

Placentia Library



District

Library Board of Trustees

Unusual Meeting

October 15, 2007

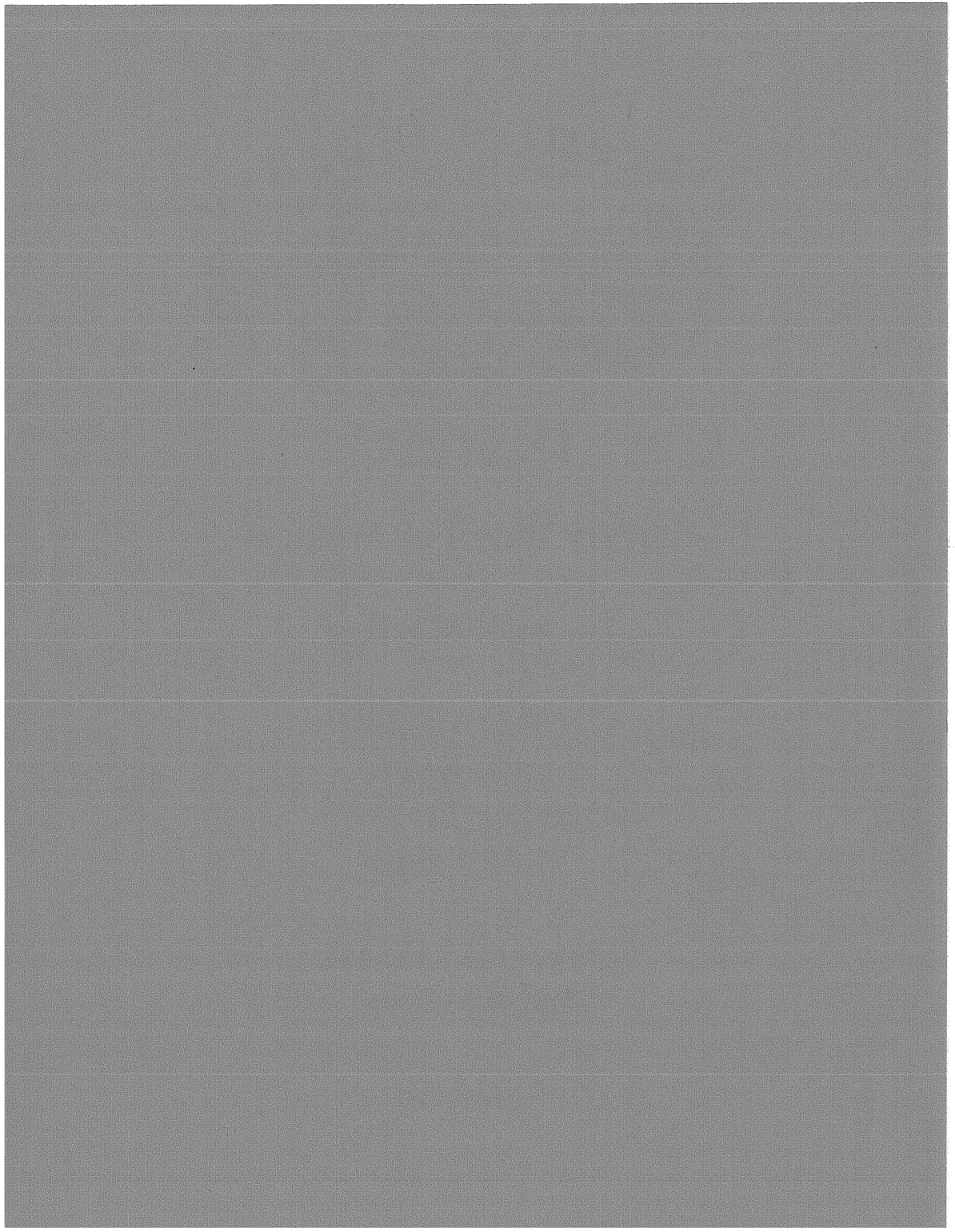
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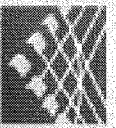
October 24, 2007

5:30 P.M.

Placentia Library
History Room

Goodson





Munifinancial
People Count

Placentia Library District Development Impact Fee Study

October 24, 2007

Marshall Eyerman
Principal Consultant



**Project
Management
Analysis**

**Data
Management**

Information

People Count

Study Objectives

- Determine most effective use of impact fees within overall capital improvement program
- Determine the maximum justifiable contribution from new development (fee schedule)
- Develop a defensible nexus justification based on “reasonable relationship” and “deferential review” legal standards
- Document all findings and conclusions in compliance with Mitigation Fee Act

Need for Impact Fees

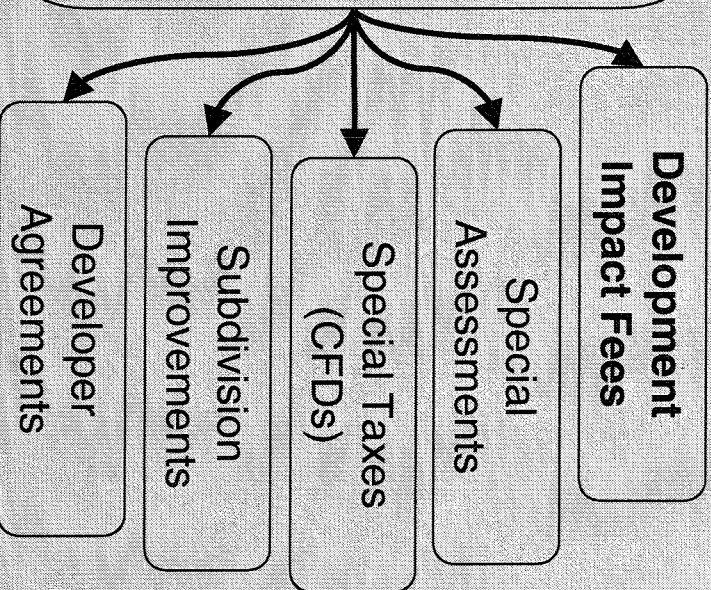
External Forces
(Constrain Funding)

1. Tax limitation
(Props. 13, 62, 218)
2. Declining voter support
3. State & federal aid reductions
4. State revenue shifts (ERAF)

Local Policy Responses
(Shift Burden)

- ▶ Land use ("fiscalization")
 - Zoning for high value homes, retail, & jobs
 - Fiscal "triggers"
- ▶ **Development exactions**
 - **Funding for facilities & services**
- ▶ Economic development incentives & subsidies
 - Retail attraction
 - Redevelopment

Implementation
(Impose Exactions)



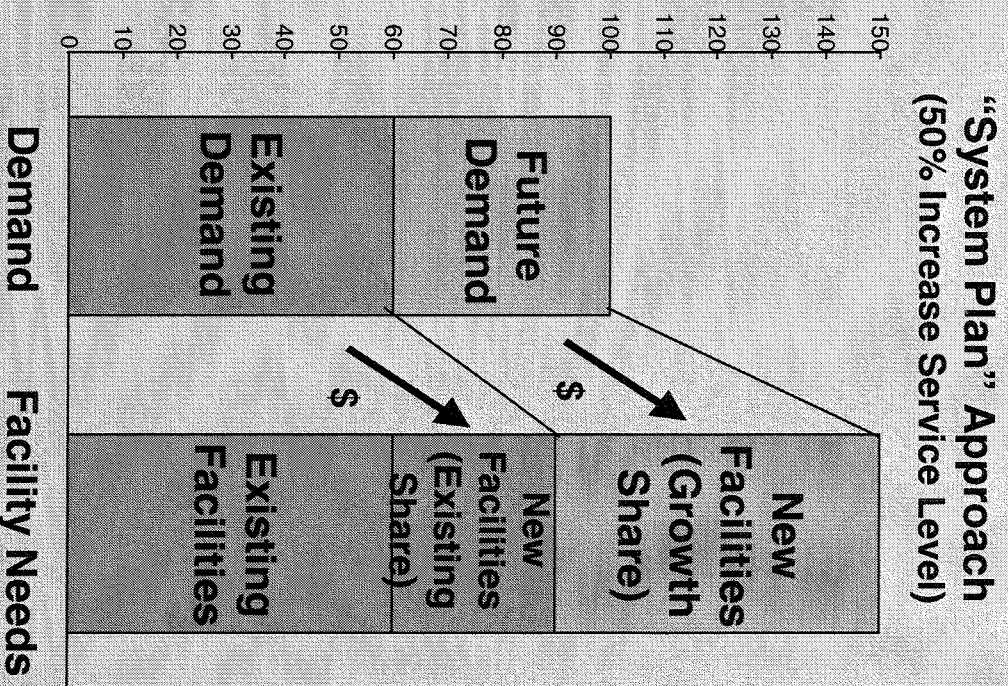
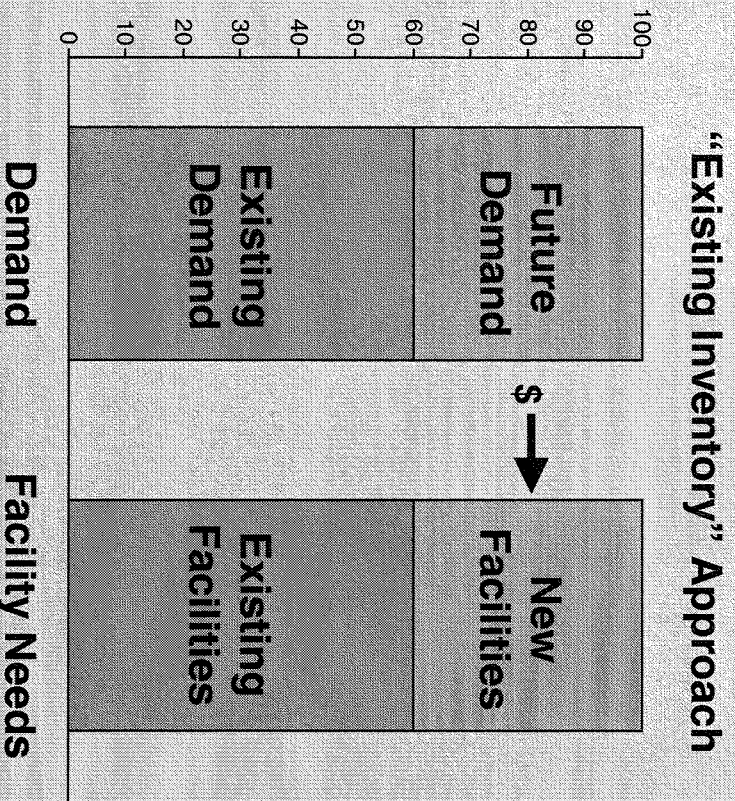
Impact Fee Overview

- What are development impact fees?
 - ✓ A type of exaction imposed on development to fund the facilities required to accommodate growth
 - ✓ Adoption:
 - Requires Library Board, City Council, and County Board approval
 - Does not require property owner or voter approval
 - Statutory findings based on nexus study
 - ✓ Use of funds
 - Only capital costs
 - Not maintenance or operations

Mitigation Fee Act Findings (Govt. Code §66001)

- Purpose of fee
 - ✓ Reference General Plan goals and objectives
 - ✓ Maintain existing levels of service
- Use of fee revenue
 - ✓ General description, maintain flexibility
- “Dual Nexus”
 - ✓ **Need:** Development \approx Need for facilities
 - ✓ **Benefit:** Development \approx Use of revenue
- **Rough Proportionality:** Fee amount \approx development's share of facility costs

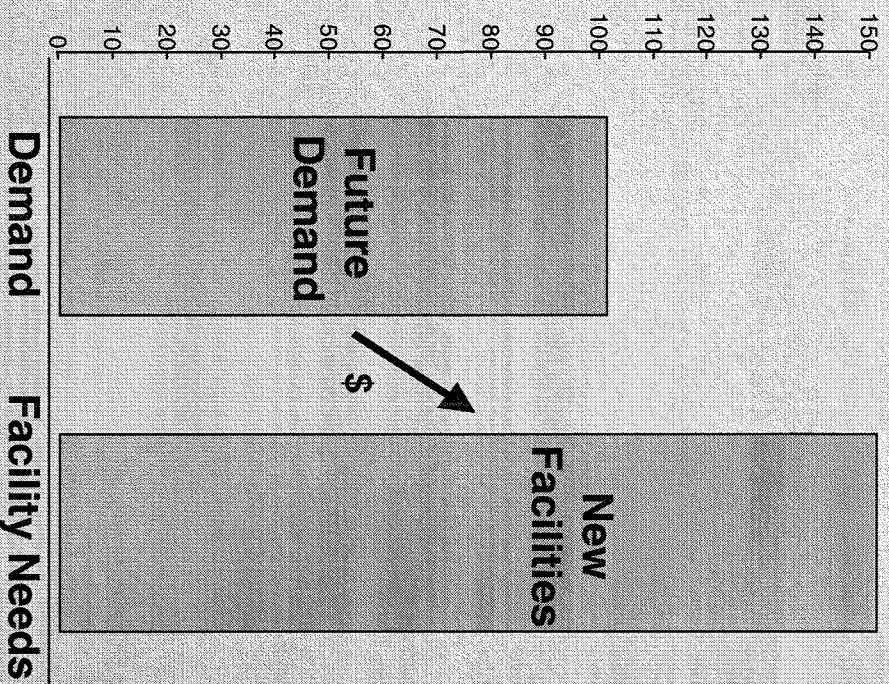
Maintaining Standards vs. Raising Standards



“Planned Facilities” Approach:

When Needs Are Solely Due to Growth

“Planned Facilities” Approach



- Planned facilities not needed BUT FOR new development
 - Use engineering models to demonstrate need for facilities to serve growth
 - Usually applicable for traffic & utility fees
 - Problem of forcing “last one in” to pay high marginal costs
 - May also have deficiencies that must be funded by alternative revenues

Development Projections

	2007	2025	Net Growth
City of Placentia Resident Population	51,294	54,753	3,459
Resident Population Outside City Boundaries	<u>4,844</u>	<u>5,247</u>	<u>403</u>
Subtotal	56,138	60,000	3,862
Employment	18,345	20,065	1,720

Sources: California Department of Finance; Southern California Association of Governments (SCAG); Placentia Library District; MuniFinancial.

Development Projections

	2007	2025	Change
Residents	56,138	60,000	3,862
Employment	18,345	20,065	1,720
Employment Weighting ¹	0.10	0.10	0.10
Weighted Employment	1,830	2,010	170
Total District Service Population	57,968	62,010	4,032

¹ Employment weighting of 0.10 based on estimated use.

Sources: Table 2.1: Placentia Library District; MuniFinancial.

Existing Facilities

<u>Library Land (acres)</u>	
Existing Library Land	2.41
Cost per Acre	\$ 800,000
Total Library Land Costs	\$ 1,928,000

<u>Library Space (sq ft)</u>	
Existing Library Space	22,800
Cost per Square Foot	\$ 700
Total Library Space Costs	\$ 15,960,000

<u>Volumes</u>	
Existing Library Volumes	112,521
Cost Per Volume	\$ 50
Total Volumes Costs	\$ 5,626,100

Total Library Facilities Costs	\$ 23,514,100
Existing Service Population	57,968

Cost Per Capita	
Facility Standard per Resident	\$ 406
Facility Standard per Employee	\$ 41

Proposed Fee Schedule

Land Use	Costs per Capita ¹	Density ²	Fee ¹	Administration Cost ²	Total Fee ¹	Fee Per Sq Ft ³
<i>Residential</i>						
Single Family	\$ 406	3.30	\$ 1,340	\$ 27	\$ 1,367	\$ 0.91
Multi-family	\$ 406	2.66	1,080	22	1,102	1.10
<i>Nonresidential</i>						
Commercial	\$ 41	2.10	\$ 86	\$ 2	\$ 88	\$ 0.09
Office	\$ 41	3.05	125	3	128	0.13
Industrial	\$ 41	1.40	57	1	58	0.06

¹ Per dwelling unit for residential or per 1,000 square feet for nonresidential.

² Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

³ District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

Source: MuniFinancial.

Implementation Issues

- Economic development concerns
 - ✓ Existing deficiencies
 - ✓ Use of other revenue sources to to subsidize fees (CFD, Parcel Tax, Grants, etc.)
- Adoption through City and County
- Automatic inflation adjustment
- Program fee revenues through a CIP

Questions
and
Answers



October 24, 2007

Placentia Library District



Placentia Library District Development Impact Fee Study

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Implementation
(Impose Exactions)

Development Impact Fees

Special Assessments

Special Taxes (CFDs)

Subdivision Improvements

Developer Agreements

Impact Fee Overview

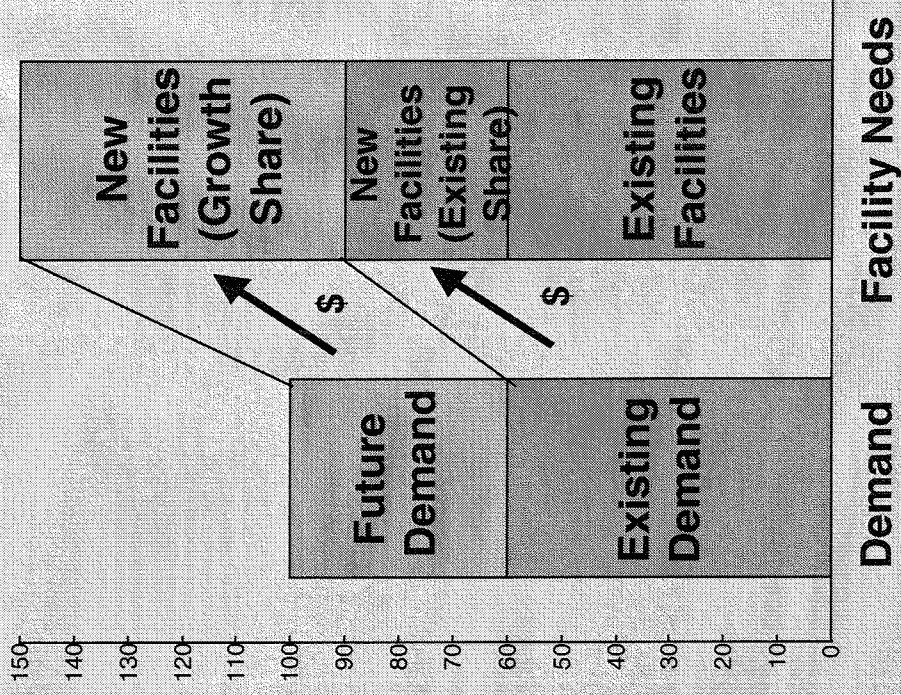
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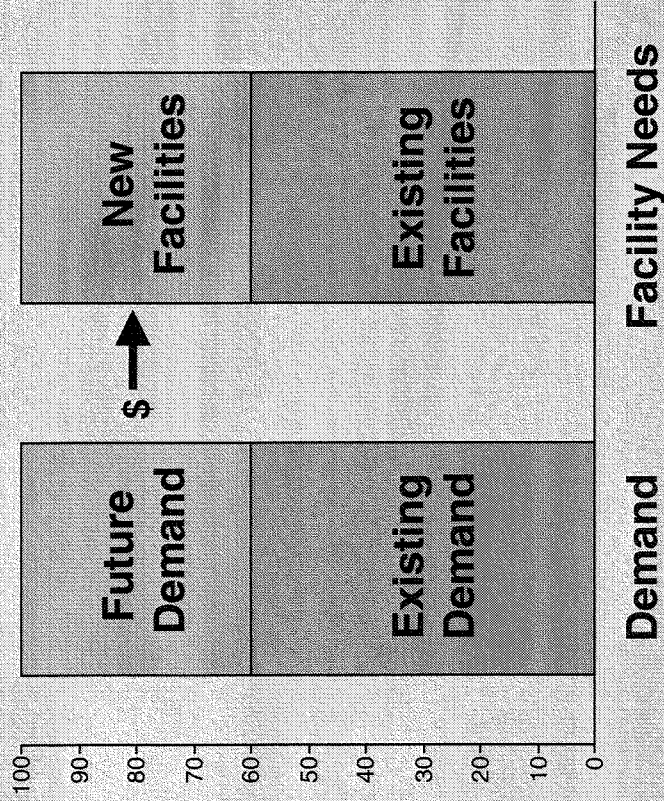
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Maintaining Standards vs. Raising Standards

