◆ Providing options for developers to finance impact fees through assessment and other types of financing districts; and
- ◆ Imposing less than the maximum justified fee.

If less than the maximum justified fee is imposed we will work with staff to see that that the Capital Improvement Plan (CIP) is adjusted to compensate for the reduced fee revenue. The

CIP should remain financially feasible to maintain realistic expectations among developers, policy-makers and the public.

CONSOLIDATING FEE PROGRAMS

Recently we have been working with several clients to consolidate separate fee programs into a combined development impact fee. For example, this approach may combine police, fire, general government, and parks and recreation into a single "public facilities" fee. We also specialize in justifying single citywide fees rather than fees for separate zones. Advantages of these approaches include a stronger revenue stream that can fund individual projects sooner, less administrative and accounting complexity, and more flexibility in applying fee revenues to facility needs.

PROGRAM IMPLEMENTATION

Fee programs require a certain level of administrative support for successful implementation. We will recommend appropriate procedures such as:

- ◆ Regularly updating development forecasts;
- ◆ Regularly updating fees for capital project cost inflation;
- ◆ Regularly updating capital facility needs based on changing demands;
- ◆ Developing procedures for developer credits and reimbursements; and
- ◆ Including an administrative charge in the fee program.

SCOPE OF SERVICES

We want to ensure that our scope of work is responsive to the Placentia Library District's needs and specific local circumstances. We will work in concert with the District to adjust our scope of services as needed during the course of the study.

Below is our proposed scope of work described in detail by task. We explain how we will accomplish each task and identify associated meetings and deliverables.

TASK 1: IDENTIFY AND RESOLVE POLICY ISSUES

Objective: Identify and resolve policy issues raised by the study and determine appropriate facility and fee categories.

Description: We will work with Library District staff to identify and review all documentation supporting the potential new development impact fees. We will deliver information requests as appropriate. We will explain policy issues to District staff and seek guidance prior to proceeding. Policy issues include:

- ◆ Existence of ordinances, policies, and plans supporting the imposition of impact fees;
- ◆ Land use categories for imposition of fees;
- ◆ Allocation of cost burden to nonresidential land uses;
- ◆ Method for determining facility standard;
- ◆ Adequacy of existing studies and plans to identify needed facilities;
- ◆ Potential alternative funding sources such as rate revenues and grants, if needed;
- ◆ Funding existing deficiencies, if identified; and
- ◆ Implementation concerns and strategies.

Meetings: One (1) meeting to initiate the project, discuss data needs, and address policy issues.

Deliverables: (1) Information requests, (2) revised project scope and schedule (if needed), (3) brief summary of policy decisions (if needed).

TASK 2: IDENTIFY EXISTING DEVELOPMENT AND FUTURE GROWTH

Objective: (1) Identify estimates of existing levels of development, and (2) identify a projection of future growth consistent with current planning policy.

Description: Existing levels of development provide a basis for calculating existing facility standards, the basis for most development impact fees. Future growth to a defined planning horizon, such as 2026, provides a basis for calculating the amount of new facilities needed. Existing estimates and projections for a library district should be expressed in terms of dwelling units, resident

population, employment generators, and other criteria and measures of the service population for facility planning.

We will work with the Orange County Planning Department to obtain planning horizon development numbers over which the costs will be apportioned. We will evaluate projections from regional metropolitan planning agencies and other available sources. We will obtain approval of the future development quantities from the department.

We will obtain approval of estimates of existing development and development projections from the District prior to proceeding. These estimates and projections are essential inputs to the funding plan and fee calculation model constructed in the tasks that follow. Consequently, changes to these estimates or projections by the District following approval could result in a change in this scope of services and increase in our professional fees.

Meetings: None.

Deliverables: Memorandum to District staff summarizing estimates of existing development and projections for new development.

TASK 3: CALCULATE FACILITY STANDARDS

Objective: Determine standards to identify facilities required to accommodate growth.

Description: Facility standards provide a critical link in documenting the nexus between growth, the facilities required to accommodate it, and a defensible impact fee. We will use one (1) of three (3) standard approaches to determining facility standards: (1) existing inventory, (2) system (existing plus planned facilities), or (3) planned facilities only.

Depending on the approach being taken to calculate facility standards we may need lists of existing and/or planned facilities. Alternately we may need documents that indicate District policy and facility planning assumptions regarding standards (master plans, specific plans, general plans, etc.).

