



## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE  
Tuesday, February 19, 2008  
6:30 P.M.  
Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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

**CALL TO ORDER**

- 1. Call to Order Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda M.G.W.  
M.J.T.

Absent  
B.E.  
J.R.

Katie  
Matus  
Valerie

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

Presentation: Library Director  
 Recommendation: Adopt by Motion

- 4. Oral Communications

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

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

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

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

Not

**TRUSTEE & ORGANIZATIONAL REPORTS**

- 5. Board President Report A.S. - 2/14/08 - A.S., J.F. EDM, Trustee, BPL ; JT - BPL mtg [initials]  
R.D. - Accred Authos, ISD&G,

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

- 6. Trustee Reports

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

- 7. Placentia Library Friends Foundation Board of Directors Report. (Trustee Turner) A.L. Mtg
- 8. Upcoming Trustee meetings and events. No 1

CONSENT CALENDAR (Items 9 – 40)

ML - J.T.  
M2 - R.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 40 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

MINUTES (Item 9)

9. Minutes of the January 15, 2008 Library Board of Trustees Regular Meeting and the January 15, 2008 Library Board of Trustees Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

No Nonstandard Claims were processed during this report period.

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

Claim 5078 by Minter/Turner; 5079, 5080, 5081, 5082 and 5083 by Minter/DeVecchio; and 5084 by Minter/Shkoler; and 5084 by Minter/Wood, for a total Claims Forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$46,599.51 for Fund 707.

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

Current Claim for Fiscal Year 2007-2008: 5086, 5087, 5088, 5089, 5090 and 5091 for a total Current Claims of \$47,471.86; and Payrolls #19 (03/12/08) for \$52,472.00 and #20 (03/26/08) for \$52,472.00 for a total for Payrolls of \$104,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$154,415.86 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through February 19, 2008; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 14 – 19)

14. Financial Reports for January 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Office General Ledger & Check Registers for January 2008. (Receive & File)
16. Acquisitions Report for January 2008. (Receive & File)
17. Entrepreneurial Activities Report for January 2008. (Receive & File)
18. Collection Agency Report for January 2008. (Receive & File)

19. Gift Report for January 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 20 – 30A)

20. Building Maintenance Report for January 2008. (Receive & File)
21. Personnel Report for January 2008. (Receive, File, and Ratify Appointments)
22. Volunteer Reports for January 2008. (Receive & File)
23. Circulation Report for January 2008. (Receive & File)
24. Legislative Reports from the California Special Districts Association. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. Placentia Library District Policies as adopted by the Library Board of Trustees on January 15, 2008:
- 2020 – Vacations
  - 2040 – Sick Leave
  - 2110 – Health and Welfare Benefits
  - 2115 – Volunteer Workers' Compensation Insurance
  - 2120 – Educational Assistance
  - 2125 – Notary Public Training Services
  - 2130 – Pay Periods and Distribution of Pay Checks
  - 2160 – Authorized Leave
  - 2170 – Performance Evaluation
  - 2220 – Equal Employment Opportunity
  - 2325 – Library Aide

(Receive & File)

30. Announcement by State Librarian Susan Hildreth on January 15, 2007 of the Public Library Fund Allocations for Fiscal Year 2007-2008. (Receive & File)
- 30A. Placentia Library District Mid-Year Report for the California Library Literacy Services (CLLS) Grant from the State Library of California as submitted on February 14, 2008. (Receive & File)

STAFF REPORTS (Items 31 – 40)

31. Library Director's Report. (Minter)
32. Program Committee Report for January 2008. (Roberts)
33. Children's Services Report for January 2008. (Gurkweitz)
34. Placentia Library Literacy Services Report for January 2008. (Roberts)
35. Reference and Adult Services Report for January 2008. (Strazdas)
36. History Room Report for January 2008. (Bell)
37. Placentia Library Web Site Report for January 2008. (Napier)
38. Technology Report for January 2008. (Napier)
39. Publicity Materials Produced in January 2008. (Gomez)
40. Safety Committee Minutes for January 2008. (Goodson)

CONTINUING BUSINESS

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

Presentation: Library Director

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

42. Word of Mouth Marketing Topic for March 2008 – Library Website.

Presentation: Manager of Technical Services

43. Presentation of revisions for Placentia Library District Policies in Series 2300: Personnel Job Descriptions, that were reviewed at the Library Board Work Session on January 15, 2008.

Presentation: Library Director

Recommendations: Adopt as a first reading and refer to staff for further comments.

*ML-G.W.  
M2-R.D.*

- 44. Presentation of revisions for Placentia Library District Policies in Series 6000: Library Operations, that were reviewed at the Library Board Work Session on January 15, 2008.

Presentation: Library Director
Recommendations: Adopt as a first reading and refer to staff for further comments; and motion to delete Placentia Library District Policy 6037 - Debit Card Policy from the Policy Manual effective immediately.

B.E. entered @ 7:40 P.M. NEW BUSINESS

M1 - R.D.
M2 - J.J.
M1 GW
M2 RD

- 45. Adjust the Placentia Library District Salary Scale for Exempt Employees for Fiscal Year 2007-2008 to reflect the new minimum wage effective January 1, 2008 and adopt by Resolution 08-08.

Presentation: Manager of Administrative Services
Recommendation: Read Resolution 08-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Salaries for the Exempt Employees of the District for Fiscal Year 2007-2008 effective January 1, 2008.

Adopt Resolution 08-08.

M1 BE
M2 GW
GW BE
Call Bob Wood YES

- 46. Presentation of proposal for a Governmental Profit Sharing Pension program to replace the Placentia Library District Money Purchase Pension Plan. Kevin Murphy has worked with the Placentia Library District Staff Pension Plan Committee to develop a proposal for Library Board consideration.

Presentation: Kevin Murphy, Public Agency Retirement Service
Recommendation: Action to be determined by the Library Board of Trustees

include w/budget assumptions discussion etc

- 47. Travel Authorizations: Library Director Elizabeth Minter to attend the Library of California Board Meeting in Sacramento; Trustees and Library Director to attend the California Association of Library Trustees and Commissioners Workshop in Orange; and Trustee DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura.

Presentation: Library Director
Recommendation: Authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System; and

4
EDM
GWAS
B.E. J.T.
M1 - GW
M2 - J.T.
M1 - BE
M2 - GW
M1 - GW
M2 -

Determine who will attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and authorize the staff to process the reservations. Expenses to be paid from the General Fund; and

Authorize Board Secretary DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura, April 23-25, 2008, at a cost not to exceed \$1,772.20, with the expenses to be paid from the General Fund.

8:40 AM **CLOSED SESSION**

48. Closed Session to Discuss a Personnel Matter

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

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

**ADJOURNMENT**

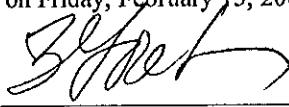
49. Agenda Preparation for the March Regular Meeting which will be held on Monday, March 17, 2008.  
50. Review of Action Items.

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

48. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the February 19, 2008 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, February 15, 2008.

  
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# Placentia Library Board Calendar

February 2008 - January 2009

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## February

- 2 Miss Placentia Scholarship Pageant
- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 11 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 12 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 14 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 16 9:00 AM Independent Library District Trustees Legislative Meeting, Buena Park Library
- 18 3:00 AM Library Closed for Presidents Day/Staff Holiday
- 19 6:30 PM Library Board Meeting
- 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 21 5:30 PM Chamber Mixer
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 13 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 15 9:00 AM CALTAC Trustee Workshop in Library Leadership, City of Orange Library
- 17 6:30 PM Library Board Meeting
- 18 10:30 AM Weighing Your Options, Library and Hospital nutrition series
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29

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## March

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

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

13 National Library Week through Apr 19

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

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

21 6:30 PM Library Board Meeting

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

7:15 AM Placentia Chamber of Commerce Breakfast

## May

8 5:30 PM Chamber Mixer

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

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

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

19 6:30 PM Library Board Meeting

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

7:15 AM Placentia Chamber of Commerce Breakfast

26 Library Closed for Memorial Day/Staff Holiday

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

## June

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

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

12 5:30 PM Chamber Mixer

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

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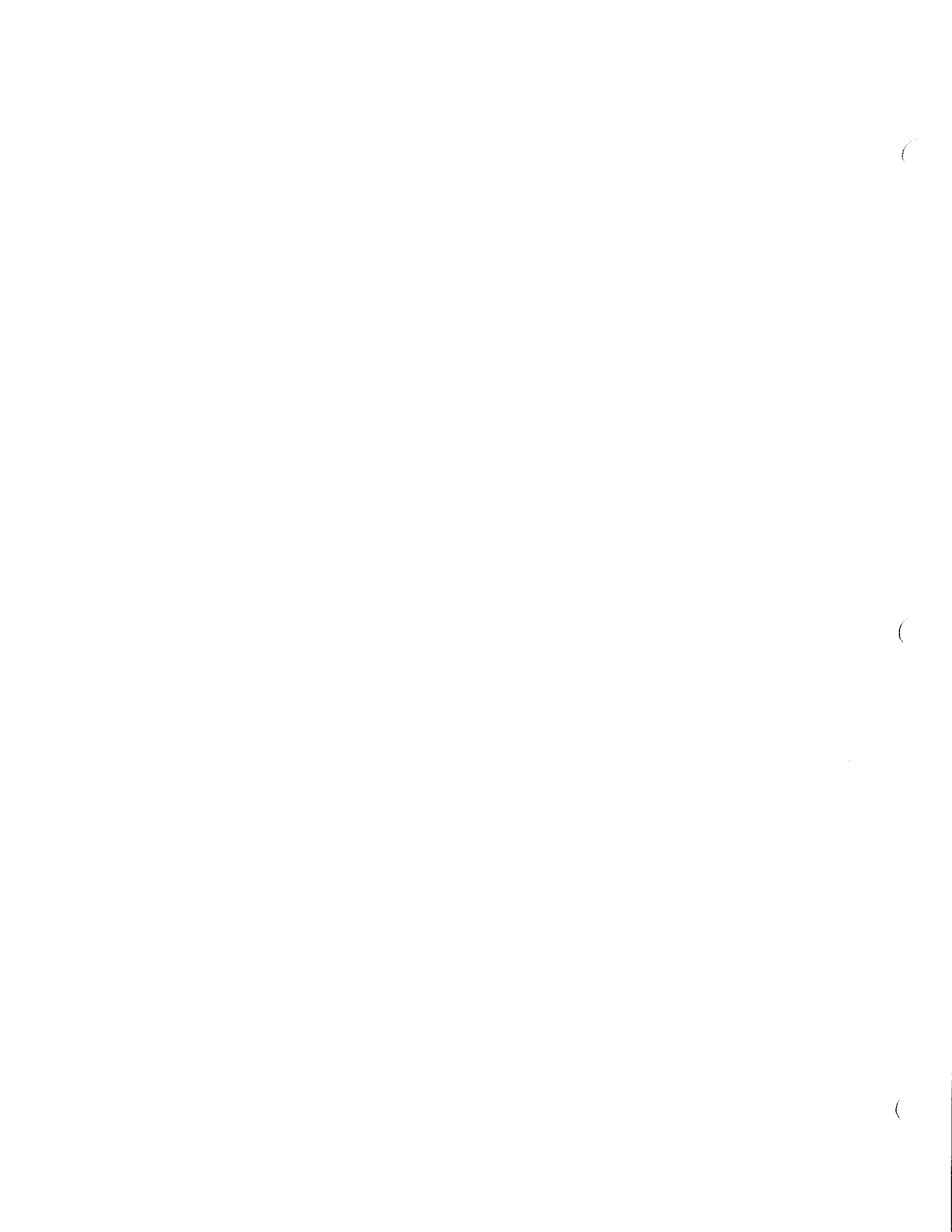
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## June

- 16 6:30 PM Library Board Meeting
- 26 ALA Annual Conference, Anaheim, through July 2
  - 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
  - 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 10 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 21 6:30 PM Library Board Meeting

- 22 Friends of Placentia Library Incorporated in 1970
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
  - 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

## August

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

## September

- 1 Library Closed for Labor Day/Staff Holiday
- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer
  - 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 14 Placentia Library Foundation Incorporated in 1994
  - 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 23 6:30 PM Library Board Meeting

Aug 2008

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May 2008

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## September

- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 9 5:30 PM Chamber Mixer
- 7:30 AM North Orange County Legislative Alliance, Brea City Hall Meeting Room
- 11 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 12 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Mesa Consolidated Water District, Secretary DeVecchio and Trustee Turner

## November

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

- 17 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving/Staff Holiday

## December

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

Aug 2008

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# Placentia Library Board Calendar

February 2008 - January 2009

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## December

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

## January

8 5:30 PM Chamber Mixer

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

11 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale

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

19 6:30 PM Library Board Meeting

Library Closed for Martin Luther King Holiday/Staff Holiday.

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

7:15 AM Placentia Chamber of Commerce Breakfast

23 ALA Midwinter Meeting, Denver, through Jan 28

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

Aug 2008

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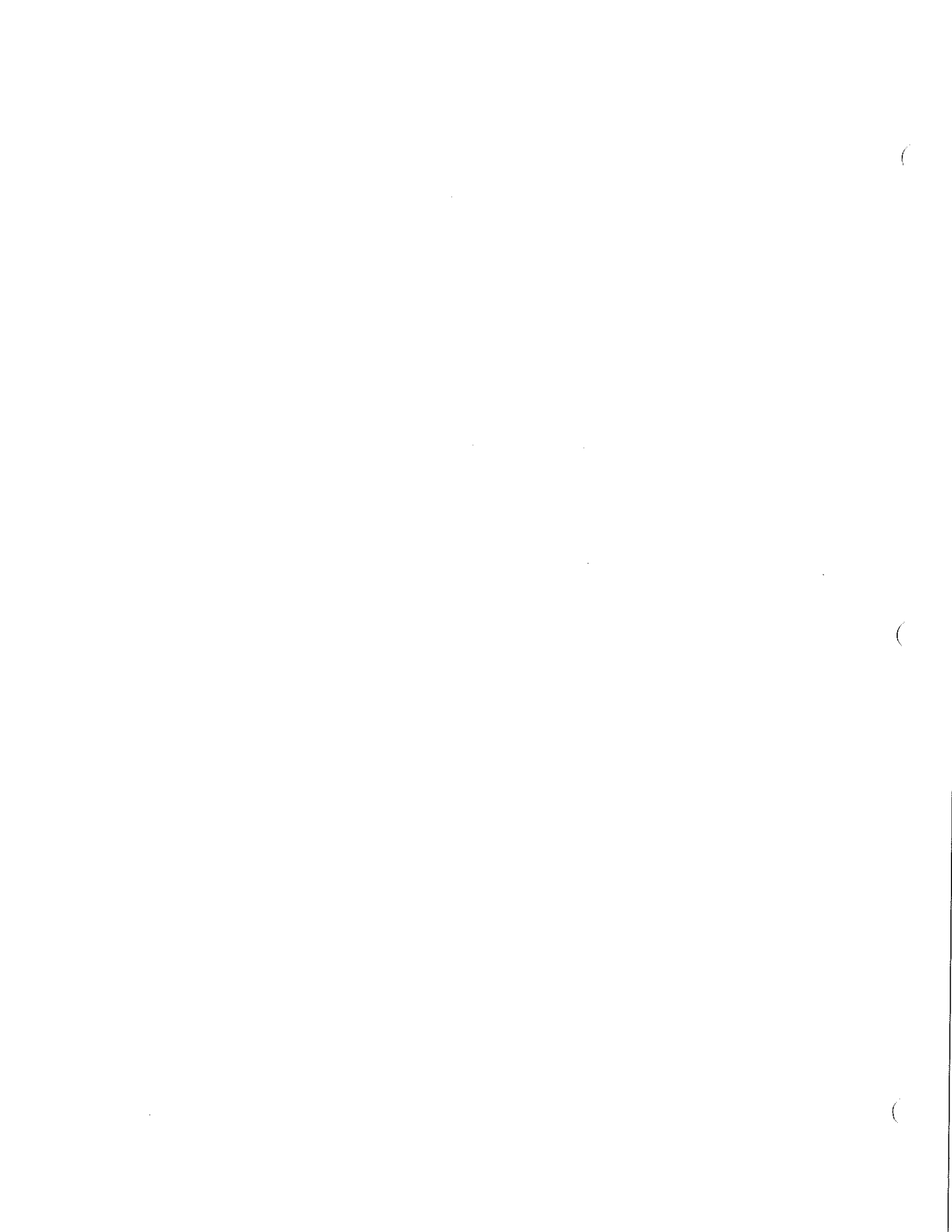
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PLACENTIA LIBRARY FRIENDS FOUNDATION  
MINUTES January 14, 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following members were present: Brenda Benner, Nadine Blansett, Ben Boelman, Glennis Clancy, Carol Fizzard, Ginny Haussmann, Barbara Hemmerling, Camille Himes and Nancy Lone-Tollefson. The representative from the Trustees was Jean Turner. Library Staff present: Yesenia Gómez.

SECRETARY: By general consent the minutes of the December meeting were approved as written.

FINANCIAL REPORTS

TREASURER: Total assets as of January 14, 2008 \$216, 856.63. The complete report of profit and loss is filed with these minutes.

FINANCIAL SECRETARY: No report.

PAYMENT OF BILLS: Ben Boelman made a motion, seconded by Nancy Lone-Tollefson, that the following bills be approved for payment:

- 1) Easy-Ware-Annual Maintenance Fee for copy machine \$150.00
- 2) Signature Designs—Authors Luncheon Flyer Design \$450.00
- 3) SDR Consulting-Quarterly and Notations Design \$450.00
- 4) Jart Direct Mail Services- Notations Bulk Mail \$708.38
- 5) Willard Wyman- Travel Expenses \$479.75

The motion carried.

Ben Boelman made a motion, seconded by Ginny Haussman to ratify the following. These have been approved by the Finance Committee.

- 1) Patti Hamilton-Listing in Orange County's Guide to Book Stores \$75.00
- 2) Onmigrafix-Printing of December Notations \$1,241.28
- 3) Signature Designs-Western Dinner poster mount and lamination \$404.06
- 4) Signature Designs-Western Dinner Flyers \$242.44
- 5) Kelly Paper-Membership Cards \$57.84
- 6) Rhonda Sedgwick Stearns-Presentation \$350.00
- 7) Rhonda Sedgwick Stearns- Travel Expenses \$745.00
- 8) Willard Wyman-Presentation \$350.00
- 9) David Bourne-Saloon Pianist \$400.00

The motion carried.

PRESIDENT'S REPORT: Carol Fizzard-- 1) Carol suggested a membership in a national friends organization would be beneficial. Ben Boelman made a motion, seconded by Ginny Haussman to allow \$100.00 for membership in FOLUSA. The motion passed. 2) A committee was formed to provide a standing rule on how PLFF shall spend its money. The committee will be: Carol Fizzard, Nadine Blansett, Brenda Benner and Ginny Haussman.

LIBRARY STAFF REPORTS

Yesenia Gomez: 1) Barbara Hemmerling made a motion, seconded by Brenda Benner to authorize payment of \$140.00 monthly to Georgette Baker. This is funded by the Shaw Endowment. The motion carried. 2) Yesenia Gomez is working with a marketing professor at Cal State University, Fullerton. The professor has 33 students that need to

complete 20 hours of community service. Their help will be well planned and carried out. 3) Our merger is complete!!

#### COMMITTEE CHAIR REPORTS

Bookstore Nancy Lone-Tollefson- 1) the silent Auction made \$156.00 in December. 2) Pat Irot made a motion to allow a Volunteer Brunch at the Library on Friday, Feb. 15, 2008; 9:30-11:30 AM. Nadine Blansett seconded this. The motion carried. 3) All shifts in the bookstore are now filled.

Membership - Ginny Haussman Chairman, reported a meeting of her committee was held on January 9, 2008. 2,200 membership solicitation letters were sent in October and November, 2007. By the end of December 73 had paid for PLFF memberships. Mailing costs are great and ways to cut them are being considered. Complete report of this meeting is filed with these minutes.

Board Development- 1) Brenda Benner welcomed Karen Ivers as a member of PLFF. She is on the faculty at Cal State University, Fullerton, in the Elementary and Bi Lingual departments. 2) A reminder was given of the Development Workshop (Carol Stone) Saturday, January 19, 2008; 9-1:30 PM.

Program-Author's Luncheon- 1) Carol, Ben and Brenda met with the banquet manager at Alta Vista to confirm prices and menu. Glennis Clancy will work on this committee.

Legacy -Ben Boelman- 1) Bill and Millie Heaton, professional fund raisers, were not able to speak at our January 14, PLFF meeting. They will be with us at our February 11 meeting. 2) Sara Glaz (Lois Malone's daughter) will meet with the Legacy Committee on Tuesday, January 22 at 10:00 AM. She has some suggestions for legacy giving to share with the committee.

Trustees- No report.

Finance: 1) \$9,000 was transferred from the General Fund to ING Savings. 2) \$10,000 from Unrestricted Net Assets was transferred to the Book Endowment Fund. 3) Director Reimbursement Policy changes were presented to the board. Ben Boelman made a motion to accept the change proposed to this policy. The change is the addition of the following statement to item number two---Not to exceed \$50.00 per event, per person. Camille Himes seconded this motion. The motion carried. A detailed report from the Finance Committee is filed with these minutes.

Investments- The committee has discussed establishing a brokerage account with several brokerages in the area, but is not ready to make a recommendation.

Trustee's Meeting: Camille Himes no report

Announcements: 1) Brenda and Carol have prepared a form that will go in the next Notations, advising the community of elections for the PLFF board.

Next meeting—February 11, 2008 at 7 P.M.

The meeting was adjourned at 8:45 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY FRIENDS FOUNDATION  
MINUTES February 11, 2008

The meeting was called to order at 7:00 pm by President, Carole Fizzard. The following Members were present: Brenda Benner, Nadine Blansett, Ben Boelman, Glennis Clancy, Bill Dooley, Carol Fizzard, Barbara Hemmerling, Nancy Lone-Tollefson, and Ginny Sanatar. The representative from the Trustees was Jean Turner. Library Staff present: Elizabeth Minter, Yesinia Gomez

**SECRETARY:** By general consent the minutes of the January meeting were approved as corrected.

**GUEST SPEAKERS--**Ben Boelman introduced Bill and Millie Heaton. They are residents of Placentia. They generously shared insights from their experiences as professional fund raisers. Bill mentioned the importance of a "two minute elevator ride approach". They emphasized the need for a mission, a vision, to always be pro-active and the importance of being appreciative to all donors.

**FINANCIAL REPORTS**

**TREASURER:** Total assets as of February 11, 2008 \$227,754.91. The complete report of profit and loss is filed with these minutes.

**FINANCIAL SECRETARY:** Total deposits for January \$3,326.64. Complete figures filed with these minutes.

**PAYMENT OF BILLS:** Barbara Hemmerling made a motion, seconded by Brenda Benner, that the following bills be approved for payment:

- 1) Signature Designs-Logo Design Set-up \$150.00
- 2) Signature Designs--Author's Luncheon Posters \$387.90
- 3) Vail Dunlap & Associates-Name Tags \$1,319.40

The motion carried.

Barbara Hemmerling made a motion, seconded by Brenda Benner to ratify the following bills. These have been approved by the Finance Committee:

- 1) Photography by: John Walcek-Midwinter Western Round-Up Pictures \$134.69
- 2) Ginny Haussmann-Reimbursement for Office Max Supplies \$12.93
- 3) Nancy Lone-Tollefson-Reimbursement for Office Max Supplies \$32.27
- 4) Stelter-Website Quarterly Fees \$550.00
- 5) OmniGrafix Printing-Envelopes with New Logo \$130.40
- 6) TSC-30 Aprons for Author's Luncheon \$125.75
- 7) Palacios & Associates-Artwork for Author's Luncheon Aprons \$167.98
- 8) OmniGrafix Printing-Author's Luncheon Bookmarks \$311.40
- 9) OmniGrafix Printing-January Notations \$1329.64
- 10) SDR Consulting-Notations Layout \$300.00

The motion carried.

**Finance Committee Recommendations:**

- 1) Brenda Benner made a motion to move \$5000.00 from the ING account to the General Fund. Barbara Hemmerling seconded the motion. The motion carried.
- 2) Brenda Benner made a motion to transfer 5% of the balance in the T.Rowe Price Account as of December 31, 2007 (\$913.00) to the Placentia Library Friends Foundation General Fund Account, Endowment Shaw Lapsit, to be used for the Lapsit Story hour expenses for calendar year 2008. Ben Boelman seconded this. The motion carried.

3) Barbara Hemmerling made a motion to transfer 5% of the combined total of the balances (\$6348.00) from the Endowment Savings (Bank of the West), Vanguard Asset Allocation and Vanguard Wellington as of December 31, 2007, to the Placentia Library Friends Foundation Adopt A Book checking account (Bank of the West), to be used for Endowment Fund purchases for calendar year 2008. Brenda Benner seconded this. The motion carried.

**PRESIDENT'S REPORT:** Carol Fizzard-- 1) Carol wondered how many attended the Rhonda Sedgwick Poetry Workshop in January. It was thought that about 8 attended. 2) The annual meeting will be held Monday April 28, 2008. Jim Roberts has reserved the City Council Chambers. 3) For the March meeting each committee was asked to prepare a Job Description that will help formulate the strategic plans, goals and objectives of the entire PLFF for the next three years. 4) Carol shared some newspaper clippings from other libraries. 5) A letter was read from Pat Irot asking the board for a written policy on our support of the History Room. This will be done at the March meeting. 5) At the March meeting Dixie Shaw will present a report on current studies of Right Brain Research.

#### **LIBRARY STAFF REPORTS**

**Elizabeth Minter:** 1) Friends of the Library, USA has a web site that can be accessed by FOLUSA with pass words "figure" "skating". 2) National Library Week begins April 13. It is the 50<sup>th</sup> anniversary of this organization. The library staff is planning a celebration of this milestone.

**Yesenia Gomez:** 1) Three students of the CSUF Marketing class will be helping Yesenia to promote membership, contact lapsed members, and on the Author's Luncheon. 2) Yesenia previewed on a laptop a Spiral Money Eater that is a possibility for a library fund raiser. Spare change is tossed in; water swirls around and "eats" it up.

#### **COMMITTEE CHAIR REPORTS**

**Bookstore Nancy Lone-Tollefson-** 1) The silent Auction made \$46 in January. 2) Workers in the Bookstore have been asked to suggest a name for the Bookstore. The suggested names will be voted on at the Appreciation Brunch February 15.

**Membership--Ginny Haussman** No report.

**Board Development-** 1) Brenda was asked if she had received a summary of Carol Stone's ideas and suggestions. She has not. 2) Brenda asked all members that have a call list, to be sure and save it. These will be used to shepherd our responsive givers.

**Program-Author's Luncheon-** 1) Marge Boelman and Glennis Clancy are working on the centerpieces. 2) Raffle or silent auction prizes were discussed. 3) Elizabeth Miner will be the MC for the luncheon. 4) A committee will meet at 7 PM Friday February 29 at Alta Vista to set up for the luncheon.