**“System Plan” Approach
(50% Increase Service Level)**

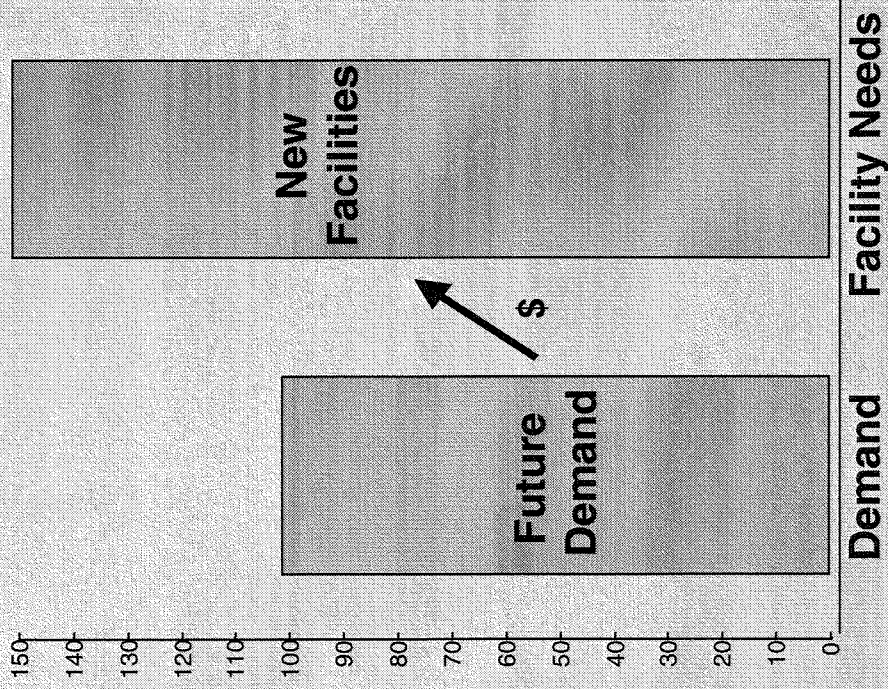


“Existing Inventory” Approach



‘Planned Facilities’ Approach: When Needs Are Solely Due to Growth

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Questions and Answers



October 24, 2007

Placentia Library District

Program Committee Meeting October 3, 2007

Attendance:

Caroline absent (vacation)

Children's Department: no report

Adult Programming: Mary

Animal care program on 10/25. Possible program about either the California detention camps or the Korean war, TBA. Discussed possible Mediterranean music program, TBA. Mary had questions about the cowboy poetry event scheduled for January, 2008. There will be a dinner at the Roundtable Woman's club on Thursday, Jan. 10 and a workshop at the library on Saturday, Jan. 12 from 1 to 4 PM.

We talked about passports using the meeting room on Saturdays. We will invite passports to use the literacy conference area when we have a Saturday event.

History Room: Gary

The new and improved Flood video is ready for public viewing. Ten copies are ready. We talked pricing the video. We thought that a minimum donation of \$25.00 was reasonable. Gary and Pat Irot are working on a calendar of events, including a series of local authors receptions. The foundation will be invited to support these receptions. The dates will be selected by the history committee and the library.

The Valadez reception is scheduled for Thursday, Nov. 8 at 7PM. The oral history will be presented to the history room. CSUF and the Library Historical Committee are partners in this event.

There will be a reception on Jan. 12, 2008 to introduce Girl Scouts to the history room.

On March 1st 2008 there will be a "reunion" with Placenza, Italy our sister city.

There will be a West Attwood Yacht Club event on Aug. 25, 2008.

Other programming: Dixie

Dixie discussed the Brea Wellness fair and upcoming wellness events including flu shot clinics. Flu shots are scheduled for 11/8 at the Backs Building; 11/9 in Brea and 11/10 at Placentia Linda Hospital.

Dixie donated the book, "The Story of Painting", in memory of her late husband, Gordon.

Poetry Programming: Meredith

There will be a poetry reading on Saturday, Oct. 27, 2007 from 1-3. The theme will be "things that go bump in the afternoon" poetry related to Halloween. We talked about a possible poetry event for the Topaz/Tuffree homework club. The theme will be Hip/Hop poetry.

We will order a poster/sign to inform library patrons about poetry events and the noise that they may create.

Meredith will post a link to her website on the poet laureate page of the library's website.

Volunteer Programming: Lois

Homebound Read is scheduled to kick off by Nov. 1

Lois has HS volunteers lined up to become library monitors

Tutoring and Homework Clubs: Toby/Nadia

Library homework club has started.

Topaz/Tuffree will begin on Oct. 8.

HIS House has already started

Miscellaneous: Committee

Future program meetings will be scheduled for the 2nd and 4th Wednesdays of the month at 1:30PM.

Community Calendar

Submit events to Toby by first Tuesday of the month for the subsequent month.

ALL programs and events must be put on the calendar.

Next Meeting: Wednesday, October 24, 2007 at 1:30PM

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

6020.1 General.

6020.1.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.12.1 Users ~~of these services~~ are required to enter their Library Card or ~~Guest Pass~~ number and PIN ~~register initially at the Reference Desk.~~ Reservations may then be made at the reservation station, or at any unused Internet PC.

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6020.12.2 Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC, ~~and will be given a ten (10) minute notice if another patron is waiting to use that machine.~~ These is a maximum of three (3) hours use per day.

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6020.12.3 No more than two (2) ~~people~~ individuals per terminal, ~~Some terminals may be restricted to one (1) only person.~~

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6020.12.4 Only web-based email (~~i.e.e.g.~~ Hotmail, ~~or~~ Yahoo! Mail) is available.

6020.12.5 ~~For security reasons,~~ Downloading materials from the Internet onto the computer hard drive is not allowed ~~for security reasons.~~ However, ~~Files~~ may be printed or saved to ~~3 1/2 inch floppy disks~~ a USB flashdrive.

6020.12.6 Patrons under the age of eighteen (18) will have access to "filtered" Internet only. ~~Unfiltered access is available to adult patrons upon request. Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with a valid adult Placentia or Anaheim Library card.~~

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

6020.12.87 No personal peripherals may be attached to Library computers other than a USB flashdrive or headphones.

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BROWNING
DAY MULLINS
DIERDORF
ARCHITECTS



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PSA Dewberry



SPONSORED BY:

Stay tuned for registration information in future issues of Library Journal and on LibraryJournal.com

For immediate questions, contact:
Krista Rafanello, krista.rafanallo@reedbusiness.com

CRITERIA Design Institute is open to librarians who are in the bond, pre-bond, or early planning stage. Admission is FREE.

LOCATION Harold Washington Library Center
Chicago Public Library
400 S. State Street
Chicago, IL 60605

TIME 10 AM - 7 PM

DATE December 11, 2007

Now in its second year, this one-day seminar brings librarians together with leading architects, designers, and vendors for a day of presentations, interactive discussions, and innovative problem-solving on library space, design, and construction — with a special focus on green design. Are you considering a new building project? Are you in the fundraising or pre-bond stage, or in the early planning process? The Design Institute will help you reenvision elements of your library with experts on the multi-service needs of the 21st century institution.

LIBRARY JOURNAL'S DESIGN INSTITUTE will take place in December 2007 at the Chicago Public Library.

DETAILS COMING SOON

SAVE THE DATE!

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Chicago Public Library Hosting L's Design Institute '07: Going Green

by Michael Rogers - Library Journal, 10/9/2007 5:51:00 AM

The Chicago Public Library's Harold Washington Center will play host to L's free Design Institute 2007: Going Green on December 11. Like the smash inaugural Design Institute held in the Queens Library's Flushing branch in 2006, this one offers 100 librarians considering a new building project or renovation, in the fundraising or pre-bond stage, or in the early building process an opportunity to join L, architects, and vendors for a free, full-day seminar discussing the latest developments, cost concerns, and cutting-edge solutions. Following the initial Design Institute's proven formula, participants will break out into smaller groups led by architects to focus on specific design challenges based on real-life projects submitted in advance by attendees. Click for registration info.

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InfoTech: Ingram's MyLibrary Conducting JISC Ebook study

Mercer Appointed Ex Libris President

Sponsored Links

H.W. Wilson : Give your staff and patrons access to historical library information with our online database

EBSCO : Simplify your e-journal package management with proven systems for acquisition and maintenance

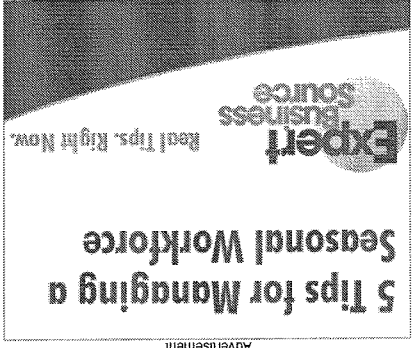
Ex Libris : Ex Libris form partnership to develop revolutionary end-to-end digital collection preservation system

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CRITICAS

Prepared for the "Employee Appreciation" dinner October 7, 2007:

While these are lovely pins, they don't make me feel appreciated. In fact, month after month, year after year the Library Trustees have made it clear that they begrudge every dollar the staff members receive and every day they get off. People ask me if, after 30 years, I'm going to retire. With all of \$75,000 in my pension, I'll have to work until I'm 106! I understand that the Library Trustees are elected to serve the public. However, the public is better served by a happy staff than by a resentful one.

While you may think we work in a lovely little bubble, cushioned from the real world, I beg to differ. I have had two different patrons, one in the hotel business and the other a psychiatric nurse, watch me serve patrons at the Reference Desk and just shake their heads and say, "I don't know how you deal with the people who come in here."

So next time you look at the Library service hours or staff members' salaries or anything else that affects the staff, remember there is more to opening the Library than just unlocking the doors.

AGENDA

UNUSUAL MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, October 24, 2007






5:30 P.M.

Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

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

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

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report

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. The preliminary minutes of the October 7, 2007, PLFF Board of Directors Meeting are included in the Agenda Book.

Response to the proposed Memorandum of Agreement presented to the Placentia Library Friends Foundation Board of Directors by the Library Board of Trustees. The PLFF Board has reviewed the MOA and is returning it to the Library Board with some suggestions for changes.

Presentation: Representative of the PLFF Board of Directors
Recommendations: Action to be determined by the Library Board of Trustees

8. Upcoming Trustee meetings and events.

CONSENT CALENDAR (Items 9 – 41)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9–41 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 September 17, 2007 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

No Nonstandard Claims were processed during this report period.

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

Claim 5036 by Minter/Shkoler, 5037,5038,5039 by Minter/Turner, and 5040, 5041, 5042, 5043, 5044, 5045, and 5046 by Minter/DeVecchio for a total Current Claims for Fiscal Year 2007-2008 of \$93,165.22 for Fund 707.

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

Current Claim for Fiscal Year 2007-2008: 5047 for a total Current Claims of \$2,465.49; and Payrolls #10 (11/7/07) for \$49,472.00, and #11(11/21/07) for \$49,472.00 for a total for Payrolls of \$94,944.00, for a combined total of Current Claims and Payrolls for Fiscal Year 2007-2008 of \$97,409.49 from Fund 707.

13. FY2007-2008 Cash Flow Analysis through September 17, 2007; the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 14 – 19)

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

GENERAL CONSENT REPORTS (Items 20 – 30)

20. Building Maintenance Report for September 2007. (Receive & File)
21. Personnel Report for September 2007. (Receive, File, and Ratify Appointments)
22. Volunteer Reports for September 2007. (Receive & File)
23. Circulation Report for September 2007. (Receive & File)
24. Legislative Reports from the California Special Districts Association. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. 2006-07 California Public Library Survey for Placentia Library District, as transmitted to the California State Library on September 26, 2007. (Receive & File)
30. Report on the Staff Appreciation Dinner held on October 5, 2007. (Receive & File)

STAFF REPORTS (Items 31 – 41)

31. Library Director's Report. (Minter)
32. Program Committee Report for September 2007. (Roberts)
33. Children's Services Report for September 2007. (Gurkweitz)
34. Placentia Library Literacy Services Report for September 2007. (Roberts)

35. Reference and Adult Services Report for September 2007. (Strazdas)
36. History Room Report for September 2007. (Bell)
37. Placentia Library Web Site Report for September 2007. (Napier)
38. Technology Report for September 2007. (Napier)
39. Publicity Materials Produced in September 2007. (Gomez)
40. Safety Committee Minutes for September 2007. (Matas)
41. Ad Hoc Marketing Committee for Developing a Branding Strategy, status report for September 2007. (Napier)

CONTINUING BUSINESS

42. 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.

43. Presentation of Library Facilities Impact Fee Report by Marshall Eyerman, MuniFinancial.

Presentation: Library Director

Recommendations: Finalize and approve the Development Impact Fee Study; and

Authorize the Library Director and Library Board President to initialize the process with the City of Placentia and County of Orange to formalize the fees and conduct the public hearings; and

Authorize the use of staff from MuniFinancial to assist with the presentation of the Placentia Library District Development Impact Fees Study to City and County staff and governing officials on a time and materials basis.

44. Final Reading of Placentia Library District Policy 2030 – Holidays, to reflect the addition of the Martin Luther King holiday, deletion of the provision for closing on the Sunday before Monday holidays, and reinstatement of the Floating Holiday accrued in April (the Birthday holiday).

Presentation: Library Director

Recommendations: Adopt Placentia Library District Policy 2030 as presented on October 15, 2007.

NEW BUSINESS

45. Revision of Placentia Library District Policy 6020 – Internet Access Policy

Presentation: Manager of Technical Services

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

46. Determine whether to invite a representative from Tramutola (tax measure consultants) to make a presentation to the Library Board on the steps and costs involved in preparing for a successful tax measure, suggest several dates for this meeting, and determine who should participate in this work session and discussion.

Presentation: Library Director

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

ADJOURNMENT

47. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 19, 2007 at 6:30 P.M.
48. Set date for Library Board Work Session for review of Placentia Library District Policy Manual, Section 4000, Personnel. *thursday before Thanks Giving*
49. Review of Action Items. *10-11*

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

51. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the October 15, 2007 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 11, 2007.



Placentia Library Board Calendar

October 2007 - September 2008

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October

- 2 CSDA Annual Conference, Portola Plaza Conference Center, Monterey, through Oct 4
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer
- 13 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 14 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 30 7:15 AM Placentia Chamber of Commerce Breakfast
- 26 CLA/CALTAC Conference, Long Beach, through Oct 29
- 28 11:30 AM CALTAC Awards Luncheon, Convention, Long Beach

November

- 13 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday
- 13 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 18 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 19 6:30 PM Library Board Meeting
- 22 Library Closed for Thanksgiving/Staff Holiday
- 29 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

December

- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 14 6:30 PM Chamber of Commerce Citizen of the Year Breakfast
- 17 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

January

- 10 5:30 PM Chamber Mixer
- 5:30 PM PLFF Midwinter Western Dinner, Placentia Round Table
- 11 ALA Midwinter Meeting, Philadelphia, through Jan 16

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January

- 12 Cowboy Poetry Workshop, Library Meeting Room (Time to be determined.)
- 13 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
Library Closed for Martin Luther King Holiday/Staff Holiday.
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

February

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 11 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting
3:00 AM Library Closed for Presidents Day/Staff Holiday
- 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
- 13 5:30 PM Chamber Mixer
- 17 6:30 PM Library Board Meeting
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast

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April

- 10 5:30 PM Chamber Mixer
- 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
- 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, Irvine Ranch Water District, 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
- 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
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 21 6:30 PM Library Board Meeting

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Placentia Library Board Calendar

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July

- 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, Irvine Ranch Water District, Trustee Turner

August

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 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
- 14 Placentia Library Foundation Incorporated in 1994
1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
7:15 AM Placentia Chamber of Commerce Breakfast

Apr 2008

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PLACENTIA LIBRARY FRIENDS FOUNDATION
MINUTES OCTOBER 8, 2007

The meeting was called to order at 7:00 pm by Vice-President, Ben Boelman. The following members were present: Brenda Benner, Ben Boelman, Bill Dooley, Tammie Haugen, Barbara Hemmerling, Camille Himes, Ginny Sanatar, and Nancy Lone-Tollefson. The representative from the Trustees was Al Shkoler. Library Staff present: Elizabeth Minter, Jim Roberts, Yesenia Gomez and Wendy Goodson. Brenda Benner introduced Glennis Clancy. She is a faithful volunteer in the Book Store and is interested in the Friends Foundation.

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

FINANCIAL REPORT-Minutes of the September 27,2007 Finance Committee meeting are filed with these current minutes. 1) \$6,000 transferred to ING account. 2) The following two bills were approved for recommendation by the PLFF Board of Directors.

1. LTSC Apparel—200 Canvas tote bags \$272/36
2. National Committee on Planned Giving-Membership Renewal \$200

Brenda Benner made a motion to pay these two bills. The motion was seconded and carried.

TREASURER: As of October 8, 2007, assets in the checking account totaled \$73,474.34. PLFF has total assets as of October 8, 2007 of \$227,435.84

FINANCIAL SECRETARY: Total deposits for September 2007 were \$1,826.60

PAYMENT OF BILLS: Camille Himes moved, and it was seconded, that the following bills be paid:

1. Minuteman Press-Adopt A Book and Endowment Posters \$172.40
2. Placentia Historical Committee - 10 Early Placentia Books \$120.00
3. Georgette Baker-Storyteller \$140.00
4. Elizabeth Minter-Reimbursement for Donor Reception expenses \$26.71
5. Stelter-1,000 custom envelope enclosures \$631.95

This motion was approved. Camille Himes made a motion that Georgette Baker be paid each month on receipt of an invoice, until the end of the fiscal year. Ginny Sanatar seconded this and the motion carried.