We will express facility standards as measures of demand by land use category. These measures, such as "equivalent dwelling units" or "population and employment densities," apportion facility costs to development projects and generate the fee schedule. A range of reasonable and technically defensible approaches exists for this purpose. We will select the appropriate approach for each facility standard based on:

- ◆ Available local data on facility demand by land use category;
- ◆ Approaches used by other agencies; and
- ◆ Support for other District policy objectives.

Meetings: None.

Deliverables: None.

TASK 4: DETERMINE POTENTIAL FACILITY NEEDS AND COSTS

Objective: Identify the type, amount and cost of facilities required to accommodate growth and correct deficiencies, if any.

Description: The facility standards developed in Task 3 will also be integral to estimating facility needs. If the "system" or "planned facilities only" approach is used to develop facility standards (see Task 3) we will need a list of specific planned facilities from existing facility master plans or other District documents. If the "existing inventory" approach is used then we will only need an indication of the initial projects anticipated for the use of fee revenues.

A critical component of this task that we will complete will be to distinguish between the following:

- (1) Facilities needed to serve growth (that can be funded by impact fees); and
- (2) Facilities needed to correct existing deficiencies for the existing service population (that cannot be funded by fees).

To the extent possible we will use facility standards (Task 3) applied to planned projects to identify existing deficiencies. **This scope of work does not include additional engineering analysis if needed to identify deficiencies.**

To estimate costs for new facilities, we will identify unit cost components such as design costs, land acquisition, and construction as appropriate. We will develop planning-level estimates for each unit cost based on actual District experience, other local cost data such as land values, consultant team experience from prior projects, and industry cost indices

Meetings: None.

Deliverables: None.

TASK 5: IDENTIFY FUNDING AND FINANCING ALTERNATIVES

Objective: Determine the extent of alternative (non-fee) funding available for new facilities.

Description: If impact fees are going to only partially fund a capital project, the *Mitigation Fee Act* requires that the agency report on the anticipated source and timing of the additional funding every five (5) years. There are two (2) types of alternative funding sources that we will identify:

1. Funding from non-impact fee sources to correct existing deficiencies;
and
2. Funding from new development other than impact fees that must be credited against new development's impact fee contributions, possibly including taxes paid to finance facilities.

We will identify anticipated alternative funding based on information from District staff, or note that funds are still to be identified. In the case of the latter, we will note probable funding alternatives.

We expect that facilities would be funded predominantly on a pay-as-you-go basis. If fees will contribute to funding debt service we will apportion financing costs to the fee program based on the appropriate share of total costs. However, we do not expect the timing of fee revenues to affect financing costs so a cash flow analysis is not included in this scope of work.

Meetings: None.

Deliverables: None.

TASK 6: PREPARE REPORT

Objective: Provide technically defensible fee report that comprehensively documents project assumptions, methodologies, and results.

Description: Based on the results of prior tasks we will first prepare a package of draft report tables for District staff to review. The tables will document each step of the analysis. The tables will culminate in a schedule indicating the maximum justified fee amount by land use category.

Following one (1) round of comments from District staff on the quantitative analysis and fee schedule, we will prepare an administrative draft report. Following one (1) round of comments on the administrative draft we will prepare a public draft for presentation to interested parties, the public, and the District Board of Directors. We will prepare a final report if necessary based on one (1) round of comments received on the public draft report. We will submit up to ten (10) bound copies of each report as requested by the District. We can also post the report on our web site for access via the Internet.

If requested, we will provide legal counsel with copies of fee resolutions and ordinances used by other jurisdictions.

Meetings: Two (2) meetings: one (1) to review the initial project results (report tables) and the draft report with staff; and one (1) to present the report at a public hearing for adoption.

Deliverables: Administrative draft report, public draft report, final report (if needed), and slide presentation (if needed).

PROJECT SCHEDULE

We will deliver the draft report tables described at the beginning of Task 6 within 90 days after receiving authorization to proceed.

To meet the schedule outlined below we will expect responses to policy issues and information requests within five (5) business days. If there are delays on the part of the District, we will need to adjust our project schedule accordingly.

We will develop specific project timelines following consultation with and in concert with District staff.

PLACENTIA LIBRARY DISTRICT IMPACT FEE DOCUMENTATION FOR LIBRARY FACILITIES PROJECT SCHEDULE			
	Month 1	Month 2	Month 3
Task 1. Identify and Resolve Policy Issues			
Task 2. Identify Existing Development and Future Growth			
Task 3. Calculate Facility Standards			
Task 4. Determine Potential Facility Needs and Costs			
Task 5. Identify Funding and Financing Alternatives			
Task 6. Prepare Report			

FEES FOR SERVICES

We will perform an impact fee study for Placentia Library District for a *fixed price fee of \$10,500*. Engineering analysis/expertise and associated development projections to identify new facilities or update facility cost estimates is not included in our fee.