**Legacy -Ben Boelman-** 1) Sara Glaz, Lois Monroe's daughter, gave the committee some useful facts about using insurance for legacy. Her talk was recorded for further use.

**Trustees-** No report.

**Finance:** Report given under Financial above.

**Investments-** No report

**Trustee's Meeting:** Camille Himes no report

**Announcements:** 1) Jean Turner announced that she is hosting a Munching Group in the Community Room on Wednesday February 27, from 10:30-12:30 A.M. They will go in small groups to see various parts of the library. Any members of this board are invited to

Speak to the entire group promptly at 10:30 or close to closing when all are gathered together. We could use this time to "advertise our product" to a new group of patrons

Next meeting— March 10, 2008 at 7 P.M.

The meeting was adjourned at 9:15 PM

Barbara Hemmerling, Secretary





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Upcoming Trustee Events and Meetings  
**DATE:** February 19, 2008

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Trustee Events and Meetings

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February 19, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
6:30 P.M.	Library Board Meeting
February 21, Thursday, 5:30 P.M.	Chamber of Commerce Mixer at Massage Envy, 122 East Yorba Linda Blvd.
February 28, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, State of the City, Police Chief Jim Anderson and Mayor Scott Nelson
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
March 1, Saturday, 9:30 A.M.	PLFF Author's Luncheon, Alta Vista Country Club
March 10, Monday, 7:00 P.M.	PLFF Board of Directors Meeting, Secretary DeVecchio & Trustee Turner
March 11, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
March 13, Thursday, 7:30 A.M.	North Orange County Legislative Alliance, Brea City Hall
5:30 P.M.	Chamber Mixer, Union Bank 850 N. Rose Drive
March 15, Saturday, 9:00 A.M.	CALTAC Workshop in Library Leadership, City of Orange Public Library

March 17, Monday, 6:30 P.M.	Library Board Meeting
March 18, Tuesday, 10:30 A.M.	Weighing Your Options, Library & Placentia Linda Hospital nutrition series, Library Meeting Room
March 21, Friday, 7:30 A.M.	Chamber of Commerce Good Friday Prayer Breakfast, Alta Vista Country Club
March, 23, Sunday	Easter, Library closed (not a staff holiday)
March 25-29	Public Library Association Conference, Minneapolis (Minter & Strazdas)
March 27, Thursday, 7:15 A.M.	Chamber of Commerce Breakfast, State of the City, speaker from the Small Business Administration
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES WORK SESSION  
January 15, 2008**

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood; and Library Director Elizabeth Minter, Vernon Napier, Jim Roberts and Wendy Goodson.

**ADOPTION OF  
AGENDA**

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

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

**POLICY MANUAL  
SECTIONS 2300 &  
6000**

The Board reviewed Policy Section 2300, Job Descriptions and Policy 6000, Operations. Library Director will present recommendations for revisions at the next Board Meeting.

**AGENDA  
PREPARATION**

Agenda Preparation for the January Board of Trustees Meeting will be held on Tuesday, January 15, 2008 at 5:30 P.M.

**ADJOURNMENT**

The Work Session for the Placentia Library District for January 15, 2008 adjourned at 6:10 P.M.

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Richard DeVecchio  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 15, 2008**

**CALL TO ORDER**

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on January 15, 2008, at 7:00 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner, Gaeten Wood and Library Director Elizabeth Minter, Vernon Napier, Jim Roberts, and Wendy Goodson.

**Members Absent:** None

**Managers Absent:** None

**Others Present:** Placentia Library District Staff: Yesenia Gomez, Alexander Hernandez and Kristin Hoffman.

**ADOPTION OF  
AGENDA**

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

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

**ORAL  
COMMUNICATIONS**

No members of the public addressed the Board.

**PRESIDENT REPORT**

President Shkoler reported that he attended the Placentia Library District Midwinter Western Dinner on January 10, 2008. He also reported that the Superior Court of Orange County sent correspondence notifying interested parties to attend a workshop on the Courts System in the near future.

**TRUSTEES'  
REPORTS**

Trustee Wood had nothing to report at this time.

Trustee Escobosa attended the Library's December Program, Child's Christmas in Wales Program.

Trustee Turner reported that she attended the Library Cowboy Poetry Program on January 12, 2008.

Secretary DeVecchio reported he attended the Miss Placentia Mock Interview Event at the Library in December.

**FRIENDS' REPORT**

Friends Treasurer, Camille Himes, reported that a group of marketing students from California State University Fullerton are interested in doing a class project with the library. She also reported that the PLFF will have their Strategic Planning Workshop on Saturday, January 19, 2008. She also reported that the Midwinter Western Dinner recorded an approximate

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,  
Page 2.

loss of \$2,500.00.

**FINANCIAL AUDIT -  
6-07 SUMMARY**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to receive and file the Fiscal Year 2006-2007 Financial Audit for the Placentia Library District of Orange County.

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

**CONSENT  
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Turner approve Agenda Items 9-39 as printed.

**MINUTES**

Minutes of the Decmeber 17, 2007 Library Board of Trustees Regular Meeting

**CLAIMS**

Claims 5067 by Minter/Wood, 5068 by Minter/DeVecchio, and 5069 and 5070 by Minter/Shkoler for total of Current Claims for Fiscal Year 2007-2008 of \$20,916.93 for Fund 707.

Current Claims 5071,5072,5073,5074,5075,5076, and 5077 for total of \$110,750.25 for the Fiscal Year 2007-2008 and Payrolls #17 (2/13/08) for \$47,472.00 and #18 (2/27/08) for \$47,472.00 for \$94,944.00 for a combined total of 205,694.25.

FY2007-2008 Cash Flow Analysis through January 15, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for December 2007

Office General Ledger & Check Registers for December 2007

Acquisitions Report for December 2007

Entrepreneurial Report for December 2007

Collection Agency Report for December 2007

Gifts Report for December 2007

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for December 2007

Personnel Report for December 2007

Volunteer Report for December 2007

Circulation Report for December 2007

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,  
Page 3.

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Placentia Library District Policy 6020 – Internet Access Policy as  
adopted by the Library Board of Trustees on December 17, 2007

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

#### STAFF REPORTS

Director's Report for December 2007

Program Committee Report for December 2007

Children's Services Report for December 2007

Placentia Library Literacy Services Report for December 2007

Reference and Adult Services Report for December 2007

History Room Report for December 2007

Placentia Library Web Site Report for December 2007

Technology Report for December 2007

Publicity Materials produced for December 2007

Safety Committee Minutes for December 2007

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

#### LEGISLATIVE ISSUES

Library Director reported that she attended the North Orange County Legislative Alliance on January 17, 2008. Also, the Trustees were encouraged to attend the Independent Library District Trustees meeting on February 16, 2008 at the Buena Park Library District to discuss the State Budget and legislative reports from the California Special Districts Association and the California Library Association.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of January 15, 2008, Regular Date,  
Page 4.

**WORD OF MOUTH  
MARKETING**

Library Director distributed the marketing buttons for the month of February which promotes the Author's Luncheon featuring local author Suzanne Enoch on March 1, 2008.

**POLICY SERIES 2000**

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Amended Placentia Library District Policies in Series 2000- Personnel, 2020-Vacation; 2040-Sick Leave; 2110-Health & Welfare Benefits; 2115-Volunteer Worker's Compensation Insurance; 2120-Education Assistance; 2125-Notary Public Training Services; 2130-Pay Periods and Distribution of Pay Checks; 2160-Authorized Leave; 2170-Performance Evaluation; 2220-Equal Employment Opportunity.

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

**POLICY 2325-  
LIBRARY AIDE**

It was moved by Secretary DeVecchio and seconded by Trustee Wood to adopt Placentia Library District Policy 2325 – Library Aide.

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

**AGENDA  
PREPARATION**

Agenda Preparation for the February Meeting will be held on Tuesday, February 19, 2008 at 6:30 P.M.

**ADJOURNMENT**

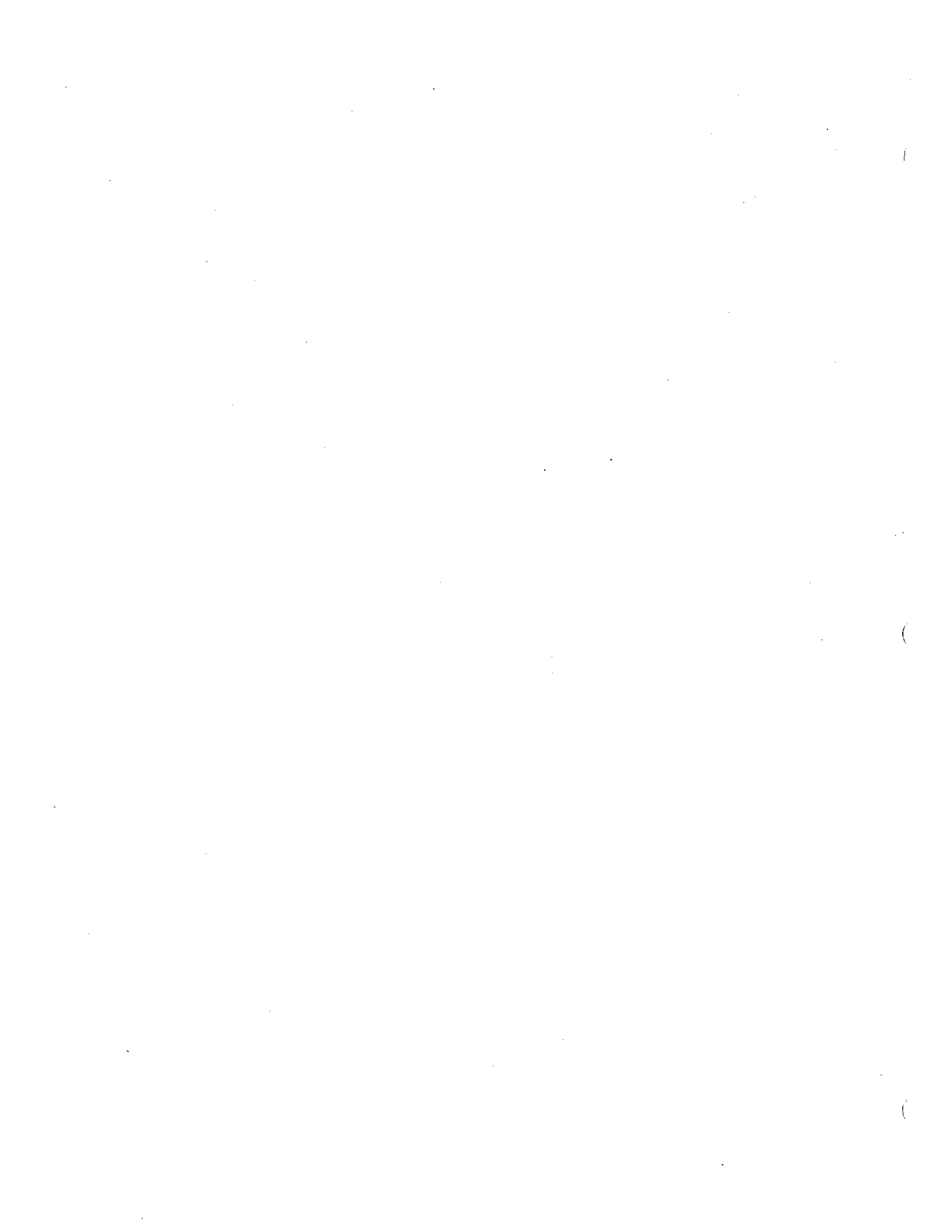
The Regular Meeting of the Board of Trustees of the Placentia Library District for January 15, 2008 adjourned at 8:10 P.M.

**NEXT MEETING**

The February Library Board Meeting will be held on Tuesday, February 19, 2008 at 6:30 P.M. in the Library History Room.

\_\_\_\_\_  
Richard DeVecchio  
Secretary  
Library Board of Trustees

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

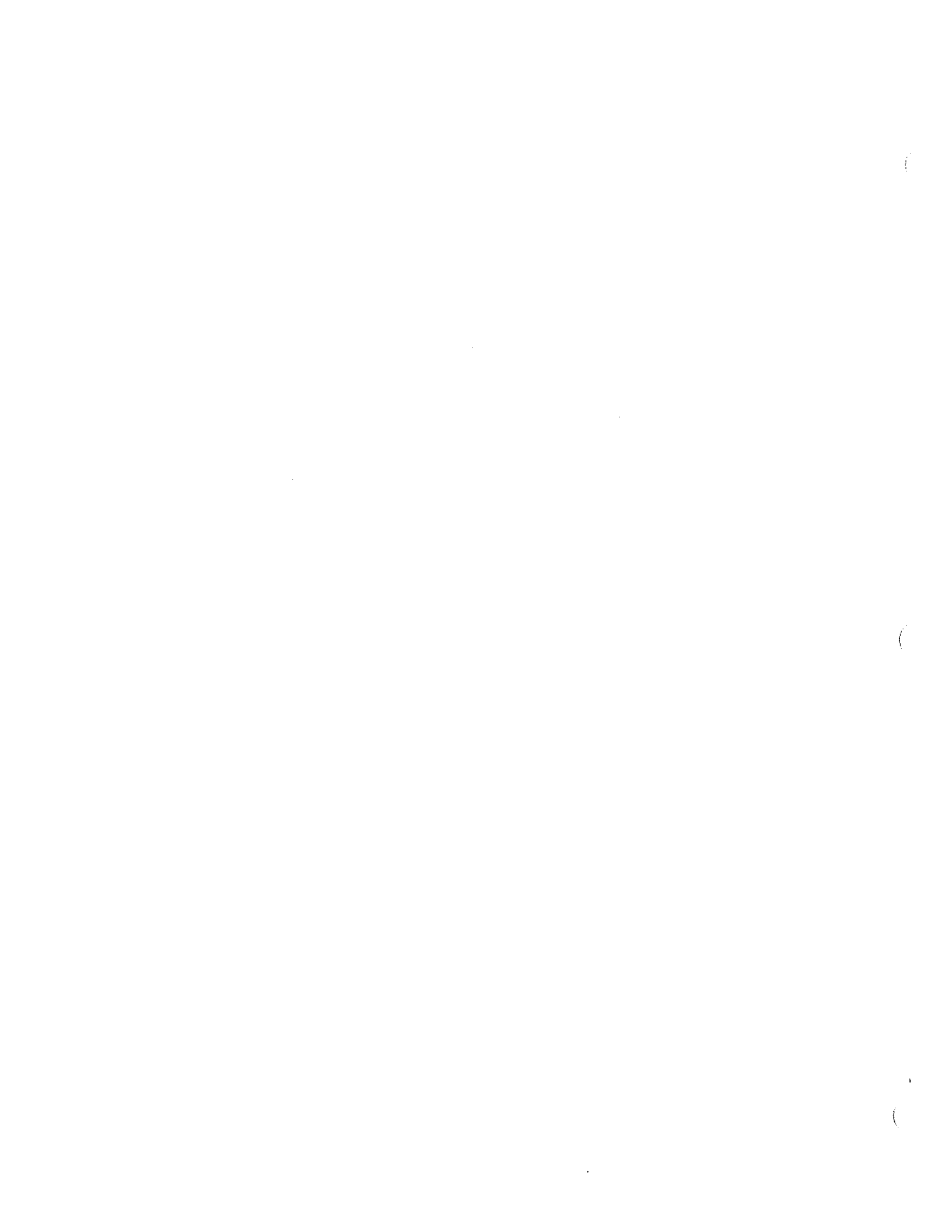




PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 19, 2008

TYPE	REPORT NUMBER	AMOUNT
None		
	TOTAL	

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Trustees  
February 19, 2008

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	January 17, 2008	5078	707	1,755.00	Minter/Turner
	January 25, 2008	5079	707	11,025.78	Minter/DeVecchio
	January 28, 2008	5080	707	8,018.82	Minter/DeVecchio
	January 28, 2008	5081	707	6,986.01	Minter/DeVecchio
	January 28, 2008	5082	707	6,116.89	Minter/DeVecchio
	January 28, 2008	5083	707	1,312.38	Minter/DeVecchio
	January 28, 2008	5084	707	2,886.03	Minter/Shkoler
	February 11, 2008	5085	707	8,498.60	Minter/Wood
SUBTOTAL FUND 707				46,599.51	
TOTAL BY LIBRARY DIRECTOR				46,599.51	

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

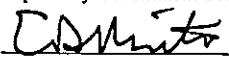
DATE 01/17/08  
REPORT NO 5078

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
N02002G State Board of Equalization P.O. Box 942879 Sacramento, CA 94279-8062	Sales Tax 2007		3700	00		1,755.00		
<b>PLEASE PAY IMMEDIATELY</b>								

The claims listed above (totaling \$1,755.00) 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

PAID FEB 04 2008

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/25/08  
REPORT NO 5079


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
Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	1-14-08/1324-IN		0306	00		8,808.26		
Califa Group 32 W 25th Ave San Mateo CA 94403	12-28-07/2356					2,217.52		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$11,025.78) 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

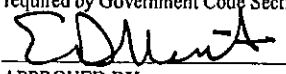
PAID FEB 04 2008

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00199-1 Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92628	1-11-08/273223		1800	00		123.31		
X00887 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	2-13-08/312083-9		2803	00		236.44		
N01074 The Gas Company PO Box C Monterey Park, CA 91758	1-22-08/05391188009		2802	00		897.35		
N03651 Waxie Sanitary Supply P.O. Box 81008 San Diego, CA 92138-1008	1-22-08/227100200		1000	00		1,597.75		
	1-10-08/70430731		1000	00		277.24		
						1,874.99		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	12-7-07/T7421070		0700	01		272.91		
	12-17-07/T7462514		0700	00		349.90		
	12-17-07/T7462529		0700	01		45.46		
						668.27		
N03841 Highsmith Inc. W5527 Highway 108 P.O. Box 800 Fort Atkinson, WI 53538-0800	12-7-07/6497		1800	00		379.18		
X04907 First American Trust 5 First American Way 3rd Floor Santa Ana CA 92707	12-31-07/1062107600		1900	00		2,353.97		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	1-18-08/440511		1900	00		233.11		
			1900	08		77.70		
	1-7-08/438029		1900	00		525.21		
			1900	08		175.07		
						1,011.09		
N03997H Home Depot Credit Services Dept 32-2603078994 P.O. Box 6031 The Lakes, NV 88901-6031	1-21-08/X8994		1000	00		67.72		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92808	1-17-08/AN344627		1400	00		284.00		
	1-2-08/AN350737		1400	00		122.50		
						406.50		

The claims listed above (totaling \$8,018.82) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

PAID FEB 04 2008

DATE 01/28/08  
REPORT NO 5081

Agenda Item 11  
Page 5 of 9

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	
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	1-24-08/Reg-Turner		2700	03			14.00		
N00611 Office Depot PO Box 70025 Los Angeles CA 90074-0025	1-9-08/415022111 1-18-08/416621571 12-28-07/413542850 1-11-08/415331402 1-11-08/415137364 1-11-08/415210489 1-11-08/415154059 1-11-08/414535244 12-14-07/411845425 12-7-07/410905263 12-14-07/411845390 12-14-07/412390654 12-21-07/412895351 12-7-07/411099524 12-21-07/412888037 12-7-07/410905307 12-7-07/410905125 12-7-07/410905286 11-30-07/410563691 12-28-07/413542873		1800	00			74.32 117.59 21.94 182.36 486.34 85.51 67.86 16.85 175.62 7.07 107.71 46.60 112.02 48.87 40.92 93.19 61.81 185.25 152.98 357.19 2,442.00		
N03738J Pitney Bowes Credit Corp. PO Box 856480 Louisville, KY 40285-6480	1-13-08/7330591-JA08		2100	00			179.95		
N06808I Reserve Account (Pitney Bowes) P.O. Box 856056 Louisville, KY 40285-6056	1-17-08/32021628		1803	00			500.00		
N06819 American Library Association Box 77-8499 Chicago, IL 60678-8499	1/1/2008 Mbrshp Roberts		1600	00			170.00		
N13034A OmniGrafix Printing 2486 N Glassell Orange, CA 92865	1-15-08/A37396		1800	00			3,474.94		
N16557 Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	1-7-08/X8545		0700	01			153.84		
			0700	08			51.28		
							205.12		

The claims listed above (totaling \$6,986.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

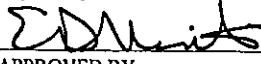
ATTESTED AND/OR COUNTERSIGNED BY

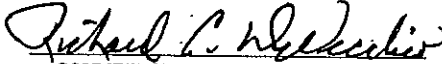
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N28784 Caroline Gurkeweltz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1-23-08/Supply Reimb.		1800	00		78.63		
	1-7-08/Supply Reimb.		1800	00		38.14		
						116.77		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	1-11-08/Jan 08		1900	01		226.08	21	
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	1-11-08/Jan 08		1900	01		150.78	21	
N29845 Innovative Media Productions Phil Giraldin 1122 E. Lincoln Ave Ste B300 Orange CA 92865	12-10-07/00-630		1900	00		119.00		
N23659 Scholastic, Inc. PO Box 6024 Jefferson City, MO 65102-6014	12-30-07/3126165420-604		2400	08		17.94		
N30960 Patricia Fellous-Gibbons c/o Placentia Library District 411 E Chapman Aven Placentia CA 92870	Travel Reimb. 7-Dec		2600	00		1.52		
N29658 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	1-28-08/21396		1800	00		89.43		
	1-20-08/21371		1800	00		241.36		
						330.79		
N31703 Employer Advisory Council 2001 East Fourth St #112 Santa Ana CA 92705	1-23-08/244		1600	00		95.00		
N30882 Envisionware 2810 Premiere Pkwy NW Ste 350 Duluth GA 30097-8912	11-19-07/MI00730		1300	01		5,033.17		
N31969 Kristen Hoffman c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb. Jan 08		2600	00		25.84		

The claims listed above (totaling \$6,116.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

PAID FEB 05 2008

DATE  
REPORT NO

01/28/08  
5083

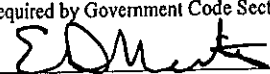
Agenda Item 11  
Page 7 of 9

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
Anna Irot c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	1-24-08/Supply Reimb.		1800	00		88.52		
N31820 SRP 101 S Kraemer Blvd Ste 203 Placentia CA 92870	1-3-08/5239		1800	08		150.00		
	1-3-08/5238		1800	00		950.00		
						1,100.00		
FattBank Unlimited/Brother Yusef 1541 N Lake Ave #C Pasadena CA 91104	1-9-08		2400	05		70.00		
Jeanette Gardner 824 Rosarita Dr Fullerton CA 92835	1-2-08/Supply Reimb.		1800	00		53.86		

The claims listed above (totaling \$1,312.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,312.38

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

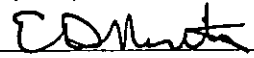
DATE 01/28/08  
REPORT NO 5084

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X04015 US Bank/ Purchasing Card Program PO Box 790428 St Louis MO 61379-0428	1-22-08/X3058		0700	00		259.23		
			0900	00		59.05		
			1000	00		73.27		
			1800	00		364.10		
			1803	00		148.37		
			2100	00		355.56		
			2400	00		54.04		
			2400	01		55.59		
			2400	02		26.93		
			2700	00		1,248.66		
			2700	01		108.90		
						<b>2,753.70</b>		
		N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Travel Reimb. Jan 08		2700	00		132.33

The claims listed above (totaling \$2,886.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

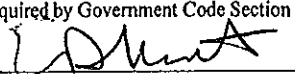
DATE 02/11/08  
REPORT NO 5085

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

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

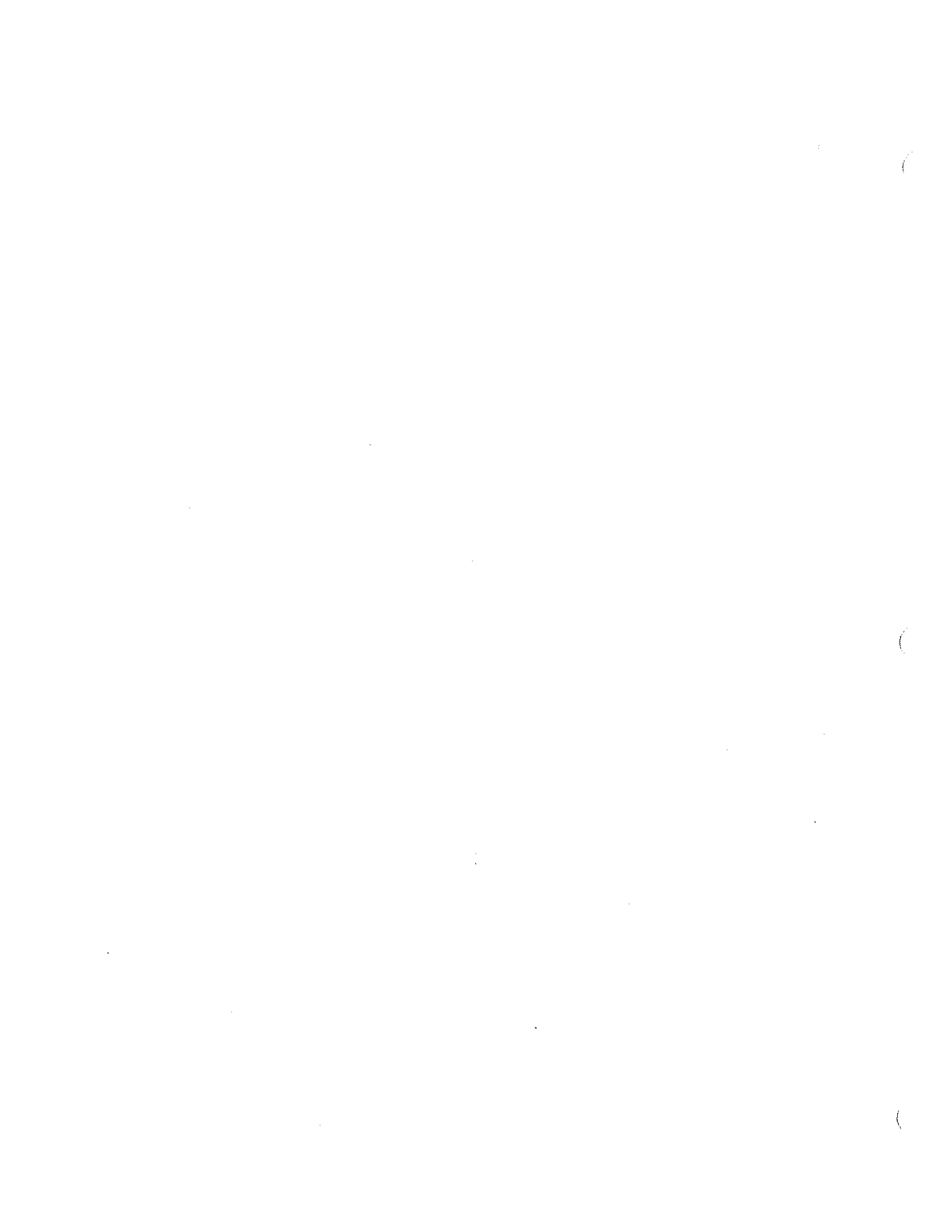
Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
<b>PLEASE PAY IMMEDIATELY</b>								
X04841 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	2-1-08/0001376-IN		0308	00		1,027.39		
			0309	00		616.46		
			0310	00		382.81		
			0319	00		188.67		
			1900	00		52.32		
						2,267.65		
N31429 Ferrari Philanthropic Consultants, Inc. 30025 Alicia Parkway, #158 Laguna Niguel, CA 92677	2-5-08/116		1900	08		375.00		
X04556 Paychex PO Box 25159 Santa Ana CA 92799-5159	2-4-08/442996		1900	00		232.53		
			1900	08		77.51		
						310.04		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	1-28-08/3210		1900	00		270.00		
The Library Corporation PO Box 557 Winchester VA 22804-0557	1-8-08/2008030124		1300	01		4,500.00		
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	2-2-08/X4877		0700	02		253.90		
Legacy Integrative Solutions 18000 Studebaker Rd Suite 700 Cerritos CA 90703	1-9-08/10121		1300	00		252.01		
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	2-7-08/302		2700	01		90.00		
			2700	03		180.00		
						270.00		