COMMITTEE CHAIR REPORTS

Bookstore/Volunteers- Nancy Lone-Tollefson-1) \$45 was made on the Silent Auction in September. 2) A donation of a complete set of Happy Hollister books was sold on e-bay. The profit will be approximately \$250.

Membership- The membership committee will be represented at Heritage Days with information and books to those that join. The membership campaign letters will be sent the end of October or first of November.

Board Development- Brenda Benner. 1) The Board Development meeting is now planned for Saturday January 19, 2008 from 9:30-1:30. 2) Brochures were available with dates and information on The Board Chair Academy. This is highly recommended by Brenda. It calls for a commitment of 4 Saturdays early in 2008. 3) Camille Himes moved and Barbara Hemmerling seconded the adoption/approval of the Memorandum of Understanding. The changes made were minor verbiage and printing errors. The motion carried.

Program- Ginny Sanatar- 1) Western Round-up Dinner on January 10 from 5:30-9:00 at the Placentia Round Table \$45 per person. Music and speakers are being planned. 2) Author's Luncheon- Tammie Haugen has gone to Alta Vista to meet with the new banquet manager. Elizabeth will have an author soon.

Publicity and Publications- Yesenia Gomez-1) A sign has been placed by the new copy machine crediting the gift. 2) The Library pages have been prepared for the winter edition of the Placentia Quarterly.

Foundation- Ben Boelman-1) Ben shared a print out of hits on our Web Site. Usage has been quite good considering how recently it was started. 2) Annual Giving Campaign resulted in \$10,114.93. After expenses the net was about \$7,500. 3) Donor Reception - 220 were invited, 70 in attendance. There was quite a discussion about level of donation eligible to receive an invitation to this event. The consensus was to leave it at \$100 and to have a similar event at the same time next year. Nancy Lone-Tollefson was complimented on the decorations and food. 4) Brenda Benner made a motion to approve the continuation of payment of dues and meeting registrations for the Library Director, and meeting registrations for the Foundation Chair to participate in the Planned Giving Round Table of Orange County in fiscal year 2007-2008. This was seconded by Barbara Hemmerling and motion was carried.

Trustees' Report—Camille Himes. The library will no longer be closed on the four Sundays before the four Monday legal holidays. The library serves a great community need on Sundays.

Library Staff Report: 1) Jim Roberts – Jim shared a chart showing the way our Literacy Program compares to Like Sized Libraries and a Statewide Average. Out of nine categories we surpassed the Like Sized Libraries in seven. Even in comparison to Statewide (including huge systems like L. A. City) we ranked better in 5 areas. Jim gave a little history of the Literacy Program at our site that began in 1984. He mentioned that Yesenia Gomez first came to our library as a literacy volunteer tutor. This month's library badge highlights literacy. 2) Elizabeth Minter—the Library Board will have a speaker on Facility Planning. Elizabeth explained that planning for a Capital Campaign is very different than working toward a tax increase. 3) Yesenia Gomez will be working on membership at the Heritage Days Celebration.

Announcements-It was asked if the merger is legally complete. Elizabeth answered that the 6-8 month time line has not passed. She has not heard further.

Monday November 12 is a holiday. The next meeting will be Tuesday, November 13, 2007 at 7 P.M.

The meeting was adjourned at 8:10.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Response to the proposed Memorandum of Agreement presented to the Placentia Library Friends Foundation Board of Directors by the Library Board of Trustees.

DATE: October 15, 2007

BACKGROUND

At its regular meeting on October 8, 2007 the Placentia Library Friends Foundation (PLFF) Board of Directors received a report from its Development Committee concerning its review of the Proposed Memorandum of Agreement between it and the Library Board of Trustees on September 19, 2007. The PLFF Development Committee recommended several changes to the Library Board's proposal that they believed added greater clarity to several of the provisions.

The PLFF Board of Directors approved the document as amended and is now sending it back to the Library Board of Trustees for concurrence. If the proposed changes are agreeable to the Library Board of Trustees the PLFF President and Secretary are authorized to sign the document.

The MOA as approved by the PLFF Board of Directors at its meeting on October 8, 2007 is Attachment A.

The PLFF Board of Directors expressed its appreciation to the Library Board of Trustees for researching and organizing the MOA as part of its contribution to the merger process.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

agreement

MEMORANDUM OF ~~UNDERSTANDING~~
Placentia Library Friends Foundation
Placentia Library District
February 28, 2007

1
2
3
4
5
6
7 **1. Introduction.** The Placentia Library Friends Foundation (the "Friends")
8 is a nonprofit organization, qualified under Section 501(c)(3) of the Internal Revenue
9 Code. The Friends is governed by a Board of Directors elected by its members. As a
10 volunteer organization, the Board of Directors is responsible to its members and donors
11 who provide financial and in-kind resources for the Friends' programs in support of the
12 Placentia Library District (the "Library").

13
14 The Friends recognizes that the Library is an independent district governed by a
15 five member Library Board of Trustees, whose members are elected in accordance with
16 state statute.

17
18 **2. Mission/Purpose.** The vision of the Placentia Library District is to
19 inspire exploration, open minds and bring people together. The purpose of the Placentia
20 Library District is to provide services and materials to our ever changing and diverse
21 community. To accomplish this goal, the Library will: Provide a qualified staff to
22 acquire, organize, and maintain a collection of print and non-print materials in an easily
23 accessible facility and assist the public with its use; provide literacy outreach and services
24 to the community; provide a special collection to document and preserve Placentia's
25 history and authors; and present programs and provide technology access to everyone in
26 order to promote reading and lifelong learning.

27
28 The purpose of the Placentia Library Friends Foundation is to assist Placentia's
29 public library through the enhancement of library programs, developing and managing
30 capital and endowment projects, promoting volunteer programs, and providing
31 educational and cultural opportunities for its membership and library users.

32
33 **3. Programs.** The Library owns its facilities and collections and is
34 responsible for its operating budget and basic financial needs. The Friends through its
35 members and donors, and in consultation with and the approval of the Library Director
36 and Trustees, underwrites specific programs which enhance the quality and effectiveness
37 of the Library as well as promotes increased attendance and revenue. These programs
38 may include, but are not limited to: capital projects and new construction; additions to
39 collections; educational programs, public relations, marketing and advertising programs,
40 community wide special events; and professional staff development.

41
42 **4. Fundraising.** The Friends develops and implements fundraising
43 programs in concert with and subject to the approval of the Library Board of Trustees.

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1 To accomplish this, the Friends solicits and manages gifts for operations, endowments
2 and special projects. With funds from membership dues as well as contributions from
3 donors, the Friends provides substantial annual support for the Library.

Deleted: annual support for the Library is provided

4
5 **5. Friends' Responsibilities.** The Board of Directors is responsible for
6 disbursing funds to the Library for the purchase of materials and support of programs.
7 Written documentation will be maintained for each disbursement including, but not
8 limited to, the date, the amount and the purpose of the disbursement and to whom paid.
9 This documentation will be made available for review upon the request of the Library. In
10 addition, an annual report will be provided to the Library that includes an itemization of
11 funds received, disbursements made and a statement of assets on hand. The Library may
12 examine the books and records of the Friends with respect to receipts and disbursements
13 made on its behalf, upon reasonable notice during normal business hours. Furthermore,
14 the Friends will provide the Coordinator of Development & Volunteer Services with a
15 petty cash fund. The Library Board of Trustees may request a formal audit of the
16 Friends' accounts.

17
18 **6. Library's Responsibilities.** The Library staff and Trustees may develop
19 and supervise projects funded by the Friends to ensure compliance with the Library's
20 mission and purpose. Funds received from the Friends may be expended only for the
21 purposes for which they are allocated to the Library. The Library will furnish the Friends
22 with an annual report for all grants made to the Library by the Friends. The Friends may
23 examine the books and records of the Library with respect to any funds transferred to the
24 Library by the Friends upon reasonable notice during normal business hours.
25 Furthermore, the Trustees agree to supply the Friends with staff and a donor database to
26 assist with publications and activities. The Library also grants to the Friends the use of
27 the Library's name and facilities for activities.

Deleted: all Friends projects

28
29 **7. Friends Board of Directors/Library Representations.** A member of
30 the Placentia Library Trustees and the Director of the Library or designee, shall serve as
31 voting, ex-officio members of the Friends Board of Directors.

32
33 **8. Relationship between the Library Director and the Friends.** The
34 Friends will support efforts by the Library Director to fulfill the Library's mission. The
35 Library Director will support and participate in Friends' activities and projects including
36 special events, volunteer activities and fund raising. The Friends, Trustees and staff will
37 work together in harmony to accomplish mutually established goals and objectives that
38 benefit the Library.

39
40 **9. General.** The Friends and its Board of Directors have no right or
41 authority to obligate the Library without its expressed consent. The Library Board of
42 Trustees and its Library Director have no right or authority to bind or obligate the Friends
43 without its expressed consent.

1
2 10. **Amendments.** This Memorandum may be amended, supplemented
3 or terminated only by and with the consent in writing of all the parties.
4

5 WHEREFORE, the parties hereto have executed and delivered this Memorandum
6 | as of the date and year written.

Deleted: first above

7
8
9 PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY FRIENDS
FOUNDATION

10
11
12 By: _____
13 Its: Library Director

By: _____
Its: President

14
15 By: _____
16 Its: President, Board of Trustees
17

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: October 15, 2007

Trustee Events and Meetings

October 15, Monday, 6:30 P.M.	Library Board Meeting
October 25, Thursday, 7:30 A.M.	Placentia Chamber of Commerce Breakfast with Assemblyman Mike Duvall
9:00 A.M.	Orange County Council of Governments, OC Sanitation District, Trustee Wood
October 26-29	CLA/CALTAC Conference, Long Beach
October 28, Monday, 11:30 A.M.	CALTAC Awards Luncheon, Convention, Long Beach
November 11, Sunday	Library Closed for Veterans Day/Staff Holiday
November 13, Tuesday, 5:30 P.M.	Chamber Mixer, Stephens Kinan Insurance
7:00 P.M.	Placentia Library Friends Foundation Board of Directors Meeting
November 18, Sunday, 1:00 – 4:30 P.M.	PLFF 2nd Sunday Book Sale
November 19, Monday, 6:30 P.M.	Library Board Meeting
November 22, Thursday	Library Closed for Thanksgiving/Staff Holiday
November 29, Thursday, 11:30 A.M.	ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

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

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 17, 2007, at 6:30 P.M.

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

Members Absent: None

Others Present: Friends Foundation Treasurer Camille Himes

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

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

PRESIDENT REPORT President Shkoler reported that he attended the Boys/Girls Club Golf Tournament on August 20th, 2007.

FRIENDS FOUNDATION REPORT Placentia Library Friends Foundation Treasurer Camille Himes reported that the PLFF Finance Committee convened by email on August 23, 2007.

TRUSTEE REPORTS Trustee Wood had nothing to report at this time.

Trustee DeVecchio and Secretary Turner reported they attended the Independent Special District of Orange County on August 30, 2007

Trustee Escobosa had nothing to report at this time.

PLACENTIA LIBRARY FRIENDS FOUNDATION (PLFF) Camille Himes reported that the PLFF is seeking out authors for the Author's Luncheon in March 2008. The membership campaign is planned to begin in November 2007.

CONSENT CALENDAR It was moved by Secretary Turner and seconded by Trustee Wood approve Agenda Items 9-43 except items 21, 29, 33 and 38.

MINUTES Minutes of the August 20, 2007 Library Board of Trustees Regular Meeting

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

CLAIMS

Claims 5028, 5029, and 50305 by Minter/Turner for a total Current Claims for Fiscal Year 2007-2008 of \$35,127.92 for Fund 707.

Current Claims 5031, 5032, 5033, 5034 and 5035 for total of \$68,340.39 for the Fiscal Year 2007-2008 and Payrolls #8 (10/10/07) for \$49,472.00 and #9 (10/24/07) for \$49,472.00 for \$94,944.39 for a combined total of \$163,284.39.

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

**FINANCIAL
REPORTS**

Financial Reports for August 2007

Office General Ledger & Check Registers for August 2007

Acquisitions Report for August 2007

Entrepreneurial Report for August 2007

Collection Agency Report for August 2007

Gifts Report for August 2007

**GENERAL CONSENT
CALENDAR**

Building Maintenance for August 2007

Personnel Report for August 2007

Volunteer Report for August 2007

Circulation Report for August 2007

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Status report on the preparation of the Impact Fees Documentation For Library Facilities by MuniFinancial.

Placentia Library District Special Districts Financial Transactions Report filed with the State Controller's office on September 8,

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

2007 as prepared by Moreland & Associates, CPA.

Placentia Library District Final Narrative Report for the Library Services and Technology Grant from the State Library of California for the Local History Digital Resource Project as submitted on August 21, 2007.

Request for the California Special Districts Association President For volunteers for 2008 CSDA Committee Appointments.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve Agenda Items 21 and 29:

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve Agenda Item 33:

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve Agenda Item 38:

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

STAFF REPORTS

Director's Report for August 2007

Program Committee Report for August 2007

Children's Services Report for August 2007

Placentia Library Literacy Services Report for August 2007

Reference and Adult Services Report for August 2007

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

History Room Report for August 2007

Placentia Library Web Site Report for August 2007

Technology Report for August 2007

Publicity Materials produced for August 2007

Safety Committee Minutes for August 2007

Ad Hoc Marketing Committee for Developing a Branding Strategy, status report for August 2007

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

**PUBLIC HEARING
FINES & FEES 2007-
2007**

President Shkoler opened and closed the Public Hearing.

It was moved and seconded by Trustee Escobosa and Secretary Turner to Adopt the Placentia Library District Fines and Fees Schedule for Fiscal Year 2007-2008 as presented:

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

It was moved by Secretary Turner and seconded by Trustee Wood to read Resolution 08-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2007-2008 of the Placentia Library District of Orange County by roll call vote.

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

It was moved by Trustee Wood and seconded by Secretary Turner to Adopt Resolution 08-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2007-2008 of the Placentia Library District of Orange County by roll call vote.

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

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Public Library Fund was reduced by the Governor's Office resulting in a cutback in the Placentia Library budget of approximately \$15,000.

Library Director reminded the Board that Assemblyman Mike Duvall will be the featured speaker at the next Placentia Chamber of Commerce Breakfast on October 25, 2007.

**STAFF
APPRECIATION
DINNER**

The Staff Appreciation Dinner is scheduled for Sunday, October 7, 2007 @ 5:30P.M. at Dr. and Mrs. Allan Stark's home. The arrangements are being coordinated by Trustee Wood and the Placentia Library Friends Foundation.

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Turner and seconded by Trustee Escobosa to authorize Library Director Minter to attend the American Library Association Midwinter Meeting in Philadelphia, PA, January 11-14, 2008 at a cost not to exceed \$1,916 to be paid from the General Fund and authorize Library Director Minter and Librarian II Strazdas to attend the Public Library Association Biennial Conference, Minneapolis, March 20-29, 2008 at cost not to exceed \$3,100 to be paid from the General Fund as amended:

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

**WORD OF MOUTH
MARKETING TOPIC
FOR OCTOBER**

Library Director Minter reported that the WOM Marketing topic for October is Placentia Library Literacy Services. The Board received their WOM badges.

**POLICY 2030 -
HOLIDAYS**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to eliminate the closure of the Library on the Sunday before Monday Holidays and reinstate the Floating Holiday accrued in April (the Birthday holiday) by roll call vote:

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

It was moved by Trustee DeVecchio and seconded by Secretary Turner to approve the amendments to Placentia Library District Policy 2030- Holidays as a first reading by roll call vote:

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of September 17, 2007, Regular Date, Page 6.

The Board referred the revised Placentia Library District Policy 2030 – Holidays to staff for comments at the Library Board meeting on October 15, 2007.

**AGENDA
PREPARATION**

Agenda Preparation for the October Meeting will be held on Monday, October 15, 2007 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 17, 2007 adjourned at 7:32 P.M.

NEXT MEETING

The October Library Board Meeting will be held on Monday, October 15, 2007 at 6:30 P.M. in the Library Meeting Room.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 24, 2007

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

None

TOTAL

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
October 24, 2007

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR					
FUND 707	September 18, 2007	5036	707	7,616.13	Minter/Shkoler
	September 25, 2007	5037	707	6,082.80	Minter/Turner
	September 25, 2007	5038	707	14,314.89	Minter/Turner
	September 25, 2007	5039	707	1,409.70	Minter/Turner
	October 11, 2007	5040	707	10,568.93	Minter/DeVecchio
	October 11, 2007	5041	707	15,716.65	Minter/DeVecchio
	October 11, 2007	5042	707	3,917.68	Minter/DeVecchio
	October 11, 2007	5043	707	2,305.99	Minter/DeVecchio
	October 11, 2007	5044	707	6,090.71	Minter/DeVecchio
	October 11, 2007	5045	707	12,730.00	Minter/DeVecchio
	October 11, 2007	5046	707	12,411.74	Minter/DeVecchio
SUBTOTAL FUND 707				93,165.22	
TOTAL BY LIBRARY DIRECTOR				93,165.22	

Prepared by: Wendy Goodson

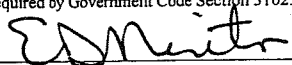
PAID SEP 21 2007

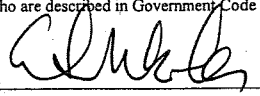
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00692 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	9-12-07/0000885-IN		0306	00		7,616.13		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$7,616.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

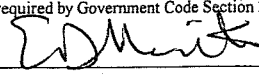
ATTESTED AND/OR COUNTERSIGNED BY

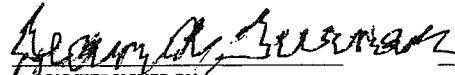
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00692 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	9-12-07/0023475-IN		0352	00		2,041.00		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-20-07/05391188009		2802	00		292.21		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	9-18-07/07-9-1275		1400	00		134.00		
	9-11-07/07-9-1231		1400	00		338.00		
						472.00		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	8-17-07T6956386		0700	00		42.79		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-17-07/800571		1800	00		216.88		
	9-18-07/AN345216		1400	00		122.50		
	9-18-07/AN338295		1400	00		447.00		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	9-17-07/AN333915		1400	00		147.50		
						717.00		
	9-13-07/253545		1800	00		132.03		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-10-07-2943535		1800	00		668.58		
	8-20-07/2921058		1800	00		275.07		
						943.65		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-14-07/401002277		1800	00		51.64		
	9-14-07/400562713		1800	08		63.11		
	9-14-07/401129662		1800	08		133.43		
	9-14-07/401303864		1800	08		49.50		
	9-7-07/400386588		1800	00		113.11		
	9-7-07/400377529		1800	00		113.95		
						524.74		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	9-5-07/4979515		2400	08		700.50		

The claims listed above (totaling \$6,082.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT


DATE 09/25/07
REPORT NO 5038


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
N06749C LRP Dept 170-F, PO Box 24668 West Palm Beach FL 33416-4668	Subscr. Renewal 07-08		1800	00		222.00		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	8-30-07/20070830		1900	00		574.40		
N10223 Watson Label Products 10616 Trenton Ave. St. Louis, MO 63132	9-10-07/07-2152		1800	00		1,905.00		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	9-7-07/200709-27		1900	00		5.00		
N16557 Sprint/Nextel PO Box 4181 Carol Stream IL 60197-4181	9-7-07/0618318545-2		0700	00		128.37		
			0700	08		42.79		
						171.16		
N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb. NLD Conference Sacramento, CA		2600	01		29.58		
			2700	00		61.00		
						90.58		
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	9-13-07/976		1400	00		3,463.49		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	10-01-07/03-095		2200	00		7,044.80		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	9-17-07/20985		1800	00		39.87		
	9-21-07/21006		1800	00		38.79		
						78.66		
N30347 Pcorp Associates 18340 Yorba Linda Blvd Ste 107-PMB 108 Yorba Linda, CA 92886	9-15-07/1690		4000	00		759.80		

The claims listed above (totaling \$14,314.89) 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

DATE 09/25/07
REPORT NO 5039

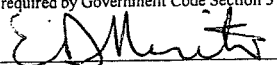
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

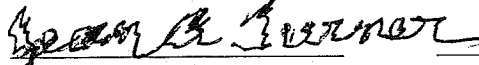
~~RECEIVED~~
~~PLACENTIA LIBRARY DISTRICT~~

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
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	9-18-07/2879		1900	00		540.00		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	9-4-07/Sp Lit		1900	01		229.76	2	
N31383 Par 6 780 North Euclid St 205 Anaheim CA 92801	9-25-07/22		1300	00		120.00		
Mercury Disposal System 1080 N Batavia St Suite Q Orange CA 92867	9-19-07/11816		1400	00		206.55		
JJ Marketing PO Box 238 Placentia CA 92871	9-6-07/1052		1800	08		238.39		
SRP Computer Solutions 101 S Kraemer Blvd Suite 203 Placentia CA 92870	9-16-07/5050		1900	00		75.00		

The claims listed above (totaling \$1,409.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

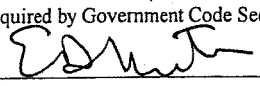
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00692 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	10-4-07/923-IN		0308	00		910.84		
			0309	00		583.49		
			0310	00		369.55		
			0319	00		173.89		
			1900	00		49.05		
						2,086.82		
	10-11-07		0306	00		8,482.11		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$10,568.93) 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 COUNTERSIGN

Page Total

10,568.93

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

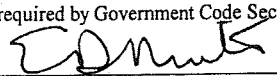
DATE 10/11/07
REPORT NO 5041

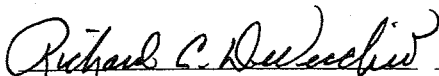
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-2-07-58352		0700	01		15.06		
			1400	00		2,568.67		
			2800	00		7,492.80		
						10,076.53		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	9-26-07/3563400 9-20-07/3691911 9-10-07/3682424 9-10-07/3691594		2400	05		306.45		
			2400	05		82.38		
			2400	01		280.38		
			2400	05		120.01		
			789.22					
N03659F Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	10-15-07/312083-9		2803	00		605.95		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb. 9-12-07to10-4-07		0900	00		17.49		
			1800	00		6.84		
			2700	01		15.00		
			2700	08		15.00		
			54.33					
N03660 Elizabeth D. Minter (Petty Check) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Checks Reimb.		0900	08		530.37		
			1800	00		243.76		
			2700	01		69.78		
			4000	00		188.49		
			1,032.40					
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	10-1-07/145643		1800	00		32.00		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-4-07/T7025426 9-7-07/T7041070		0700	08		59.70		
			0700	01		272.91		
			332.61					
N03828C Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-3-07/X76426350 9-20-07/4006849895 9-20-07/4006849894 9-20-07/4006849893 9-20-07/4006849892 9-20-07/4006849891 9-20-07/4006849890 9-20-07/4006849889 9-20-07/4006849888 9-14-07/4006821238 9-14-07/X76216380 9-14-07/4006755087 9-14-07/4006821237 9-14-07/4006821236		2400	02		37.94		
			2400	01		53.92		
			2400	01		91.24		
			2400	01		201.67		
			2400	01		57.03		
			2400	01		103.98		
			2400	01		18.83		
			2400	01		60.21		
			2400	01		39.48		
			2400	01		95.78		
			2400	02		765.04		
			2400	01		53.16		
			2400	01		1,160.22		
2400	01		55.11					
			2,793.61					

The claims listed above (totaling \$15,716.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

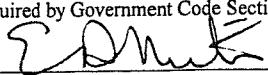
DATE 10/11/07
REPORT NO 5042

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
N03828C Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	9-14-07/4006821235		2400	01		128.25		
	9-14-07/4006821234		2400	01		17.99		
	9-14-07/4006821233		2400	01		17.52		
	9-14-07/4006821232		2400	01		39.48		
	9-14-07/4006821231		2400	01		17.96		
	9-14-07/4006821230		2400	01		18.56		
	9-14-07/4006821229		2400	01		18.56		
	9-14-07/4006803864		2400	01		167.06		
	9-14-07/4006803863		2400	01		55.07		
	9-14-07/4006803862		2400	01		123.92		
	9-14-07/4006803861		2400	01		89.87		
	9-14-07/4006803860		2400	01		102.76		
	9-14-07/4006803859		2400	01		57.19		
	9-14-07/4006803858		2400	01		74.28		
	9-14-07/4006803857		2400	01		18.56		
	9-14-07/4006803856		2400	01		18.56		
	9-14-07/4006808333		2400	01		46.25		
	9-7-07/4006766213		2400	01		18.56		
	9-7-07/4006766212		2400	01		343.34		
	9-7-07/4006766210		2400	01		36.04		
	9-7-07/4006766209		2400	01		95.79		
	9-7-07/4006755055		2400	01		35.96		
	9-7-07/4006755054		2400	01		181.57		
	9-7-07/4006755053		2400	01		48.58		
	9-7-07/4006755052		2400	01		129.28		
	9-7-07/4006755051		2400	01		13.64		
	9-7-07/4006755050		2400	01		149.37		
	9-7-07/4006755049		2400	01		34.77		
	9-7-07/4006755048		2400	01		143.75		
	9-7-07/4006755047		2400	01		55.72		
	9-7-07/4006697409		2400	01		164.01		
	9-7-07/4006697408		2400	01		72.47		
	9-7-07/4006697407		2400	01		28.99		
	9-7-07/4006697405		2400	01		73.14		
	9-7-07/4006697404		2400	01		179.61		
	9-7-07/4006697403		2400	01		253.91		
	9-7-07/4006697402		2400	01		17.96		
	9-7-07/4006697401		2400	01		57.55		
	9-7-07/4006697400		2400	01		36.55		
	9-29-07/4006878044		2400	01		74.22		
9-29-07/4006878043		2400	01		140.86			
9-29-07/4006878042		2400	01		117.37			
9-29-07/4006878041		2400	01		117.10			
9-29-07/4006878040		2400	01		86.34			
9-29-07/4006878039		2400	01		28.62			
9-29-07/4006878038		2400	01		60.04			
9-29-07/4006878037		2400	01		17.96			
9-19-07/4006878036		2400	01		15.58			
9-21-07/4006821109		2400	01		35.04			
9-21-07/4006787355		2400	01		21.40			
9-28-07/4006898892		2400	01		20.75			
					3,917.68			

The claims listed above (totaling \$3,917.68) 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 COUNTERSIGN

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT


DATE 10/11/07
REPORT NO 5043

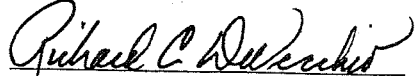
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

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
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	9-20-07/31527518		2400	01		18.44		
	9-18-07/31457693		2400	01		19.71		
	9-17-07/31426287		2400	01		101.30		
	9-17-07/31426486		2400	01		33.25		
	9-5-07/31112305		2400	01		53.80		
	9-5-07/31112304		2400	01		43.43		
	9-12-07/31301930		2400	01		22.52		
	9-12-07/31301929		2400	01		48.90		
	9-10-07/31239817		2400	01		9.29		
	9-10-07-31239816		2400	01		167.20		
	9-10-07/31239815		2400	01		44.38		
	9-10-07/31239814		2400	01		259.77		
	9-10-07/31239813		2400	01		17.17		
	8-30-07/31017871		2400	01		13.77		
	8-30-07/31017870		2400	01		64.43		
	8-30-07/31017869		2400	01		13.95		
	8-30-07/31017868		2400	01		62.61		
	9-2-07/31059593		2400	01		14.38		
	9-2-07/31059592		2400	01		25.89		
	9-2-07/31059591		2400	01		12.81		
	10-4-07/31834800		2400	01		10.77		
	10-4-07/31834799		2400	01		34.02		
	10-2-07/31767455		2400	01		67.63		
	10-2-07/31760722		2400	01		240.13		
	10-2-07/31760721		2400	01		17.18		
	10-2-07/31760720		2400	01		6.73		
	10-1-07/31744256		2400	01		41.28		
	10-1-07/31744255		2400	01		16.59		
	10-1-07/31744254		2400	01		20.25		
	10-1-07/31744253		2400	01		18.48		
10-1-07/31744252		2400	01		337.86			
10-1-07/31744251		2400	01		15.59			
9-27-07/31665919		2400	01		20.90			
9-25-07/31619973		2400	01		107.94			
					2,002.35			
N04953 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	9-21-07/34262535001		2400	01		72.43		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	20-Sep-07 X8994		1000	00		6.57		
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	9-30-07/X39993004		2000	00		224.64		

The claims listed above (totaling \$2,305.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

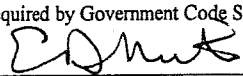
DATE 10/11/07
REPORT NO 5044

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
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	9-26-07/AN344830		1400	00		690.04		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	9-1-07/00297 Aug 07 9-30-0/00297 Sep 07		1900	00		217.00 925.00 1,142.00		
N066861 Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-28-07/403090415 9-28-07/402859749 9-28-07/402859748 9-28-07/402960232 9-28-07/402605673 9-21-07/402424768 9-28-07/402859409 9-28-07/402914141		1800	00		57.99 48.46 32.31 33.36 33.55 20.81 140.06 361.66 728.20		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	10-7-07/331731		1400	00		1,425.00		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	9-27-0/20070927 10-2-07/422220		1900	00		248.27 82.75 1,018.59 74.53 1,424.14		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	10-7-07/200710-09		1900	00		5.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10-1-07/166861		1900	00		125.30		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9-26-07/165309		1800	00		249.59		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	10-3-07/Sp Lit Oct 07		1900	00		301.44		

The claims listed above (totaling \$6,090.71) 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

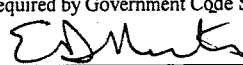
ATTESTED AND/OR COUNTERSIGN

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
N22268 Midwest Tape PO Box 820 Holland OH 43528	9-7-07/1477575		2400	02		8.40		
	9-7-07/1477603		2400	02		1.00		
	9-19-07/5341786		2400	02		315.56		
						324.96		
N23569 Placentia Disposal PO Box 79036 Phoenix AZ 85062-9036	10-1-07/X6916		1001	00		206.92		
N24885A (note address change) Signarama 1092 N Tustin Ave Anaheim, CA 92807	10-8-07/12614		1800	00		349.92		
N25939A Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	9-13-07/91495615		2400	03		4,015.00		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	9-18-07/299581		2400	05		40.00		
	9-10-7/298137		2400	02		59.91		
	9-13-07/298636		2400	05		368.08		
						467.99		
N28089 Moreland & Associates 1201 Dove St Ste 680 Newport Beach CA 92660	10-1-07/State Report 07		1900	00		1,116.00		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	9-11-07/3957		2400	03		399.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb; 7-28-07to9-29-07		2600	01		15.52		
N29760 Gary Bell c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb; 9/11/2007		2600	01		4.05		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	10-1-07/RI15375822		2400	03		5,713.56		
	9-25-07/15368903		2400	01		58.54		
	9-11-07/15342597		2400	01		29.27		
	9-12-07/15346207		2400	01		29.27		
						5,830.64		

The claims listed above (totaling \$12,730.00) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

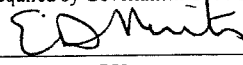
DATE 10/11/07
REPORT NO 5046

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
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	9-14-07/1083718815		2400	05		358.40		
N30465 SDR Consulting PO Box 580 Placentia CA 92871 22-3863301	9-7-07 - Quarterly		1900	00		150.00		
N30960 Patricia Fellous-Gibbons c/o Placentia Library District 411 E Chapman Aven Placentia CA 92870	Educ Reimb. Summer 07 Travel Reimb Aug 28 2007		2700	01		82.97		
			2600	00		2.62		
							85.59	
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-2-07/0124877		0700	01		253.90		
N32052 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	Lapsit - Sep 07		1900	00		400.00	**2**	
(need vendor #) MuniFinacial 27368 Via Industrial Suite 110 Temecula, CA 92590	9-30-07/43077		1900	00		5,250.00		
(need vendor #) Counting Technologies 4009 Alegre Way Suite 101 Davis CA 95618	9-26-07/70953		1300	01		99.00		
(need vendor # Alexander Hernandez c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Household expense reimb.		1000	00		25.00		
(need vendor #) US Bank PO Box 6343 Fargo ND 58125-6344	Bankcard X3058 Aug-Sep 07		1800	00		899.69		
			1900	00		990.00		
			2400	02		570.86		
			2400	03		937.00		
			2700	00		2,158.40		
			2700	01		110.00		
			4000	00		123.90		
						5,789.85		

The claims listed above (totaling \$12,411.74) 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

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 24, 2007

TYPE	REPORT NUMBER	AMOUNT
Regular	5047	2,465.49
Subtotal for Regular		2,465.49
	11/7/2007	47,472.00
	11/21/2007	47,472.00
Subtotal for Payroll		94,944.00
TOTAL CURRENT CLAIMS & PAYROLL		97,409.49

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
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	10-9-07/07-101375		1400	00		169.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-28-07/9583		1900	00		45.00		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	10-13-07/X7330591-OT07		2100	00		183.09		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-17-07/T7082313		0700	00		794.37		
	9-17-07/T7082328		0700	01		45.43		
						839.80		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-5-07/403427994		1800	00		191.88		
	10-5-07/403658462		1800	00		41.32		
	10-5-07/403801631		1800	00		112.01		
						345.21		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	10-15-07/424333		1900	00		221.14		
			1900	08		73.71		
						294.85		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb.		2600	01		101.17		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-10-07/21074		1800	00		32.33		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	10-5-07/Sp Lit		1900	01		201.04	"2"	
(need vendor #) Savance 18292 Middlebelt Livoma MI 48152	10-1-07/2007-101423		1300	00		125.00		
(need vendor #) Proliteracy America 1320 Jamesville Ave Syracuse NY 13210	Annual Mbrship 07		1600	08		129.00		

The claims listed above (totaling \$2,465.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIG

Page Total

2,465.49



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

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912
Please Pay \$ 47,472.00 on 11 | 7 | 07

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641A

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

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



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

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

Please Pay \$ 47,472.00 on 11 | 21 | 07

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EMZ*
SUBJECT: Cash Flow Analysis
DATE: October 15, 2007

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 October 24, 2007 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

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

APPORTIONMENT	APPORT. 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 st Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/13/2008	2/14/2008	January	
Supplemental 7	2/13/2008	2/14/2008	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/12/2008	3/13/2008	February	
Secured #5	3/20/2008	3/21/2008	Collections at 03/09/2008	5% - 7%
Supplemental 8	3/12/2008	3/13/2008	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/16/2008	4/17/2008	March	
Secured #6	4/17/2008	4/18/2008	Collections at 04/11/2008	30% - 35%
Supplemental 9	4/16/2008	4/17/2008	Collections for March	
ERAF 2	5/1/2008	5/2/2008	For Non-schools: \$276 million + growth	
Sales & Use Tax				

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

[Apportionment Schedule Letter]

b

Placentia Library District
FY2007-2008 General Fund Cash Flow

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

Placentia Library District
FY2007-2008 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/07		Payroll #8 to wire October 10, 2007		47,472.00	442,637.02
09/17/07		Payroll #9 to wire October 24, 2007		47,472.00	395,165.02
09/18/07	5036	General by Library Director & Shkoler		7,616.13	387,548.89
09/20/07		6220-00 Unsecured Collections 1st	53,741.28	134.35	441,155.82
09/24/07		6610:00 Interest Orange County Investment Pool	4,339.15	8,273.00	437,221.97
09/25/07	5038	General by Library Director & Turner		6,082.80	431,139.17
09/25/07	5038	General by Library Director & Turner		14,314.89	416,824.28
09/25/07	5039	General by Library Director & Turner		1,409.70	415,414.58
10/11/07	5040	General by Library Director & DeVecchio		10,568.93	404,845.65
10/11/07	5041	General by Library Director & DeVecchio		15,716.65	389,129.00
10/11/07	5042	General by Library Director & DeVecchio		3,917.68	385,211.32
10/11/07	5043	General by Library Director & DeVecchio		2,305.99	382,905.33
10/11/07	5044	General by Library Director & DeVecchio		6,090.71	376,814.62
10/11/07	5045	General by Library Director & DeVecchio		12,730.00	364,084.62
10/11/07	5046	General by Library Director & DeVecchio		12,411.74	351,672.88
10/24/07		Payroll #10 to wire November 7, 2007		47,472.00	316,612.62
10/24/07		Payroll #11 to wire November 14, 2007		47,472.00	269,140.62

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 September 17, 2007

	Fiscal Year 2007-2008						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/30/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/31/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2/28/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