INVOICING

MuniFinancial will invoice the Placentia Library District monthly for our services, based on project completion.

PROJECT EXPERIENCE

MuniFinancial is one of California's leading firms for development impact fee programs. The firm has broad experience reviewing and structuring impact fee programs for cities, counties, special districts, and school districts. For these clients, our firm has provided nexus documentation to support fees funding a full range of public facilities, including utilities (water, wastewater and storm drainage), roadways and transit, parks, fire, police, health clinics, and other government facilities such as civic center and corporation yards.

Our depth of experience in this arena has led us to develop a range of creative, defensible programs for our clients. To increase the flexibility of impact fee programs we have justified a single fee that funds a wide range of facilities, from parks to fire stations (City of Gilroy, City of Roseville). We also specialize in development of fee programs that span multiple jurisdictions to fund regional facilities (counties of El Dorado, Fresno, San Luis Obispo, and Solano). Our staff has served as expert witnesses for local agencies defending their fee programs, while no fee program developed by MuniFinancial has been challenged in court.

Finally, clients have engaged our firm to examine critical policy issues often raised by impact fee programs, and to communicate these issues to elected officials, the development community, and the public. To address the effect of fees on economic growth we have performed development feasibility and real estate market studies, conducted fee comparison surveys, and compared public facility funding methods among local agencies.

A partial listing of the jurisdictions for which MuniFinancial has conducted development impact fee studies includes:

MUNIFINANCIAL DEVELOPMENT IMPACT FEE STUDIES PARTIAL CLIENT LIST	
City and County of San Francisco	City of Santa Clarita
City of Bellflower	City of Shasta Lake
City of Carpinteria	City of Sierra Madre
City of Covina	City of Soledad
City of Chula Vista	City of South San Francisco
City of Dublin	City of Stockton
Town of Eagar, AZ	City of Tracy
City of El Monte	City of Upland
City of El Segundo	Town of Windsor
City of Fresno	Town of Yucca Valley
City of Gilroy	Coachella Valley Association of Governments
City of Goodyear, AZ	Contra Costa Fire Protection District
City of Hawthorne	County of El Dorado
City of Hercules	County of Fresno
City of Hollister	County of Kern
City of Huntington Beach	County of Kings
City of Huntington Park	County of Madera
City of Indian Wells	County of Placer

**MUNIFINANCIAL
DEVELOPMENT IMPACT FEE STUDIES
PARTIAL CLIENT LIST**

City of Kingsburg	County of Solano
City of La Mesa	County of Stanislaus
City of Livermore	Dixon Library District
City of Long Beach	East Contra Costa Fire Protection District
City of Novato	Keyes Fire Protection District
City of Oakley	Mt. Diablo Fire Protection District
City of Oxnard	Novato Fire Protection District
City of Palmdale	Rincon Valley Fire Protection District
City of Phoenix, AZ	Sacramento Area Flood Control Agency
City of Pittsburg	Salida Fire Protection District
City of Redding	San Joaquin Area Flood Control Agency
City of Reedley	San Ramon Fire Protection District
City of Redlands	Stanislaus Consolidated Fire District
City of Rialto	Tehachapi Valley Rec. & Park District
City of Rocklin	Windsor Fire Protection District
City of Roseville	Woodland Fire Protection District
City of San José	San Diego Association of Governments
City of San Leandro	Coachella Valley Association of Governments
City of San Luis Obispo	Los Angeles Metropolitan Transportation Authority

MuniFinancial has specific expertise preparing development impact fee documentation as part of a comprehensive public facility financing plan. Our approach includes:

- ◆ Close coordination with public agencies, developers and public interest groups to devise a consensus approach.
- ◆ Sensitivity to equity concerns between new and existing development, as well as between different land uses and phases of development.
- ◆ Developing strategies to maintain project financial feasibility.
- ◆ Providing the technical analysis necessary for project participants to resolve policy issues.

Public facility financing continues to change dramatically due to state constitutional amendments and the public's reluctance to pay for growth. In response, we have been at the forefront in developing new approaches, such as smart growth strategies, area-wide fee programs and special use fees for affordable housing. Our staff remains up-to-date on the latest legislative actions and court decisions affecting this rapidly changing field, and is sought out by attorneys for expert witness services.