The claims listed above (totaling \$8,498.60) 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  
February 19, 2008

TYPE	REPORT NUMBER	AMOUNT
Regular	5086	10,433.81
	5087	21,316.74
	5088	2,646.26
	5089	7,768.93
	5090	5,340.83
	5091	1,965.29
Subtotal for Regular		49,471.86
	3/12/2008	52,472.00
	3/26/2008	52,472.00
Subtotal for Payroll		104,944.00
TOTAL CURRENT CLAIMS & PAYROLL		154,415.86

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
	X00199-1 Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	1-11-08/273223		1800	00		123.31		
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-16-08/X84313770		2400	02		299.08			
	1-16-08/X84313890		2400	05		77.30			
	2-5-08/4007349763		2400	01		198.94			
	2-5-08/4007349762		2400	01		109.64			
	2-5-08/4007349761		2400	01		93.92			
	2-5-08/4007349760		2400	01		213.18			
	2-5-08/4007349759		2400	01		167.32			
	2-5-08/4007349758		2400	01		52.17			
	2-5-08/4007349757		2400	01		97.52			
	2-5-08/4007349756		2400	01		18.56			
	2-5-08/4007349755		2400	01		73.72			
	2-5-08/4007349754		2400	01		171.90			
	2-5-08/4007349753		2400	01		1,102.29			
	2-5-08/4007349752		2400	01		32.22			
	2-5-08/4007349751		2400	01		34.57			
	2-5-08/4007349750		2400	01		18.56			
	2-5-08/4007349749		2400	01		37.12			
	2-4-08/4007315759		2400	01		41.66			
	2-4-08/4007315758		2400	01		1,394.09			
	2-4-08/4007315757		2400	01		255.62			
	2-4-08/4007315756		2400	01		176.37			
	2-4-08/4007315755		2400	01		187.08			
	2-4-08/4007315754		2400	01		55.11			
	2-4-08/4007315753		2400	01		16.82			
	2-4-08/4007315752		2400	01		87.82			
	2-4-08/4007315751		2400	01		184.46			
	2-4-08/4007315750		2400	01		131.30			
	2-4-08/4007315749		2400	01		135.44			
	2-4-08/4007315748		2400	01		17.99			
	1-17-08/4007236627		2400	01		20.11			
	1-18-08/4007261712		2400	01		349.17			
	1-18-08/4007261711		2400	01		214.19			
	1-18-08/4007261710		2400	01		31.71			
	1-18-08/4007261709		2400	01		19.15			
	1-18-08/4007261708		2400	01		331.65			
	1-18-08/4007261707		2400	01		101.72			
	1-18-08/4007261706		2400	01		111.92			
	1-18-08/4007261705		2400	01		11.07			
	1-18-08/4007261704		2400	01		92.22			
	1-18-08/4007261703		2400	01		18.56			
	1-18-08/4007261702		2400	01		21.54			
	1-18-08/4007261701		2400	01		18.56			
	1-18-08/4007261700		2400	01		16.78			
	1-17-08/4007236349		2400	01		14.29			
	1-17-08/4007236348		2400	01		2,526.33			
	1-17-08/4007236347		2400	01		293.65			
	1-17-08/4007236346		2400	01		175.49			
	1-17-08/4007236345		2400	01		333.66			
	1-17-08/4007236344		2400	01		126.96			
						<b>10,310.50</b>			

The claims listed above (totaling \$10,433.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

10,433.81

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/19/08  
REPORT NO 5087

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	Obj/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1-17-08/4007236343		2400	01		124.06		
	1-17-08/4007236342		2400	01		22.70		
	1-17-08/4007236341		2400	01		147.91		
	1-17-08/4007236340		2400	01		37.18		
	1-17-08/4007236339		2400	01		18.56		
	1-17-08/4007236338		2400	01		31.16		
	1-17-08/4007236337		2400	01		23.27		
	1-29-08/4007287530		2400	01		356.47		
	1-29-08/4007287529		2400	01		108.12		
	1-29-08/4007287528		2400	01		19.77		
	1-29-08/4007287527		2400	01		231.55		
	1-29-08/4007287526		2400	01		95.77		
	1-29-08/4007287525		2400	01		89.83		
	1-29-08/4007287524		2400	01		15.57		
	1-29-08/4007287523		2400	01		17.99		
	1-29-08/4007287522		2400	01		34.35		
						1,374.26		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	2-13-08/58563		0700	01		23.64		
			1400	00		5,351.07		
			2800	00		10,755.09		
						16,129.80		
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	11-29-07/0367284-IN		2400	01		340.49		
X02301 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	2-5-08/1435597		2400	02		301.92		
	1-30-08/3858983		2400	05		213.35		
							515.27	
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	2-1-08/1084378082		2400	05		82.00		
	2-4-08/1084401372		2400	05		1,947.60		
	1-23-08/1084351997		2400	05		164.00		
							2,193.60	
X03239 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	2-1-08/170122		1900	00		170.05		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	2-1-08/138867		1800	00		33.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1-29-08/10012		1900	00		45.00		

The claims listed above (totaling \$21,316.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

21,316.74

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Check Reimb		0900	08		362.19		
	1-6-08to1-30-08		1000	00		29.07		
			1000	08		98.64		
			2400	08		18.31		
			2700	01		178.42		
			2700	03		212.00		
			2700	08		14.00		
					912.63			
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	1-7-08/T7546633		0700	01		270.14		
	1-4-08/T7531205		0700	08		55.11		
					325.25			
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	1-24-08/832052		1800	00		221.90		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	1-23-08/34138891		2400	01		34.43		
	1-23-08/34138890		2400	01		18.71		
	1-23-08/34138889		2400	01		5.09		
	1-23-08/34138888		2400	01		12.01		
	1-23-08/34138887		2400	01		9.48		
	1-17-08/34010519		2400	01		54.85		
	1-17-08/34010518		2400	01		38.54		
	1-17-08/34010517		2400	01		16.43		
	1-17-08/34010516		2400	01		23.12		
	1-13-08/33906756		2400	01		44.11		
	1-13-08/33906755		2400	01		19.24		
	1-13-08/33906754		2400	01		22.89		
	1-24-08/34167922		2400	01		119.00		
	1-7-08/33784310		2400	01		158.82		
	1-7-08/33784309		2400	01		12.19		
	1-7-08/33784308		2400	01		10.29		
	1-7-08/33784307		2400	01		5.36		
	1-8-08/33801176		2400	01		13.38		
	1-8-08/33801175		2400	01		6.08		
	1-8-08/33801174		2400	01		4.86		
	1-6-08/33757155		2400	01		59.82		
	1-6-08/33757154		2400	01		4.20		
	1-10-08/33877022		2400	01		224.30		
1-10-08/33877021		2400	01		79.49			
1-10-08/33867039		2400	01		24.06			
1-10-08/33867038		2400	01		17.66			
1-28-08/34222431		2400	01		12.00			
2-7-08/34447320		2400	01		11.88			
2-7-08/34447319		2400	01		8.75			
2-7-08/34447318		2400	01		11.06			
2-5-08/34394534		2400	01		11.42			
2-5-08/34394533		2400	01		17.26			
2-5-08/34394532		2400	01		34.74			
2-5-08/343494531		2400	01		40.96			
					1,186.48			

The claims listed above (totaling \$2,646.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/19/08  
REPORT NO 5089

Agenda Item 12  
Page 5 of 9

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
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	1-9-08/47421		1800	00		(53.34)		
	12-5-07/1248778-001		1800	00		291.13		
						237.79		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	11-5-07/775816		2400	01		4,003.38		
	1-8-08/782045		2400	01		21.50		
						4,024.88		
X04523 Amy Paino 5882 Amberdale Dr Yorba Linda CA 92886	January -08 Storytime Offsite		1900	08		300.00	"2"	
	January -08 Storytime		1900	00		400.00	"2"	
X04706 Lindsay Whipple 13292 Marshall Ln Tustin CA 92780	January -08 Storytime		1900	00		400.00	"2"	
	January -08 Storytime		1900	00		400.00	"2"	
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	2-1-08/297		1900	00		185.00		
	1-25-08/417063594		1800	00		57.83		
X00611 Office Depot PO Box 70025 Los Angeles CA 90074-0025	1-25-08/416585935		1800	00		356.05		
	1-25-08/416752085		1800	00		141.77		
	1-25-08/416585195		1800	00		127.18		
	2-1-08/416586541		1800	00		149.43		
						832.26		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	2-6-08/331735		1300	00		1,300.00		
	Travel Reimb 1/8/2008		2600	00		9.70		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1-9-08/12258082		2400	01		79.30		
N06819 American Library Association Box 77-6499 Chicago, IL 60678-6499								

The claims listed above (totaling \$7,768.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

7,768.93

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N13034A OmniGrafix Printing 2486 N Glassell Orange, CA 92865	1-31-08A37404		1800	00		258.60		
	1-29-08/A37402		1800	00		631.42		
						890.02		
N14905B SCLLN, Inc. c/o Rose Saylin Santa Fe Springs City Library 11700 Telegraph Rd. Santa Fe Springs, CA 90670	1-31-08/218		1600	08		150.00		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	2-7-08/200802-23		1900	00		5.00		
N16557 Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	2-7-08/ x8545		0700	01		158.03		
			0700	08		52.68		
						210.70		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	1-24-08/10101814		2400	01		202.98		
	1-24-08/10101808		2400	01		212.68		
						415.66		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb. 11/07/08		2600	01		19.89		
	1-8to2-11-08		2600	01		9.80		
						29.68		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	1-11-08/311102		2400	05		363.55		
	1-15-08/311744		2400	05		71.17		
						434.72		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb. 12-1007-12-27-07		2600	01		11.84		
	1-2-08to1-23-08		2600	01		53.33		
						65.17		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	2-13-08/21469		1800	00		51.72		
	2-7-08/21450		1800	00		94.82		
	2-5-08/21436		1800	00		32.33		
						178.87		
N29831 Lerner Group 1251 Washington Ave North Minneapolis MN 55401	1-16-08/L701772		2400	01		2,961.01		

The claims listed above (totaling \$5,340.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

5,340.83

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/19/08  
REPORT NO 5091

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
X00631 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	1-23-08/15557706		2400	01		30.13		
	1-9-08/15541766		2400	01		30.13		
	1-30-08/15571599		2400	01		59.40		
						119.66		
Signature Designs 101 S Kraemer Blvd Ste 203 Placentia CA 92870	1-16-08/5273		1800	00		159.77		
	Travel Reimb Jan 08		2600	01		22.22		
Richard DeVecchio 619 Cooper Dr Placentia CA 92870	12-12-707/051703		4000	00		730.18		
Advanced Technology 1923 S Myrtle Ave Monrovia CA 91016	1-7-08/720997		2400	01		744.93		
Fire Service Bookstore 727 Center St NE, Ste 300 Salem OR 97301	1-24-08/251841731		2400	01		17.50		
Alibris File 30875 PO Box 60000 San Francisco CA 94160	Reimbursement History Room purchase		1800	00		171.03		
Marie Schmidt 2114 Pound Dr Placentia CA 92870								

The claims listed above (totaling \$1,965.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,965.29



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 \$ 52,472.00 on 3 | 12 | 08

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121042882  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #19

Description:

Department / Agency

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

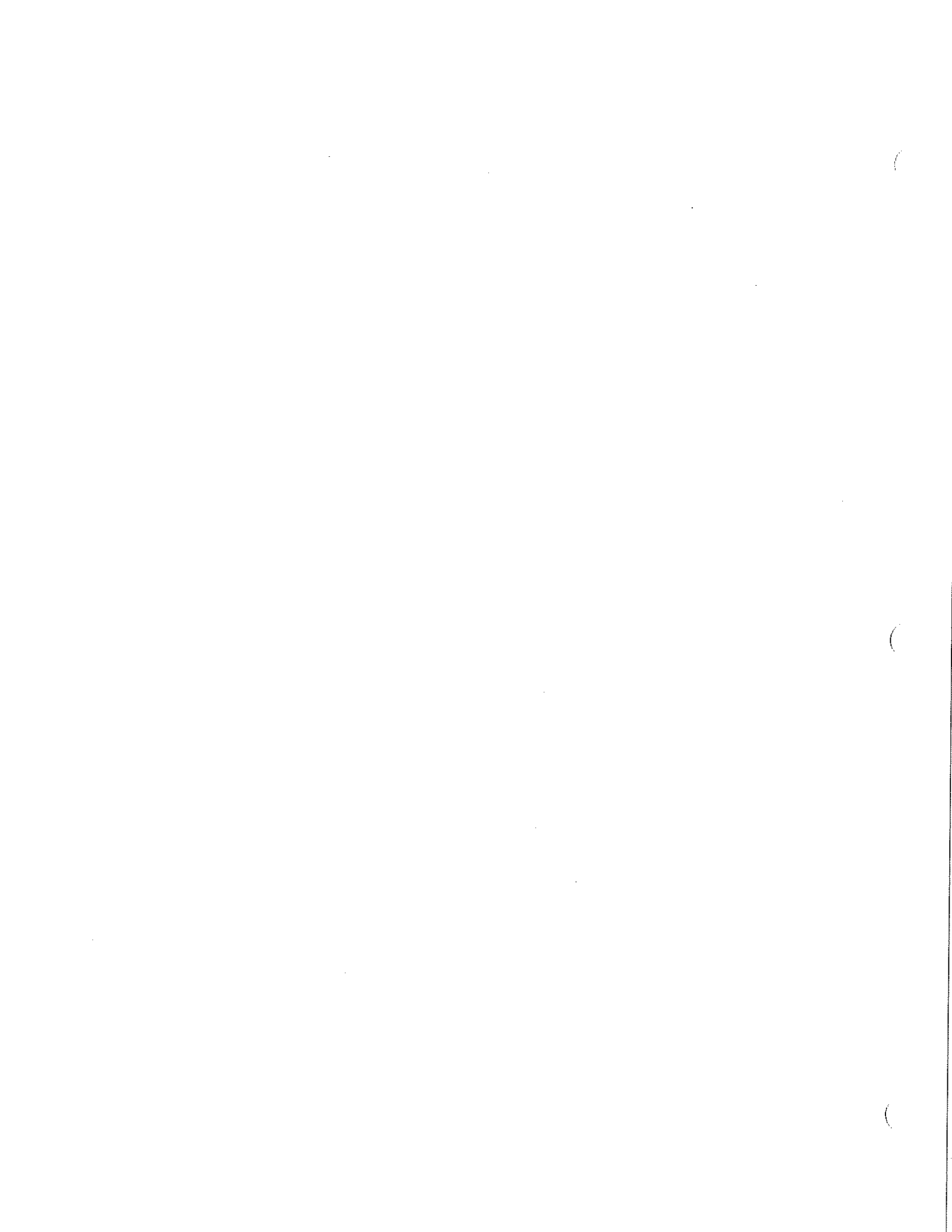
AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A/C USE SL CD			
FUND	AGCY	ORG	ACTY	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B/S ACCT	AMOUNT				
707	707			0100	00						48,798.96				
707	707			200	00						3,673.04				
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	52,472.00			
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><u>Auditor-Controller Approvals:</u></p> <p><u>Claims &amp; Disbursing:</u></p> <p>Over Limit _____</p> <p style="text-align: center;">\$100,000 (1)    \$500,000 (2)    \$1,000,000 (a)</p> <p>Claims &amp; Disbursing Manager _____</p> <p>Check Writing _____</p> <p><u>General Ledger Approvals:</u></p> <p>Cash &amp; Expense Budget _____ Date _____ WREC _____</p>	<p><u>Transaction Reference</u></p> <p>Automated Clearing House (CH) _____ Wire Transfer (WT) _____</p> <p>Automated Clearing House (IC) _____</p> <p>MW Transaction # _____</p> <p><u>Treasurer-Tax Collector Information:</u></p> <p>Released By / Ref # _____</p>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** February 19, 2008

**BACKGROUND:**

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

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

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

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through February 19, 2008 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.





Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
07/01/07		Beginning Balance		
06/18/07		Payroll #1 to wire July 3, 2007		47,072.00
06/18/07		Payroll #2 to wire July 18, 2007		47,072.00
07/02/07	5007	General by Library Director & DeVecchio		21,633.08
07/02/07	5008	General by Library Director & DeVecchio		10,265.55
07/02/07	5009	General by Library Director & DeVecchio		4,064.39
07/09/07	5010	General by Library Director & Shkoler		2,227.83
07/16/07	5011	General by 3 Trustee signatures		6,298.82
07/16/07	5012	General by 3 Trustee signatures		2,700.42
07/16/07	5013	General by 3 Trustee signatures		4,905.32
07/16/07	5014	General by 3 Trustee signatures		12,467.68
07/16/07		Payroll #3 to wire August 1, 2007		49,472.00
07/16/07		Payroll #4 to wire August 15, 2007		49,472.00
07/16/07		Payroll #5 to wire August 29, 2007		49,472.00
07/16/07		6280-00: Supplemental	(2.11)	
07/17/07	5015	General by Library Director, Escobosa & Wood		10,251.39
07/26/07	5016	General by Library Director & DeVecchio		14,862.95
07/26/07	5017	General by Library Director & DeVecchio		3,901.25
07/26/07	5018	General by Library Director & DeVecchio		6,246.38
08/01/07		6610:00 Interest Orange County Investment Pool	5,305.93	99.98
08/06/07	5019	General by Library Director & Shkoler		4,358.63
08/06/07	5020	General by Library Director & Shkoler		4,014.36
08/06/07	5021	General by Library Director & Shkoler		11,570.23
08/06/07		6610:00 Interest Orange County Investment Pool	(5,305.93)	(99.98)
08/09/07	5022	General by Library Director & DeVecchio		8,482.11
08/15/07		6280-00: Supplemental	10,236.34	
08/20/07	5023	General by 3 Trustee signatures		4,416.08
08/20/07	5024	General by 3 Trustee signatures		9,115.97
08/20/07	5025	General by 3 Trustee signatures		2,453.33
08/20/07	5026	General by 3 Trustee signatures		1,638.70
08/20/07	5027	General by 3 Trustee signatures		11,951.71
08/20/07		Payroll #6 to wire September 12, 2007		47,472.00
08/20/07		Payroll #7 to wire September 26, 2007		47,472.00
08/22/07		6610:00 Interest Orange County Investment Pool	4,699.25	89.62
08/23/07		6610:00 Interest, Bank of the West	25.62	
08/23/07		7670:00 Local Revenue, Fines & Fees	10,956.29	
08/23/07		7670:01 Local Revenue, Passport	33,266.85	
08/23/07		7670:02 Local Revenue, Non-Government Grants & Contributions	10,340.07	
09/04/07	5028	General by Library Director & Turner		15,894.86
09/04/07	5029	General by Library Director & Turner		16,886.87
09/04/07	5030	General by Library Director & Turner		2,346.19
09/12/07		6280-00: Supplemental	742.06	
09/17/07	5031	General by 3 Trustee signatures		47,363.16
09/17/07	5032	General by 3 Trustee signatures		5,241.85
09/17/07	5033	General by 3 Trustee signatures		2,275.49

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
09/17/07	5034	General by 3 Trustee signatures		6,187.39
09/17/07	5035	General by 3 Trustee signatures		7,272.50
09/17/07		Payroll #8 to wire October 10, 2007		47,472.00
09/17/07		Payroll #9 to wire October 24, 2007		47,472.00
09/18/07	5036	General by Library Director & Shkoler		7,616.13
09/20/07		6220-00 Unsecured Collections 1st	53,741.28	134.35
09/24/07		6610:00 Interest Orange County Investment Pool	4,339.15	8,273.00
09/25/07	5038	General by Library Director & Turner		6,082.80
09/25/07	5038	General by Library Director & Turner		14,314.89
09/25/07	5039	General by Library Director & Turner		1,409.70
10/10/07		6280-00: Supplemental #3	7,811.42	
10/11/07	5040	General by Library Director & DeVecchio		10,568.93
10/11/07	5041	General by Library Director & DeVecchio		15,716.65
10/11/07	5042	General by Library Director & DeVecchio		3,917.68
10/11/07	5043	General by Library Director & DeVecchio		2,305.99
10/11/07	5044	General by Library Director & DeVecchio		6,090.71
10/11/07	5045	General by Library Director & DeVecchio		12,730.00
10/11/07	5046	General by Library Director & DeVecchio		12,411.74
10/22/07		6610:00 Interest Orange County Investment Pool	3,620.95	
10/24/07	5047	General by 3 Trustee signatures		2,465.49
10/24/07		Payroll #10 to wire November 7, 2007		47,472.00
10/24/07		Payroll #11 to wire November 14, 2007		47,472.00
10/30/07	5048	General by Library Director & Shkoler		5,600.00
11/01/07	5049	General by Library Director & Shkoler		4,553.22
11/01/07	5050	General by Library Director & Shkoler		6,176.24
11/01/07	5051	General by Library Director & Shkoler		5,528.48
11/12/07	5052	General by Library Director & Shkoler		14,714.58
11/14/07		6280-00: Supplemental #4	2,990.08	
11/19/07	5053	General by 3 Trustee signatures		7,425.74
11/19/07	5054	General by 3 Trustee signatures		10,304.49
11/19/07	5055	General by 3 Trustee signatures		12,847.23
11/19/07	5056	General by 3 Trustee signatures		3,190.79
11/19/07	5057	General by 3 Trustee signatures		14,343.51
11/19/07		Payroll #12 to wire December 5, 2007		47,472.00
11/19/07		Payroll #13 to wire December 19, 2007		47,472.00
11/19/07		6610:00 Interest Orange County Investment Pool	3,006.27	57.21
11/20/07		6210-00: Secured #1	157,318.30	393.30
11/21/07		6610:00 Interest Bank of the West	35.51	
11/21/07		7670:00 Local Revenue, Fines & Fees	3,772.12	
11/21/07		7670:01 Local Revenue, Passport	7,646.54	
11/27/07		6610:00 Interest Coding correction	51.59	
11/27/07		6970: Coding Correction	7,493.55	
11/27/07		7670:00 Local Revenue, Fines & Fees coding correction	13,466.92	
11/27/07		7670:02 Local Revenue, Passport coding correction	28,994.18	
11/27/07		7670:01 Local Revenue, Non-Government Grants, coding correction	5,000.00	

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
11/28/07	5058	General by Library Director & DeVecchio		22,871.15
11/28/07	5059	General by Library Director & DeVecchio		3,622.87
12/06/07	5060	General by Library Director & Turner		2,128.44
12/06/07	5061	General by Library Director & Turner		14,417.48
12/06/07	5062	General by Library Director & Turner		18,438.41
12/10/07		6690-00: State Homeowners #1	2,432.09	
12/12/07		6210-00: Secured #2	399,687.78	999.22
12/12/07		6280-00: Supplemental #5	5,436.26	
12/14/07		6610:00 Interest Orange County Investment Pool	2,577.35	50.24
12/17/07	5063	General by 3 Trustee signatures		3,294.57
12/17/07	5064	General by 3 Trustee signatures		1,562.44
12/17/07	5065	General by 3 Trustee signatures		6,235.77
12/17/07	5066	General by 3 Trustee signatures		19.40
12/17/07		Payroll #14 to wire January 2, 2008		47,472.00
12/17/07		Payroll #15 to wire January 16, 2008		47,472.00
12/17/07		Payroll #16 to wire January 30, 2008		47,472.00
12/18/07	5067	General by Library Director & Wood		8,808.26
12/20/07		6210-00: Secured #3	320,441.62	801.10
12/26/07	5068	General by Library Director & DeVecchio		4,460.97
12/27/07		6610:00 Interest Bank of the West	2.78	
12/27/07		7670:00 Local Revenue, Fines & Fees	5,827.24	
12/27/07		7670:01 Local Revenue, Passport	11,837.26	
01/05/08	5069	General by Library Director & Shkoler		2,406.86
01/05/08	5070	General by Library Director & Shkoler		5,240.84
01/10/08		6690-00: State Homeowners #2	5,674.88	
01/15/08	5071	General by 3 Trustee signatures		87,190.24
01/15/08	5072	General by 3 Trustee signatures		6,770.04
01/15/08	5073	General by 3 Trustee signatures		2,025.81
01/15/08	5074	General by 3 Trustee signatures		536.92
01/15/08	5075	General by 3 Trustee signatures		5,140.18
01/15/08	5076	General by 3 Trustee signatures		7,785.17
01/15/08	5077	General by 3 Trustee signatures		1,301.89
01/15/08		Payroll #17 to wire February 13, 2008		47,472.00
01/15/08		Payroll #18 to wire February 27, 2008		47,472.00
01/16/08		6210-01: Secured Public Utility #1	12,955.33	32.39
01/16/08		6210-02: Reg Railroad	258.90	0.65
01/16/08		6220-00 Unsecured Collections 2nd	14,388.29	35.97
01/16/08		6280-00: Supplemental #6	14,159.60	
01/17/08	5078	General by Library Director & Turner		1,755.00
01/17/08		6610:00 Interest Orange County Investment Pool	3,964.01	79.55
01/17/08		6610:00 Interest Bank of the West	11.80	
01/17/08		6970-02: State Library CA Literacy Campaign	30,000.00	
01/17/08		7670:00 Local Revenue, Fines & Fees	4,422.82	
01/17/08		7670:01 Local Revenue, Passport	12,105.51	
01/22/08		6610-00 Interest Receivable Adjustment	171.53	