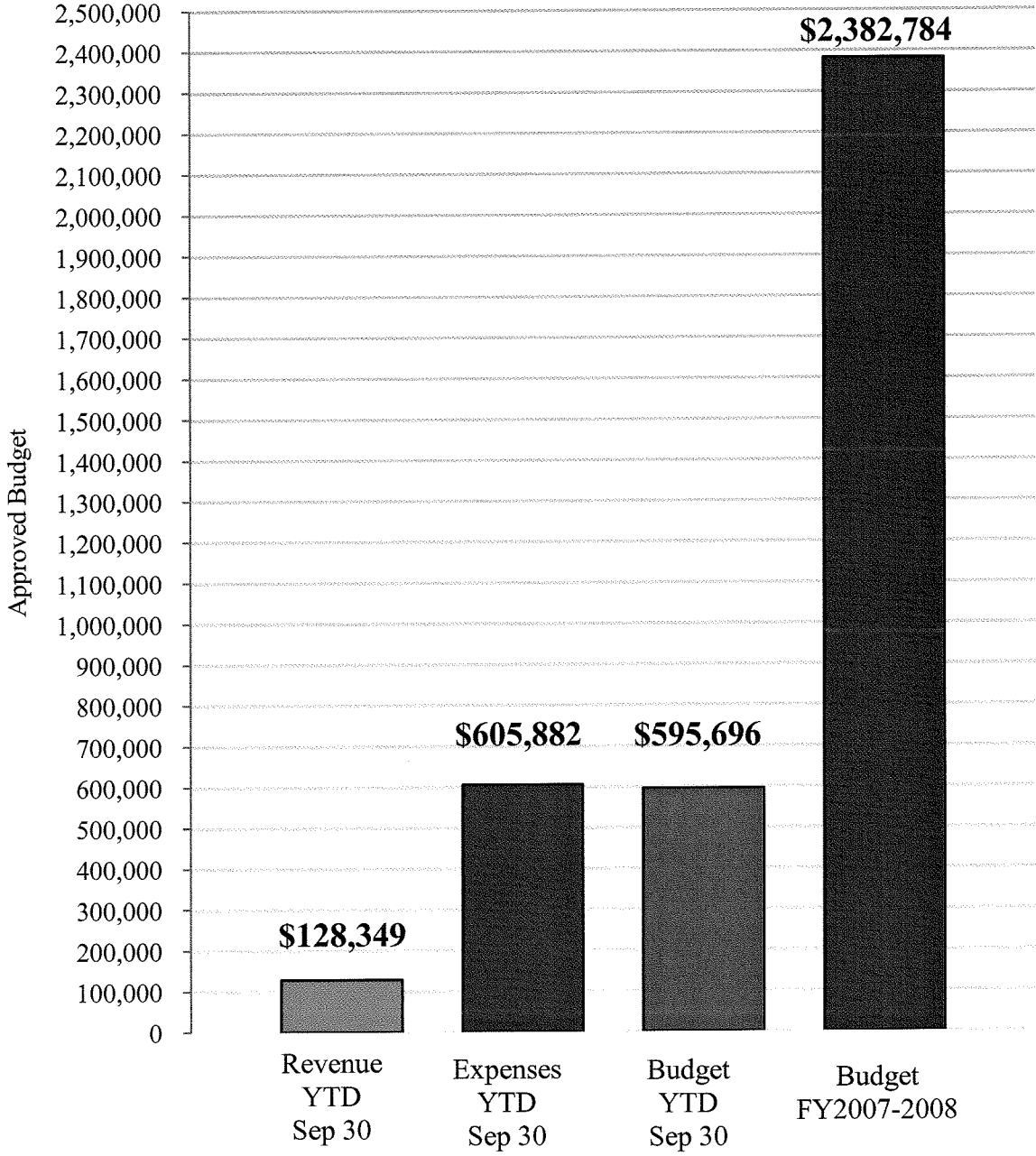
	Fiscal Year 2006-2007						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
07/31/06	113,971.05	10,778.51	171,908.95	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						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2007 - 2008

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	21,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	53,741.28	53,339.06	53,741.28	53,339.06	79.52%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	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	10,976.29	1,334.87	742.06	269.25	19.87%
6280-01	Final supplemental for prior years	0.00	0.00	13,895.25	0.00	0.00	19.87%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREJ	55,250.00	10,976.29	15,230.12	742.06	269.25	0.00%
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	3.49%
	TOTAL TAXES	1,852,784.00	64,717.57	111,519.92	54,483.34	53,608.31	

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	9,064.02	8,523.68	4,339.15	4,082.87	20.60%
6610-01/02	Interest - old bond fund	0.00	0.00	3,698.76	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	9,064.02	12,222.44	4,339.15	4,082.87	20.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	57,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	5,000.00	0.00	5,000.00	
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	10,259.00	0.00	7,137.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	0.00	15,259.00	0.00	12,137.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	10,956.29	9,521.90	0.00	5,116.31	13.70%
7670-01	Local Revenue -- Passport	250,000.00	33,266.85	24,336.44	0.00	12,970.04	13.31%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	10,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	54,563.21	46,358.34	0.00	18,086.35	15.59%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	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	128,344.80	185,359.70	58,822.49	87,914.53	5.39%

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

October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	314,186.99	297,675.03	88,297.92	87,496.00	26.82%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	24,106.08	23,268.00	6,646.08	6,648.00	13.19%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	125.00	
0306-00	Health Insurance	105,000	24,927.51	14,705.52	7,150.40	-578.38	23.74%
0308-00	Dental Insurance	11,000	2,852.51	2,769.50	910.84	932.80	25.93%
0309-00	Life Insurance	1,000	1,635.59	473.85	583.49	175.50	163.56%
0310-00	Accidental Death & Dismemberment Insurance	4,052	1,181.17	640.54	369.55	321.13	29.15%
0319-00	Vision Insurance	2,550	545.16	757.36	173.89	235.70	21.38%
	Total Employee Insurance	123,602	31,141.94	19,471.77	9,188.17	1,211.75	25.20%
0350	Workers Compensation - General	8,000	0.00	17,305.37	0.00	2,124.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	369,435.01	357,720.17	104,132.17	97,479.75	24.87%
0700-00	Communications - Telephone	4,000	387.84	1,526.84	0.00	560.76	9.70%
0700-01	Communications - Modem/Fax	5,200	1,421.61	1,098.65	257.56	302.48	27.34%
0700-02	Communications - Internet/Database	3,800	495.06	0.00	0.00	0.00	#DIV/0!
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	202.95	256.75	63.93	128.75	14.50%
	Total Communications	14,400	2,507.46	2,882.24	321.49	991.99	17.41%
0900-00	Food - General Fund	500	168.12	98.25	24.81	56.45	33.62%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	100.55	62.23	48.72	0.00	2.23%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	268.67	160.48	73.53	56.45	5.37%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	4,562.02	1,731.36	3,194.10	1,702.02	30.41%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	4,562.02	1,731.36	3,194.10	1,702.02	
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	1,497.18	871.00	651.09	749.25	19.96%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	12,000.00	0.00	6,000.00	0.00	32.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	232.50	0.00	232.50	0.00%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	13,497.18	1,103.50	6,651.09	981.75	29.66%
	HVAC	7,500	2,425.06	1,878.96	1,299.95	1,878.96	32.33%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	16,000	3,626.88	4,535.11	1,694.09	2,952.78	22.67%
	Plumbing	2,500	331.66	422.58	0.00	0.00	13.27%
	Electrical	7,000	1,055.00	220.00	945.00	220.00	15.07%
	Cleaning Service	18,000	3,900.00	3,900.00	1,300.00	1,300.00	21.67%
	Locksmith	1,000	0.00	73.50	0.00	73.50	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	396.68	3,134.34	0.00	279.00	4.96%
1400-00	Total Maintenance of Building & Grounds	62,750	11,735.28	14,164.49	5,239.04	6,704.24	18.70%
1600-00	Memberships - General Fund	4,000	509.00	130.00	85.00	0.00	12.73%
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	30.00	0.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	539.00	250.00	115.00	0.00	10.78%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	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	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
1800-00	Library Supplies	22,000	5,907.09	3,983.86	1,350.58	2,541.74	26.85%
	Printing	14,000	5,752.70	2,715.92	5,321.18	2,244.06	41.09%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	564.00	0.00	0.00	0.00	51.27%
	Paper	700	339.71	0.00	297.41	0.00	48.53%
	Drinking Water Service	350	96.00	96.00	32.00	64.00	27.43%
	Other Office Supplies	20,000	8,005.73	2,456.66	3,918.01	971.66	40.03%
	Total Office Supply Expense - General Fund	58,150	20,665.23	9,252.44	10,919.18	5,821.46	35.54%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1803-00	Printing	2,000	1,663.24	124.99	420.23	124.99	83.16%
	Publications	2,500	213.00	0.00	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	2,272.93	7,589.46	0.00	5,461.06	75.76%
	Total Adult Literacy Office Supply Expense	7,500	4,149.17	7,714.45	420.23	5,586.05	55.32%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	24,814.40	16,966.89	11,339.41	11,407.51	36.68%
1803-00	Postage Expense - General Fund	6,800	1,518.99	1,944.28	909.99	1,300.00	22.34%
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	150.00	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	1,668.99	1,944.28	1,059.99	1,300.00	24.19%

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

October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
	Employee Assistance Program	1,200	239.36	105.00	49.05	35.00	19.95%
	Pension Contribution & Operating Expenses	11,000	2,313.78	3,739.90	0.00	0.00	21.03%
	Anaheim Consortium Automated Library System	32,000	1,121.96	0.00	1,121.96	0.00	3.51%
	Library Board Consultants & Legal	10,000	595.00	960.95	0.00	960.95	5.95%
	Clipping Service	600	135.00	90.00	90.00	45.00	22.50%
	Interest Allocation & Tax Collection Charges by Orange County	10,000	2,134.35	9,514.01	134.35	0.00	21.34%
	Advertising & Marketing (Including WEB Site)	5,000	1,699.32	1,115.00	691.82	0.00	33.99%
	Medical Exams	2,000	555.00	812.50	338.00	462.50	27.75%
	Collection Services - Accounts Receivable	2,000	456.45	357.75	196.90	205.60	22.82%
	Audit & Accounting Services	10,000	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	5,500	770.33	1,163.02	0.00	430.43	14.01%
	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	2,105.82	6,419.13	800.00	1,145.08	15.04%
1900-00	Total Specialized Services - General Fund	107,300	12,126.37	24,277.26	3,422.08	3,284.56	11.30%
1900-01	Specialized Services - Spanish Literacy	5,000	1,280.78	251.24	401.44	0.00	25.62%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	14,000	5,635.00	1,850.00	375.00	0.00	40.25%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	0.00	133.35	0.00	133.35	0.00%
	Total Specialized Services	135,300	19,042.15	26,511.85	4,198.52	3,417.91	14.07%
1912-00	Investment Administrative fees for Orange County	3,000	172.35	171.81	82.73	81.59	5.75%
2000-00	Legal Notices - General Fund	1,000	264.60	517.72	264.60	517.72	26.46%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	264.60	517.72	264.60	517.72	26.46%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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October 15, 2007

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
2100-00	Rents/Leases-Equipment	1,800	498.40	320.62	0.00	0.00	27.69%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	110,300	52,321.14	7,044.80	45,276.34	0.00	47.44%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	245,760	21,455.04	16,348.30	7,118.65	11,596.64	
2400-02	Special Department Expense - Video		1,701.63	10,571.00	159.88	8,345.31	
2400-03	Special Department Expense - Electronic		15,210.00	14,356.25	0.00	4,356.25	
2400-04	Special Department Expense - Periodicals		517.72	137.85	517.72	0.00	
2400-05	Special Department Expense - Audio		4,770.16	6,414.18	1,255.81	3,547.26	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	0.00	348.40	0.00	335.45	0.00%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	247,760	43,654.55	48,175.98	9,052.06	28,180.91	17.62%
2600-00	Transportation/Travel - Local Mileage	2,500	301.74	608.87	30.70	310.95	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	10,500	3,022.39	0.00	1,797.40	0.00	28.78%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	1,265.49	878.40	526.25	628.40	16.87%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	1,100.00	0.00	1,100.00	0.00	36.67%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	2,893.80	61.00	27.00	61.00	192.92%
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	109.40	438.40	25.40	438.40	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,500	8,391.08	1,377.80	3,476.05	1,127.80	35.71%
2801-00	Electricity	65,000	12,638.82	17,014.28	7,054.77	13,846.81	19.44%
2802-00	Gas	9,000	1,134.36	1,409.77	288.08	815.47	12.60%
2803-00	Water	6,000	1,749.76	1,601.13	564.53	638.82	29.16%
	Total Utilities	80,000	15,522.94	20,025.18	7,907.38	15,301.10	19.40%
	TOTAL SUPPLIES & SERVICES	841,110	214,725.62	144,059.15	98,282.03	72,081.94	25.53%

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 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	390.31	0.00	0.00	0.00%
4000-00	Equipment - General Fund	50,000	16,495.31	8,152.45	4,515.22	7,753.73	32.99%
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	21,721.19	8,152.45	4,515.22	7,753.73	43.44%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	21,721.19	8,152.45	4,515.22	7,753.73	43.44%
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	605,881.82	510,322.08	206,929.42	177,315.42	25.43%
	Spanish Literacy	5,000	1,280.78	251.24	401.44	0.00	25.62%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	15,602.95	11,022.73	1,113.28	6,721.15	48.76%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	16,883.73	11,273.97	1,514.72	6,721.15	43.29%

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10/18/07
Accrual Basis

**Placentia Library District
Balance Sheet
As of September 30, 2007**

	<u>Sep 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	4,623.53
County Exempt - Savings	16,798.45
General Fund - Checking	2,295.83
General Fund - Savings	5,974.85
Literacy Fund - Savings	14,225.62
Payroll Checking - Wells Fargo	85,313.07
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	<u>23,624.58</u>
Total Checking/Savings	<u>152,855.93</u>
Total Current Assets	152,855.93
Fixed Assets	
Building and Improvements	2,029,651.00
Equipment and Furniture	626,490.00
Land	81,498.00
xAccum Depr Bldg Impr	-914,597.00
xxAccum Depr Equip Furn	-584,086.00
Total Fixed Assets	<u>1,238,956.00</u>
TOTAL ASSETS	<u><u>1,391,811.93</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Curr Portion capital lease	20,231.00
Curr Portion La Salle	94,952.00
Union Dues Payable	1,496.00
Total Other Current Liabilities	<u>116,679.00</u>
Total Current Liabilities	116,679.00
Long Term Liabilities	
Capital lease payable	147,971.62
LaSalle renovatio lease	144,932.12
Total Long Term Liabilities	<u>292,903.74</u>
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	-47,764.65
Total Capital	68,737.80
Net Income	63,154.95
Total Equity	<u>982,229.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,391,811.93</u></u>

*As required by Government Code Section 53646(b)(1):
The Placentia Library District is in compliance with its investment policy,
The Placentia Library District meets its expenditure requirements through June 30, 2008,
The Placentia Library District investment accounts are held by California National Bank.*

Placentia Library District
Profit & Loss by Class
 July through September 2007

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Ordinary Income/Expense						
Income						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	4,120.00	0.00	0.00	0.00	0.00	4,120.00
COE Friends Adult Programming	1,986.09	0.00	0.00	0.00	0.00	1,986.09
COE Interest	32.25	0.00	0.00	0.00	0.00	32.25
COE Life Insur Suplmt(EDM)	139.58	0.00	0.00	0.00	0.00	139.58
COE Meeting Room Income	1,627.00	5.00	0.00	0.00	0.00	1,632.00
COE Passport Chck Reimbursement	9,186.10	1,883.75	0.00	0.00	0.00	11,069.85
COE Test Proctoring Income	507.30	30.00	0.00	0.00	0.00	537.30
GF Bankcard Deposit	0.00	18,019.75	0.00	0.00	0.00	18,019.75
GF Cash Register - Copy/Debit	0.00	68.26	0.00	0.00	0.00	68.26
GF Cash Register - Fines	43.00	5,890.04	0.00	0.00	0.00	5,933.04
GF Cash Register - Lost Items	0.00	553.21	0.00	0.00	0.00	553.21
GF Cash Register - Misc.	0.00	391.30	0.00	0.00	0.00	391.30
GF cash register - Passport Pho	0.00	7,554.00	0.00	0.00	0.00	7,554.00
GF Cash Register - Reserves	0.00	478.80	0.00	0.00	0.00	478.80
GF Copier coinbox	0.00	692.05	0.00	0.00	0.00	692.05
GF County Reimbursements	0.00	3,835.94	0.00	0.00	0.00	3,835.94
GF Deposit Correction Income	0.00	254.00	0.00	0.00	0.00	254.00
GF Interest	0.00	69.51	0.00	0.00	0.00	69.51
GF Miscellaneous Income	0.00	314.77	0.00	0.00	0.00	314.77
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	1,307.00	0.00	0.00	0.00	1,307.00
GF Passport Revenue	0.00	43,485.53	0.00	0.00	0.00	43,485.53
GF State Library Reimbursements	0.00	7,493.55	0.00	0.00	0.00	7,493.55
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	28.27	0.00	0.00	28.27
PA Wire Transfer from County	0.00	0.00	0.00	342,304.00	0.00	342,304.00
Total Income	19,141.32	102,666.53	614.18	342,304.00	0.00	464,726.03
Expense						
COE Bank fees	11.00	0.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rdng Prgm	2,000.53	0.00	0.00	0.00	0.00	2,000.53
COE Friend's Director's Fund	246.89	0.00	0.00	0.00	0.00	246.89
COE Medical Reimbursement Polic	2,004.64	0.00	0.00	0.00	0.00	2,004.64
COE Meeting Room Maintenance	619.88	0.00	0.00	0.00	0.00	619.88
COE Passport Expenses	12,374.50	0.00	0.00	0.00	0.00	12,374.50
GF Bankcard Service Charge	0.00	798.76	0.00	0.00	0.00	798.76
GF Equipment (400)	0.00	613.97	0.00	0.00	0.00	613.97
GF Food	0.00	20.82	0.00	0.00	0.00	20.82
GF Literacy	0.00	268.01	0.00	0.00	0.00	268.01
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 Transfer to COE	0.00	6,121.65	0.00	0.00	0.00	6,121.65
GF Transfer to GF Savings	0.00	12,982.11	0.00	0.00	0.00	12,982.11
GF Transfers to County	0.00	86,817.67	0.00	0.00	0.00	86,817.67
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	49.40	0.00	0.00	0.00	49.40
GF Travel Staff	52.00	559.15	0.00	0.00	0.00	611.15
GF Travel Trustees	0.00	55.00	0.00	0.00	0.00	55.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	21,030.49	0.00	21,030.49
PA Empl Optional Benefit	0.00	0.00	0.00	442.50	0.00	442.50
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,369.80	0.00	1,369.80
PA Employee Life Insurance	0.00	0.00	0.00	119.64	0.00	119.64
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	63,926.32	0.00	63,926.32
PA Salaries	0.00	0.00	0.00	187,531.90	0.00	187,531.90
Total Expense	17,309.44	109,840.99	0.00	274,420.65	0.00	401,571.08
Net Ordinary Income	1,831.88	-7,174.46	614.18	67,883.35	0.00	63,154.95
Net Income	1,831.88	-7,174.46	614.18	67,883.35	0.00	63,154.95