REFERENCES

MUNIFINANCIAL IMPACT FEE REFERENCES
Dixon Unified School District Library District Gregg Atkins, District Librarian Tel: (707) 678-1805
City of Gilroy Richard Smelser, City Engineer Tel: (408) 846-0260
County of Kings Mary Gallegos, Deputy County Administrative Officer Tel: (559) 582-3211

PROJECT TEAM

We have selected senior professionals for the Placentia Library District's project. We are confident that the MuniFinancial team has a depth of experience that will successfully fulfill the District's desired work performance.

Mr. **Marshall Eyerman**, Principal Consultant in our Financial Consulting Services Group, will serve as principal-in-charge and project manager. Mr. Eyerman will provide for timely completion of the project and adequate staff resourcing. He will also provide expert advice and oversee the quality of work of deliverables. Mr. Eyerman will be the District's day-to-day contact for this engagement and will be present at meetings related to the project.

Mr. **Robert Spencer**, Principal Consultant, and Ms. **Sally Van Etten**, Senior Project Analyst, will provide technical oversight to the project. Mr. Spencer has more than 18 years of infrastructure financing and impact fee experience consulting to local agencies throughout California.

Lastly, Ms. **Toyasha Black** and Ms. **Quennelle Quartararo** will provide analytical support.

MARSHALL EYERMAN
PRINCIPAL CONSULTANT

10 Years Experience

Areas of Expertise

Cost of Service Analysis

*Special District
Formation*

Impact Fee Studies

Fiscal Analysis

Arbitrage Rebate

Municipal Disclosure

Education

*Master's and Bachelor's,
Business Administration,
California State
University, San Marcos*

Having been associated with MuniFinancial since May of 1997, *Marshall Eyerman* is currently a Principal Consultant in the Financial Consulting Services Group at MuniFinancial. A professional with ten years of experience in all facets of municipal finance, Mr. Eyerman is one of MuniFinancial's most diversely knowledgeable team members. He has significant experience in preparing cost of service analyses, fiscal impact analyses and development impact fee studies. Mr. Eyerman is also deeply experienced in special district formations, and is one of our lead consultants for community facilities district formation projects.

Dedicated to his craft, Mr. Eyerman is involved in various organizations, such as the California Society of Municipal Finance Officers, National Association of Bond Lawyers and National Federation of Municipal Analysts and routinely offers educational sessions detailing aspects of the analysis process to clients and internal staff.

Mr. Eyerman came to MuniFinancial with experience performing financial analysis and providing investment advice as a Licensed Registered Representative. His very first duties at the firm were focused on local improvement districts within the District Administration Services group. He then worked within the Federal Compliance Group, focusing on the development of continuing disclosure practices, before moving to the Financial Consulting Services Group.

RELATED EXPERIENCE

Mr. Eyerman's past clients include:

- ♦ *City of Calexico, CA*
- ♦ *City of Chowchilla, CA*
- ♦ *City of El Centro, CA*
- ♦ *County of Fresno, CA*
- ♦ *City of Fresno, CA*
- ♦ *City of Hemet, CA*
- ♦ *City of Indio, CA*
- ♦ *City of Los Angeles, CA*
- ♦ *City of Palm Springs, CA*
- ♦ *City of Rio Vista, CA*
- ♦ *Tracy Operating Partnership Joint Powers Authority, CA*
- ♦ *Stockton Public Financing Authority, CA*

12 Years Experience

Areas of Expertise

*Development Impact Fees
and Fiscal Analyses*

Project Highlights

City of Roseville

Education

*Master of Community and
Regional Planning,
University of New Mexico*

*Bachelor of Arts, Political
Science, Stanford
University*

SALLY VAN ETTEN

SENIOR PROJECT ANALYST

Sally Van Etten is a Senior Project Analyst in MuniFinancial's Oakland office with more than 10 years of experience as a senior economist and project manager. Her background includes conducting demographic and economic analyses and preparing development impact fee documentation for cities, counties and special districts. She is also experienced in conducting fiscal analyses of county budget and development projects, often in conjunction with environmental impact documentation. Additionally, she has prepared and led citizen participation group meetings and presented reports and findings in numerous public forums including city councils, county boards of supervisors, and school boards of directors.