Placentia Library District  
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT
01/24/08		6210-00: Secured #4	38,598.87	96.50
01/24/08		6610-02: Interest on Unapportioned Taxes	1,708.47	30.14
01/25/08	5079	General by Library Director & DeVecchio		11,025.78
01/28/08	5080	General by Library Director & DeVecchio		8,018.82
01/28/08	5081	General by Library Director & DeVecchio		6,986.01
01/28/08	5082	General by Library Director & DeVecchio		6,116.89
01/28/08	5083	General by Library Director & DeVecchio		1,312.38
01/28/08	5084	General by Library Director & Shkoler		2,886.03
01/31/08		6970-02: State Library CA Literacy Campaign	26,217.42	
01/31/08		7670:00 Local Revenue, Fines & Fees	1,503.80	
01/31/08		7670:01 Local Revenue, Passport	6,045.00	
02/11/08	5085	General by Library Director & Wood		8,498.60
02/19/08	5086	General by 3 Trustee signatures		10,433.81
02/19/08	5087	General by 3 Trustee signatures		21,316.74
02/19/08	5088	General by 3 Trustee signatures		2,646.26
02/19/08	5089	General by 3 Trustee signatures		7,768.93
02/19/08	5090	General by 3 Trustee signatures		5,340.83
02/19/08	5091	General by 3 Trustee signatures		1,965.29
02/19/08		Payroll #19 to wire March 12, 2008		52,472.00
02/19/08		Payroll #20 to wire March 26, 2008		52,472.00

BALANCE

1,099,907.16  
1,052,835.16  
1,005,763.16  
984,130.08  
973,864.53  
969,800.14  
967,572.31  
961,273.49  
958,573.07  
953,667.75  
941,200.07  
891,728.07  
842,256.07  
792,784.07  
792,781.96  
782,530.57  
767,667.62  
763,766.37  
757,519.99  
753,161.36  
748,802.73  
744,788.37  
733,218.14  
724,736.03  
716,253.92  
711,837.84  
707,421.76  
698,305.79  
695,852.46  
694,213.76  
682,262.05  
634,790.05  
587,318.05  
587,343.67  
587,369.29  
598,325.58  
631,592.43  
641,932.50  
625,045.63  
608,158.76  
605,812.57  
558,449.41  
511,086.25  
505,844.40  
503,568.91

<u>BALANCE</u>
497,381.52
490,109.02
442,637.02
395,165.02
387,548.89
441,155.82
437,221.97
431,139.17
416,824.28
415,414.58
404,845.65
394,276.72
378,560.07
374,642.39
372,336.40
366,245.69
353,515.69
341,103.95
338,638.46
291,166.46
291,166.46
243,694.46
239,141.24
232,965.00
227,436.52
212,721.94
215,712.02
208,286.28
197,981.79
185,134.56
181,943.77
167,600.26
120,128.26
72,656.26
75,605.32
232,530.32
232,565.83
236,337.95
243,984.49
244,036.08
251,529.63
264,996.55
293,990.73
298,990.73
276,119.58

BALANCE

272,496.71  
270,368.27  
255,950.79  
237,512.38  
239,944.47  
638,633.03  
644,069.29  
646,596.40  
643,301.83  
641,739.39  
635,503.62  
635,484.22  
588,012.22  
540,540.22  
493,068.22  
484,259.96  
803,900.48  
799,439.51  
799,442.29  
805,269.53  
817,106.79  
814,699.93  
809,459.09  
815,133.97  
727,943.73  
721,173.69  
719,147.88  
718,610.96  
713,470.78  
705,685.61  
704,383.72  
656,911.72  
609,439.72  
622,362.66  
622,620.91  
636,973.23  
651,132.83  
649,377.83  
653,262.29  
653,274.09  
683,274.09  
687,696.91  
699,802.42  
699,973.95  
738,476.32

BALANCE

740,154.65  
729,128.87  
721,110.05  
714,124.04  
708,007.15  
706,694.77  
703,808.74  
730,026.16  
731,529.96  
737,574.96  
729,076.36  
718,642.55  
697,325.81  
694,679.55  
686,910.62  
681,569.79  
679,604.50  
627,132.50  
574,660.50  
574,660.50  
574,660.50



Home > Property Tax Accounting

**Property Tax Accounting**

[Apportionment Schedule Letter]

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

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



County Of Orange - Auditor-Controller, Apportionment Schedule by Date

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

[Apportionment Schedule Letter]

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

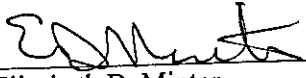
**SUBJECT:** Financial Reports for January 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

**DATE:** February 19, 2008

**Summary of Cash and Investments**

Cash with Orange County Treasurer Fund 702	147,693.04
Cash with Orange County Treasurer Fund 703	11,628.79
Cash with Orange County Treasurer Fund 706	185,470.20
Cash with Orange County Treasurer Fund 707	1,080,418.86
Cash with Orange County Treasurer Fund 708	11,347.19
County Exempt Checking – Bank of the West	5,543.54
County Exempt Savings – Bank of the West	12,668.16
General Fund Checking – Bank of the West	6,396.60
General Fund Savings – Bank of the West	5,884.95
Literacy Fund Savings – Bank of the West	14,263.99
Payroll Checking – Wells Fargo Bank	63,727.38
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency CD is held by California National Bank and was purchased on January 27, 2003 and the maturity date is April 27, 2008.

  
\_\_\_\_\_  
Elizabeth D. Minter  
Library Director

Agenda Item 14 includes reports for Placentia Library District Funds on deposit with the Orange County Treasurer:

- 📖 The account balances for all Placentia Library District funds on deposit with the Orange County Treasurer with comparative information for the two most recent fiscal years.
- 📖 A chart displaying the Placentia Library District General Fund revenues and expenditures, fiscal year-to-date, with comparative information about the budget year to date.
- 📖 A Placentia Library District General Fund Revenue Report for the current fiscal year to date and the previous fiscal year to date.
- 📖 A Placentia Library District General Fund Expenditures Report for the current fiscal year to date and the previous fiscal year to date.

Agenda Item 15 includes balance sheet, profit and loss by class and reconciliation reports for Placentia Library District Funds managed by the District's Manager of Administrative Services in accounts identified in the Balance Sheet:

- 📖 County Exempt Checking account (Bank of the West) is used to process Passport checks, Placentia Library Friends Foundation Grants for the Director's Fund and programs for children and adults, Library Board discretionary funds and other expenses not covered by the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 County Exempt Savings account (Bank of the West) is used to process Meeting Room and other miscellaneous income and to pay the expenses of the Meeting Room. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 General Fund Checking account (Bank of the West) functions as the petty cash checking account with a basic balance of \$10,000. This account is reimbursed through the Orange County Auditor on a monthly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500. All District credit card revenues are deposited into this account and then transferred to the appropriate account on a monthly basis.
- 📖 General Fund Savings account (Bank of the West) is used for all revenue deposits. Money is transferred to the Orange County Auditor twice a month. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 Literacy Savings account (Bank of the West) is used for all direct gifts and sale revenues for Placentia Library Literacy Services. It is not part of the General Fund. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.
- 📖 Payroll Checking account (Wells Fargo) is used to process all paychecks and payroll expenses. Money is transferred by the Orange County Treasurer on a bi-weekly basis. The Library Director has signatory authority up to \$500 with two signatures required for all checks over \$500.

- ☞ Payroll Certificate of Deposit (California National Bank) is an emergency fund to be used if payroll funds cannot be transferred by the Orange County Treasurer. The original purchase date of the CD was January 27, 2003 and the maturity date is April 27, 2008.

Agenda Item 16 is the Acquisitions Report that shows the General Fund, Adopt-A-Book and Donations activities for the current month and year to date by purchasing categories in amount, volumes and titles.

Agenda Item 17 is the Entrepreneurial Activities Report that shows the Passport, Passport Photos, Notary and Test Proctoring activities for the current month and year to date with previous year comparisons.

Agenda Item 18 is the Collection Agency Report that shows the number of new accounts, the number of active accounts, the number of accounts paid in full during the current report period, the amount received during the current report period and the amount written off during the current month.

Agenda Item 19 is the Donor Report for the Placentia Library Friends Foundation that shows the names of all donors for the current month and the total amount given.

**RECOMMENDATION:**

Receive & File the Placentia Library District Financial Report for the month of January 2008, Agenda Items 14, 15, 16, 17, 18 and 19.



**Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 February 19, 2008

	Fiscal Year 2007-2008						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33	
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54	
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64	
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93	
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22	
2/28/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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

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

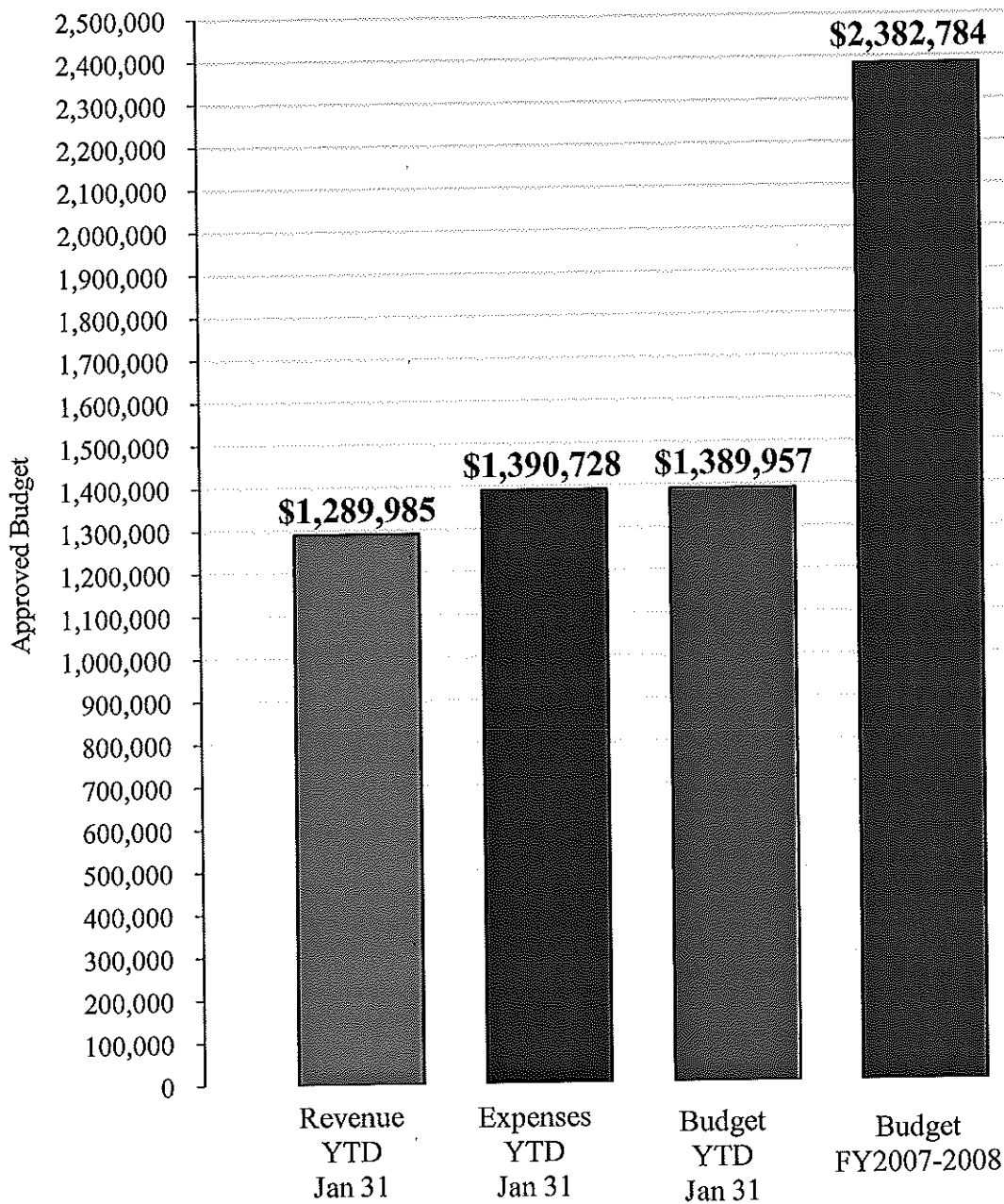




# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2007 - 2008

### General Fund Cash Flow



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PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)  
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	916,046.57	867,556.61	38,598.87	204,660.76	55.01%
6210-01	Public Utility	21,000.00	13,214.23	11,834.12	13,214.23	11,834.12	62.92%
6210-04	Tecater Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	929,260.80	879,390.73	51,813.10	216,494.88	54.52%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	68,129.57	66,628.03	14,388.29	13,288.97	100.81%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Tecater Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	41,373.65	22,270.42	14,159.60	0.00	74.88%
6280-01	Final supplemental for prior years	0.00	0.00	30,010.20	0.00	16,114.95	74.88%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	55,250.00	41,373.65	52,280.62	14,159.60	16,114.95	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	1,038,764.02	1,041,250.12	80,360.99	245,898.80	56.07%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	22,454.22	21,502.80	4,147.34	3,548.11	51.03%
6610-01/02	Interest - old bond fund	0.00	1,760.06	3,698.76	1,708.47	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	24,214.28	25,201.56	5,855.81	3,548.11	55.03%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,106.97	8,279.27	5,674.88	5,795.49	47.69%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	7,493.55	10,101.60	0.00	3,661.05	44.08%
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	57,000.00	56,217.42	30,000.00	56,217.42	0.00	98.63%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	9,864.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	11,873.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	63,710.97	61,838.60	56,217.42	3,661.05	53.54%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	39,949.19	29,515.21	5,926.62	2,337.91	49.94%
7670-01	Local Revenue -- Passport	250,000.00	99,895.34	75,360.59	18,150.51	8,671.60	39.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	15,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	155,184.60	117,375.80	24,077.13	11,009.51	44.34%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	8.90	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	1,289,980.84	1,253,954.25	172,186.23	269,912.96	54.14%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	698,728.21	558,848.27	88,297.92	77,253.24	59.66%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	54,013.54	43,884.00	6,646.08	6,648.00	29.54%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	0.00	
0306-00	Health Insurance	105,000	47,948.89	45,835.23	7,570.34	8,276.91	45.67%
0308-00	Dental Insurance	11,000	6,770.59	5,499.00	952.46	934.00	61.55%
0309-00	Life Insurance	1,000	4,598.50	931.63	583.49	106.78	459.85%
0310-00	Accidental Death & Dismemberment Insurance	4,052	2,685.89	1,417.33	369.55	350.38	66.29%
0319-00	Vision Insurance	2,550	1,362.49	1,499.92	173.89	259.20	53.43%
	Total Employee Insurance	123,602	63,366.36	55,308.11	9,649.73	9,927.27	51.27%
0350	Workers Compensation - General	8,000	2,041.00	17,688.24	0.00	0.00	25.51%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	818,149.11	675,728.62	104,593.73	93,828.51	55.07%
0700-00	Communications - Telephone	4,000	2,588.87	2,483.95	921.37	0.00	64.72%
0700-01	Communications - Modem/Fax	5,200	2,899.01	2,907.88	553.23	128.95	55.75%
0700-02	Communications - Internet/Database	3,800	997.53	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	668.59	520.88	99.42	86.54	47.76%
	Total Communications	14,400	7,154.00	5,912.71	1,574.02	215.49	49.68%
0900-00	Food - General Fund	500	252.09	302.63	0.00	0.00	50.42%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	1,152.07	1,328.91	0.00	0.00	25.60%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	1,404.16	1,631.54	0.00	0.00	28.08%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	7,807.08	12,815.78	2,079.69	512.32	52.05%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	7,807.08	12,815.78	2,079.69	512.32	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	4,191.74	2,554.50	125.00	220.00	55.89%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	18,362.50	13,300.00	0.00	0.00	48.97%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	898.00	1,048.50	0.00	0.00	179.60%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	23,452.24	16,903.00	125.00	220.00	51.54%
	HVAC	7,500	6,819.24	2,852.96	169.00	0.00	90.92%
	Carpet Cleaning	2,750	1,657.50	0.00	0.00	0.00	60.27%
	Groundskeeping, City of Placentia	16,000	9,037.60	7,543.17	0.00	0.00	56.49%
	Plumbing	2,500	2,988.76	422.58	431.56	0.00	119.55%
	Electrical	7,000	6,371.02	1,273.00	0.00	0.00	91.01%
	Cleaning Service	18,000	9,225.00	7,800.00	1,300.00	1,300.00	51.25%
	Locksmith	1,000	0.00	73.50	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	708.23	4,172.34	0.00	230.00	8.85%
1400-00	Total Maintenance of Building & Grounds	62,750	36,807.35	24,137.55	1,900.56	1,530.00	58.66%
1600-00	Memberships - General Fund	4,000	5,079.95	2,026.00	257.95	1,896.00	127.00%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	30.00	120.00	0.00	0.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	5,109.95	2,146.00	257.95	1,896.00	102.20%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
1800-00	Library Supplies	22,000	24,344.88	7,950.41	2,757.30	0.00	110.66%
	Printing	14,000	17,329.26	4,222.29	205.46	107.58	123.78%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	849.00	45.00	0.00	0.00	77.18%
	Paper	700	632.53	0.00	0.00	0.00	90.36%
	Drinking Water Service	350	227.00	192.00	33.00	32.00	64.86%
	Other Office Supplies	20,000	11,550.56	5,460.64	345.21	529.22	57.75%
	Total Office Supply Expense - General Fund	58,150	54,933.23	17,870.34	3,340.97	668.80	94.47%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,663.24	124.99	0.00	0.00	83.16%
	Publications	2,500	213.00	308.80	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	2,885.54	7,589.46	0.00	0.00	96.18%
	Total Adult Literacy Office Supply Expense	7,500	4,761.78	8,023.25	0.00	0.00	63.49%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	59,695.01	25,893.59	3,340.97	668.80	88.24%
1803-00	Postage Expense - General Fund	6,800	3,070.51	2,749.09	508.20	0.00	45.15%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	0.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	3,220.51	2,749.09	508.20	0.00	46.67%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURE REPORT FOR FUND 5071**  
 (Prepared from the Orange County Auditor's Report)  
 February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	239.36	175.00	0.00	0.00	19.95%
	Pension Contribution & Operating Expenses	11,000	83,200.94	5,639.90	4,348.52	0.00	756.37%
	Anaheim Consortium Automated Library System	32,000	1,121.96	0.00	0.00	0.00	3.51%
	Library Board Consultants & Legal	10,000	9,440.00	960.95	5,250.00	0.00	94.40%
	Clipping Service	600	315.00	180.00	90.00	45.00	52.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	4,327.97	11,171.25	393.30	1,197.54	43.28%
	Advertising & Marketing (Including WEB Site)	5,000	4,820.78	2,035.00	515.08	0.00	96.42%
	Medical Exams	2,000	1,974.50	1,552.50	0.00	0.00	98.73%
	Collection Services - Accounts Receivable	2,000	886.05	653.10	0.00	0.00	44.30%
	Audit & Accounting Services	10,000	8,650.00	7,536.40	0.00	5,974.40	86.50%
	Payroll Preparation	5,500	4,126.13	2,057.96	669.52	0.00	75.02%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	4,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller & OCLC)	14,000	8,761.73	7,949.95	3,539.05	0.00	62.58%
1900-00	Total Specialized Services - General Fund	107,300	127,864.42	39,912.01	14,805.47	7,216.94	119.17%
1900-01	Specialized Services - Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	14,172.12	2,900.00	6,298.17	0.00	101.23%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	165.51	133.35	0.00	0.00	1.84%
	Total Specialized Services	135,300	145,136.81	45,909.27	21,304.68	9,297.78	107.27%
1912-00	Investment Administrative fees for Orange County	3,000	458.26	2,216.78	57.21	49.07	15.28%
2000-00	Legal Notices - General Fund	1,000	489.24	517.72	0.00	0.00	48.92%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	489.24	517.72	0.00	0.00	48.92%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	684.63	667.14	186.23	12.95	38.04%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	66,410.74	59,365.94	0.00	0.00	60.21%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	3,497.44	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	51,111.80	20,710.20	0.00	0.00	
2400-02	Special Department Expense - Video		7,158.18	10,689.66	710.92	0.00	
2400-03	Special Department Expense - Electronic		33,972.08	16,555.25	937.00	(4,356.25)	
2400-04	Special Department Expense - Periodicals		7,923.59	6,149.45	109.20	0.00	
2400-05	Special Department Expense - Audio		8,068.36	9,640.45	358.40	0.00	
2400-07	Special Department Expense - ELLI Grant		408.05	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	718.44	348.40	0.00	0.00	35.92%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	109,360.50	67,590.85	2,115.52	(4,356.25)	44.14%
2600-00	Transportation/Travel - Local Mileage	2,500	1,026.30	1,074.49	426.21	30.71	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	6,698.06	6,760.04	2,181.21	125.40	63.79%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	5,956.54	3,255.87	55,332.46	199.00	79.42%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	2,074.97	569.70	0.00	0.00	69.17%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	2,935.80	83.00	14.00	0.00	195.72%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2700-07	Transportation/Travel - Meetings, ELLI Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	153.40	503.40	18.00	0.00	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	17,818.77	11,172.01	57,545.67	324.40	75.82%
2801-00	Electricity	65,000	32,435.37	32,415.07	0.00	0.00	49.90%
2802-00	Gas	9,000	4,151.90	4,332.60	982.87	587.99	46.13%
2803-00	Water	6,000	3,805.64	3,234.23	477.32	429.99	63.43%
	Total Utilities	80,000	40,392.91	39,981.90	1,460.19	1,017.98	50.49%
	TOTAL SUPPLIES & SERVICES	841,110	541,639.97	320,800.00	92,882.10	11,419.25	64.40%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 19, 2008

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 JAN 2008	FY2006-2007 JAN 2007	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	4,062.62	4,594.75	0.00	0.00	67.71%
4000-00	Equipment - General Fund	50,000	21,650.22	25,291.00	3,143.17	721.38	43.30%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	26,876.10	25,291.00	3,143.17	721.38	53.75%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	26,876.10	25,291.00	3,143.17	721.38	53.75%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	1,390,727.80	1,026,414.37	200,619.00	105,969.14	58.37%
	Spanish Literacy	5,000	2,934.76	2,963.91	201.04	2,080.84	58.70%
	ELLI Grant Summary Object Code 07	0	408.05	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	27,930.28	14,793.34	6,415.59	86.54	87.28%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	31,273.09	17,757.25	6,616.63	2,167.38	80.19%

7:46 AM  
02/15/08  
Accrual Basis

**Placentia Library District**  
**Balance Sheet**  
As of January 31, 2008

	<u>Jan 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
County Exempt - Checking	5,543.54
County Exempt - Savings	12,668.16
General Fund - Checking	6,396.60
General Fund - Savings	5,884.95
Literacy Fund - Savings	14,263.99
Payroll Checking - Wells Fargo	63,727.38
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>132,109.20</u>
Total Current Assets	132,109.20
<b>Fixed Assets</b>	
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>
<b>TOTAL ASSETS</b>	<u><u>1,371,065.20</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
<b>Long Term Liabilities</b>	
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
<b>Equity</b>	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,626.35
Total Capital	68,737.80
Net Income	42,269.92
Total Equity	<u>961,482.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,371,065.20</u></u>

7:45 AM

02/16/08

Accrual Basis

Placentia Library District  
Profit & Loss by Class

July 2007 through January 2008

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	5,000.00	0.00	0.00	0.00	0.00	5,000.00
COE Friends Adult Programming	2,000.00	0.00	0.00	0.00	0.00	2,000.00
COE Interest	77.73	0.00	0.00	0.00	0.00	77.73
COE Life Insur Suplmt(EDM)	299.10	0.00	0.00	0.00	0.00	299.10
COE Meeting Room Income	3,117.00	0.00	0.00	0.00	0.00	3,117.00
COE Miscellaneous Income	4.50	0.00	0.00	0.00	0.00	4.50
COE Passport Chck Reimbursement	35,955.10	0.00	0.00	0.00	0.00	35,955.10
COE Staff Appreciation Reimb	480.00	0.00	0.00	0.00	0.00	480.00
COE Test Proctoring Income	1,048.80	0.00	0.00	0.00	0.00	1,048.80
GF Bankcard Deposit	0.00	43,016.26	0.00	0.00	0.00	43,016.26
GF Cash Register - Childrens	0.00	335.00	0.00	0.00	0.00	335.00
GF Cash Register - Copy/Debit	0.00	326.41	0.00	0.00	0.00	326.41
GF Cash Register - Fines	0.00	13,723.14	0.00	0.00	0.00	13,723.14
GF Cash Register - Lost Items	0.00	1,150.30	0.00	0.00	0.00	1,150.30
GF Cash Register - Misc.	0.00	1,010.65	0.00	0.00	0.00	1,010.65
GF cash register - Passport Pho	0.00	16,182.00	0.00	0.00	0.00	16,182.00
GF Cash Register - Reserves	0.00	1,173.03	0.00	0.00	0.00	1,173.03
GF Copier coinbox	0.00	1,733.10	0.00	0.00	0.00	1,733.10
GF County Reimbursements	0.00	7,331.25	0.00	0.00	0.00	7,331.25
GF Deposit Correction Income	0.00	254.00	0.00	0.00	0.00	254.00
GF Fed Work Study Reimbursement	0.00	12,799.42	0.00	0.00	0.00	12,799.42
GF Interest	0.00	138.00	0.00	0.00	0.00	138.00
GF Miscellaneous Income	0.00	1,259.05	0.00	0.00	0.00	1,259.05
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	2,417.00	0.00	0.00	0.00	2,417.00
GF Passport Revenue	0.00	96,547.70	0.00	0.00	0.00	96,547.70
GF State Library Grants	0.00	58,729.00	0.00	0.00	0.00	58,729.00
GF State Library Reimbursements	0.00	9,981.97	0.00	0.00	0.00	9,981.97
GF Travel Reimb - Literacy	0.00	40.00	0.00	0.00	0.00	40.00
GF Travel Reimb - Staff	0.00	40.00	0.00	0.00	0.00	40.00
GF Typewriter Income	0.00	7.90	0.00	0.00	0.00	7.90
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	66.64	0.00	0.00	66.64
PA Wire Transfer from County	0.00	0.00	0.00	769,552.00	0.00	769,552.00
PA Wire Transfer from Paychex	0.00	0.00	0.00	380.69	0.00	380.69
<b>Total Income</b>	<b>49,482.23</b>	<b>270,535.25</b>	<b>652.55</b>	<b>769,932.69</b>	<b>0.00</b>	<b>1,099,602.72</b>
<b>Expense</b>						
COE Bank fees	26.50	0.00	0.00	0.00	0.00	26.50
COE Childn's Strytime (Friends)	400.00	0.00	0.00	0.00	0.00	400.00
COE Childn's Summer Rngng Prgm	4,552.74	0.00	0.00	0.00	0.00	4,552.74
COE Friend's Director's Fund	784.22	0.00	0.00	0.00	0.00	784.22
COE Friends Adltl Prgrm Expense	454.59	0.00	0.00	0.00	0.00	454.59
COE Life Insurance payment	651.95	0.00	0.00	0.00	0.00	651.95
COE Medical Reimbursement Polic	1,996.64	0.00	0.00	0.00	0.00	1,996.64
COE Meeting Room Maintenance	1,319.72	0.00	0.00	0.00	0.00	1,319.72
COE Passport Expenses	33,006.50	0.00	0.00	0.00	0.00	33,006.50
COE Staff Appreciation	740.02	0.00	0.00	0.00	0.00	740.02
COE Transfer to COE Checking	5,000.00	0.00	0.00	0.00	0.00	5,000.00
GF Advertising Expense	0.00	47.33	0.00	0.00	0.00	47.33
GF Bank Fees	0.00	28.00	0.00	0.00	0.00	28.00
GF Bank Return Check Item/Fees	0.00	202.00	0.00	0.00	0.00	202.00
GF Bankcard Service Charge	0.00	1,573.20	0.00	0.00	0.00	1,573.20
GF Deposit Correction	0.00	2.00	0.00	0.00	0.00	2.00
GF Equipment (400)	0.00	927.34	0.00	0.00	0.00	927.34
GF Food	0.00	91.11	0.00	0.00	0.00	91.11
GF Household Expenses	0.00	122.76	0.00	0.00	0.00	122.76
GF Library Materials - Audio V	0.00	85.00	0.00	0.00	0.00	85.00
GF Literacy	0.00	1,623.16	0.00	0.00	0.00	1,623.16
GF Office Expense	0.00	1,199.35	0.00	0.00	0.00	1,199.35
GF Patron Credit	0.00	13.90	0.00	0.00	0.00	13.90
GF Postage	0.00	0.00	0.00	0.00	0.00	0.00
GF Refund	0.00	15.00	0.00	0.00	0.00	15.00
GF Transfer to COE	0.00	16,274.90	0.00	0.00	0.00	16,274.90
GF Transfer to GF Savings	0.00	23,859.08	0.00	0.00	0.00	23,859.08
GF Transfers to County	0.00	235,913.22	0.00	0.00	0.00	235,913.22
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	101.40	0.00	0.00	0.00	101.40
GF Travel Staff	0.00	917.64	0.00	0.00	0.00	917.64
GF Travel Trustees	0.00	331.00	0.00	0.00	0.00	331.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	49,094.86	0.00	49,094.86
PA Empl Optional Benefit	0.00	0.00	0.00	1,032.50	0.00	1,032.50
PA Employee 126 Co-Pay	0.00	0.00	0.00	2,993.03	0.00	2,993.03
PA Employee Life Insurance	0.00	0.00	0.00	299.10	0.00	299.10
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	167,037.62	0.00	167,037.62
PA Salaries	0.00	0.00	0.00	503,274.22	0.00	503,274.22
<b>Total Expense</b>	<b>48,932.88</b>	<b>283,668.59</b>	<b>0.00</b>	<b>723,731.33</b>	<b>0.00</b>	<b>1,056,332.80</b>
<b>Net Ordinary Income</b>	<b>549.35</b>	<b>-5,133.34</b>	<b>652.55</b>	<b>46,201.36</b>	<b>0.00</b>	<b>42,269.92</b>
<b>Net Income</b>	<b>549.35</b>	<b>-5,133.34</b>	<b>652.55</b>	<b>46,201.36</b>	<b>0.00</b>	<b>42,269.92</b>