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Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 09/30/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,840.13
Cleared Transactions						
Checks and Payments - 45 items						
Check	8/22/2007	7455	Estella A. Wnek	X	-30.00	-30.00
Check	8/28/2007	7466	U.S. Department of ...	X	-119.00	-149.00
Check	8/29/2007	7467	Caroline Gurkweitz	X	-1,043.05	-1,192.05
Check	8/29/2007	7471	U.S. Department of ...	X	-171.00	-1,363.05
Check	8/29/2007	7468	U.S. Department of ...	X	-127.00	-1,490.05
Check	8/29/2007	7469	U.S. Department of ...	X	-127.00	-1,617.05
Check	8/29/2007	7470	U.S. Department of ...	X	-67.00	-1,684.05
Check	8/30/2007	7474	U.S. Department of ...	X	-127.00	-1,811.05
Check	8/30/2007	7472	U.S. Department of ...	X	-119.00	-1,930.05
Check	8/30/2007	7476	U.S. Department of ...	X	-67.00	-1,997.05
Check	8/30/2007	7473	U.S. Department of ...	X	-52.00	-2,049.05
Check	9/1/2007	7477	U.S. Department of ...	X	-171.00	-2,220.05
Check	9/5/2007	7478	U.S. Department of ...	X	-127.00	-2,347.05
Check	9/6/2007	7482	U.S. Department of ...	X	-286.50	-2,633.55
Check	9/6/2007	7479	U.S. Department of ...	X	-67.00	-2,700.55
Check	9/10/2007	7485	U.S. Department of ...	X	-254.00	-2,954.55
Check	9/10/2007	7486	U.S. Department of ...	X	-127.00	-3,081.55
Check	9/12/2007	7487	U.S. Department of ...	X	-127.00	-3,208.55
Check	9/13/2007	7488	U.S. Department of ...	X	-156.00	-3,364.55
Check	9/13/2007	7490	U.S. Department of ...	X	-104.00	-3,468.55
Check	9/13/2007	7489	U.S. Department of ...	X	-67.00	-3,535.55
Check	9/15/2007	7493	U.S. Department of ...	X	-186.00	-3,721.55
Check	9/15/2007	7492	U.S. Department of ...	X	-171.00	-3,892.55
Check	9/15/2007	7491	U.S. Department of ...	X	-67.00	-3,959.55
Check	9/17/2007	7499	U.S. Department of ...	X	-127.00	-4,086.55
Check	9/17/2007	7495	U.S. Department of ...	X	-104.00	-4,190.55
Check	9/17/2007	7494	U.S. Department of ...	X	-67.00	-4,257.55
Check	9/17/2007	7497	U.S. Department of ...	X	-67.00	-4,324.55
Check	9/17/2007	7496	U.S. Department of ...	X	-67.00	-4,391.55
Check	9/17/2007	7498	Stater Bros.	X	-13.91	-4,405.46
Check	9/18/2007	7501	Darrin Korn	X	-110.30	-4,515.76
Check	9/22/2007	7504	U.S. Department of ...	X	-290.00	-4,805.76
Check	9/22/2007	7503	U.S. Department of ...	X	-254.00	-5,059.76
Check	9/22/2007	7502	U.S. Department of ...	X	-67.00	-5,126.76
Check	9/22/2007	7505	U.S. Department of ...	X	-52.00	-5,178.76
Check	9/22/2007	7506	U.S. Department of ...	X	-52.00	-5,230.76
Check	9/24/2007	7509	U.S. Department of ...	X	-239.00	-5,469.76
Check	9/24/2007	7507	U.S. Department of ...	X	-156.00	-5,625.76
Check	9/24/2007	7508	U.S. Department of ...	X	-67.00	-5,692.76
Check	9/25/2007	7512	U.S. Department of ...	X	-112.00	-5,804.76
Check	9/25/2007	7511	Michael De Cuffa	X	-95.00	-5,899.76
Check	9/25/2007	7516	U.S. Department of ...	X	-67.00	-5,966.76
Check	9/25/2007	7513	U.S. Department of ...	X	-67.00	-6,033.76
Check	9/25/2007	7514	U.S. Department of ...	X	-67.00	-6,100.76
Check	9/25/2007	7515	U.S. Department of ...	X	-52.00	-6,152.76
Total Checks and Payments					-6,152.76	-6,152.76
Deposits and Credits - 8 items						
Deposit	9/4/2007			X	127.00	127.00
Deposit	9/15/2007			X	194.00	321.00
Deposit	9/17/2007			X	104.00	425.00
Deposit	9/17/2007			X	127.00	552.00
Deposit	9/17/2007			X	223.00	775.00
Deposit	9/17/2007			X	253.00	1,028.00
Deposit	9/18/2007			X	305.00	1,333.00
Deposit	9/18/2007			X	1,816.75	3,149.75
Total Deposits and Credits					3,149.75	3,149.75
Total Cleared Transactions					-3,003.01	-3,003.01
Cleared Balance					-3,003.01	5,837.12
Uncleared Transactions						
Checks and Payments - 9 items						
Check	8/22/2007	7452	Jim Roberts		-500.00	-500.00

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Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 09/30/2007

Type	Date	Num	Name	Clr	Amount	Balance
Check	9/10/2007	7484	Rafael Gomez		-250.00	-750.00
Check	9/26/2007	7518	U.S. Department of ...		-119.00	-869.00
Check	9/26/2007	7517	U.S. Department of ...		-67.00	-936.00
Check	9/27/2007	7519	TSC Apparel		-136.59	-1,072.59
Check	9/27/2007	7520	U.S. Department of ...		-104.00	-1,176.59
Check	9/27/2007	7521	U.S. Department of ...		-67.00	-1,243.59
Check	9/29/2007	7523	U.S. Department of ...		-127.00	-1,370.59
Check	9/29/2007	7522	U.S. Department of ...		-67.00	-1,437.59
Total Checks and Payments					-1,437.59	-1,437.59
Deposits and Credits - 8 items						
Check	12/1/2005	6021	Kendal Flowers		0.00	0.00
Check	3/1/2006	6151	Passport Services		0.00	0.00
Check	3/2/2006	6159	Passport Services		0.00	0.00
Check	12/31/2006	6809	Estella A. Wnek		0.00	0.00
Check	9/10/2007	7483	Rafael Gomez		0.00	0.00
Check	9/18/2007	7500	Color Tech Screenp...		0.00	0.00
Deposit	9/26/2007				95.00	95.00
Deposit	9/29/2007				129.00	224.00
Total Deposits and Credits					224.00	224.00
Total Uncleared Transactions					-1,213.59	-1,213.59
Register Balance as of 09/30/2007					-4,216.60	4,623.53
New Transactions						
Checks and Payments - 9 items						
Check	10/1/2007	7524	U.S. Department of ...		-67.00	-67.00
Check	10/3/2007	7528	U.S. Department of ...		-134.00	-201.00
Check	10/3/2007	7527	Caroline Gurkweitz		-110.07	-311.07
Check	10/3/2007	7526	Yesenia Gomez		-15.00	-326.07
Check	10/3/2007	7525	Estella A. Wnek		-15.00	-341.07
Check	10/6/2007	7532	U.S. Department of ...		-134.00	-475.07
Check	10/6/2007	7529	U.S. Department of ...		-112.00	-587.07
Check	10/6/2007	7531	U.S. Department of ...		-104.00	-691.07
Check	10/6/2007	7530	U.S. Department of ...		-67.00	-758.07
Total Checks and Payments					-758.07	-758.07
Deposits and Credits - 5 items						
Deposit	10/1/2007				112.00	112.00
Deposit	10/1/2007				395.00	507.00
Deposit	10/2/2007				67.00	574.00
Deposit	10/2/2007				104.00	678.00
Deposit	10/2/2007				253.00	931.00
Total Deposits and Credits					931.00	931.00
Total New Transactions					172.93	172.93
Ending Balance					-4,043.67	4,796.46

E. Shuk
10/7/2007

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 09/30/2007**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,725.58
Cleared Transactions						
Checks and Payments - 1 item						
Check	9/5/2007	1574	Greg's Carpet & Up...	X	-174.96	-174.96
Total Checks and Payments					-174.96	-174.96
Deposits and Credits - 10 items						
Deposit	9/5/2007			X	19.94	19.94
Deposit	9/6/2007			X	35.00	54.94
Deposit	9/8/2007			X	35.00	89.94
Deposit	9/15/2007			X	19.94	109.88
Deposit	9/17/2007			X	30.00	139.88
Deposit	9/17/2007			X	37.00	176.88
Deposit	9/18/2007			X	65.00	241.88
Deposit	9/22/2007			X	35.00	276.88
Deposit	9/26/2007			X	35.00	311.88
Deposit	9/30/2007			X	11.01	322.89
Total Deposits and Credits					322.89	322.89
Total Cleared Transactions					147.93	147.93
Cleared Balance					147.93	16,873.51
Uncleared Transactions						
Checks and Payments - 1 item						
Check	9/26/2007	1575	Placentia Library Di...		-95.00	-95.00
Total Checks and Payments					-95.00	-95.00
Deposits and Credits - 1 item						
Deposit	8/11/2007				19.94	19.94
Total Deposits and Credits					19.94	19.94
Total Uncleared Transactions					-75.06	-75.06
Register Balance as of 09/30/2007					72.87	16,798.45
New Transactions						
Deposits and Credits - 4 items						
Deposit	10/1/2007				35.00	35.00
Deposit	10/2/2007				35.00	70.00
Deposit	10/3/2007				19.94	89.94
Deposit	10/4/2007				35.00	124.94
Total Deposits and Credits					124.94	124.94
Total New Transactions					124.94	124.94
Ending Balance					197.81	16,923.39

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2007**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,844.07
Cleared Transactions						
Checks and Payments - 17 items						
Check	8/4/2007	5590	Secretary of State	X	-40.00	-40.00
Check	8/22/2007	5604	Live Scan North Or...	X	-52.00	-92.00
Check	8/23/2007	5605	ISDOC	X	-24.00	-116.00
Check	8/30/2007	5606	ISDOC	X	-15.00	-131.00
Check	9/4/2007		Bank of the West	X	-251.95	-382.95
Check	9/5/2007	5607	Placentia Chamber ...	X	-20.00	-402.95
Check	9/5/2007		Bank of the West	X	-18.70	-421.65
Check	9/6/2007	5608	Fry's Electronics	X	-473.90	-895.55
Check	9/6/2007	5609	Stater Bros.	X	-20.82	-916.37
Check	9/12/2007	5610	Sam's Club	X	-134.29	-1,050.66
Check	9/12/2007	5612	El Torito	X	-28.16	-1,078.82
Check	9/17/2007	5614	Placentia Library G...	X	-3,714.93	-4,793.75
Check	9/17/2007	5613	Placentia Library Di...	X	-1,816.75	-6,610.50
Check	9/18/2007	5615	Fry's Electronics	X	-423.25	-7,033.75
Check	9/19/2007	5616	El Torito	X	-24.39	-7,058.14
Check	9/21/2007		Bank of the West	X	-4.50	-7,062.64
Check	9/26/2007	5617	El Torito	X	-26.00	-7,088.64
Total Checks and Payments					-7,088.64	-7,088.64
Deposits and Credits - 30 items						
Deposit	9/4/2007			X	200.00	200.00
Deposit	9/5/2007			X	549.25	749.25
Deposit	9/5/2007			X	1,082.35	1,831.60
Deposit	9/6/2007			X	523.00	2,354.60
Deposit	9/7/2007			X	1.00	2,355.60
Deposit	9/7/2007			X	80.00	2,435.60
Deposit	9/7/2007			X	159.00	2,594.60
Deposit	9/10/2007			X	29.14	2,623.74
Deposit	9/10/2007			X	160.00	2,783.74
Deposit	9/11/2007			X	40.00	2,823.74
Check	9/12/2007	5611	Placentia Chamber ...	X	0.00	2,823.74
Deposit	9/12/2007			X	140.00	2,963.74
Deposit	9/13/2007			X	190.00	3,153.74
Deposit	9/14/2007			X	40.00	3,193.74
Deposit	9/14/2007			X	326.42	3,520.16
Deposit	9/17/2007			X	58.28	3,578.44
Deposit	9/17/2007			X	169.00	3,747.44
Deposit	9/17/2007			X	293.00	4,040.44
Deposit	9/18/2007			X	199.00	4,239.44
Deposit	9/20/2007			X	20.00	4,259.44
Deposit	9/20/2007			X	60.00	4,319.44
Deposit	9/24/2007			X	87.43	4,406.87
Deposit	9/24/2007			X	99.00	4,505.87
Deposit	9/24/2007			X	730.00	5,235.87
Deposit	9/25/2007			X	38.86	5,274.73
Deposit	9/25/2007			X	213.00	5,487.73
Deposit	9/26/2007			X	77.72	5,565.45
Deposit	9/26/2007			X	339.00	5,904.45
Deposit	9/28/2007			X	29.14	5,933.59
Deposit	9/28/2007			X	110.00	6,043.59
Total Deposits and Credits					6,043.59	6,043.59
Total Cleared Transactions					-1,045.05	-1,045.05
Cleared Balance					-1,045.05	2,799.02
Uncleared Transactions						
Checks and Payments - 6 items						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	6/5/2006	5340	Paolini's A Taste of ...		-20.00	-32.00
Check	12/13/2006	5449	Placentia Chamber ...		-10.00	-42.00
Check	12/27/2006	5457	Evergreen Books		-429.19	-471.19
Check	9/26/2007	5618	Placentia Chamber ...		-42.00	-513.19
Check	9/26/2007	5619	Secretary of State		-20.00	-533.19

4:48 PM
10/07/07

Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 09/30/2007

Type	Date	Num	Name	Clr	Amount	Balance
Total Checks and Payments					-533.19	-533.19
Deposits and Credits - 1 item						
Deposit	8/29/2007				30.00	30.00
Total Deposits and Credits					30.00	30.00
Total Uncleared Transactions					-503.19	-503.19
Register Balance as of 09/30/2007					-1,548.24	2,295.83
New Transactions						
Checks and Payments - 1 item						
Check	10/4/2007	5621	Placentia Library Di...		-921.50	-921.50
Total Checks and Payments					-921.50	-921.50
Deposits and Credits - 10 items						
Deposit	10/1/2007				38.86	38.86
Deposit	10/1/2007				80.00	118.86
Deposit	10/1/2007				80.00	198.86
Deposit	10/1/2007				529.00	727.86
Deposit	10/1/2007				38.86	766.72
Deposit	10/2/2007				62.00	828.72
Deposit	10/2/2007				38.86	867.58
Deposit	10/3/2007				359.00	1,226.58
Deposit	10/3/2007				1,196.62	2,423.20
Check	10/5/2007	5620	Sam's Club		2,423.20	2,423.20
Total Deposits and Credits					2,423.20	2,423.20
Total New Transactions					1,501.70	1,501.70
Ending Balance					-46.54	3,797.53

EDM
10/7/2007

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,647.22
Cleared Transactions						
Checks and Payments - 1 item						
Check	7/28/2007	1285	Tracy Ann Gooch	X	-13.90	-13.90
Total Checks and Payments					-13.90	-13.90
Deposits and Credits - 24 items						
Deposit	9/4/2007			X	103.55	103.55
Deposit	9/4/2007			X	460.20	563.75
Deposit	9/4/2007			X	880.35	1,444.10
Deposit	9/5/2007			X	331.90	1,776.00
Deposit	9/5/2007			X	3,537.31	5,313.31
Deposit	9/6/2007			X	625.10	5,938.41
Deposit	9/8/2007			X	515.00	6,453.41
Deposit	9/12/2007			X	637.75	7,091.16
Deposit	9/15/2007			X	121.40	7,212.56
Deposit	9/15/2007			X	634.95	7,847.51
Deposit	9/15/2007			X	956.15	8,803.66
Deposit	9/15/2007			X	327.70	9,131.36
Deposit	9/17/2007			X	345.50	9,476.86
Deposit	9/17/2007			X	713.50	10,190.36
Deposit	9/17/2007			X	716.15	10,906.51
Deposit	9/17/2007			X	716.25	11,622.76
Deposit	9/17/2007			X	746.90	12,369.66
Deposit	9/17/2007			X	3,714.93	16,084.59
Deposit	9/17/2007			X	782.89	16,867.48
Deposit	9/18/2007			X	555.60	17,423.08
Deposit	9/19/2007			X	66.00	17,489.08
Deposit	9/22/2007			X	275.60	17,764.68
Deposit	9/22/2007			X	362.94	18,127.62
Deposit	9/26/2007			X	16.68	18,144.30
Deposit	9/30/2007			X		
Total Deposits and Credits					18,144.30	18,144.30
Total Cleared Transactions					18,130.40	18,130.40
Cleared Balance					18,130.40	32,777.62
Uncleared Transactions						
Checks and Payments - 1 item						
Check	9/17/2007	1287	Orange County Aud...		-28,217.91	-28,217.91
Total Checks and Payments					-28,217.91	-28,217.91
Deposits and Credits - 2 items						
Deposit	9/29/2007				520.00	520.00
Deposit	9/29/2007				895.14	1,415.14
Total Deposits and Credits					1,415.14	1,415.14
Total Uncleared Transactions					-26,802.77	-26,802.77
Register Balance as of 09/30/2007					-8,672.37	5,974.85
New Transactions						
Deposits and Credits - 13 items						
Deposit	10/1/2007				507.85	507.85
Deposit	10/1/2007				577.20	1,085.05
Deposit	10/2/2007				85.30	1,170.35
Deposit	10/2/2007				300.00	1,470.35
Deposit	10/2/2007				377.24	1,847.59
Deposit	10/2/2007				596.51	2,444.10
Deposit	10/2/2007				642.04	3,086.14
Deposit	10/2/2007				645.20	3,731.34
Deposit	10/2/2007				681.60	4,412.94
Deposit	10/2/2007				735.70	5,148.64
Deposit	10/4/2007				40.22	5,188.86
Deposit	10/4/2007				378.70	5,567.56
Deposit	10/4/2007				668.20	6,235.76
Deposit	10/4/2007					
Total Deposits and Credits					6,235.76	6,235.76

5:05 PM
10/07/07

**Placentia Library District
Reconciliation Detail**
General Fund - Savings, Period Ending 09/30/2007

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					6,235.76	6,235.76
Ending Balance					-2,436.61	12,210.61

EDW
10/7/2007

5:10 PM
10/07/07

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2007

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,216.27
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2007			X	9.35	9.35
Total Deposits and Credits					9.35	9.35
Total Cleared Transactions					9.35	9.35
Cleared Balance					9.35	14,225.62
Register Balance as of 09/30/2007					9.35	14,225.62
Ending Balance					<u>9.35</u>	<u>14,225.62</u>

ESM
10/7/2007

ACQUISITIONS REPORT FOR FISCAL YEAR 2007-2008 THROUGH THE MONTH OF SEPTEMBER 2007
 Prepared by Vernon Napier, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$8,988	581	465	\$0	0	0	\$8,988	581	465	\$40	3	3	\$9,028	584	468
Adult Circulating Non-Fiction	\$9,813	454	444	\$0	0	0	\$9,813	454	444	\$120	5	5	\$9,933	459	449
Adult Reference	\$1,823	25	22	\$0	0	0	\$1,823	25	22	\$0	0	0	\$1,823	25	22
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult on-line databases	\$21,051	5	5	\$0	0	0	\$21,051	5	5	\$0	0	0	\$21,051	5	5
Total Adult Non-Fiction	\$32,687	484	471	\$0	0	0	\$32,687	484	471	\$120	5	5	\$32,807	489	476
TOTAL ADULT PRINT MATERIALS	\$41,675	1065	936	\$0	0	0	\$41,675	1065	936	\$160	8	8	\$41,835	1073	944
Adult Music CDs	\$19	1	1	\$0	0	0	\$19	1	1	\$0	0	0	\$19	1	1
Adult Audio Books (incl. Overdrive)	\$5,563	76	76	\$0	0	0	\$5,563	76	76	\$15	1	1	\$5,578	77	77
Adult DVDs	\$2,959	146	77	\$0	0	0	\$2,959	146	77	\$45	2	2	\$3,004	148	79
TOTAL ADULT NON-PRINT MATERIALS	\$8,541	223	154	\$0	0	0	\$8,541	223	154	\$60	3	3	\$8,601	226	157
TOTAL ADULT MATERIALS	\$50,216	1288	1090	\$0	0	0	\$50,216	1,288	1,090	\$220	11	11	\$50,436	1,299	1,101
Juvenile Fiction	\$2,971	454	325	\$0	0	0	\$2,971	454	325	\$100	12	12	\$3,071	466	337
Juvenile Circulating Non-Fiction	\$288	14	12	\$0	0	0	\$288	14	12	\$0	0	0	\$288	14	12
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	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Junior Non-Fiction	\$452	15	13	\$0	0	0	\$452	15	13	\$0	0	0	\$452	15	13
TOTAL JUVENILE PRINT MATERIALS	\$3,422	469	338	\$0	0	0	\$3,422	469	338	\$100	12	12	\$3,523	481	350
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
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	\$298	10	7	\$0	0	0	\$298	10	7	\$37	1	1	\$335	11	8
TOTAL JUVENILE MATERIALS	\$3,720	479	345	\$0	0	0	\$3,720	479	345	\$137	13	13	\$3,858	492	358
Total Fiction	\$11,959	1035	790	\$0	0	0	\$11,959	1035	790	\$140	15	15	\$12,099	1050	805
Total Non-Fiction	\$33,139	499	484	\$0	0	0	\$33,139	499	484	\$120	5	5	\$33,259	504	489
Total Music CDs	\$19	1	1	\$0	0	0	\$19	1	1	\$0	0	0	\$19	1	1
Total Audio Books	\$5,811	84	81	\$0	0	0	\$5,811	84	81	\$52	2	2	\$5,863	86	83
Total Video DVDs	\$3,008	148	79	\$0	0	0	\$3,008	148	79	\$45	2	2	\$3,053	150	81
TOTAL MATERIALS	\$53,936	1767	1435	\$0	0	0	\$53,936	1767	1435	\$357	24	24	\$54,293	1791	1459

Outstanding Orders as of September 2007

General Fund \$14,050
 Adopt-a-book \$0
TOTAL \$14,050

Entrepenurial Activities Report
 Net Revenue Summary
 September-07

	Sep-07	Sep-06	YTD 2007-2008	YTD 2006-2007
Passport	13,224.05	10,456.90	40,943.84	43,861.58
Passport Photos	1,790.00	1,350.00	5,520.00	5,510.00
Notary Public	320.00	260.00	990.00	990.00
Test Proctor	30.00	189.30	507.30	713.60
Total	15,364.05	12,256.20	47,961.14	51,075.18

Prepared by: Wendy Goodson

Summary of Current Status Of Unique Management Accounts
October 15, 2007

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	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	42	3145	13	1134.09	0

UNIQUE MANAGEMENT SERVICES, INC.