RELATED EXPERIENCE

Development Impact Fees

- ♦ **Public Facilities Impact Fee; City of Roseville, CA:** Senior analyst preparing update and substantial methodological revision of the City's public facilities public facilities fee program. Includes analysis of existing fire facilities tax and determination of whether City's facilities needs would better be served by changing to an impact fee method for funding fire facilities in addition to other public facilities already included in the fee program.
- ♦ **Public Facilities Impact Fee; City of Rocklin, CA:** Prepared impact fee documentation for the City's public facilities impact fee program.
- ♦ **Fire Facilities Impact Fee Analysis; Stanislaus County Fire Protection Districts:** Senior analyst on analyses to determine if the documentation for each of four independent fire districts (Salida, West Stanislaus, Oakdale Rural, and Stanislaus Consolidated) needs to be updated; recalculation of fire facilities impact fees and updating of documentation for those districts where it is indicated.

Fiscal Impact Analysis

- ♦ **Fiscal Impact Analysis; City of Palm Springs, CA:** Analyst for fiscal impact analysis of general fund costs and revenues to determine appropriate funding level for a proposed community facilities district.
- ♦ **Fiscal Impact Analysis; County of Placer, CA:** Analyst updating a countywide fiscal impact analysis.
- ♦ **Fiscal Impact Analysis; City of Roseville, CA:** Conducted several fiscal analyses for pertaining to development projects. Prepared analysis comparing and contrasting the fiscal ramifications of existing and proposed zoning.

18 Years Experience

Areas of Expertise

*Infrastructure
Financing,
Public Services
Funding,
And Economic Policies*

Project Highlights

*City of Redding and
City of Roseville*

Education

*Master of Public Policy,
Kennedy School of
Government, Harvard
University, with a
concentration in Urban
Economic Development*

*Bachelor of Arts in
Economics,
Colorado College*

**Professional
Affiliations**

*Urban Land Institute
American Planning
Association
California Municipal
Finance Officers
Association*

ROBERT D. SPENCER

PRINCIPAL CONSULTANT

Robert Spencer is a Principal Consultant in the Financial Consulting Services Group at MuniFinancial. He is an economist with extensive experience assisting public agencies with the development of sound financial and economic policies. Much of his work is related to infrastructure financing and public services funding to serve a community's growth or revitalization. Based on this expertise, Mr. Spencer has assisted agencies with land use policy, growth management, economic development, and business regulation.

RELATED EXPERIENCE

Development Impact Fees

Mr. Spencer is one of California's leading experts on development impact fee programs. He has broad experience reviewing and structuring impact fee programs for cities, counties, special districts, and school districts. For these clients he has provided nexus documentation to support fees funding a full range of public facilities, including utilities (water, wastewater and storm drainage), roadways and transit, parks, fire, police, and administrative offices. He has also developed innovative analyses for fees that fund habitat conservation and affordable housing. His expertise has led clients to engage him as an expert witness in defending their fee programs. Most of the impact fee studies that Mr. Spencer has managed have included participation by developers and presentations to elected officials.

Mr. Spencer has also assisted clients with some of the most challenging impact fee programs—implementation of a single fee across multiple jurisdictions to fund regional facilities. Mr. Spencer has managed multi-jurisdictional fee studies for the Counties of El Dorado, Fresno, Los Angeles, San Luis Obispo, Solano, and for the Alameda and Santa Clara County Congestion Management Agencies. The largest of these studies (Los Angeles) required Mr. Spencer to develop a strategy for and manage the participation of all 88 cities and the County of Los Angeles through the client, the Los Angeles Metropolitan Transportation Authority.

Clients have also engaged Mr. Spencer to examine critical policy issues often raised by impact fee programs. A common concern is the effect of fees on economic development objectives. In this regard, Mr. Spencer has performed market studies that evaluated the effect of impact fees on specific development projects, and on the overall ability of a city to attract new development. He has conducted detailed fee surveys to provide clients with a comparison of impact fee programs and public facility funding methods used by their competitors for economic development. Clients have included the cities of Fremont and Roseville, and the County of Placer.

Teaching and Speaking Experience

"Planning In Financially Difficult Times: Creative Approaches to Funding and Managing Resources", California Planning Foundation workshop, June 11, 2004.

"Takings and Exactions: Imposing Conditions on Development Without Going Too Far", University of California at Davis Extension, 2002, 2003, and 2004.

National Impact Fee Roundtable, moderator and speaker (various topics), 2002, 2003, and 2004.

"Effective Local Approaches for Promoting Smart Growth: Financing and Planning Strategies", Urban Land Institute and the Association of Bay Area Governments, September 26, 2003.