1:01 PM  
02/12/08

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						18,199.56
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	1/15/2008	1581	Placentia Library Di...	X	-5,000.00	-5,000.00
Check	1/29/2008	1582	Greg's Carpet & Up...	X	-174.96	-5,174.96
<b>Total Checks and Payments</b>					-5,174.96	-5,174.96
<b>Deposits and Credits - 10 Items</b>						
Deposit	1/10/2008			X	35.00	35.00
Deposit	1/11/2008			X	19.94	54.94
Deposit	1/15/2008			X	35.00	89.94
Deposit	1/17/2008			X	35.00	124.94
Deposit	1/22/2008			X	19.94	144.88
Deposit	1/23/2008			X	35.00	179.88
Deposit	1/24/2008			X	35.00	214.88
Deposit	1/30/2008			X	35.00	249.88
Deposit	1/31/2008			X	10.63	260.51
Deposit	1/31/2008			X	35.00	295.51
<b>Total Deposits and Credits</b>					295.51	295.51
<b>Total Cleared Transactions</b>					-4,879.45	-4,879.45
<b>Cleared Balance</b>					-4,879.45	13,320.11
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	12/26/2007	1580	Protective Life Insur...		-651.95	-651.95
<b>Total Checks and Payments</b>					-651.95	-651.95
<b>Total Uncleared Transactions</b>					-651.95	-651.95
<b>Register Balance as of 01/31/2008</b>					-5,531.40	12,668.16
<b>New Transactions</b>						
<b>Deposits and Credits - 5 Items</b>						
Deposit	2/2/2008				30.00	30.00
Deposit	2/5/2008				35.00	65.00
Deposit	2/7/2008				35.00	100.00
Deposit	2/9/2008				19.94	119.94
Deposit	2/11/2008				35.00	154.94
<b>Total Deposits and Credits</b>					154.94	154.94
<b>Total New Transactions</b>					154.94	154.94
<b>Ending Balance</b>					-5,376.46	12,823.10

*DOM  
2/12/2008*

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02/12/08

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,121.72
<b>Cleared Transactions</b>						
<b>Checks and Payments - 77 Items</b>						
Check	12/20/2007	7665	Minuteman Press	X	-96.90	-96.90
Check	12/22/2007	7667	Estella A. Wnek	X	-15.00	-111.90
Check	12/29/2007	7679	U.S. Department of ...	X	-119.00	-230.90
Check	12/31/2007	7751	Mary Strazdas	X	-130.45	-361.35
Check	1/2/2008	7680	U.S. Department of ...	X	-67.00	-428.35
Check	1/3/2008	7682	U.S. Department of ...	X	-290.00	-718.35
Check	1/3/2008	7681	U.S. Department of ...	X	-104.00	-822.35
Check	1/3/2008	7684	U.S. Department of ...	X	-67.00	-889.35
Check	1/3/2008	7683	U.S. Department of ...	X	-67.00	-956.35
Check	1/3/2008	7685	U.S. Department of ...	X	-67.00	-1,023.35
Check	1/5/2008	7687	U.S. Department of ...	X	-335.00	-1,358.35
Check	1/5/2008	7686	U.S. Department of ...	X	-67.00	-1,425.35
Check	1/7/2008	7688	U.S. Department of ...	X	-127.00	-1,552.35
Check	1/7/2008	7689	U.S. Department of ...	X	-67.00	-1,619.35
Check	1/8/2008	7690	U.S. Department of ...	X	-186.00	-1,805.35
Check	1/8/2008	7691	U.S. Department of ...	X	-104.00	-1,909.35
Check	1/8/2008	7692	U.S. Department of ...	X	-67.00	-1,976.35
Check	1/8/2008	7693	U.S. Department of ...	X	-67.00	-2,043.35
Check	1/9/2008	7694	U.S. Department of ...	X	-112.00	-2,155.35
Check	1/10/2008	7698	U.S. Department of ...	X	-127.00	-2,282.35
Check	1/10/2008	7697	U.S. Department of ...	X	-67.00	-2,349.35
Check	1/10/2008	7696	U.S. Department of ...	X	-52.00	-2,401.35
Check	1/10/2008	7695	U.S. Department of ...	X	-52.00	-2,453.35
Check	1/12/2008	7704	U.S. Department of ...	X	-224.00	-2,677.35
Check	1/12/2008	7702	U.S. Department of ...	X	-156.00	-2,833.35
Check	1/12/2008	7703	U.S. Department of ...	X	-156.00	-2,989.35
Check	1/12/2008	7700	U.S. Department of ...	X	-104.00	-3,093.35
Check	1/12/2008	7701	U.S. Department of ...	X	-52.00	-3,145.35
Check	1/12/2008	7699	U.S. Department of ...	X	-52.00	-3,197.35
Check	1/14/2008	7705	U.S. Department of ...	X	-112.00	-3,309.35
Check	1/14/2008	7707	U.S. Department of ...	X	-104.00	-3,413.35
Check	1/14/2008	7708	U.S. Department of ...	X	-104.00	-3,517.35
Check	1/14/2008	7706	U.S. Department of ...	X	-52.00	-3,569.35
Check	1/15/2008	7711	U.S. Department of ...	X	-208.00	-3,777.35
Check	1/15/2008	7709	U.S. Department of ...	X	-156.00	-3,933.35
Check	1/15/2008	7710	U.S. Department of ...	X	-67.00	-4,000.35
Check	1/16/2008	7714	U.S. Department of ...	X	-305.00	-4,305.35
Check	1/16/2008	7716	U.S. Department of ...	X	-186.00	-4,491.35
Check	1/16/2008	7715	U.S. Department of ...	X	-104.00	-4,595.35
Check	1/16/2008	7713	U.S. Department of ...	X	-67.00	-4,662.35
Check	1/16/2008	7717	U.S. Department of ...	X	-67.00	-4,729.35
Check	1/16/2008	7712	Margo's Flowers	X	-37.71	-4,767.06
Check	1/17/2008	7718	U.S. Department of ...	X	-134.00	-4,901.06
Check	1/17/2008	7720	U.S. Department of ...	X	-134.00	-5,035.06
Check	1/17/2008	7721	U.S. Department of ...	X	-112.00	-5,147.06
Check	1/17/2008	7719	U.S. Department of ...	X	-52.00	-5,199.06
Check	1/17/2008	7722	U.S. Department of ...	X	-52.00	-5,251.06
Check	1/19/2008	7728	U.S. Department of ...	X	-127.00	-5,378.06
Check	1/19/2008	7723	U.S. Department of ...	X	-67.00	-5,445.06
Check	1/19/2008	7724	U.S. Department of ...	X	-67.00	-5,512.06
Check	1/19/2008	7727	U.S. Department of ...	X	-67.00	-5,579.06
Check	1/19/2008	7725	U.S. Department of ...	X	-67.00	-5,646.06
Check	1/19/2008	7726	U.S. Department of ...	X	-67.00	-5,713.06
Check	1/22/2008	7731	U.S. Department of ...	X	-156.00	-5,869.06
Check	1/22/2008	7729	U.S. Department of ...	X	-156.00	-6,025.06
Check	1/22/2008	7732	U.S. Department of ...	X	-134.00	-6,159.06
Check	1/22/2008	7730	U.S. Department of ...	X	-127.00	-6,286.06
Check	1/23/2008	7733	U.S. Department of ...	X	-67.00	-6,353.06
Check	1/24/2008	7735	U.S. Department of ...	X	-127.00	-6,480.06
Check	1/24/2008	7734	U.S. Department of ...	X	-127.00	-6,607.06
Check	1/24/2008	7741	U.S. Department of ...	X	-104.00	-6,711.06
Check	1/24/2008	7736	U.S. Department of ...	X	-67.00	-6,778.06
Check	1/24/2008	7737	U.S. Department of ...	X	-67.00	-6,845.06
Check	1/24/2008	7740	U.S. Department of ...	X	-67.00	-6,912.06
Check	1/24/2008	7738	U.S. Department of ...	X	-67.00	-6,979.06

12:39 PM  
02/12/08

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Check	1/24/2008	7739	U.S. Department of ...	X	-67.00	-7,046.06
Check	1/26/2008	7745	U.S. Department of ...	X	-238.00	-7,284.06
Check	1/26/2008	7742	U.S. Department of ...	X	-171.00	-7,455.06
Check	1/26/2008	7743	U.S. Department of ...	X	-104.00	-7,559.06
Check	1/26/2008	7747	U.S. Department of ...	X	-67.00	-7,626.06
Check	1/26/2008	7744	U.S. Department of ...	X	-67.00	-7,693.06
Check	1/26/2008	7746	U.S. Department of ...	X	-52.00	-7,745.06
Check	1/26/2008	7749	U.S. Department of ...	X	-134.00	-7,879.06
Check	1/28/2008	7748	U.S. Department of ...	X	-67.00	-7,946.06
Check	1/28/2008	7748	U.S. Department of ...	X	-171.00	-8,117.06
Check	1/29/2008	7754	U.S. Department of ...	X	-67.00	-8,184.06
Check	1/29/2008	7753	U.S. Department of ...	X	-11.00	-8,195.06
Check	1/31/2008			X		
<b>Total Checks and Payments</b>					<b>-8,195.06</b>	<b>-8,195.06</b>
<b>Deposits and Credits - 21 items</b>						
Deposit	1/5/2008			X	104.00	104.00
Deposit	1/5/2008			X	134.00	238.00
Deposit	1/5/2008			X	603.25	841.25
Deposit	1/5/2008			X	67.00	908.25
Deposit	1/8/2008			X	112.00	1,020.25
Deposit	1/10/2008			X	804.00	1,824.25
Deposit	1/10/2008			X	380.00	2,204.25
Deposit	1/14/2008			X	216.00	2,420.25
Deposit	1/15/2008			X	416.00	2,836.25
Deposit	1/15/2008			X	662.00	3,498.25
Deposit	1/16/2008			X	5,000.00	8,498.25
Deposit	1/16/2008			X	201.00	8,699.25
Deposit	1/20/2008			X	216.00	8,915.25
Deposit	1/20/2008			X	156.00	9,071.25
Deposit	1/22/2008			X	67.00	9,138.25
Deposit	1/24/2008			X	104.00	9,242.25
Deposit	1/28/2008			X	238.00	9,480.25
Deposit	1/29/2008			X	2,483.00	11,963.25
Deposit	1/29/2008			X	52.00	12,015.25
Deposit	1/30/2008			X	0.00	12,015.25
Check	1/31/2008		Bank of the West	X	357.00	12,372.25
Deposit	1/31/2008			X		
<b>Total Deposits and Credits</b>					<b>12,372.25</b>	<b>12,372.25</b>
<b>Total Cleared Transactions</b>					<b>4,177.19</b>	<b>4,177.19</b>
<b>Cleared Balance</b>					<b>4,177.19</b>	<b>7,298.91</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	1/20/2008	7752	Caroline Gurkweitz		-1,287.14	-1,287.14
Check	1/29/2008	7750	Minuteman Press		-32.33	-1,319.47
Check	1/30/2008	7756	U.S. Department of ...		-67.00	-1,386.47
Check	1/30/2008	7755	U.S. Department of ...		-52.00	-1,438.47
Check	1/31/2008	7758	U.S. Department of ...		-171.00	-1,609.47
Check	1/31/2008	7761	U.S. Department of ...		-135.00	-1,744.47
Check	1/31/2008	7759	U.S. Department of ...		-67.00	-1,811.47
Check	1/31/2008	7760	U.S. Department of ...		-52.00	-1,863.47
Check	1/31/2008					
<b>Total Checks and Payments</b>					<b>-1,863.47</b>	<b>-1,863.47</b>
<b>Deposits and Credits - 2 items</b>						
Deposit	1/28/2008				156.00	156.00
Check	1/30/2008	7757	Margo's Flowers			156.00
<b>Total Deposits and Credits</b>					<b>156.00</b>	<b>156.00</b>
<b>Total Uncleared Transactions</b>					<b>-1,707.47</b>	<b>-1,707.47</b>
<b>Register Balance as of 01/31/2008</b>					<b>2,469.72</b>	<b>5,591.44</b>

**Placentia Library District  
Reconciliation Detail**  
County Exempt - Checking, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 29 Items</b>						
Check	2/2/2008	7766	U.S. Department of ...		-75.00	-75.00
Check	2/2/2008	7765	U.S. Department of ...		-75.00	-150.00
Check	2/2/2008	7763	U.S. Department of ...		-75.00	-225.00
Check	2/2/2008	7762	U.S. Department of ...		-75.00	-300.00
Check	2/2/2008	7764	U.S. Department of ...		-75.00	-375.00
Check	2/2/2008	7767	U.S. Department of ...		-75.00	-450.00
Check	2/4/2008	7768	U.S. Department of ...		-180.00	-630.00
Check	2/5/2008	7770	U.S. Department of ...		-255.00	-885.00
Check	2/5/2008	7771	U.S. Department of ...		-151.25	-1,036.25
Check	2/5/2008	7769	U.S. Department of ...		-75.00	-1,111.25
Check	2/6/2008	7772	U.S. Department of ...		-75.00	-1,186.25
Check	2/7/2008	7775	U.S. Department of ...		-120.00	-1,306.25
Check	2/7/2008	7774	U.S. Department of ...		-75.00	-1,381.25
Check	2/7/2008	7773	U.S. Department of ...		-75.00	-1,456.25
Check	2/7/2008	7777	U.S. Department of ...		-60.00	-1,516.25
Check	2/7/2008	7776	U.S. Department of ...		-60.00	-1,576.25
Check	2/9/2008	7784	U.S. Department of ...		-375.00	-1,951.25
Check	2/9/2008	7780	U.S. Department of ...		-270.00	-2,221.25
Check	2/9/2008	7783	U.S. Department of ...		-255.00	-2,476.25
Check	2/9/2008	7778	U.S. Department of ...		-75.00	-2,551.25
Check	2/9/2008	7782	U.S. Department of ...		-75.00	-2,626.25
Check	2/9/2008	7781	U.S. Department of ...		-60.00	-2,686.25
Check	2/9/2008	7779	U.S. Department of ...		-20.00	-2,706.25
Check	2/11/2008	7789	U.S. Department of ...		-120.00	-2,826.25
Check	2/11/2008	7786	U.S. Department of ...		-120.00	-2,946.25
Check	2/11/2008	7791	U.S. Department of ...		-75.00	-3,021.25
Check	2/11/2008	7788	U.S. Department of ...		-75.00	-3,096.25
Check	2/11/2008	7790	U.S. Department of ...		-75.00	-3,171.25
Check	2/11/2008	7787	U.S. Department of ...		-60.00	-3,231.25
<b>Total Checks and Payments</b>					<b>-3,231.25</b>	<b>-3,231.25</b>
<b>Deposits and Credits - 10 Items</b>						
Deposit	2/2/2008				135.00	135.00
Deposit	2/4/2008				180.00	315.00
Deposit	2/4/2008				285.00	600.00
Deposit	2/5/2008				120.00	720.00
Deposit	2/6/2008				60.00	780.00
Deposit	2/7/2008				195.00	975.00
Deposit	2/9/2008				120.00	1,095.00
Check	2/11/2008	7785	Sam's Club			1,095.00
Deposit	2/11/2008				785.00	1,880.00
Deposit	2/12/2008				60.00	1,940.00
<b>Total Deposits and Credits</b>					<b>1,940.00</b>	<b>1,940.00</b>
<b>Total New Transactions</b>					<b>-1,291.25</b>	<b>-1,291.25</b>
<b>Ending Balance</b>					<b>1,178.47</b>	<b>4,300.19</b>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,056.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 12 Items</b>						
Check	1/2/2008		Bank of the West	X	-150.61	-150.61
Check	1/6/2008	5654	Sam's Club	X	-124.12	-274.73
Check	1/7/2008	5655	Placentia Library Di...	X	-603.25	-877.98
Check	1/7/2008	5656	Sam's Club	X	-70.29	-948.27
Check	1/8/2008	5657	Orange County Cler...	X	-34.25	-982.52
Check	1/10/2008	5660	Placentia Library G...	X	-2,021.49	-3,004.01
Check	1/10/2008	5658	Placentia Library Di...	X	-804.00	-3,808.01
Check	1/15/2008	5661	Placentia Chamber ...	X	-320.00	-4,128.01
Check	1/16/2008	5662	El Torito	X	-16.00	-4,144.01
Check	1/22/2008	5664	Nadia Dallstream	X	-47.38	-4,191.39
Check	1/23/2008	5663	El Torito	X	-28.42	-4,219.81
Check	1/26/2008	5666	Placentia Library Di...	X	-2,483.00	-6,702.81
<b>Total Checks and Payments</b>					<b>-6,702.81</b>	<b>-6,702.81</b>
<b>Deposits and Credits - 35 Items</b>						
Deposit	1/2/2008			X	58.29	58.29
Deposit	1/3/2008			X	647.00	705.29
Deposit	1/4/2008			X	142.00	847.29
Deposit	1/5/2008			X	451.39	1,298.68
Deposit	1/7/2008			X	242.00	1,540.68
Deposit	1/7/2008			X	585.00	2,125.68
Deposit	1/8/2008			X	68.00	2,193.68
Deposit	1/8/2008			X	503.00	2,696.68
Deposit	1/9/2008			X	411.00	3,107.68
Check	1/10/2008	5659	Placentia Library Di...	X	0.00	3,107.68
Deposit	1/10/2008			X	329.00	3,436.68
Deposit	1/11/2008			X	180.00	3,616.68
Deposit	1/14/2008			X	189.00	3,805.68
Deposit	1/14/2008			X	754.00	4,559.68
Deposit	1/15/2008			X	29.14	4,588.82
Deposit	1/15/2008			X	212.00	4,800.82
Deposit	1/16/2008			X	29.14	4,829.96
Deposit	1/16/2008			X	90.00	4,919.96
Deposit	1/17/2008			X	431.00	5,350.96
Deposit	1/18/2008			X	279.00	5,629.96
Deposit	1/22/2008			X	222.00	5,851.96
Deposit	1/22/2008			X	329.70	6,181.66
Deposit	1/22/2008			X	540.00	6,721.66
Deposit	1/23/2008			X	362.00	7,083.66
Deposit	1/24/2008			X	750.00	7,833.66
Deposit	1/25/2008			X	464.00	8,297.66
Deposit	1/28/2008			X	58.29	8,355.95
Deposit	1/28/2008			X	116.58	8,472.53
Deposit	1/28/2008			X	259.00	8,731.53
Deposit	1/28/2008			X	520.95	9,252.48
Deposit	1/28/2008			X	1,043.00	10,295.48
Deposit	1/29/2008			X	142.00	10,437.48
Deposit	1/29/2008			X	145.72	10,583.20
Deposit	1/30/2008			X	80.00	10,663.20
Deposit	1/31/2008			X	120.00	10,783.20
<b>Total Deposits and Credits</b>					<b>10,783.20</b>	<b>10,783.20</b>
<b>Total Cleared Transactions</b>					<b>4,080.39</b>	<b>4,080.39</b>
<b>Cleared Balance</b>					<b>4,080.39</b>	<b>7,136.71</b>

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### Placentia Library District Reconciliation Detail General Fund - Checking, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Check	12/27/2006	5457	Evergreen Books		-429.19	-429.19
Check	12/21/2007		Bank of the West		-4.50	-433.69
Check	1/30/2008	5665	Sam's Club		-266.42	-700.11
Check	1/30/2008	5667	El Torito		-28.00	-728.11
Check	1/30/2008	5668	ISDOC		-12.00	-740.11
Total Checks and Payments					-740.11	-740.11
Total Uncleared Transactions					-740.11	-740.11
Register Balance as of 01/31/2008					3,340.28	6,396.60
<b>New Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	2/6/2008	5669	El Torito		-21.25	-21.25
Total Checks and Payments					-21.25	-21.25
<b>Deposits and Credits - 9 Items</b>						
Deposit	2/1/2008				40.00	40.00
Deposit	2/4/2008				85.00	125.00
Deposit	2/4/2008				136.01	261.01
Deposit	2/4/2008				570.00	831.01
Deposit	2/5/2008				481.25	1,312.26
Deposit	2/6/2008				105.00	1,417.26
Deposit	2/7/2008				255.00	1,672.26
Deposit	2/8/2008				68.00	1,740.26
Deposit	2/8/2008				70.00	1,810.26
Total Deposits and Credits					1,810.26	1,810.26
Total New Transactions					1,789.01	1,789.01
Ending Balance					5,129.29	8,185.61

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,946.29
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	1/7/2008		Bank of the West	X	-40.00	-40.00
Check	1/7/2008		Bank of the West	X	-4.00	-44.00
Check	1/15/2008	1291	Orange County Aud...	X	-46,540.13	-46,584.13
Check	1/16/2008		Bank of the West	X	-2.00	-46,586.13
<b>Total Checks and Payments</b>					-46,586.13	-46,586.13
<b>Deposits and Credits - 35 items</b>						
Deposit	1/5/2008			X	880.35	880.35
Deposit	1/5/2008			X	1,197.20	2,077.55
Deposit	1/5/2008			X	30,000.00	32,077.55
Deposit	1/8/2008			X	856.80	32,934.35
Deposit	1/9/2008			X	607.30	33,541.65
Deposit	1/10/2008			X	555.35	34,097.00
Deposit	1/10/2008			X	626.07	34,723.07
Deposit	1/10/2008			X	965.65	35,688.72
Deposit	1/10/2008			X	2,021.49	37,710.21
Deposit	1/14/2008			X	1,110.55	38,820.76
Deposit	1/15/2008			X	654.59	39,475.35
Deposit	1/15/2008			X	671.90	40,147.25
Deposit	1/15/2008			X	946.49	41,093.74
Deposit	1/16/2008			X	0.00	41,093.74
Deposit	1/16/2008			X	731.30	41,825.04
Deposit	1/17/2008			X	683.60	42,508.64
Deposit	1/20/2008			X	358.54	42,867.18
Deposit	1/20/2008			X	703.40	43,570.58
Deposit	1/20/2008			X	1,725.00	45,295.58
Deposit	1/20/2008			X	813.23	46,108.81
Deposit	1/22/2008			X	23,809.00	69,917.81
Deposit	1/22/2008			X	479.90	70,397.71
Deposit	1/23/2008			X	2,488.42	72,886.13
Deposit	1/23/2008			X	88.27	72,974.40
Deposit	1/24/2008			X	546.60	73,521.00
Deposit	1/24/2008			X	363.35	73,884.35
Deposit	1/28/2008			X	4,754.73	78,639.08
Deposit	1/28/2008			X	0.00	78,639.08
Deposit	1/29/2008			X	625.80	79,264.88
Deposit	1/30/2008			X	758.85	80,023.73
Deposit	1/30/2008			X	1,023.50	81,047.23
Deposit	1/31/2008			X	0.00	81,047.23
Deposit	1/31/2008			X	0.00	81,047.23
Deposit	1/31/2008			X	18.40	81,065.63
Deposit	1/31/2008			X	959.50	82,025.13
<b>Total Deposits and Credits</b>					82,025.13	82,025.13
<b>Total Cleared Transactions</b>					35,439.00	35,439.00
<b>Cleared Balance</b>					35,439.00	43,385.29
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	1/22/2008	1292	Vauna Armstrong		-15.00	-15.00
Check	1/29/2008	1293	Orange County Aud...		-38,593.05	-38,608.05
<b>Total Checks and Payments</b>					-38,608.05	-38,608.05
<b>Deposits and Credits - 2 items</b>						
Deposit	1/28/2008				91.16	91.16
Deposit	1/28/2008				1,016.55	1,107.71
<b>Total Deposits and Credits</b>					1,107.71	1,107.71
<b>Total Uncleared Transactions</b>					-37,500.34	-37,500.34
<b>Register Balance as of 01/31/2008</b>					-2,061.34	5,884.95