SUMMARY STATUS REPORT

PAGE: 233

CREATED: 09/30/2007 9:16 PM J2

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 09/30/2007

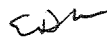
Accounts Submitted	: 1,582	Dollars Submitted	: 151,779.87	Dollars Received	: 53,987.11
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 23,016.89
Incorrect Addresses	: 206	Dollars in Skips	: 13,311.40	Dollars Waived	: 5,685.37
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 103,872.58
Accounts in Process	: 1,362	Dollars in Process	: 131,638.02	% of Dollars Activated	: 78.91%
# of Accounts Activated	: 1,054				
% of Accounts Activated	: 77.39%				

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

Full Name	Total Cash Donation
Abby Cook	
Allan Stark	
Allen Sypherd	
Arnold Peterson	
Ben Boelman	
Bill Weimer	
Carolyn Davis	
David Hiskey	
Dennis Ferris	
Diane Harris	
Dixie Shaw	
Edward Hartmann	
Edward Sowell	
Elizabeth Minter	
Gaeten Wood	
George Ziegler	
Gia Moore	
James McGillivray	
Jeffrey Hoffman	
Jeremy Yamaguchi	
Jodi Balma	
Joyce Larson	
Leland Castner	
Mary Hayes	
Maureen Plegel	
Mildred Donoghue	
Nancy Schmoldt	
Ralph Shook	
Richard Simmermacher	
Shirlianne Olsen	
Sirirat Mektrakarn	
Stephen Pischel	
Thomas Dressel	
Time Warner Cable	
Wilhelmina Blom	
	\$4,859.93

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Building Maintenance Report for September 2007**

DATE: October 10, 2007

Plumbing: 9-17-07 Repairs in the men's restroom
 9-18-07 Repairs in the men's restroom
 9-26-07 Installation of ice machine in staff lunchroom

HVAC: 9-4-07 Checked and cleaned thermistor connections
 9-12-07 Re-set thermistors

Prepared by: Vernon Napier

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Personnel Report for Sep 2007
DATE: October 24, 2007

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Clerk I (Full-Time)

WORKERS' COMPENSATION LEAVE:

None

PERFECT ATTENDANCE AWARDS – July 2007 through September 2007

Yesenia Gomez

Caroline Gurkweitz

Alexander Hernandez

Katherine Matas

Mary Strazdas

Ed Strysik

Prepared by: Wendy Goodson

BOOKSTORE VOLUNTEERS	HRS./SEPT.
Lillian Bart	7
Nadine Blansett	52
Jill Botha	0
Joyce Byrne	8
Glennis Clancy	8
Sandy Davis	8
Carol Fizzard	10
Pete Fioroni	0
Dotty Greninger	6
Eugenia Hathaway (Gene)	4
Tammie Haugen	8
Florence Henderson	0
Marge Horrocks	0
Amy Lin	8
Nancy Lone-Tollefson	40
Tippawan Mathong (Tippi)	5
Ann McLoughlin	0
Bill Mitchell	6
Claire Myers	6
Bob Olson	2
Carmen Rodriguez	4
Rose Salem	8
Shawn Sorokin	6
Inez Segovia	6
Barbara Shears	9
Pat Silverman	8
Margo Thum	11
Phyllis Wilcox	6
TOTAL	225
REGULAR VOLUNTEERS	
Theresa Backes (mends books)	6
Lynda Baker (sub)	2
Cathie Ford (sub)	2
Jeanette Gardner (History Rm)	22
John Haagen (sort & price)	6
Jack Hanley (sort and price)	8.3
Ginny Haussmann (sub)	0
Barbara Hemmerling (sort & price, sub)	30
Pat Irot (History Rm, Bookstore, sort & price)	37
Pat Jertberg (History Rm)	10
Linda Mencken	0
Carol Pence (Sunday Sales)	0
Eleanore Rankin (sub)	3
Marie Schmidt (sub) & Hist. Room	34
Linda Scott (backroom & sub)	0
Fay Soo (sub)	2
Barbara Wilson (sort & price)	5
Ruth Schafer (sub)	0
Marge Boelman (processing)	5
Patty Clugston (videos)	6
Beelay Fierio	6
Jean Fitzgerald (check-in)	9
TOTAL	193.3

Temporary Volunteers	Sep-07
Julio Gonzalez	2
Arlene Hernandez	6
Mia Kissick	2
Rueben Mathews	23
Randy Oshiro	6
Michael Palow	10
Liliana Romero	10
Shervin Taheri	17
Cathy Walsh	6
Katherine Xu	9
TOTAL	91
Children's Dept. Vol's	
Sandy Augstein	12
Desire Sidlo	6
Jo Ann Britton	4.3
Lucerito Miranda	3
TOTAL	25.3

LITERACY HOURS

September 2007

	Last Name	First Name	Key Word	Hours
1	INTERNSHIP	Ahmadi	Sarah	10
2	FWS-F	Almanza	Robert	11
3	INTERNSHIP	Armstrong	Tiffany	14
4	PRREP	Bostwick	James	2
5	FWS-F	Curiel	Denisse	17
6	ADULT	Delgado	Marcos	2
7	PRREP	Fazil	Abraham	4
8	ADULT	Foster	Elinor	2
9	FWS-W	Fuller	Laura	78
10	PRREP	Fuog	Sarah	4
11	FWS-F	Garcia	Paulette	8
12	INTERNSHIP	Garnant	Victoria	16
13	ADULT	Gast	Majorie	18
14	PRREP	Gonzalez	Danny	2
15	PRREP	Gonzalez	Miguel	6
16	ADULT	Goodman	Dale	42
17	ADULT	Hamrell	Judy	4
18	ADULT	Hernandez	Arlene	2
19	PRREP	Hussaini	Ayessaini	2
20	ADULT	King	Sky	8
21	ADULT	Leslie	Sandra	8
22	FWS-F	Manzanarez	Melissa	8
23	ADULT	Mc Grath	Patricia	3
24	PRREP	McCallick	Brenna	2
25	PRREP	McKay	Natalie	8
26	ADULT	Miller	Michele	2
27	PRREP	Mohamma	Sunna	2
28	FWS-F	Nesheim	Buckner	11
29	FWS-F	Nguyen	Truc	3
30	ADULT	Patel	Shivam	8
31	FWS-F	Perez	Christina	6
32	FWS-F	Ramirez	Araceli	12
33	ADULT	Ross	Charlotte	6
34	ADULT	Rudie	Marlene	4
35	ADULT	Sargeant	Lynn	2
36	PRREP	Shah	Raj	4
37	FWS-F	Sheridan	Thomas	4
38	ADULT	Shimizu	Ken	2
39	PRREP	Suh	Beom (Stacy)	4
40	FWS-F	Ton	Sothavy	13
41	FWS-F	Von Regious	Joseph	15
				379

Placentia Library District
Circulation Report – September 2007

	September 2007	September 2006	Y-T-D 2007	Y-T-D 2006	Y-T-D % change
1st Time Checkouts	16,527	14,154	55,395	47,942	13.5%
Phone Renewals	827	629	2,589	2,374	8.3%
<u>In-Building Renewals</u>	<u>761</u>	<u>599</u>	<u>2,587</u>	<u>1,685</u>	<u>34.9%</u>
TOTAL CHECKOUTS	18,115	15,382	60,571	52,001	14.1%
On-Time Checkins	18,057	15,316	63,528	54,376	14.4%
<u>Late Checkins</u>	<u>999</u>	<u>853</u>	<u>3,434</u>	<u>3,136</u>	<u>8.7%</u>
TOTAL CHECKINS	19,056	16,169	66,962	57,512	14.1%
Holds Placed	632	494	2,004	1,541	23.1%
Holds Cancelled	11	17	34	60	-76.5%
Holds Filled	493	418	1,539	1,284	16.6%
NEW PATRON REGISTRATIONS	340	323	905	1,039	-14.8%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,541	5,662	20,914	19,031	9.0%
Juvenile Print	7,166	6,278	24,769	21,781	12.1%
Audio	1,200	960	3,327	3,313	0.4%
<u>Visual</u>	<u>4,875</u>	<u>3,714</u>	<u>16,981</u>	<u>11,994</u>	<u>29.4%</u>
TOTAL CIRCULATION	19,782	16,614	65,991	56,119	15.0%
CIRCULATION BY PLACE OF RESIDENCE					
Placentia residents	11,224	9,045	38,274	32,095	16.1%
<i>Placentia residents (as a percentage)</i>	<i>56.7%</i>	<i>54.4%</i>	<i>58.0%</i>	<i>57.2%</i>	
Anaheim residents	3,735	949	11,954	6,763	43.4%
<i>Anaheim residents (as a percentage)</i>	<i>18.9%</i>	<i>5.7%</i>	<i>18.1%</i>	<i>12.1%</i>	
Non-residents (includes Anaheim)	8,558	7,569	27,717	24,024	13.3%
<i>Non-residents (as a percentage)</i>	<i>43.3%</i>	<i>45.8%</i>	<i>42.0%</i>	<i>42.8%</i>	
TYPES OF ACTIVE BORROWERS					
Adult	15,194	12,023			
Young Adult	431	295			
Juvenile	3,237	2,776			
New Borrower	1,007	1,124			
Reciprocal borrowers	42	n/a			
Gold Members	545	n/a			
<u>Other (staff)</u>	<u>801</u>	<u>387</u>			
TOTAL ACTIVE BORROWERS *	21,257	16,605			
TOTAL REGISTERED BORROWERS **	33,404	29,927			
ATTENDANCE	51,030	45,032	155,298	134,517	13.4%

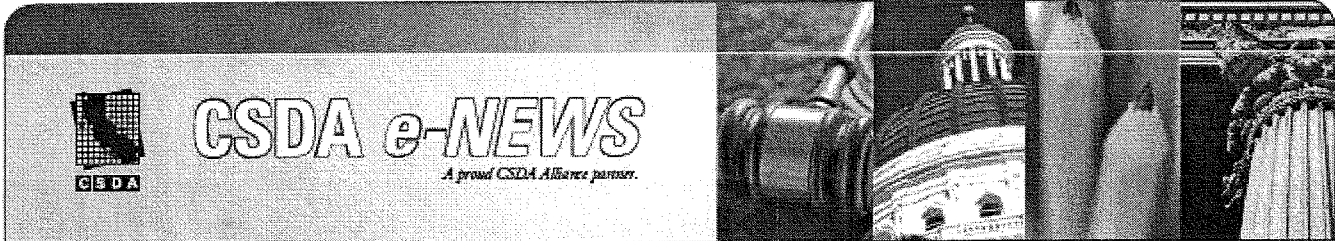
* Active borrowers have used the Library this month

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

Elizabeth Minter

From: Neil McCormick [neilm@csgda.net]
Sent: Monday, October 08, 2007 3:46 PM
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Subject: CSGDA e-News for the week of October 8, 2007

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October 8, 2007

In this issue...

[More Protections Given to Special Districts' Ordinances](#)

[Number Of Bills Signed By The Governor](#)

[Five More Water Bills Introduced As Deadline Is Extended](#)

[Generational Diversity Training – Annual Conference Kick-off A Success](#)

[2007 CSGDA 38th Annual Conference – A Rousing Success](#)

[The CSGDA 2007-2008 Board of Directors Have Been Elected](#)

[District to Give Away Water to Farmers](#)

[Project Opens Door for Fish](#)

Employment

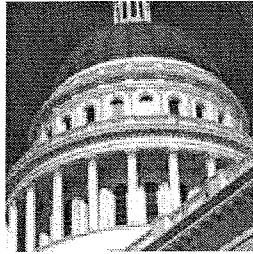
Here are the latest job opportunities posted on the CSGDA website:

Childrens Recreation Coordinator
Coachella Valley RPD

Administrator of Planning and Public Works
Tahoe City PUD

Water Distribution Operator in Training

More Protections Given to Special Districts' Ordinances



Section 9340 of the California Elections Code deals with referenda of special district boards' ordinances. This section cross-references Section 9141, et seq, which lays out the referenda procedures of county supervisors' ordinances. Section 9340 describes that special districts have the right to petition for referendum in the same manner and subject to the same rules

as counties. It highlights that special districts must follow rules set forth in Sections 9141 to 1946. [Read more about the protections added...](#)

Number Of Bills Signed By The Governor

Last week, the governor signed a number of bills related to special districts. They include Assembly Bill 1260, Senate Bill 343 and a veto of SB 964. [Read about these bills...](#)

Five More Water Bills Introduced As Deadline Is Extended

The Assembly introduced five more water-related bills on September 26, numbered ABX2 1 through ABX2 5. [Read about these bills...](#)

Education

Generational Diversity Training – Annual Conference Kick-off Generates Interest

The issue of generational differences was addressed in a variety of ways at the 2007 Annual Conference. On Wednesday morning, October 3, generations experts Lynne Lancaster and David Stillman presented an entertaining, yet educational perspective on how California's special district community can embrace and blend the four different generations now working in special district offices across the state. On Wednesday evening at the CSGDA Awards Banquet, comedian Joe

CSGDA Calendar

Oct 17
Generational Diversity
Rancho Cucamonga

Oct 19
Staying in Compliance
San Diego

Oct 25
SDRMA Safety/Claims
Education Day
Anaheim

Nov 1-2
Board Secretary
Training
Long Beach

Nov 1
General Manager
Training
Camarillo

Nov 2
Supervisor Training
Camarillo

Nov 8
Generational Diversity
Sacramento

Nov 9
Staying in Compliance
Sacramento

Elk Grove Water Service

Utility Superintendent
Nipomo CSD

Safety Compliance Coordinator
Tuolumne Utilities District

Environmental Education Coordinator
Monterey Peninsula Regional Park District

Membership and Chapters Assistant
California Special Districts Association

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

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

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Marlotti of TimesFour offered a very humorous, yet provocative look at the generations. [Read more about the kick-off and CSDA's own generational diversity training course...](#)

2007 CSDA 38th Annual Conference – A Rousing Success

According to many of the 512 attendees at the 2007 Annual Conference, this year was 'the best CSDA conference ever!' From attendees, to exhibitors, to guests and speakers, it seems this year's Annual Conference resonated well with almost everyone. The numbers speak for themselves – over 512 attendees; 44 exhibitors and 46 educational seminars, general sessions and super sessions and not one single cancelled or no-show speaker. [Read more about this year's conference...](#)

Membership

The CSDA 2007-2008 Board of Directors Has Been Elected

Many thanks to all of the CSDA members who took the time to complete and send in their ballots showing support for their candidate for Seat B in their respective CSDA region. Also, a special thanks to Larry Brilliant, a current CSDA board member who serves on the Elections & Bylaws Committee, for taking the time to count each and every ballot. Seat B winners will serve a three year term, ending in 2010. Next year, seat C in each region is up for election; and then back to A. [Read this year's elected members...](#)

In the News

District to Give Away Water to Farmers

The South San Joaquin Irrigation District will provide water at no charge to most local farmers in 2008. [Read more of this story...](#)

Project Opens Door for Fish

Alameda Creek was once prime habitat for steelhead trout, but nowadays it's emblematic of why the fish is on the federal threatened species list. Instinct leads adult steelhead to swim upstream and spawn, but a 9-foot cement barrier on Alameda Creek near Niles Community Park stops most of them in their path. And for those that get across and reproduce, their offspring often get trapped in quarry ponds, where they can't survive. [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 Laura Labanieh at LauraL@csda.net or (877) 924-CSDA (2732).

[education calendar here.](#)

FAQ

Why is the Staying in Compliance class important to your district?

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



Number Of Bills Signed By The Governor

Last week, the governor signed a number of bills related to special districts. They include:

AB 1260 (Caballero)

AB 1260, co-sponsored by CSDA, addresses some of the questions raised by the Bighorn-Desert View Water Agency v. Verjil decision of 2006. The bill clarifies some of the confusion created by the decision specifically regarding how majority protest notices are sent and who gets to vote. AB 1260 was signed by the governor and goes into effect January 1, 2008.

SB 343 (Negrete McLeod)

SB 343, supported by CSDA, establishes that staff documents given to the board of directors are also made available to the public, at the time when the agenda is made available. In support of openness and transparency but still respecting the operational efficiency of special district administration, CSDA worked closely with the sponsor and authors to craft a number of important amendments that allowed CSDA to support the bill. SB 343 was signed by the governor and goes into affect July 1, 2008.