Capital Facility and Infrastructure Financing

Mr. Spencer is an expert in capital facility and infrastructure financing, fiscal impact analysis, special district formation, and economic development programs. He speaks regularly on topics such as defensible impact fee programs and successful strategies for Proposition 218 mail ballot elections.

A sample of Mr. Spencer's recent experience includes:

- ♦ ***Specific Plan Financing Review, County of Tehama:*** Developer of a 3,700-unit project provided the County with a public facilities financing plan and fiscal impact study. Conducted a peer review of these documents, provided direction to the developer's consultant to revise assumptions and approach, and assisted with negotiations related to service delivery, tax sharing, and governance structures. Developed an approach for public service funding accepted by the developer that should result in significant positive fiscal impacts to the General Fund.
- ♦ ***Wastewater Financing Plans, City of Stockton:*** Principal in charge and project manager on several financing plans for wastewater infrastructure to serve developing areas. The plans included long-range developed projections, cash flow modeling, and justification of a connection fee to fund debt service on wastewater revenue bonds.
- ♦ ***South Sutter County Financing Plan, Sutter County:*** Managed project to develop a \$300 million financing plan for 3,500 acres planned for commercial and industrial development. Included absorption and financial feasibility analyses.
- ♦ ***Development Impact Fee Program, City of Redding:*** Managed project to develop comprehensive impact fee program for the City of Redding that includes storm drain, water, sewer, parks, fire, and transportation facilities. Special attention was paid to the development of a financing plan for the storm drain and other utilities because of the lack of updated plans and the need for immediate funding.

Fiscal Impact Analysis

Mr. Spencer has managed over 40 fiscal impact studies for a broad range of public agency clients. He focuses on helping clients understand the economic implications of land use policy decisions. Mr. Spencer has also managed the development of proprietary fiscal impact analysis software to provide clients with a user-friendly program designed to help them conduct their own fiscal impact studies. Much of Mr. Spencer's fiscal impact analysis work has been as an "honest broker," providing objective analysis to both sides (city and county) in property tax sharing negotiations for annexations and incorporations.

5 Years Experience

TOYASHA BLACK

Areas of Expertise

SENIOR ANALYST

User Rates Analysis

Toyasha Black is a Senior Analyst within the Financial Consulting Services Group at MuniFinancial. Her responsibilities include supporting project managers and conducting fiscal analyses on user rates, cost allocation plans, and utility rate studies. Client interaction also falls under her purview.

Cost Allocation Plans

Utility Rate Studies

Prior to her employment with MuniFinancial, Ms. Black worked as a Management Analyst for the City of Arcadia's Public Works Services Department. Her duties included extensive review of the department's user fee information, maintenance tracking and budgeting system, establishing utility billing rates (water, sewer, and refuse), and overseeing environmental programs. She is a new member of MuniFinancial's staff, joining the firm in 2006.

Education

Master of Public Administration,

Concentration in Public Finance, California State University Fullerton, Fullerton, CA

Bachelor of Arts, Criminal Justice, Concentration in Pre-Law, California State University Fullerton, Fullerton, CA

RELATED EXPERIENCE

- ♦ *City of Arcadia, CA* – Water and Sewer Rate Study
- ♦ *City of Huntington Park, CA* – Cost Allocation Plan
- ♦ *City of Madera, CA* – Development Services Fee Study
- ♦ *City of Orange, CA* – Cost Allocation Plan
- ♦ *City of Richmond, CA* – Cost Allocation Plan and User Fee Study
- ♦ *City of Rocklin, CA* – Building Fee Study
- ♦ *City of Shasta Lake, CA* – Building and Planning User Fee Study

Areas of Expertise

*Fiscal Analysis For
User Rates and Fees*

Education

*Master of Business
Administration, Finance
Concentration, California
State University, San
Bernardino, CA*

*Bachelor of Science,
Chemistry, University of
Redlands, Redlands, CA
magna cum laude*

*AWWA Financial
Management Seminar,
2005*

Phi Beta Kappa

QUENNELLE QUARTARARO

ANALYST II

Quennelle Quartararo is an analyst within the Financial Consulting Services Group at MuniFinancial. Her responsibilities include supporting project managers and conducting fiscal analyses on rates and fee studies. Client interaction also falls under her purview.