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Deposits and Credits - 14 items</b>						
Deposit	2/2/2008				229.05	229.05
Deposit	2/2/2008				1,260.30	1,489.35
Deposit	2/4/2008				472.95	1,962.30
Deposit	2/4/2008				765.80	2,728.10
Deposit	2/4/2008				792.25	3,520.35
Deposit	2/5/2008				899.08	4,419.43
Deposit	2/6/2008				360.05	4,779.48
Deposit	2/7/2008				739.20	5,518.68
Deposit	2/9/2008				77.90	5,596.58
Deposit	2/9/2008				402.10	5,998.68
Deposit	2/11/2008				189.10	6,187.78
Deposit	2/11/2008				491.70	6,679.48
Deposit	2/11/2008				945.00	7,624.48
Deposit	2/12/2008				808.65	8,433.13
<b>Total Deposits and Credits</b>					<b>8,433.13</b>	<b>8,433.13</b>
<b>Total New Transactions</b>					<b>8,433.13</b>	<b>8,433.13</b>
<b>Ending Balance</b>					<b>6,371.79</b>	<b>14,318.08</b>

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*2/12/2008*

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**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,254.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2008			X	9.66	9.66
Total Deposits and Credits					9.66	9.66
Total Cleared Transactions					9.66	9.66
Cleared Balance					9.66	14,263.99
Register Balance as of 01/31/2008					9.66	14,263.99
Ending Balance					<u>9.66</u>	<u>14,263.99</u>

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2/12/2008*

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**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 01/31/2008**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						28,986.67
<b>Cleared Transactions</b>						
<b>Checks and Payments - 60 Items</b>						
Check	10/17/2007	8372	May Lo	X	-33.97	-33.97
Check	12/12/2007	8481	Danielle Koliboski	X	-294.44	-328.41
Check	12/12/2007	8487	Evelyn Soqui	X	-164.74	-493.15
Check	12/12/2007	8479	Raquel Galarza	X	-137.41	-630.56
Check	12/26/2007	8495	Gary Bell	X	-1,586.55	-2,217.11
Check	12/26/2007	8528	Nationwide Retirem...	X	-1,153.39	-3,370.50
Check	12/26/2007	8502	Beatrice V. Quintanar	X	-989.23	-4,359.73
Check	12/26/2007	8516	Truc Nguyen	X	-468.05	-4,827.78
Check	12/26/2007	8519	Colleen Reyes	X	-453.74	-5,281.52
Check	12/26/2007	8520	Thomas Sheridan	X	-449.85	-5,731.37
Check	12/26/2007	8524	Natalia Wingert	X	-301.92	-6,033.29
Check	12/26/2007	8517	Christina Perez	X	-264.30	-6,297.59
Check	12/26/2007	8521	Evelyn Soqui	X	-254.91	-6,552.50
Check	12/26/2007	8506	Tiffany Armstrong	X	-253.43	-6,805.93
Check	12/26/2007	8515	Buckner Nesheim	X	-217.49	-7,023.42
Check	12/26/2007	8522	Sothavy Ton	X	-209.96	-7,233.38
Check	12/26/2007	8496	Dorothy J. Cummings	X	-187.28	-7,420.66
Check	12/26/2007	8511	Raquel Galarza	X	-170.12	-7,590.78
Check	12/26/2007	8514	Melissa Manzanarez	X	-150.62	-7,741.40
Check	12/26/2007	8527	Prepaid Legal Servi...	X	-147.50	-7,888.90
Check	12/26/2007	8505	Robert Almanza	X	-108.67	-7,997.57
Check	12/26/2007	8509	Rosa De Alba	X	-95.10	-8,092.67
Check	12/26/2007	8513	Danielle Koliboski	X	-64.54	-8,157.21
Check	12/26/2007	8508	Denisse Curiel	X	-54.34	-8,211.55
Check	1/9/2008		Paychex	X	-26,887.23	-35,098.78
Check	1/9/2008		Paychex	X	-10,955.09	-46,053.87
Check	1/9/2008	8545	Tax Deferred Servic...	X	-2,316.52	-48,370.39
Check	1/9/2008	8530	Gary Bell	X	-1,588.01	-49,958.40
Check	1/9/2008	8544	Nationwide Retirem...	X	-1,153.45	-51,111.85
Check	1/9/2008	8536	Beatrice V. Quintanar	X	-991.06	-52,102.91
Check	1/9/2008	8533	David Ferrari	X	-932.16	-53,035.07
Check	1/9/2008	8537	Hilda Rivera	X	-755.00	-53,790.07
Check	1/9/2008	8534	Alexander Hernandez	X	-643.91	-54,433.98
Check	1/9/2008	8542	Orange County Aud...	X	-231.89	-54,665.87
Check	1/9/2008	8541	Truc Nguyen	X	-108.67	-54,774.54
Check	1/9/2008	8539	Tiffany Armstrong	X	-101.89	-54,876.43
Check	1/9/2008	8532	Diane Cunningham	X	-77.83	-54,954.26
Check	1/9/2008	8538	Kelleny Rivera	X	-50.94	-55,005.20
Check	1/9/2008	8531	Dorothy J. Cummings	X	-33.10	-55,038.30
Check	1/9/2008	8543	Placentia Library Di...	X	-19.94	-55,058.24
Check	1/23/2008		Paychex	X	-26,786.32	-81,844.56
Check	1/23/2008		Paychex	X	-11,853.88	-93,698.44
Check	1/23/2008	8574	Tax Deferred Servic...	X	-2,316.52	-96,014.96
Check	1/23/2008	8573	Nationwide Retirem...	X	-1,153.45	-97,168.41
Check	1/23/2008	8553	Beatrice V. Quintanar	X	-991.06	-98,159.47
Check	1/23/2008	8549	David Ferrari	X	-837.15	-98,996.62
Check	1/23/2008	8554	Hilda Rivera	X	-755.00	-99,751.62
Check	1/23/2008	8550	Alexander Hernandez	X	-706.62	-100,458.24
Check	1/23/2008	8565	Truc Nguyen	X	-502.50	-100,960.74
Check	1/23/2008	8564	Buckner Nesheim	X	-467.21	-101,427.95
Check	1/23/2008	8547	Dorothy J. Cummings	X	-275.82	-101,703.77
Check	1/23/2008	8563	Patricia Narez	X	-264.91	-101,968.68
Check	1/23/2008	8570	Orange County Aud...	X	-231.89	-102,200.57
Check	1/23/2008	8568	Sothavy Ton	X	-217.47	-102,418.04
Check	1/23/2008	8569	Joseph Von Regius	X	-176.60	-102,594.64
Check	1/23/2008	8548	Diane Cunningham	X	-155.67	-102,750.31
Check	1/23/2008	8555	Kelleny Rivera	X	-148.53	-102,898.84
Check	1/23/2008	8552	Joe Queriapa	X	-147.76	-103,046.60
Check	1/23/2008	8562	Melissa Manzanarez	X	-89.99	-103,136.59
Check	1/23/2008	8571	Placentia Library Di...	X	-19.94	-103,156.53
<b>Total Checks and Payments</b>					<b>-103,156.53</b>	<b>-103,156.53</b>

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02/12/08

## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 01/31/2008

Type	Date	Num	Name	Cir	Amount	Balance
<b>Deposits and Credits - 3 items</b>						
Check	5/30/2007	7986	Orange County Aud...	X	0.00	0.00
Deposit	1/2/2008			X	47,472.00	47,472.00
Deposit	1/16/2008			X	47,472.00	94,944.00
Total Deposits and Credits					94,944.00	94,944.00
Total Cleared Transactions					-8,212.53	-8,212.53
Cleared Balance					-8,212.53	20,774.14
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Check	9/5/2007	8276	Thomas Sheridan		-42.81	-42.81
Check	11/28/2007	8442	Kayla Kawile		-138.52	-181.33
Check	12/12/2007	8471	Kayla Kawile		-110.82	-292.15
Check	12/26/2007	8510	Amanda Evans		-386.52	-678.67
Check	12/26/2007	8512	Paulette Garcia		-226.84	-905.51
Check	12/26/2007	8500	Kayla Kawile		-138.52	-1,044.03
Check	1/9/2008	8540	Raquel Galarza		-183.20	-1,227.23
Check	1/9/2008	8535	Kayla Kawile		-48.48	-1,275.71
Check	1/23/2008	8546	Gary Bell		-1,588.01	-2,863.72
Check	1/23/2008	8567	Evelyn Soqui		-377.97	-3,241.69
Check	1/23/2008	8560	Raquel Galarza		-274.54	-3,516.23
Check	1/23/2008	8566	Loan Quang		-217.36	-3,733.59
Check	1/23/2008	8561	Danielle Koliboski		-177.47	-3,911.06
Check	1/23/2008	8551	Kayla Kawile		-147.76	-4,058.82
Check	1/23/2008	8572	Prepaid Legal Servi...		-147.50	-4,206.32
Check	1/23/2008	8556	Tiffany Armstrong		-122.26	-4,328.58
Check	1/23/2008	8557	Anna Cox		-108.67	-4,437.25
Check	1/23/2008	8559	Rosa De Alba		-54.34	-4,491.59
Check	1/23/2008	8558	Denisse Curiel		-27.17	-4,518.76
Total Checks and Payments					-4,518.76	-4,518.76
Deposits and Credits - 1 item					47,472.00	47,472.00
Deposit	1/30/2008				47,472.00	47,472.00
Total Deposits and Credits					47,472.00	47,472.00
Total Uncleared Transactions					42,953.24	42,953.24
Register Balance as of 01/31/2008					34,740.71	63,727.38
<b>New Transactions</b>						
<b>Checks and Payments - 34 items</b>						
Check	2/6/2008		Paychex		-26,890.32	-26,890.32
Check	2/6/2008		Paychex		-12,015.07	-38,905.39
Check	2/6/2008	8606	Tax Deferred Servic...		-2,409.30	-41,314.69
Check	2/6/2008	8575	Gary Bell		-1,588.01	-42,902.70
Check	2/6/2008	8605	Nationwide Retirem...		-1,153.45	-44,056.15
Check	2/6/2008	8581	Beatrice V. Quintanar		-988.08	-45,044.23
Check	2/6/2008	8582	Hilda Rivera		-755.00	-45,799.23
Check	2/6/2008	8577	David Ferrari		-739.19	-46,538.42
Check	2/6/2008	8578	Alexander Hernandez		-563.16	-47,101.58
Check	2/6/2008	8598	Thomas Sheridan		-520.60	-47,622.18
Check	2/6/2008	8602	Natalia Wingert		-500.99	-48,123.17
Check	2/6/2008	8603	Orange County Aud...		-471.41	-48,594.58
Check	2/6/2008	8594	Buckner Nesheim		-467.21	-49,061.79
Check	2/6/2008	8595	Truc Nguyen		-463.70	-49,525.49
Check	2/6/2008	8589	Raquel Galarza		-274.54	-49,800.03
Check	2/6/2008	8599	Evelyn Soqui		-264.30	-50,064.33
Check	2/6/2008	8593	Patricia Narez		-244.52	-50,308.85
Check	2/6/2008	8576	Dorothy J. Cummings		-238.93	-50,547.78
Check	2/6/2008	8596	Loan Quang		-217.36	-50,765.14
Check	2/6/2008	8601	Joseph Von Regius		-203.77	-50,968.91
Check	2/6/2008	8590	Danielle Koliboski		-193.60	-51,162.51
Check	2/6/2008	8597	Araceli Ramirez		-171.22	-51,333.73
Check	2/6/2008	8600	Sothavy Ton		-149.98	-51,483.71
Check	2/6/2008	8592	Melissa Manzanarez		-130.56	-51,614.27
Check	2/6/2008	8583	Kelleny Rivera		-127.79	-51,742.06

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02/12/08

### Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 01/31/2008

Type	Date	Num	Name	Clr	Amount	Balance
Check	2/6/2008	8579	Kayla Kawile		-125.60	-51,867.66
Check	2/6/2008	8586	Anna Cox		-122.26	-51,989.92
Check	2/6/2008	8585	Tiffany Armstrong		-122.26	-52,112.18
Check	2/6/2008	8584	Robert Almanza		-108.67	-52,220.85
Check	2/6/2008	8591	Luz Lizaola		-104.69	-52,325.54
Check	2/6/2008	8580	Joe Queriapa		-96.04	-52,421.58
Check	2/6/2008	8588	Rosa De Alba		-54.34	-52,475.92
Check	2/6/2008	8587	Denisse Curiel		-27.17	-52,503.09
Check	2/6/2008	8604	Placentia Library DI...		-19.94	-52,523.03
Total Checks and Payments					-52,523.03	-52,523.03
Total New Transactions					-52,523.03	-52,523.03
Ending Balance					-17,782.32	11,204.35

*EDM  
2/12/2008*



ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF JANUARY 2008  
 Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$15,276	1,104	755	\$2,721	185	133	\$17,996	1289	888	\$127	10	10	\$18,123	1299	898
Adult Circulating Non-Fiction	\$21,729	1,045	1,012	\$6,388	308	301	\$28,117	1353	1313	\$190	10	8	\$28,307	1363	1321
Adult Reference	\$6,396	98	90	\$361	7	6	\$6,757	105	96	\$0	0	0	\$6,757	105	96
Adult magazines	\$7,297	0	151	\$0	0	0	\$7,297	0	151	\$90	0	0	\$7,387	0	151
Adult on-line databases	\$24,481	5	11	\$0	0	0	\$24,481	5	11	\$0	0	0	\$24,481	5	11
Total Adult Non-Fiction	\$69,903	1148	1284	\$6,749	315	307	\$76,652	1463	1571	\$280	10	8	\$76,931	1473	1579
TOTAL ADULT PRINT MATERIALS	\$85,179	2252	2019	\$9,469	500	440	\$94,648	2752	2459	\$406	20	18	\$95,054	2772	2477
Adult Music CDs	\$221	14	14	\$0	0	0	\$221	14	14	\$0	0	0	\$221	14	14
Adult Audio Books (incl. Overdrive)	\$8,854	122	122	\$831	13	13	\$9,685	135	135	\$15	1	1	\$9,700	136	136
Adult DVDs	\$6,918	443	181	\$545	28	12	\$7,463	471	193	\$1,205	22	8	\$8,668	493	201
TOTAL ADULT NON-PRINT MATERIALS	\$15,993	579	317	\$1,377	41	25	\$17,370	620	342	\$1,220	23	9	\$18,590	643	351
TOTAL ADULT MATERIALS	\$101,172	2831	2336	\$10,846	541	465	\$112,018	3,372	2,801	\$1,626	43	27	\$113,644	3,415	2,828
Juvenile Fiction	\$5,731	804	666	\$967	206	126	\$6,698	1110	792	\$238	33	33	\$6,936	1143	825
Juvenile Circulating Non-Fiction	\$11,165	532	432	\$3,196	233	199	\$14,361	765	631	\$25	2	2	\$14,386	767	633
Juvenile Reference	\$164	1	1	\$0	0	0	\$164	1	1	\$0	0	0	\$164	1	1
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile on-line databases	\$399	0	1	\$0	0	0	\$399	0	1	\$0	0	0	\$399	0	1
Total Junior Non-Fiction	\$11,728	533	434	\$3,196	233	199	\$14,924	766	633	\$25	2	2	\$14,949	768	635
TOTAL JUVENILE PRINT MATERIALS	\$17,459	1,437	1,100	\$4,163	439	325	\$21,622	1,876	1,425	\$263	35	35	\$21,885	1,911	1,460
Juvenile Music CDs	\$103	13	11	\$0	0	0	\$103	13	11	\$0	0	0	\$103	13	11
Juvenile Audio Books	\$249	8	5	\$0	0	0	\$249	8	5	\$37	1	1	\$286	9	6
Juvenile DVDs	\$50	2	2	\$0	0	0	\$50	2	2	\$0	0	0	\$50	2	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$401	23	18	\$0	0	0	\$401	23	18	\$37	1	1	\$438	24	19
TOTAL JUVENILE MATERIALS	\$17,860	1460	1118	\$4,163	439	325	\$22,023	1899	1443	\$300	36	36	\$22,323	1935	1479
Total Fiction	\$21,007	2008	1421	\$3,887	391	259	\$24,894	2399	1880	\$365	43	43	\$25,059	2442	1723
Total Non-Fiction	\$81,631	1881	1698	\$9,945	548	506	\$91,576	2229	2204	\$305	12	10	\$91,880	2241	2214
Total Music CDs	\$324	27	25	\$0	0	0	\$324	27	25	\$0	0	0	\$324	27	25
Total Audio Books	\$9,102	130	127	\$831	13	13	\$9,934	143	140	\$52	2	2	\$9,986	145	142
Total Video/DVDs	\$6,967	445	183	\$545	28	12	\$7,513	473	195	\$1,205	22	8	\$8,718	495	203
TOTAL MATERIALS	\$119,032	4291	3454	\$15,008	980	790	\$134,041	5271	4244	\$1,926	79	63	\$135,967	5350	4307

Outstanding Orders as of January 2008

General Fund	\$25,898
Adopt-a-book	\$0
<b>TOTAL</b>	<b>\$25,898</b>



Entrepenurial Activities Report  
 Net Revenue Summary  
 January-08

	Jan-08	Jan-07	YTD 2007-2008	YTD 2006-2007
Passport	21,155.19	23,256.37	94,342.90	96,696.65
Passport Photos	2,040.00	3,210.00	11,540.00	12,780.00
Notary Public	190.00	260.00	1,870.00	2,130.00
Test Proctor	30.00	180.00	1,048.80	983.60
<b>Total</b>	<b>23,415.19</b>	<b>26,906.37</b>	<b>108,801.70</b>	<b>112,590.25</b>

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts  
February 19, 2008

Adenda Item 18

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	12	1,059	3	390.64	0
November	9	1,068	2	88.95	0
December	13	1,076	2	144.2	0
January	18	1,089	5	837.27	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>94</b>	<b>7437</b>	<b>25</b>	<b>2595.15</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

DATED: 02/01/2008 12:31 AM J2

SUMMARY STATUS REPORT

PAGE: 269

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 01/31/2008

Accounts Submitted	: 1,636	Dollars Submitted	: 157,774.18	Dollars Received	: 54,905.42
Bankruptcies	: 14	Dollars in Bankruptcy	: 1,120.96	Material Returned	: 24,568.57
Correct Addresses	: 214	Dollars in Skips	: 13,894.23	Dollars Waived	: 6,090.37
Con Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 107,657.91
Accounts in Process	: 1,407	Dollars in Process	: 136,668.26	# of Dollars Activated	: 78,773
# of Accounts Activated	: 1,089				
# of Accounts Activated	: 77,403				



**Donor Report For January 2008  
Placentia Library Friends Foundation**

<b>Full Name</b>	<b>Total Cash Donation</b>
Ms. Carolyn Adamson	
Ms. Karen C. Davidson	
Richard Dolnick	
Charles & Kathleen Frazee	
Nita Godwin	
HAZ Party Rentals Division of MGZ Inc.	
Mrs. Charlene S. Mathe	
Frederick & Elizabeth Minter	
Dixie Shaw	
Mr. & Mrs. Will Stearns	
	<b>\$950.00</b>






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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

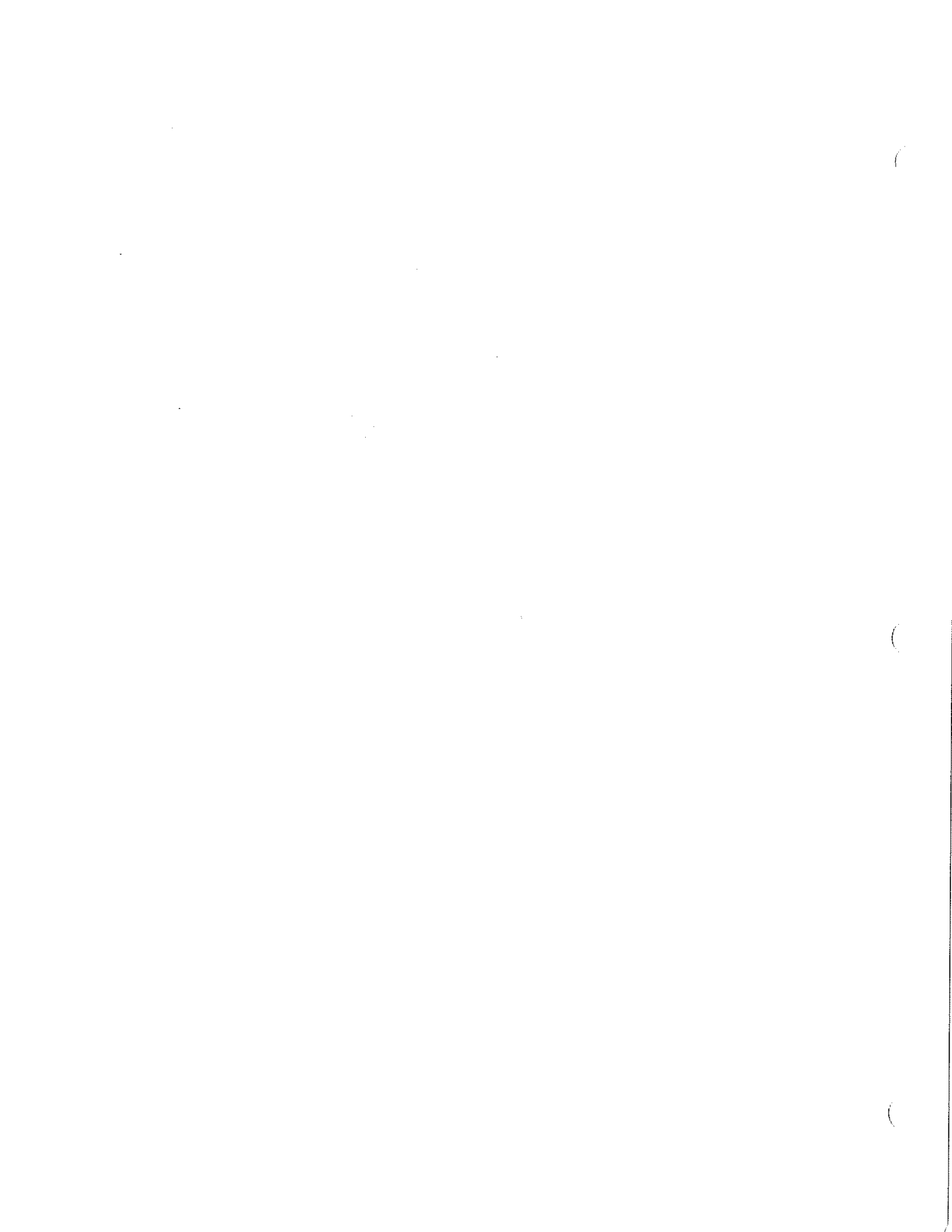
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** **Building Maintenance Report for January 2008**  
**DATE:** February 12, 2008

HVAC:	1-3-08	Regular monthly maintenance
Plumber	1-2-08	Cleared toilet in public restroom

Prepared by: Vernon Napier



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Personnel Report for Jan 2008  
**DATE:** February 19, 2008

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

Library Clerk I (PT)  
Library Aide (PT)

**WORKERS' COMPENSATION LEAVE:**

None

**PERFECT ATTENDANCE AWARDS – October 2007 through December 2007**

Gary Bell  
Caroline Gurkweitz



<b>Volunteer Report</b>						
To: Elizabeth Minter, Director, Placentia Library						
From: Lois Monroe, Volunteer Coordinator						
<b>Temporary Volunteers</b>	<b>Sept. '07</b>	<b>Oct. '07</b>	<b>Nov. '07</b>	<b>Dec. '07</b>	<b>Jan. '08</b>	
Afton Aikele			0	6	2	
Omar Arellano			0	6	0	
Sherrie Callovi			2	4	4.3	
Patti English			2	8	6	
Becky Fierro		5	8	5	3	
Julio Gonzalez	2	4	5	3	4	
Tyler Harris	(completed hrs)	17	0	0	0	
Arlene Hernandez	6	16	11	6	2	
Alan Huang (tutoring)		12	8	0	0	
Mia Kissick	(completed hrs)	2	0	0	0	
Margie McPhail			6	0	4	
Rueben Mathews	23	4	9	7	4	
Ankit Mathur					12	
Chiranj Modi			3	9	9	
Randy Oshiro	6	4	4	3	4	
Michael Palow	10	2	8	10	6	
Harshal Patel		14	67	79	42	
Liliana Romero	10	6	6	4	4	
Ohiv Samtani					5	
oni Serrano					2	
Roonon Smith					1	
David Sotelo					20.2	
Karen Sueda			7	8	6	
Shervin Taheri	(completed hrs)	17	21	0	0	
Tsaylia Yang			2	6	1	
Paulina Tran	(resigned)		5	3	0	
Tracey Tran	(resigned)		5	3	0	
Varum Varma					7.15	
Cathy Walsh	6	4	6	5	4	
Katherine Xu	(completed hrs)	9	4	0	0	
Kevin Yeh				2	0	
	<b>TOTAL</b>	<b>91</b>	<b>113</b>	<b>167</b>	<b>177</b>	<b>152.65</b>
<b>Children's Dept. Vol's</b>	<b>Sept. '07</b>	<b>Oct. '07</b>	<b>Nov. '07</b>	<b>Dec. '07</b>	<b>Jan. '08</b>	
Sandy Augstein	12	32	16.25	16.5	13.5	
Melinda Egawa				9.5	0	
Michelle Huynh					2	
Eddie Jani		2.25	0	0	0	
Desire Sidlo	6		4	2	4	
by Su			8	4	6	
Ann Britton	4.3		5	5	6.3	
Lucerito Miranda	3		0	0	0	
	<b>TOTAL</b>	<b>25.3</b>	<b>34.25</b>	<b>33.25</b>	<b>37</b>	<b>31.8</b>