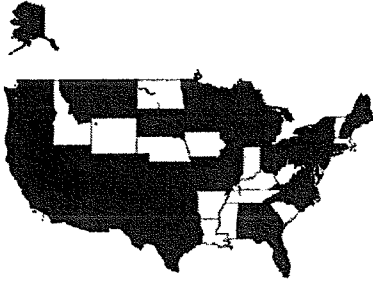
Prior to her employment with MuniFinancial, Ms. Quartararo served as a Graduate Assistant at California State University, San Bernardino. There, she was responsible for the Strategic Management Laboratory, where she supervised and advised students as they constructed business plans (integrating knowledge learned from their accounting, finance, information and decision sciences, management, and marketing courses).

Ms. Quartararo's experience also includes employment as a mathematics tutor in the San Bernardino School District; and an internship with the Arrowhead Financial Group, where she prepared reports in response to customer inquiries and assisted in account maintenance.

RELATED EXPERIENCE

- ♦ *Water Rate Studies* – Supporting analyst for:
 - ♦ *Walnut Valley Water District (Walnut, CA)*
 - ♦ *City of Livingston, CA*
 - ♦ *Port Hueneme, CA*
 - ♦ *City of Corcoran, CA*
- ♦ *Water and Sewer Rate Studies* – Supporting analyst for:
 - ♦ *City of Calexico, CA*
 - ♦ *City of Merced, CA*
 - ♦ *City of Rio Vista, CA*
- ♦ *User Fee Studies*. Supporting analyst in user fee studies for:
 - ♦ *City of Artesia, CA* – Comprehensive Fee Study
 - ♦ *City of San Carlos, CA* – Comprehensive Fee Study
- ♦ *Financial Analyses*. Supporting analyst in studies for:
 - ♦ *City of Beverly Hills, CA* – Joint Powers Agreement Study

FIRM BACKGROUND



MuniFinancial, Willdan, Arroyo Geotechnical and American Homeland Solutions are the four-company public service team that has grown from the 1964 establishment of Willdan Engineering, known today as *WILLDAN Group, Inc.* This group of companies provides financial and economic consulting, civil and structural engineering, planning, geology and geotechnical engineering, and security consulting services for public sector clients throughout California and across the nation.



MuniFinancial provides financial and economic consulting for growth planning, revenue generation, debt administration and municipal services, with specialties such as ongoing municipal disclosure and arbitrage rebate compliance. Established in 1988, MuniFinancial has worked with more than 600 public agencies throughout the United States.



Willdan is a full-service, multi-disciplinary California corporation that specializes in consulting, engineering and planning services for governmental agencies. Willdan has expanded in size, locations, and service capabilities; thus becoming an industry leader in public works design, planning, and financing. Its staff of over 441 professional and technical experts includes specialists in highways and roadways, drainage and flood control, bridges, traffic and transportation, municipal landscape architecture, environmental planning; construction management, building and safety services, urban and regional planning; water resources, structural engineering, computer-aided analysis and design; and other technical fields.



Arroyo Geotechnical offers a full complement of geology/geotechnical engineering capabilities, including soils engineering, earthquake and seismic hazard studies, geology and hydrogeology engineering. Arroyo Geotechnical also maintains a full-service geotechnical laboratory.



American Homeland Solutions (AHS) is a recently formed subsidiary of Willdan Group, Inc. AHS is dedicated to helping clients enhance their preparedness and responsiveness to domestic security. AHS intends to partner with clients to assist them with obtaining available funding and finding innovative security solutions. Some of the areas of opportunity include homeland security needs assessments, school security planning, grant writing, public education outreach, and emergency response training.

INTRODUCTION TO MUNIFINANCIAL

MuniFinancial is a *wholly owned subsidiary of Willdan Group, Inc.* and was *established on June 15, 1988.* MuniFinancial has the largest special district formation and administration practice in the nation. We are also known as the pre-eminent municipal disclosure firm, and a major provider of arbitrage rebate services. Our clients include cities, counties, state agencies, port authorities, housing agencies, special districts and school districts in 34 states. Our *staff of over 80 professionals* acts as an extension of Agency staff, providing such services as:

- ♦ Financial studies to identify funding sources or to determine optimal utility rates, standby charges and cost of services;
- ♦ Municipal disclosure reports preparation and dissemination;
- ♦ Arbitrage rebate calculations;
- ♦ Economic studies, such as fiscal analyses of new development, annexation and incorporation studies and developer impact fees;

MuniFinancial provides the following primary services:

- ✓ *Federal Compliance Services*
- ✓ *District Administration Services*
- ✓ *Financial Consulting Services*

- ♦ Administration of special taxes, assessments, standby charges and utility rates; and
- ♦ District formation services for capital project assessment/local improvement districts, community facilities districts, landscaping and lighting districts, and special taxes.

MuniFinancial's success is based on a corporate philosophy of personal service. We provide support throughout the year — and for years after. Clients can be assured that we can be reached should any questions or issues arise.

We serve as an extension of our clients' staff, augmenting existing personnel by providing specialized expertise. In support of this, MuniFinancial staff members regularly write articles and conduct presentations for local, state and national organizations. We hold client workshops, and conduct onsite training throughout the year to assist clients in keeping abreast of the latest developments, while helping new Agency staff understand our services.

MuniFinancial focuses on the following client base:

- ✓ State Agencies
- ✓ Counties
- ✓ Cities
- ✓ School Districts
- ✓ Special Districts
 - ♦ Community Services Districts
 - ♦ Recreation and Park Districts
 - ♦ Water Districts
 - ♦ Vector Control Districts

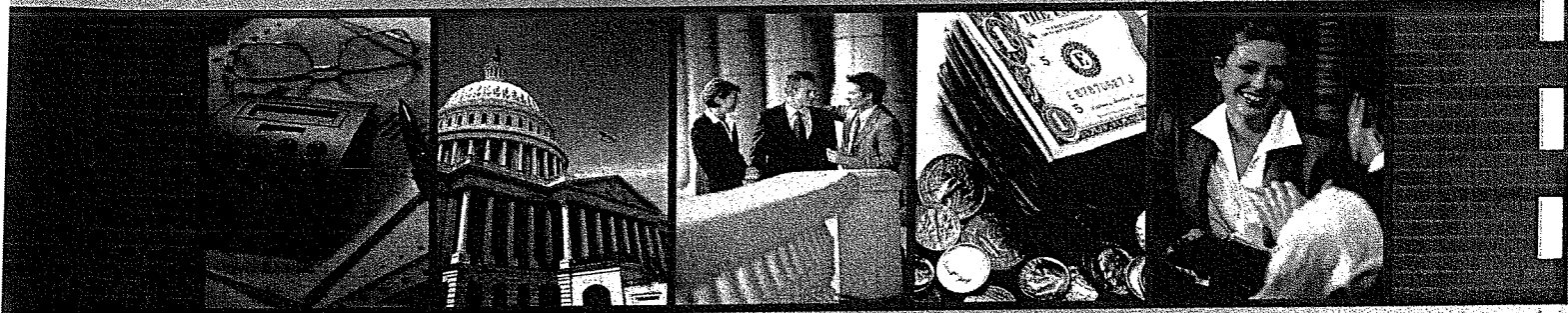
FINANCIAL CONSULTING SERVICES GROUP

MuniFinancial has been built on deep, continuing relationships with local government department staff. With hundreds of ongoing client relationships in finance, engineering and other services, we have been consistently called upon to assist staff with a range of special projects. In response to this need, the Financial Consulting Services Group was created with experienced staff in offices in both northern and southern California.

Our work incorporates excellent **public communication strategies and skills**. As voter approval becomes the norm for revenue measures, we offer expertise in communicating persuasive information to the targeted group, whether developers, land owners or the general electorate. We provide clearly written report summaries, on-point public presentations and strong meeting facilitation skills.

The table below provides an overview of Financial Consulting Services Group services.

DEVELOPMENT INFRASTRUCTURE FINANCING	
Developer Impact & Utility Connection Fees for Capital Facilities	Infrastructure & Public Facilities Financing Plans
Real Estate Market Analysis & Development Forecasts	Capital Improvement Plans
SPECIAL DISTRICT FORMATION ASSISTANCE	
Community Facilities Districts, including Special Tax Analysis	Proposition 218 Benefit Analysis
Landscaping and Lighting Act of 1972	Fire Suppression Districts
Benefit Assessment Act of 1982	Bridge & Thoroughfare Districts
1913/1915 Act Bonded Assessment Districts	Refunding Bond Analysis & Reporting
Construction Acquisition Services	Notice & Ballot Preparation & Mailing
FEES AND RATE STUDIES	
User Fee Analysis	Utility Rate Modeling
Cost Allocation Studies	Budget Planning
ECONOMIC AND FISCAL POLICY ANALYSIS	
LAFCO Annexation, Consolidation, or New Governmental Agency Formation Studies	Financial Modeling, Budget Analysis, & Feasibility Studies
Fiscal Impact Analysis of projects, plans, & Policies	Economic Development & Economic Impact Studies



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