<b>BOOKSTORE VOLUNTEERS</b>	<b>SEPT.'07</b>	<b>OCT.'07</b>	<b>NOV.'07</b>	<b>Dec.'07</b>	<b>Jan.'08</b>
Lynda Baker (sub)	2	4	0	0	2
Lillian Bart		10	6	6	6
Steve Bidd	0	0	0	2	0
Jill Botha	0	0	4	4	0
Joyce Byrne	8	10	6	6	6
Glennis Clancy	8	10	10	10	14
Sandy Davis	8	8	8	6	10
Carol Fizzard	10	2	4	8	2
Pete Fioroni	6	11	9	11	9
Cathie Ford (sub)	2	0	4	0	0
Dotty Greninger	6	8	8	8	10
Eugenia Hathaway (Gene)	4	4	4	4	2
Tammie Haugen	8	8	6	4	0
Ginny Hausmann (sub)	0	0	2	2	0
Florence Henderson	0	0	8	8	2
Marge Horrocks	0	0	8	8	8
Amy Lin	8	8	4	10	6
Tippawan Mathong (Tippi)	5	6	6	8	8
Ann McLoughlin (sub)	0	4	0	0	0
Bill Mitchell	6	2	6	1	8
Claire Myers	6	6	8	10	10
Bob Olson	2	2	2	4	2
Eleanore Rankin (sub)	3	5	4	1	4.3
Carmen Rodriguez	4	8	8	8	10
Desiree Rosen					5
Gerry Sandoval	0	8	6	6	6
Rose Salem	8	8	8	4	10
Ruth Schafer (sub)	0	0	0	0	0
Shawn Sorokin	6	6	8	8	10
Inez Segovia	6	8	8	6	10
Barbara Shears	9	6	4	6	4
Pamela Silva			7	4	6
Pat Silverman (resigned)	8	4	0	0	0
Fay Soo (sub)	2	2	2	4	4
Margo Thum	11	18	12	18	14
Jerri Tollefson	0	4	0	0	0
Phyllis Wilcox	6	0	6	8	4
<b>TOTAL</b>	<b>152</b>	<b>180</b>	<b>186</b>	<b>193</b>	<b>192.3</b>
<b>REGULAR VOLUNTEERS</b>					
Theresa Backes (mends books)	6	12	9	11	14
Nadine Blansett	52	27	21	41	36
Jeanette Gardner (History Rm)	22	28.5	8	10	24
John Haagen (sort & price)	6	8	1.3	9	6
Jack Hanley (sort and price)	8.3	3.5	7.5	10.5	7
Barbara Hemmerling (sort & price, sub)	30	20	19	14	23
Pat Irot (History Rm, Bookstore, sort & price)	37	33	71	53	88
Pat Jertberg (History Rm)	10	11	6	9	14
Nancy Lone-Tollefson	40	49	37	36	49
Linda Mencken (resigned)	0	0	0	0	0
Carol Pence (Sunday Sales)	0	0	0	0	0
Marie Schmidt (sub) & Hist. Room	34	12	15	23	35
Linda Scott (backroom & sub)	0	2	0	2	0
Barbara Wilson (sort & price)	5	6.25	4.3	5	6.3
Marge Boelman (processing)	5	1	8	10	6.3
Patty Clugston (videos)	6	7	8	9	9.3
Jean Fitzgerald (check-in)	9	3	12	5	8
<b>TOTAL</b>	<b>270.3</b>	<b>223.25</b>	<b>227.1</b>	<b>247.5</b>	<b>325.9</b>

Literacy Tutor Report January 2008				
	Last Name	First Name	Key Word	Hours
1	Ahmed	Hafasa	PRREP	16
2	Almanza	Robert	FWS-F	8
3	Armstrong	Tiffany	INTERNSHIP	18
4	Arvizu	Claudia	PRREP	6
5	Castaneda	Sergio	PRREP	16
6	Chhor	Alissa	PRREP	6
7	Cho	Peter	PRREP	2
8	Chung	Ophelia	PRREP	12
9	Chung	Andy	PRREP	14
10	Cisneros	Martha	PRREP	21
11	Corales	Wriley	ADULT	4
12	Cox	Anna	FWS-F	17
13	Curiel	Denisse	FWS-F	2
14	De Alba	Rosa	FWS-F	4
15	Dreim	Courney	PRREP	6
16	Eichstedt	Shelby	PRREP	6
17	Fazil	Mariam	PRREP	1
18	Fazil	Abraham	PRREP	2
19	Foster	Elinor	ADULT	4
20	Fuog	Sarah	PRREP	2
21	Galarza	Raquel	FWS-F	22
22	Galvez	Monica	PRREP	6
23	Galvez	Andrea	PRREP	11
24	Gamboa	Adaly	PRREP	6
25	Garcia	Maria	PRREP	18
26	Gonzalez	Danny	PRREP	5
27	Goodman	Dale	ADULT	42
28	Griffith	Krysten	ADULT	2
29	Hamrell	Judy	ADULT	2
30	Hernandez	Alejandro	PRREP	2
31	Hernandez	Julio	PRREP	6
32	Holmes	Nancy	ADULT	4
33	Huang	Aian	PRREP	12
34	Kim	Juntin	PRREP	2
35	Koliboski	Danielle	FWS-F	23
36	Lai	Janet	ADULT	6
37	Lara	Melissa	PRREP	4
38	Lee	Al	ADULT	10
39	Leslie	Sandra	ADULT	10
40	Linson	Jeremy	ADULT	2
41	Lizaola	Luz	FWS-F	8
42	Manzanarez	Melissa	FWS-F	15
43	Mc Grath	Patricia	ADULT	4

44	Meadow	Brianna	PRREP	4
45	Nardin	Linda	ADULT	16
46	Narez	Patricia	FWS-F	38
47	Neiderman	Bree	PRREP	2
48	Nesheim	Buckner	FWS-F	62
49	Nguyen	Truc (Sara)	FWS-F	77
50	Nguyen	Justin	PRREP	4
51	Nguyen	Christina	PRREP	6
52	Nullmeyer	Daniel	PRREP	2
53	Oei	Steven	PRREP	6
54	Patel	Shivam	ADULT	4
55	Pendaris	Jennifer	ADULT	16
56	Perez	Christina	FWS-F	8
57	Pham	Alex	PRREP	4
58	Piran	Grizelle	PRREP	12
59	Quang	Judy	FWS-F	16
60	Ramirez	Araceli	FWS-F	12
61	Rivera	Kelleny	PRREP	10
62	Ross	Charlotte	ADULT	6
63	Rudie	Marlene	ADULT	4
64	Sandoval	Vanessa	ADULT	16
65	Sargeant	Lynn	ADULT	4
66	Serrano	Toni	PRREP	4
67	Shah	Raj	PRREP	4
68	Shah	Anand	PRREP	10
69	Sheridan	Thomas	FWS-F	38
70	Shimizu	Ken	ADULT	4
71	Silva	Pamela	ADULT	2
72	Silvestri	Nolan	PRREP	4
73	Smith	Allie	ADULT	80
74	Soqui	Evelyn	FWS-F	47
75	Suh	Beom (Stad	PRREP	4
76	Tobias	Rachel	PRREP	8
77	Ton	Sothavy	FWS-F	25
78	Torres	Sam	PRREP	4
79	Valencia	Christina	PRREP	4
80	Valencial	Hafasa	PRREP	2
81	Varima	Varun	ADULT	4
82	Von Regius	Joseph	FWS-F	28
83	Wingert	Natalie	FWS-F	40
84	Wu	Christian	PRREP	2
85	Yeh	Kevin	PRREP	2
86	Yun	Jonathan	ADULT	17

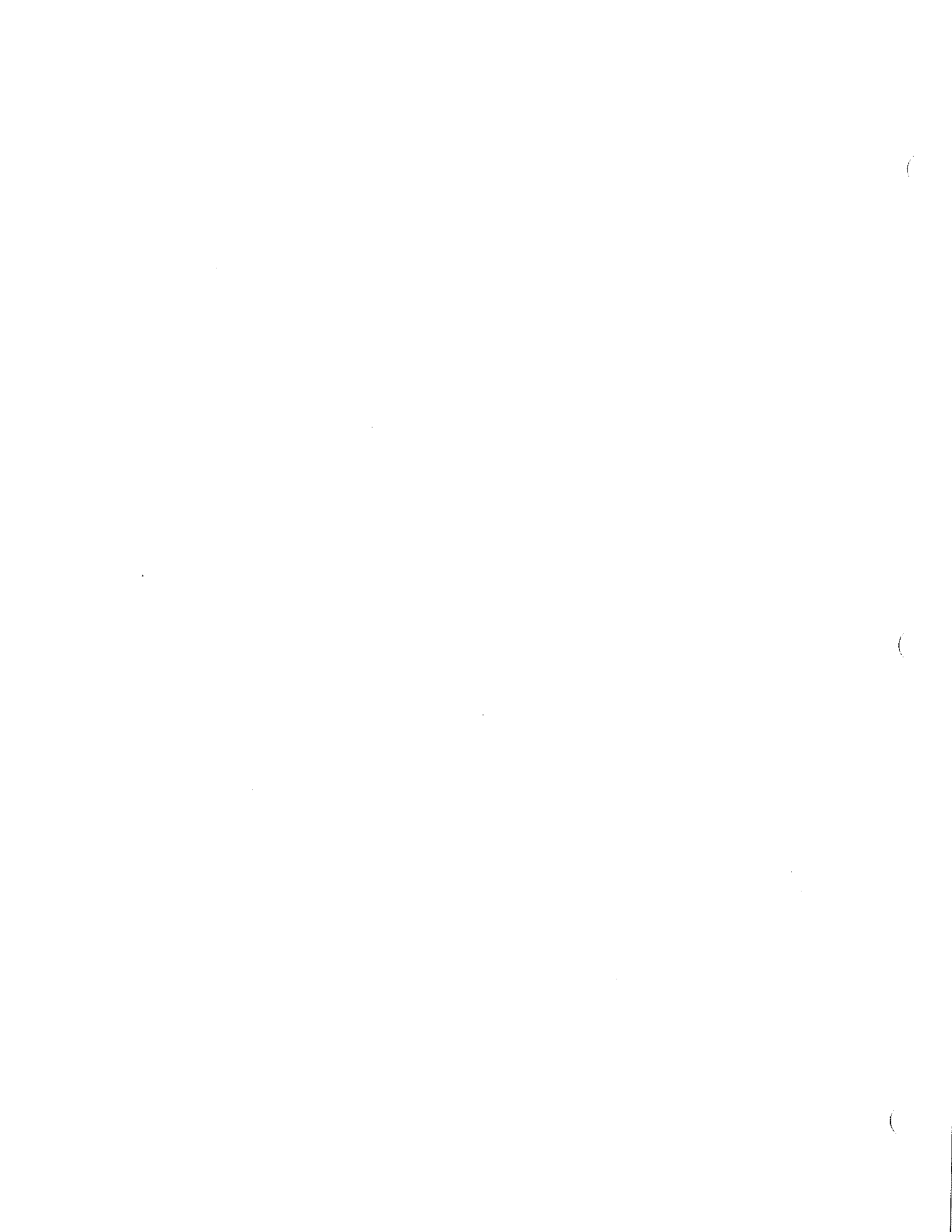


**Piacentia Library District**  
Circulation Report -- January 2008

	January 2008	January 2007	Y-T-D 2007-8	Y-T-D 2006-7	Y-T-D % change
1st Time Checkouts	18,804	17,084	121,283	107,787	11.1%
Phone Renewals	920	1,127	6,486	6,525	-0.6%
In-Building Renewals	519	359	4,845	3,209	33.8%
<u>On-line renewals</u>	1,950	<u>n/a</u>	5,688	<u>n/a</u>	<u>n/a</u>
<b>TOTAL CHECKOUTS</b>	<b>22,193</b>	<b>18,570</b>	<b>138,302</b>	<b>117,521</b>	<b>15.0%</b>
On-Time Checkins	19,357	17,055	137,709	120,358	12.6%
<u>Late Checkins</u>	1,204	1,155	<u>8,459</u>	<u>7,686</u>	<u>9.1%</u>
<b>TOTAL CHECKINS</b>	<b>20,561</b>	<b>18,210</b>	<b>146,168</b>	<b>128,044</b>	<b>12.4%</b>
Holdings Placed	752	653	4,701	3,564	24.2%
Holdings Cancelled	28	13	110	117	-6.4%
Holdings Filled	525	474	3,548	2,793	21.2%
<b>NEW PATRON REGISTRATIONS</b>	<b>303</b>	<b>355</b>	<b>1,910</b>	<b>2,341</b>	<b>-22.6%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	6,703	6,596	45,093	42,284	6.2%
Juvenile Print	8,147	7,981	54,659	50,151	8.2%
Audio	1,399	1,179	8,145	7,872	5.8%
<u>Visual</u>	5,946	4,259	<u>37,514</u>	<u>27,066</u>	<u>27.9%</u>
<b>TOTAL CIRCULATION</b>	<b>22,195</b>	<b>20,015</b>	<b>145,411</b>	<b>127,173</b>	<b>12.5%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
Piacentia residents	12,561	11,149	83,345	71,602	14.1%
<i>Piacentia residents (as a percentage)</i>	<i>56.6%</i>	<i>55.7%</i>	<i>57.3%</i>	<i>56.3%</i>	
Anaheim residents	4,040	3,890	26,409	21,130	20.0%
<i>Anaheim residents (as a percentage)</i>	<i>18.2%</i>	<i>19.4%</i>	<i>18.2%</i>	<i>16.6%</i>	
Non-residents (includes Anaheim)	9,634	8,866	62,066	55,571	10.5%
<i>Non-residents (as a percentage)</i>	<i>43.4%</i>	<i>44.3%</i>	<i>42.7%</i>	<i>43.7%</i>	
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	16,492	3,890			
Young Adult	461	3,890			
Juvenile	2,985	3,890			
New Borrower	879	1,123			
Reciprocal borrowers	189	n/a			
Gold Members	670	n/a			
<u>Other (staff)</u>	521	415			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>22,197</b>	<b>13,208</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>34,676</b>	<b>31,446</b>			
<b>ATTENDANCE</b>	<b>54,344</b>	<b>52,731</b>	<b>357,899</b>	<b>325,084</b>	<b>9.2%</b>

\* Active borrowers have used the Library this month

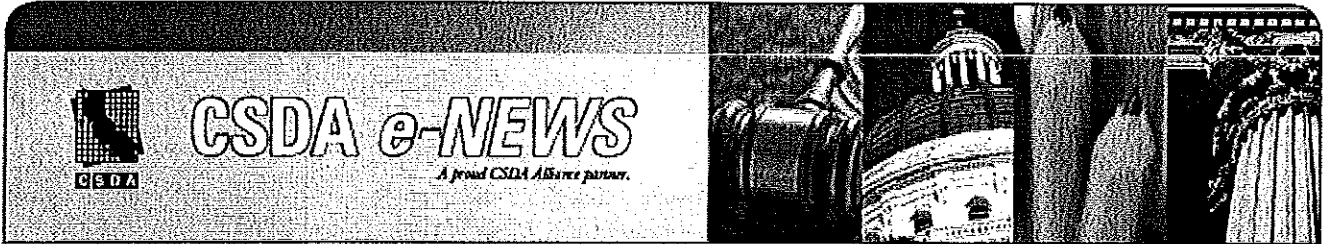
\*\* Registered borrowers have used the Library within the past 12 months



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February 11, 2008

**In this issue...**

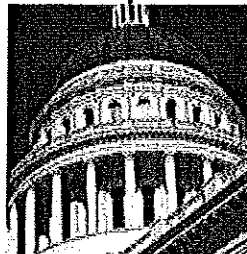
- [CSGA Sponsors SLON Extension Provision](#)
- [Budget Update](#)
- [Primer on Actuarial Methods for OPEB Available](#)
- [SDLF Gears Up for 2008 Special District Administrator Certification Exams](#)
- [Utility District to Expand Green Programs](#)
- [Open Space District Wins Legal Challenge](#)

**Employment**

Here are the latest job opportunities posted on [www.specialdistrictcareers.com](http://www.specialdistrictcareers.com):

- Support Services Manager**  
*Oakdale Irrigation District*
- Accountant/Office Manager**  
*Olivehurst Public Utilities District*
- Purchasing Officer**  
*Santa Fe Irrigation District*
- Temporary Recreation Supervisor III - Aquatics**  
*Southgate RPD*
- Finance Director**  
*Padre Dam MWD*
- Finance Director**

**CSGA Sponsors SLON Extension Provision**



Securitized Limited Obligation Notes (SLONs) allow all special districts to borrow up to \$2 million without the need of voter approval. SLONs are viewed as being safer and cheaper than other types of borrowing because they are backed by a dedicated stream of revenue—the more security that the loan will be paid back, the lower the interest rate. [Read more about](#)

**SLONs...**

**Budget Update**

When Governor Arnold Schwarzenegger declared a 'fiscal emergency' on January 10 and called a special session of the Legislature to address mid-year budget issues which commenced on January 14, he submitted to the Legislature mid-year spending reductions equaling \$3.3 billion—the amount of the current year budget deficit. [Read more of the budget update...](#)

**Primer on Actuarial Methods for OPEB Available**

The California Research Bureau (CRB) recently released a new document called 'Actuarially Speaking: A Plain Language Summary of Actuarial Methods and Practices for Public Employee Pension and Other Post-Employment Benefits.' [Read more about this document...](#)

**Special District Leadership Foundation**

**SDLF Gears Up for 2008 Special District Administrator Certification Exams**



The Special District Leadership Foundation (SDLF) has announced the 2008 testing dates, locations and times for the Special District Administrator (SDA)

**CSGA Calendar**

- Feb 18  
*Presidents Day*  
*CSGA Offices Closed*
- Feb 21  
**General Manager Training**  
*Auburn*
- Feb 22  
**Supervisory Training**  
*Auburn*
- March 6-7  
**Board Member Training**  
*Marina Del Rey*
- March 14  
**CSGA Board of Directors Meeting**
- March 14  
**Staying in Compliance**  
*Petaluma*
- Sept 22-25  
**CSGA Annual Conference and Exhibitor Showcase**  
*Irvine*

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

**FAQ**

*El Dorado Hills CSD*

**Wastewater Operator/Manager**  
*P/T*  
*Woodbridge Sanitary District*

**General Manager**  
*Isla Vista RPD*

**Public Information Officer**  
*Southgate Recreation and Park District*

**Recreation Supervisor III**  
*Southgate Recreation and Park District*

**Harbor Facilities Manager**  
*Port San Luis Harbor District*

**Customer Services Supervisor**  
*Tuolumne Utilities District*

**Accountant/Controller**  
*Hidden Valley Lake CSD*

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

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

Certification exams. This certification is becoming increasingly popular and a number of districts as well as recruiting firms are looking for general managers/administrators that have the SDA certification. Three tests will be administered in 2008 – don't miss out! [Read about test dates...](#)

**In the News**

**Utility District to Expand Green Programs**

Truckee's utility district is moving forward with conservation efforts spurred in late 2006 when ratepayers voiced concern over a 50-year coal-power contract the district opted not to enter. At the Truckee Donner Public Utility District board meeting Wednesday evening, staff presentations regarding past and future conservation programs were progressive and valuable, said Dan Warren, general manager of the Glenshire Devonshire Residents Association, and frequent meeting attendee. [Read more of this story...](#)

**Open Space District Wins Legal Challenge**

A California appellate court has rejected a legal challenge to the 2004 expansion of the Midpeninsula Regional Open Space District to the San Mateo County coast, which added 220 square miles to the district's jurisdiction. [Read more of this story...](#)


**Spread the e-News!**

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

**When may a legislative body hold an emergency meeting?**

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

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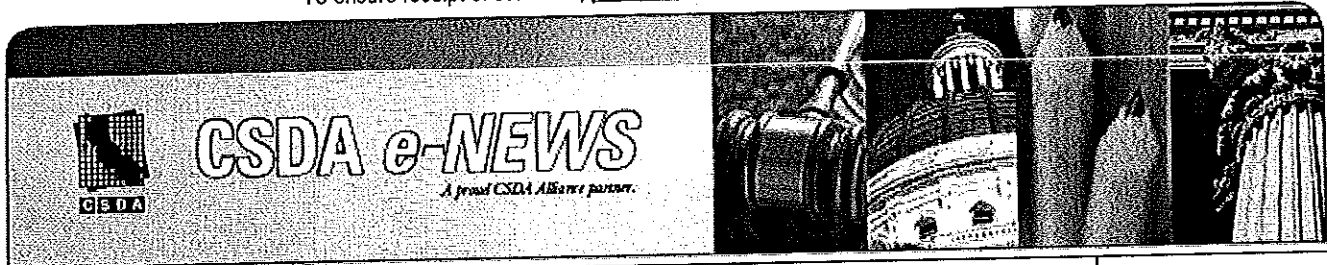
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February 4, 2008

**In this issue...**

- [Design-bid Bill Passes off Floor](#)
- [Healthcare Reform Flatlines](#)
- [Greening the Golden State Focus of Green California Summit & Expo](#)
- [Annual Conference 2008 - From Organic to Digital](#)
- [Registration is Open for General Manager and Supervisory Training](#)
- [2008 CSDA Board Meeting Schedule : CORRECTION](#)
- [CSDA Unveils Upgraded Listserv](#)
- [SV Fire District Works to Increase Staffing](#)
- [Water Conservation for the Classroom Presented](#)

**Employment**

Here are the latest job opportunities posted on [www.specialdistrictcareers.com](http://www.specialdistrictcareers.com):

**Accountant/Office Manager**  
Olivehurst Public Utilities District

**Purchasing Officer**  
Santa Fe Irrigation District

**Temporary Recreation Supervisor III - Aquatics**  
Southgate RPD

**Design-bid Bill Passes off Floor**



Assembly Bill 642 by Assembly Member Lois Wolk (D-Davis) passed from the Assembly Floor on Tuesday, January 29. This bill allows all cities to utilize design-build contracting as an option, and allows all local government entities—including special districts—to use design-build contracting for water-related facilities as part of the 20-

project pilot program. CSDA supports this bill.

**Healthcare Reform Flatlines**

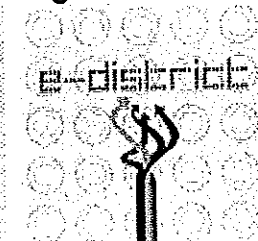
The healthcare reform bill endorsed by Governor Arnold Schwarzenegger and Assembly Speaker Fabian Nunez (D-Los Angeles) failed to pass the Senate Health Committee last week. The proponents of the reform measure mustered only one 'aye' vote—Senator Mark Ridley-Thomas (D-Los Angeles)—seven 'no' votes, and three abstentions. [Read more about this bill...](#)

**Greening the Golden State Focus of Green California Summit & Expo**

Builders, designers, developers, facilities managers, purchasing agents and anyone involved in greening their agencies or organizations should not miss the Green California Summit & Exposition (April 7-9, Sacramento Convention Center). [Read more about this expo...](#)

**Education**

**Annual Conference 2008 – From Organic to Digital**



Green technology and information technology are now the norms of businesses. We currently have vendors who provide organic bio-filter products and digitizing solutions. [Read more about our conference theme...](#)

**CSDA Calendar**

Feb 7-8  
**Board Member Training**  
Manteca

Feb 21  
**General Manager Training**  
Auburn

Feb 22  
**Supervisory Training**  
Auburn

March 6-7  
**Board Member Training**  
Marina Del Rey

Sept 22-25  
**CSDA Annual Conference and Exhibitor Showcase**  
Irvine

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

**FAQ**

What's the difference between enterprise and non-enterprise districts?

[Click here to learn the](#)

**Finance Director**  
Padre Dam MWD

**Finance Director**  
El Dorado Hills CSD

**Wastewater Operator/Manager**  
P/T  
Woodbridge Sanitary District

**General Manager**  
Isla Vista RPD

**Public Information Officer**  
Southgate Recreation and Park  
District

**Recreation Supervisor III**  
Southgate Recreation and Park  
District

**Harbor Facilities Manager**  
Port San Luis Harbor District

**Customer Services Supervisor**  
Tuolumne Utilities District

**Accountant/Controller**  
Hidden Valley Lake CSD

[View the complete list of current  
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**Registration Is Open for General  
Manager and Supervisory Training**

Join your fellow managers and supervisors in Auburn, California for valuable training. These one-day workshops offer attendees opportunities to network and learn from one another. [Read more about these trainings...](#)

**Membership**

**CORRECTION:**

**2008 CSDA Board Meeting Schedule**

In last week's CSDA e-News it was incorrectly noted that there was a CSDA Board of Directors meeting scheduled October 22-25. **The correct date for that meeting is September 22-25 in Irvine (during the CSDA Annual Conference).**

**CSDA Unveils Upgraded Listserv**



CSDA has recently finished an upgrade to our email listserv program. This allows the listserv to become an even more powerful information tool for CSDA members, giving it room to grow and provide more features

than ever before.

In addition to the general list that can be used for any type of special district related question or response, the upgraded listserv now allows members to subscribe to segmented lists, created to focus topics of discussion among various segments. [Learn more about the new Listserv and how to sign up...](#)

**In the News**

**SV Fire District Works to Increase Staffing**

The story of fishing at Lake Casitas might best be told in Polaroid snapshots long faded by the sun. Tacked onto a billboard of a lakeside bait shop is a wall of photos of young kids posing with their first catch, old men straining to hold up their 13-pound fish, and dozens of grins as wide as the mouths on the captured bass. But these days, it's not just the record-breaking bass on fishermen's minds, but something much smaller and more menacing with the potential to quash prospects of future trophy snapshots. [Read more of this story...](#)

**Water Conservation for the Classroom Presented**

Meadow Creek Elementary School in Yucaipa recently hosted a new water conservation program sponsored by the San Bernardino Valley Municipal Water District (Valley District). The water conservation program provides specialized curriculum to local school districts within the service area of Valley District which spans from Fontana to Yucaipa. [Read more of this story...](#)

**Spread the e-News!**

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

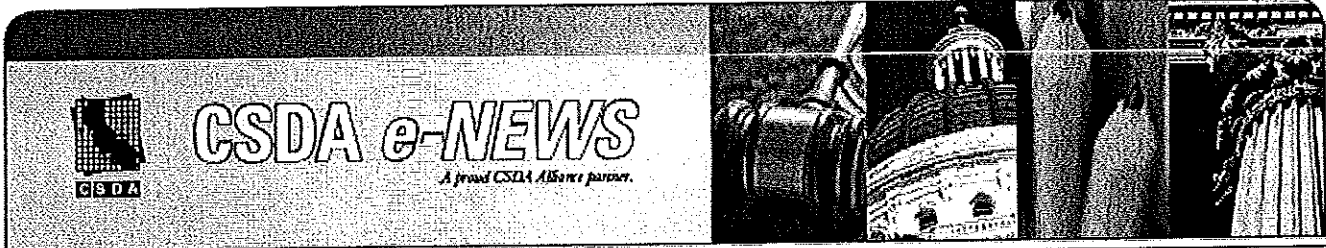
[answer!](#)



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January 28, 2008

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[Healthcare Reform Legislation Stalls](#)

[CSDA Announces New Benefit: SpecialDistrictCareers.com](#)

[Homeowner Protection Act Qualifies For June Ballot](#)

[Joint Committee On PERs Convened On OPEB Report](#)

[Register Now for the Special District Leadership Academy](#)

[Register Now for Board Member Training](#)

[Registration Is Open for General Manager and Supervisory Training](#)

[Register Now for Ethics Training](#)

[2008 CSDA Board Meeting Schedule](#)

[North County Cemetery District Discusses Their District of Distinction Award](#)

[Quagga Mussel Threat puts Focus on Lake Casitas](#)

[PG&E Awards Grant to Novato Sanitary District](#)

**Employment**

Here are the latest job opportunities posted on [www.specialdistrictcareers.com](http://www.specialdistrictcareers.com):

[Temporary Recreation Supervisor III - Aquatics Southgate RPD](#)

[Finance Director](#)

**Healthcare Reform Legislation Stalls**



Governor Arnold Schwarzenegger and Assembly Speaker Fabian Nunez's (D-Los Angeles) healthcare reform legislation—AB 1X1—is now on life support as it stalled in the Senate Health Committee last week. [Read more about this bill...](#)

**CSDA Announces New Member Benefit SpecialDistrictCareers.com: New Career Center for Districts and other Agencies!**

**NEW MEMBER BENEFIT**

CSDA is proud to announce the launch of our *newest member benefit*: SpecialDistrictCareers.com. The new interactive CSDA Career Center offers an expanded job board for special districts and other local governments throughout

California. [Read more about the CSDA Career Center and introductory offers...](#)

**Homeowner Protection Act Qualifies For June Ballot**

The eminent domain reform effort, supported by the Eminent Domain Reform Now coalition, qualified for the June ballot last week after gathering enough signatures. Known as the Homeowner Protection Act, the initiative will place sensible, straightforward restrictions on local governments' use of eminent domain. [Read more about this initiative...](#)

**Joint Committee On PERs Convened On OPEB Report**

Last week, the Joint Committee on Public Employees' Relations met to discuss the recommendations raised in the Other Post-Employment Benefits Commission's recent report. [Read more about this meeting...](#)

**Education**

[Register Now for the Special District Leadership Academy](#)

**CSDA Calendar**

Feb 7-8  
[Board Member Training Manteca](#)

Feb 21  
[General Manager Training Auburn](#)

Feb 22  
[Supervisory Training Auburn](#)

March 6-7  
[Board Member Training Marina Del Rey](#)

Sept 22-25  
[CSDA Annual Conference and Exhibitor Showcase Irvine](#)

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

**FAQ**

There's a vacancy on the board of directors of the district on which I serve. What are the procedures to fill that

Padre Dam MWD

Finance Director  
 El Dorado Hills CSD

Wastewater Operator/Manager  
 P/T  
 Woodbridge Sanitary District

General Manager  
 Isla Vista RPD

Public Information Officer  
 Southgate Recreation and Park  
 District

Recreation Supervisor I/II  
 Southgate Recreation and Park  
 District

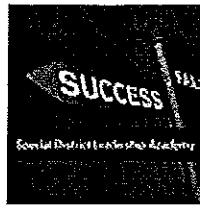
Harbor Facilities Manager  
 Port San Luis Harbor District

Customer Services Supervisor  
 Tuolumne Utilities District

Accountant/Controller  
 Hidden Valley Lake CSD

View the complete list of current  
 employment opportunities here.

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



CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal.

Read more about the academy...



### Register Now for Board Member Training

Seats are filling quickly, so register now for Board Member Training. Being a board member is a great responsibility. Our cost-effective training for newly elected or appointed special district board members can help make it much easier. This one-day workshop also offers attendees an opportunity to network and learn with one another. To register online, visit [http://www.csdanet.net/nbmt\\_reg.htm](http://www.csdanet.net/nbmt_reg.htm) or contact Education Assistant Chris Ashley at 877.927.CSDA or [chrisa@csda.net](mailto:chrisa@csda.net).



### Registration is Open for General Manager and Supervisory Training

Join your fellow managers and supervisors in Auburn, California for valuable training. These one-day workshops offer attendees opportunities to network and learn from one another. Read more about these trainings...



### Register Now for Ethics Training

Two new dates have been added for your convenience. Both new dates are being held in conjunction with our Staying in Compliance workshop, so you may register for both. Read more about ethics training...

vacancy?

Click here to learn the answer!

### Survey

Would your district utilize a reasonably-priced, government-operated clearinghouse that provided information and educational material, and facilitated technical and legal resources on public-private partnerships?

Click here to answer!

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### Membership

### 2008 CSDA Board Meeting Schedule

Following is the calendar of regularly scheduled CSDA Board of Directors 2008 meetings:

- March 14 - Sacramento
- May 13 - Sacramento
- July 17 - Sacramento
- October 22-25 - Irvine (during 2008 CSDA Annual Conference)
- November 14 - Location TBD

For more information, contact Diana Zavala at [dianaz@csda.net](mailto:dianaz@csda.net) or call 877.924.CSDA (2732).

### Special District Leadership Foundation

### North County Cemetery District Discusses



### **Their District of Distinction Award**

The Special District Leadership Foundation interviewed North County Cemetery District on why becoming a District of Distinction through the Special District Leadership Foundation (SDLF) was important to them and the steps they took to acquire this accreditation. [Read the interview...](#)



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### **In the News**

#### **Quagga Mussel Threat puts Focus on Lake Casitas**

The story of fishing at Lake Casitas might best be told in Polaroid snapshots long faded by the sun. Tacked onto a billboard of a lakeside bait shop is a wall of photos of young kids posing with their first catch, old men straining to hold up their 13-pound fish, and dozens of grins as wide as the mouths on the captured bass. But these days, it's not just the record-breaking bass on fishermen's minds, but something much smaller and more menacing with the potential to quash prospects of future trophy snapshots. [Read more of this story...](#)

#### **PG&E Awards Grant to Novato Sanitary District**

Pacific Gas and Electric Co. has awarded \$109,000 to the Novato Sanitary District for incorporating energy-saving features into the \$90 million renovation of its wastewater treatment plant. [Read more of this story...](#)

#### **Spread the e-News!**

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

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

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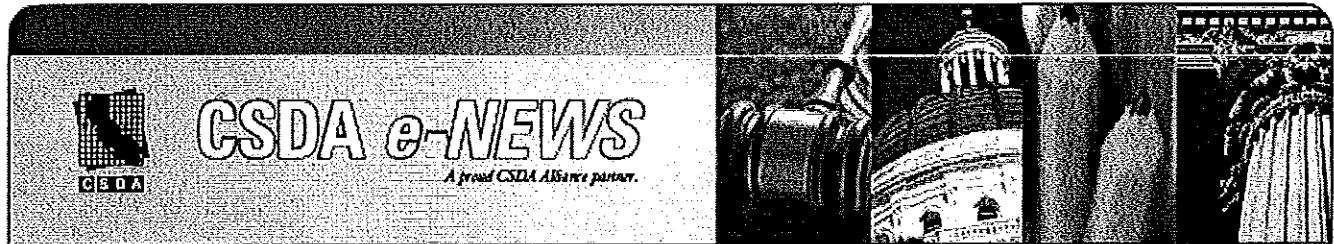
If you prefer not to receive any further email from CSDA, please [let us know](#).



Elizabeth Minter

From: Neil McCormick [neilm@cda.net]  
Sent: Monday, January 14, 2008 11:55 AM  
To: eminter@placentalibrary.org  
Subject: CSDA e-News for the week of January 14, 2008

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.



January 14, 2008

**In this issue...**

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[Governor Delivers His State of the State Address](#)

[What About Proposition 1A?](#)

[Board Member Training – January 24-25 in Emeryville](#)

**PLEASE NOTE – Board Member Training for March - CHANGE OF LOCATION**

[Annual Conference 2008 – Exhibitor Showcase Already 25% Sold Out](#)

[SDRMA Safety/Claims Education Day – March 25, 2008 – Radisson Sacramento Hotel](#)

[Water Supplies Low Despite Recent Rain](#)

[Proposed Power Plant Site to Get High-Level Inspection](#)

**Employment**

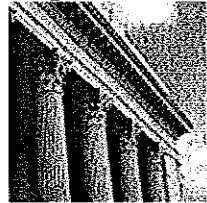
Here are the latest job opportunities posted on the CSDA website:

**Customer Services Supervisor**  
*Tuolumne Utilities District*

**Accountant/Controller**  
*Hidden Valley Lake CSD*

**District Manager**

**Legislature Returns**



On Monday, January 7, legislators returned to Sacramento to commence the second year of the 2007-08 session. On that same day, the governor's Public Employee Post-Employment Benefits Commission issued its comprehensive 8-point plan to address the unfunded pension and retiree health care liabilities for California's state and local

governments. The governor is expected to propose legislation in the coming weeks to implement the Commission's recommendations. The commission's 300-plus page report is available at: <http://www.pebc.ca.gov>.

**Governor Delivers His State of the State Address**

On Tuesday, January 8, Governor Arnold Schwarzenegger delivered his State of the State address to a joint session of the Legislature. With the state facing an 18-month, \$14 billion budget deficit, much of the governor's remarks focused on the deficit and his plans to resolve the current deficit and eliminate deficits in future years. [Read more about this address...](#)

**What About Proposition 1A?**

While the governor did not raise Proposition 1A in a direct fashion in his State of the State address, he did with this reference: *'It used to be that Sacramento plugged deficits by grabbing money everywhere it could—pension funds, local governments, bonds, gas taxes meant for transportation. But we tightened the noose by taking away those options. We passed Proposition 1A, Proposition 58 and Proposition 42. We now have no way out ...except to face our budget demons.'* [Read more about Prop 1A and the budget...](#)

**Education**

**Board Member Training – January 24-25 in Emeryville**

If you have not booked your hotel room for the upcoming Board Member Training in Emeryville, now is the time. [Read more about this training...](#)

**PLEASE NOTE – Board Member Training**

**CSDA Calendar**

**Jan 24-25**  
**Board Member Training**  
**Emeryville**

**Feb 7-8**  
**Board Member Training**  
**Manteca**

**Feb 21**  
**General Manager**  
**Training**  
**Auburn**

**Feb 22**  
**Supervisory Training**  
**Auburn**

**Sept 22-25**  
**Annual Conference and**  
**Exhibitor Showcase**  
**Irvine**

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

**FAQ**

When do I have to renew my ethics certification training?

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

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Tahoe RCD

Public Outreach  
Specialist  
Tahoe RCD

Public Works Director  
City of Tracy

Purchasing Officer  
Santa Fe Irrigation District

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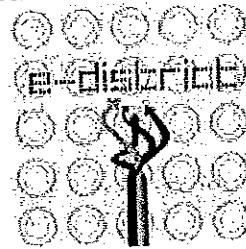


### for March - CHANGE OF LOCATION

Board Member Training for March 6-7 has been moved out of Long Beach. This training is now scheduled at the Marina del Rey Hotel in Marina del Rey. [Read more about this location change...](#)

### Annual Conference 2008 – Exhibitor Showcase Already 25% Sold Out

If you are a Business Affiliate or a vendor who wants to participate in the 2008 CSDA Annual Conference and Exhibitor Showcase, then you need to register now. The Showcase is quite popular this year, with lots of new technology-driven surprises. So get on board and call Pamela Williams, meetings coordinator, to reserve your booth now. [Read more about this year's conference...](#)



### SDRMA Safety/Claims Education Day – March 25, 2008 – Radisson Sacramento Hotel

It is time to register for the annual Special District Risk Management Authority Safety/Claims Education Day. This year's program is scheduled for March 25, 2008 and is conveniently located at the Radisson Hotel in Sacramento. [Read more about this event...](#)

#### In the News

### Water Supplies Low Despite Recent Rain

Officials across the region continue to struggle with low water supplies and prepare for potential rationing despite the recent rains. Many cities in the San Gabriel Valley are raising water rates and implementing conservation measures. Glendora is planning to dig deeper wells to access shrinking underground water supplies. Last year's winter - the driest in 130 years of record keeping - is in large part to blame. That parched season has had a continued impact on water supplies in the Southern California, where demand for water is increasing while supplies are decreasing. [Read more of this story...](#)

### Proposed Power Plant Site to Get High-Level Inspection

A power plant proposed for the Parlier area in the Central Valley will see top officials of the California Energy Commission making in-person visits to the site on Jan. 14. An informational hearing is also scheduled for the same day. The project owner, Kings River Conservation District, proposes to develop the 565-megawatt power plant on a 32-acre site that is currently a vineyard near Parlier. [Read more of this story...](#)

### Spread the e-News!

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**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Thursday, February 07, 2008 2:58 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** bgallardo; ccarlisle; mgermroth; palger; pcollins; rgarza; shaber  
**Subject:** FW: News From the Capitol

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**From:** California Library Association [mailto:info@cla-net.org]  
**Sent:** Thursday, February 07, 2008 2:50 PM  
**To:** jtakeda@mcls.org  
**Subject:** News From the Capitol

**THE "SPECIAL SESSION ON THE BUDGET"  
STATE LIBRARY PROGRAMS ARE REVIEWED, BUT NO ACTION  
TAKEN**

[More Info](#)

As we previously reported, in January Governor Schwarzenegger released his much-anticipated January Budget proposal to address the \$14.5 billion state deficit. Following the release of the Budget, the Governor simultaneously declared a "fiscal emergency" and called for a "Special Session of the Legislature to immediately address the Budget and cash shortfall." While the Budget deficit hovers around \$14.5 billion, many insiders in the Capitol predict that the shortfall is growing daily, and the real figure could be more in the neighborhood of \$17 billion. Inclusive in the \$14.5 billion deficit is a \$3.3 billion over-run in the current year of the Budget - 2007-08, after Budget assumptions did not materialize in 2007, and the economy continued to flatten.

In an effort to comply with the "Special Session" declaration, recently the Senate Budget Committee, Chaired by Senator Denise Ducheny began holding a series of informational hearings on specific areas of the Budget, such as local government, corrections, and health and welfare, where the Governor is asking for deep cuts in the current year Budget. Meanwhile, the Assembly has tasked its various Budget Subcommittees to review specific current year proposals as well.

As we noted in our January memo, the Governor's Budget does not cut any state library programs, such as the Public Library Foundation, literacy programs, or the Transaction Based Reimbursement in the current year, but Governor Schwarzenegger is recommending a cut to the PLF as well as the TBR in the Budget year (2008-09). Specifically, the Governor is suggesting that the 10 percent across-the-board cut strategy, that he is recommending for virtually every area of state government, be applied to the PLF and the TBR. The proposed cut to the Public Library Foundation would be \$1.4 million and the proposed cut to the Transaction Based Reimbursement would be \$1.4 million. The State Library is also facing a proposed cut of \$1.6 million in State Operations.

Recently, the Assembly Budget Subcommittee on Education Finance convened to discuss the overall impact of the 2008-09 Budget on State Library programs. The extensive nature of the hearing was somewhat unexpected, as the subcommittee was supposed to be considering only current year cut issues. Instead, the subcommittee asked the State Library to review at least six of their Budget-related programs, as well as discuss the status of the new Integrated Library

System and their temporary relocation during the renovation of the Library and Courts building. At the hearing, the State Library and CLA lobbyists were present to explain the various programs, provide historical context, and answer specific questions. The State Library was flanked during testimony by representatives of the Department of Finance (who were there to justify their Budget), as well as the non-partisan Legislative Analyst's Office (who provided a neutral analysis). The focus of the subcommittee was best summed up by member Assemblyman Sandre Swanson who offered, "The Legislative Analyst has cautioned that we need to look at the total picture - how programs are affected and where federal matching grant dollars are affected." The Department of Finance representative countered, "We tried to look at each General Fund program evenly, rather than hit one too hard." He then later added, "We understand the cuts are painful and will result in a decrease in services."

During the discussion regarding the Transaction Based Reimbursement, Assemblywoman Jean Fuller wondered if consideration could be given to charging a "fee for service for one year." She noted that she was a supporter of the program, and was looking for creative ways to possibly charge those jurisdictions that were larger borrowers. The State Library was effective in communicating the difficulties associated with a fee system, and explained the concept of reimbursing for the net-imbalance of borrowing.

When the discussion shifted to the Public Library Foundation, the Department of Finance and Legislative Analyst's Office engaged in a spirited debate regarding the 10 percent state obligation to fund the PLF in statute. Finance representatives noted that the "state has never met the statutory target. In good Budget years, it has been up to \$60 million. In bad years, they faced cuts." The Legislative Analyst's Office then argued, "It is the legislature's intent that you would cover this base...The program has just endured a recent cut of \$7 million. Don't get too distracted by the 10 percent match. You are not funding a bureaucracy. These are real cuts to local libraries." CLA then offered our perspective, noting that we were the sponsors of the PLF legislation, and subsequently offered some historical comments on how the program was developed and how devastating the recent cuts have been to public libraries. We added, "We can think of no other program in the Budget in the area of education or local government that has been cut so much... We would like to start reducing the downward trend." Assemblywoman Fuller and Chair Assemblywoman Brownley asked the State Library and CLA if they would be willing to work with the subcommittee to determine either: 1) areas where we would recommend targeted cuts, or 2) just allow the Governor's 10 percent across-the-board approach to stand. We both concurred that we would be more than willing to work with the subcommittee in the coming weeks.

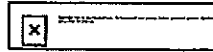
The legislature will be facing a deadline to comply with the Governor's "Special Session on the Budget" of February 23. At that time, they will be asked to make immediate emergency cuts or a series of deferrals (e.g. delaying normal June payments to local government and schools to August or September). We have spoken to several sources who have indicated that the legislature is likely to embrace an approach that would be a combination of accepting the Governor's deferral proposals, as well as some deep cuts to K-12 education and community colleges. It is rumored that the legislature will attempt to complete this task, in an accelerated schedule, in order to act before the Legislative Analyst can release her "Perspectives and Initiatives" report - a comprehensive look at the state's most current cash projections, funding obligations, and Governor's proposals. The Legislative Analyst's Report, which may paint a bleaker picture, is scheduled to be released on February 20.

After the legislature concludes work on the "Special Session on the Budget", the subcommittees will begin meeting again in March and April to address the 2008-09 Budget - wherein action on

the State Library issues will take place. We will provide you with the dates of the library hearings when they are announced so that you can begin contacting members of the two subcommittees.

**Submitted by Mike Dillon and Christina Dillon, CLA Lobbyists**

If you no longer wish to receive e-mail from us, please click [here](#).



CITY OF PLACENTIA INVOICES

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
<b>TOTAL</b>		<b>39,654.98</b>	<b>15,163.96</b>	<b>3,525.80</b>	<b>4,142.97</b>	<b>0.00</b>	<b>86.79</b>	<b>62,574.50</b>
<b>AVG</b>		<b>3,304.58</b>	<b>1,263.66</b>	<b>293.82</b>	<b>345.25</b>	<b>0.00</b>	<b>7.23</b>	<b>5,214.54</b>

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
<b>TOTAL</b>		<b>61,033.59</b>	<b>14,303.95</b>	<b>1,666.67</b>	<b>1,895.34</b>	<b>0.00</b>	<b>81.72</b>	<b>78,981.27</b>
<b>AVG</b>		<b>5,086.13</b>	<b>1,192.00</b>	<b>138.89</b>	<b>157.95</b>	<b>0.00</b>	<b>6.81</b>	<b>6,581.77</b>

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>43,190.46</b>	<b>10,695.27</b>	<b>1,144.54</b>	<b>2,549.16</b>	<b>0.00</b>	<b>38.70</b>	<b>57,618.13</b>
<b>AVG</b>		<b>8,638.09</b>	<b>2,139.05</b>	<b>228.91</b>	<b>509.83</b>	<b>0.00</b>	<b>7.74</b>	<b>11,523.63</b>

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

TOTAL DOLLARS SPENT

FY2007-2008	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-07	219.34	54.00	0.00	273.34	136.67
Aug-07	219.34	54.00	0.00	273.34	136.67
Sep-07	236.30	54.00	0.00	290.30	145.15
Oct-07	236.30	54.00	0.00	290.30	145.15
Nov-07	236.30	54.00	0.00	290.30	145.15
Dec-07	236.30	54.00	0.00	290.30	145.15
Jan-08	236.30	54.00	0.00	290.30	145.15
Feb-08	236.30	54.00	0.00	290.30	145.15
Mar-08	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00
TOTAL	1,856.48	432.00	0.00	2,288.48	1,144.24
AVG	371.30	86.40	0.00	457.70	228.85



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
<b>TOTAL</b>	<b>2,068.78</b>	<b>1,796.60</b>	<b>756.70</b>	<b>0.00</b>	<b>1,463.52</b>	<b>6,085.60</b>
<b>AVG</b>	<b>172.40</b>	<b>149.72</b>	<b>63.06</b>	<b>0.00</b>	<b>121.96</b>	<b>507.13</b>

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
<b>TOTAL</b>	<b>1,013.28</b>	<b>829.20</b>	<b>789.60</b>	<b>0.00</b>	<b>0.00</b>	<b>2,632.08</b>
<b>AVG</b>	<b>84.44</b>	<b>69.10</b>	<b>65.80</b>	<b>0.00</b>	<b>0.00</b>	<b>219.34</b>

DOLLARS BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-07	84.44	69.10	65.80	0.00	0.00	219.34
Aug-07	84.44	69.10	65.80	0.00	0.00	219.34
Sep-07	86.94	76.56	72.80	0.00	0.00	236.30
Oct-07	86.94	76.56	72.80	0.00	0.00	236.30
Nov-07	86.94	76.56	72.80	0.00	0.00	236.30
Dec-07	86.94	76.56	72.80	0.00	0.00	236.30
Jan-08	86.94	76.56	72.80	0.00	0.00	236.30
Feb-08	86.94	76.56	72.80	0.00	0.00	236.30
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>690.52</b>	<b>597.56</b>	<b>568.40</b>	<b>0.00</b>	<b>0.00</b>	<b>1,856.48</b>
<b>AVG</b>	<b>138.10</b>	<b>119.51</b>	<b>113.68</b>	<b>0.00</b>	<b>0.00</b>	<b>371.30</b>

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
<b>TOTAL</b>	<b>41.00</b>	<b>48.00</b>	<b>22.00</b>	<b>0.00</b>	<b>48.00</b>	<b>159.00</b>
<b>AVG</b>	<b>3.42</b>	<b>4.00</b>	<b>1.83</b>	<b>0.00</b>	<b>4.00</b>	<b>13.25</b>

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
<b>TOTAL</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72.00</b>
<b>AVG</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>

TIME BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-07	2.00	2.00	2.00	0.00	0.00	6.00
Aug-07	2.00	2.00	2.00	0.00	0.00	6.00
Sep-07	2.00	2.00	2.00	0.00	0.00	6.00
Oct-07	2.00	2.00	2.00	0.00	0.00	6.00
Nov-07	2.00	2.00	2.00	0.00	0.00	6.00
Dec-07	2.00	2.00	2.00	0.00	0.00	6.00
Jan-08	2.00	2.00	2.00	0.00	0.00	6.00
Feb-08	2.00	2.00	2.00	0.00	0.00	6.00
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.00</b>
<b>AVG</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>	<b>0.00</b>	<b>0.00</b>	<b>9.60</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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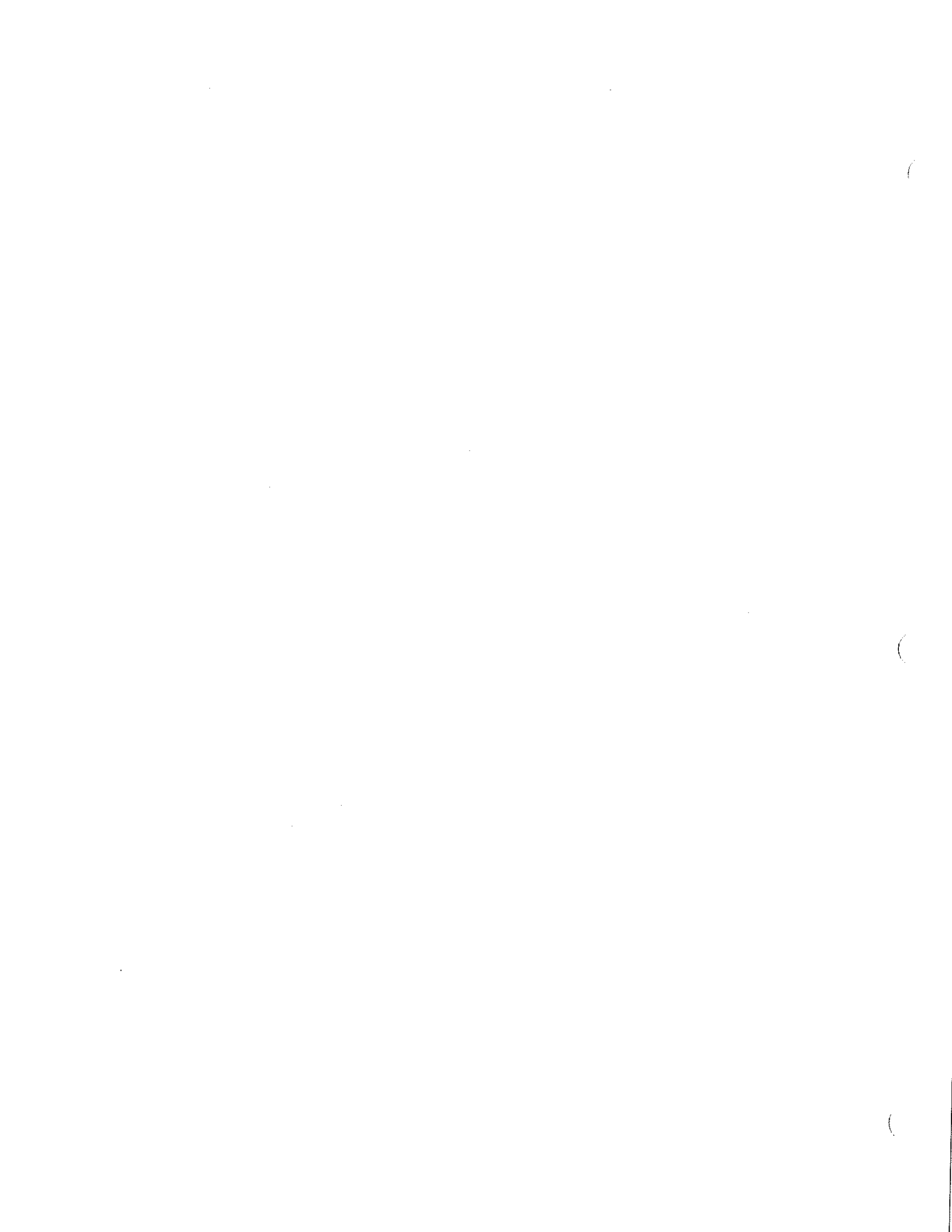
**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Status Report on Partnerships with Community Organizations  
**DATE:** February 19, 2008

**BACKGROUND:**

The Status Report on Partnerships with Community Organizations for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

**RECOMMENDATION:**

Receive & File.




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Status Report on Active Grant Applications   
**DATE:** February 19, 2008

**BACKGROUND:**

The Status Report on Active Grant Applications for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

**RECOMMENDATION:**

Receive & File.




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Poet Laureate Report  
**DATE:** February 19, 2008

**BACKGROUND:**

The Poet Laureate Report for the month of January 2008 is not yet available. It will be presented at the March 17, 2008 Library Board meeting.

**RECOMMENDATION:**

Receive & File.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Transmittal of Placentia Library District Policies as adopted by the Library Board of Trustees  
**DATE:** February 19, 2008

**BACKGROUND:**

The following policies were adopted as amended by the Placentia Library District Board of Trustees at its meeting on January 15, 2008 and are ready for insertion in the Policy Manual:

- 2020 -- Vacations
- 2040 -- Sick Leave
- 2110 -- Health and Welfare Benefits
- 2115 -- Volunteer Workers' Compensation Insurance
- 2120 -- Educational Assistance
- 2125 -- Notary Public Training Services
- 2130 -- Pay Periods and Distribution of Pay Checks
- 2160 -- Authorized Leave
- 2170 -- Performance Evaluation
- 2220 -- Equal Employment Opportunity
- 2325 -- Library Aide

**RECOMMENDATION:**

Receive & File.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Vacations  
**POLICY NUMBER:** 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 2040

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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