SB 964 (Romero) Vetoed

Senate Bill 964 (Romero) dealing with serial meetings, was vetoed by the governor. In his veto message, the governor declared that this bill may be overreaching in its efforts to curb serial meetings, and infringe on staffs' ability to communicate with elected officials. CSDA was opposed to this bill, but after amendments, stayed neutral.

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More Protections Given to Special Districts' Ordinances

Section 9340 of the California Elections Code deals with referenda of special district boards' ordinances. This section cross-references Section 9141, et seq, which lays out the referenda procedures of county supervisors' ordinances. Section 9340 describes that special districts have the right to petition for referendum in the same manner and subject to the same rules as counties. It highlights that special districts must follow rules set forth in Sections 9141 to 1946.

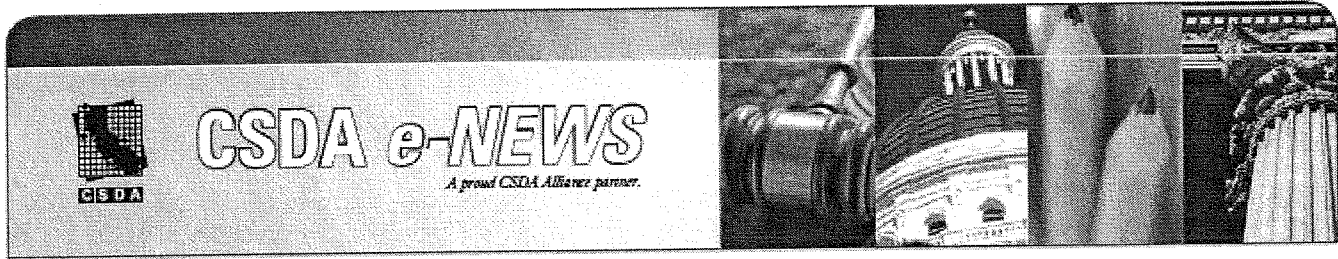
Section 9340, however, was created in 1976, and Section 9147 was not created until 1985. Section 9340 was not amended to reflect this addition. This meant that referenda procedures on special district ordinances were only required to refer to Sections 9141 through 9146, but left out 9147, a crucial portion of the referendum process for counties. Section 9147 describes the format of the heading of a proposed referendum against an ordinance passed by the board of supervisors. It states that the each section of the referendum petition must contain the title and the text of the ordinance which is the subject of the referendum. Without this section, only the text of the disputed portion needs to be included, not giving voters the entire context of the contested law.

The missing portion was raised by a member district that was served with a referendum petition. The petition cited only the portion that was the point of contention, rather than the entire ordinance which places the ordinance into context. If 9147 was part of the required sections that is listed in 9340, the entire ordinance would have been required to be quoted.

To address future problems, CSDA offered an amendment to the current law to be placed in Senate Elections Committee's Omnibus Bill, Senate Bill 513. The change simply added Section 9147 to be cross-referenced in Section 9340. The bill passed the Legislature and was signed by the governor on September 10. It goes into affect on January 1, 2008. The actual changed language was minor, but can have a potentially wide effect on special districts facing referenda on ordinances.

[California Special Districts Association](http://www.csdainformz.net/admin31/content/template.asp?sid=4687&brandid=3092&uid=751...) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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2007 CSDA 38th Annual Conference – A Rousing Success

According to many of the 512 attendees at the 2007 Annual Conference, this year was "the best CSDA conference ever!" From attendees, to exhibitors, to guests and speakers, it seems this year's Annual Conference resonated well with almost everyone. The numbers speak for themselves – over 512 attendees; 44 exhibitors and 46 educational seminars, general sessions and super sessions and not one single cancelled or no-show speaker.

Conference highlights included world-renowned artist and motivational speaker, Erik Wahl who illustrated the need for CSDA members to think outside the box and use creativity and imagination to take their districts to new heights. Two of Erik's astounding paintings, which he painted on stage while speaking to the CSDA audience, were later auctioned for a total of over \$2,200!

Super Session speaker Celeste Cantu offered a powerful and thought-provoking look at California's water. As she moved through her presentation, members of CSDA were made acutely aware of the need for each and every one of us to make changes in our daily lifestyles as we face a crisis in California's water supply.

Lynne Lancaster and David Stillman offered an entertaining but profoundly educational perspective on generational differences and the importance of district personnel understanding these differences as they relate to a more productive and harmonious work environment. Their presentation was the ideal introduction to CSDA's launch of its own generational diversity training workshops beginning on October 17, this year.

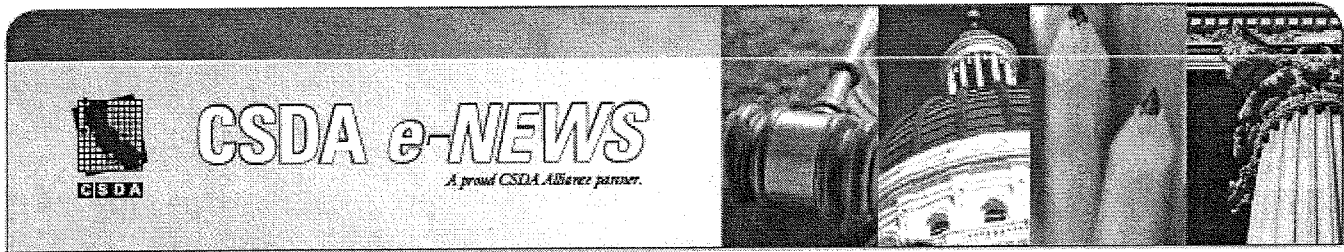
Devon Harris was the final Super Session speaker for the conference and, as a 3 time Olympian, he offered a riveting presentation in which he challenged the CSDA audience to focus, to set goals, to train, to believe and to persevere.

Overall, the CSDA 38th Annual Conference provided education, networking, entertainment, and resources for every facet of district business. We welcome your comments too. Simply email Darcel Harris, Education Director at darcelh@csda.net if you have comments, questions, or concerns about last week's conference. We would love to hear from you.

If your district would like to issue a press release announcing your staff's attendance at this year's conference, visit www.csda.net/documents/csda_pressrelease.doc and download a customizable template.

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Are You and Your District Among the Best in California? Here is Your Chance to Prove It!

The Special District Leadership Foundation (SDLF) was formed in 1999 to serve as a common voice among all the special district organizations, realizing that we all hold a common goal of excellence in local government; we all believe in education, integrity, and accountability; and we believe in the perception of the special district community.

SDLF is sponsored by the Association of California Water Agencies; California Association of Public Cemeteries; California Association of Recreation and Park Districts; California Association of Sanitation Agencies; California Rural Water Association; the California Special Districts Association; Fire Districts Association of California; and the Mosquito and Vector Control Association of California. These associations are united in the belief that raising the professionalism of special district administration and improving the boardpersonship of the governing bodies is crucial. With this in mind, the board of directors of SDLF created three programs to provide professional development opportunities to assist special district public officials and management personnel with the increasingly complex task of providing efficient and effective public services. Those programs are:

Districts of Distinction – Proactively demonstrate your district's viability as a provider of sound policies and procedures, ethics and good governance, and consistently clean financial audits.

Special District Administrator Certification – SDLF's certification program is a way for special district Administrators to affirm—to their customers, to their board of directors, and to themselves—that they are competent and experienced in their profession.

Recognition in Special District Governance – Recognition is an opportunity for staff, board members and trustees to demonstrate to their constituents and fellow directors the extent of their commitment and dedication to providing the best possible service to the communities they serve.

If you are interested in applying for one or more of these programs, please contact Diana Zavala, SDLF Program Manager, at (916) 321-2939 or info@sdlf.org.

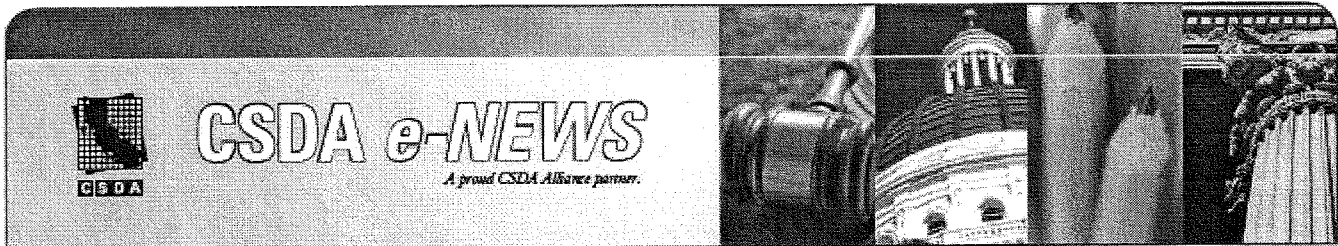
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Elizabeth Minter

From: Neil McCormick [neilm@cda.net]
Sent: Monday, September 24, 2007 3:55 PM
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September 24, 2007

In this issue...

[Water Storage Legislation Gets Fleshed Out ...](#)

[... As Healthcare Reform Waits For More Detail](#)

[More Regulations from the ARB](#)

[CSDA Announces Award Winners to be Honored at 2007 Annual Conference in Monterey](#)

[Are You and Your District Among the Best in California? Here is Your Chance to Prove It!](#)

[Water-Wastewater and Hazards Forum: Impacts of Climate Change and Earthquakes on Facility Design, Disaster Preparedness, and Recovery Planning](#)

[2008 CSDA Committee Selection Process Underway ...](#)

[Volunteers Clear Trash in Waterways](#)

[Air Districts Wants Engines Registered](#)

Employment

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

Administrator of Planning and Public Works
Tahoe City PUD

Water Distribution Operator in Training

Water Storage Legislation Gets Fleshed Out ...



Four extraordinary session bills dealing with water storage were introduced over the course of last week, two by Democrats and two by Republicans. Senate Bill (extraordinary session) 2 1 and SBX2 were introduced by Democratic lawmakers, while SBX2 3 and SBX2 4 were introduced by Republicans, reflecting the governor's water storage proposals. [Read more about these bills...](#)

... As Healthcare Reform Waits For More Detail

The healthcare reform proposals were similarly introduced but there were no substantive language in any of the four bills. Three were introduced by Democrats: Assembly Bill (extraordinary session) 1 1 and ABX1 2 were introduced by Assembly Speaker Fabian Nunez (D-Los Angeles); ABX1 3 was introduced by Assembly Health Committee Chair Mervyn Dymally (D-Los Angeles). So far, one has been introduced by the Republicans, ABX1 4 by Assembly Member Alan Nakanishi (R-Lodi). Governor Arnold Schwarzenegger was expected to release the bill language for his healthcare reform proposal last week, but is now expected to release the language early this week. Stay tuned.

More Regulations from the ARB

The California Air Resources Board (ARB) is drafting new regulations for on-road vehicles following the recent passage of similar regulations for off-road vehicles. [Read about these regulations...](#)

Education

CSDA Announces Award Winners to be Honored at 2007 Annual Conference in Monterey

The nominations are in and they have been reviewed by the outside public relations firm Eckery and Associates. The selections have been made and the winners are

CSDA Calendar

Oct 1
General Manager Training
Monterey

Oct 1
Strategic Planning for Special Districts
Monterey

Oct 1
Board Member Training
Monterey

Oct 1-4
CSDA Annual Conference & Exhibitor Showcase
Monterey

Oct 17
Generational Diversity
Rancho Cucamonga

Oct 19
Staying in Compliance
San Diego

Oct 25
SDRMA Safety/Claims Education Day
Anaheim

Nov 1-2
Board Secretary

Elk Grove Water Service

Utility Superintendent
Nipomo CSD

Safety Compliance Coordinator
Tuolumne Utilities District

Environmental Education Coordinator
Monterey Peninsula Regional Park District


Membership and Chapters Assistant
California Special Districts Association

Finance Director
Calaveras County Water District

View the complete list of current employment opportunities here.

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

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being announced here so that those who want to be present at the Annual Conference to support these winners can register now! Remember, we have five new categories this year so awards will be presented to the winners at events throughout the conference. The programs for, or reasons why each winner was selected will be announced at the time the award is presented.

[Read about this year's winners...](#)

Are You and Your District Among the Best in California? Here is Your Chance to Prove It!

The Special District Leadership Foundation (SDLF) was formed in 1999 to serve as a common voice among all the special district organizations, realizing that we all hold a common goal of excellence in local government; we all believe in education, integrity, and accountability; and we believe in the perception of the special district community. [Read more about SDLF and its programs...](#)

Membership

Water-Wastewater and Hazards Forum: Impacts of Climate Change and Earthquakes on Facility Design, Disaster Preparedness, and Recovery Planning

If your district offers water or wastewater services, you are invited to join your peers at a water and wastewater hazards forum on Thursday, October 25 in Oakland. The forum is sponsored by the California Council of Geoscience Organizations and co-sponsored by the Association of Bay Area Governments. The forum is focused on impacts of climate change and earthquakes on facility design, disaster preparedness, and recovery planning. [For more details on this forum and registration information, please click here...](#)

2008 CSDA Committee Selection Process Underway ...

We hope that by now each CSDA member district has received the '2008 Committee and Volunteer Interest Form.' This form is to be used for indicating the committee(s) your district board members and/or staff are interested in serving on in 2008. The CSDA Board of Directors encourages the participation of all CSDA member agencies. [Read more about the committee selection process...](#)

In the News

Volunteers Clear Trash in Waterways

Amid overgrown vegetation clogging creeks near west Redding, cleanup volunteers found worn-out washing machines and a laundry list of odd items Saturday. Topping the list was what appeared to be an airplane tire. [Read more of this story...](#)

Nov 1
General Manager Training
Camarillo

Nov 2
Supervisor Training
Camarillo

Nov 8
Generational Diversity
Sacramento

Nov 9
Staying in Compliance
Sacramento

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

FAQ

For those who work in local government, is ethics more than not doing bad things?

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

Air District Wants Engines Registered

Anyone who owns or operates a portable engine 50 horsepower or greater or an equipment unit (excluding that used for agricultural service), within the Yolo-Solano Air Quality Management District's jurisdiction, must have a district permit or register the engine in the Statewide Portable Equipment Registration Program administered by the California Air Resources Board. [Read more of this story...](#)

Spread the e-News!

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





Has Your District Used a SLON?

Securitized limited obligation notes (SLONs) allow special districts to borrow up to \$2 million to be paid back from designated revenues, over 10 years. Because SLONs are considerably secure and less expensive than promissory notes, they are a great funding mechanism for special districts. While SLONs, do not require voter approval, it takes a 4/5 vote of a district's governing board to issue a SLON.

The authorization to use SLONs took effect on January 1, 2005, and will expire on December 31, 2009. Because the authority of special districts to issue SLONs will sunset, CSDA would like to know whether your district has used SLONs and any examples you might be able to give. We are interested in your experiences and stories dealing with SLONs. Please contact CSDA either by phone or e-mail with your input. We want to hear what you have to say!

Please contact Thomas Vu at (916) 442-7887 or by e-mail at tomv@csda.net.

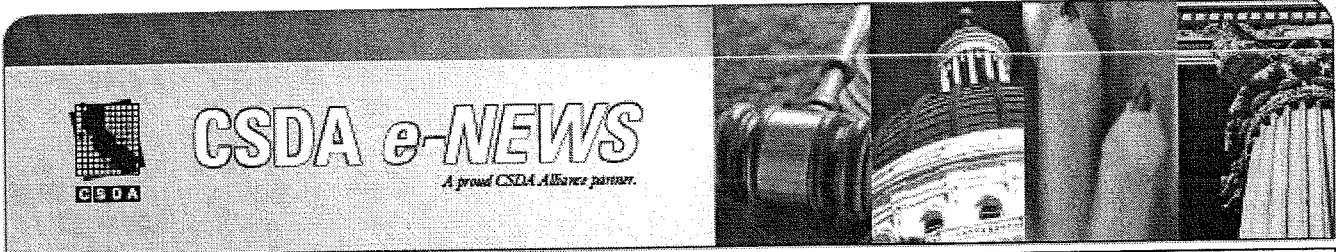
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Elizabeth Minter

From: Neil McCormick [neilm@cstda.net]
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September 17, 2007

In this issue...

[The Legislative Session Ends ...](#)

[... As Two Special Sessions Are Called](#)

[Legislature Wraps Up Key Bills of Interest to CSDA](#)

[Has Your District Used a SLON?](#)

[Register for CSDA Fall Workshops](#)

[2008 CSDA Committee Selection Process Underway ...](#)

[Park District Secures Water for Shadow Cliffs Lake](#)

[District Considers Steps to Cut Outdoor Water Use](#)

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Environmental Education Coordinator
Monterey Peninsula Regional Park District

Membership and Chapters Assistant
California Special Districts Association

Finance Director
Calaveras County Water

The Legislative Session Ends ...



The 2007 Legislative session came to end early Wednesday last week, at around 3:30 a.m., in the usual flurry of last-minute deals and legislative maneuvering. Regular session has been adjourned until January 7, 2008. Despite the last push on hundreds of bills, two major pieces remained outstanding at the time the

gavel fell to close session: healthcare reform and water storage. Assembly Bill 8, Assembly Speaker Fabian Nunez's healthcare reform bill, was passed Tuesday after one and a half hours of debate, despite a promised veto by the governor. And as soon as the bill was passed, it was vetoed, setting the stage for the governor to call two special sessions dealing with these two issues.

... As Two Special Sessions Are Called

On late-Tuesday, the governor called for two special sessions to deal with water storage issues and healthcare reform, two major pieces of the governor's reform efforts that were put on hold because of the two-month delay in passing the budget. [Read about these special sessions...](#)

Legislature Wraps Up Key Bills of Interest to CSDA

With the legislative session coming to a close last week, the fate of many bills of interest to CSDA members was decided. [Read about these bills and where they stand...](#)

Has Your District Used a SLON?

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Oct 19
Staying in Compliance
Spring Valley

Oct 25
SDRMA Safety/Claims Education Day
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Board Secretary Training
Long Beach

Nov 1

District

Assistant General Counsel
San Diego County Water Authority

Office Manager
Crestline Village Water District

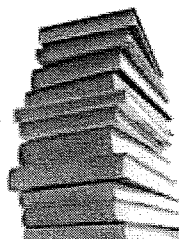
Public Works Director
City of Tracy

Executive Director
Elk Grove Economic Development Corporation

View the complete list of current employment opportunities here.

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

The CSDA fall workshops will be open for registration soon. There are a number of classes still available to you prior to the end of the year. Read about these classes...



Training
Camarillo

Nov 2
Supervisor Training
Camarillo

View the complete education calendar here.

FAQ

My district is looking for vendors; where should we look?

Click here to learn the answer!

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In the News

Park District Secures Water for Shadow Cliffs Lake

Potentially saving taxpayers tens of thousands of dollars — and providing a much-needed backup source for replenishing the 80-acre lake at Shadow Cliffs Regional Recreation Area — the East Bay Regional Park District has announced a deal to receive additional water from a local cement plant. Read more of this story...

District Considers Steps to Cut Outdoor Water Use

With a long-term drought and a recent court decision shrinking the Inland water supply, one water district might ask large-scale users to change the way they care for their landscaping. Read more of this story...

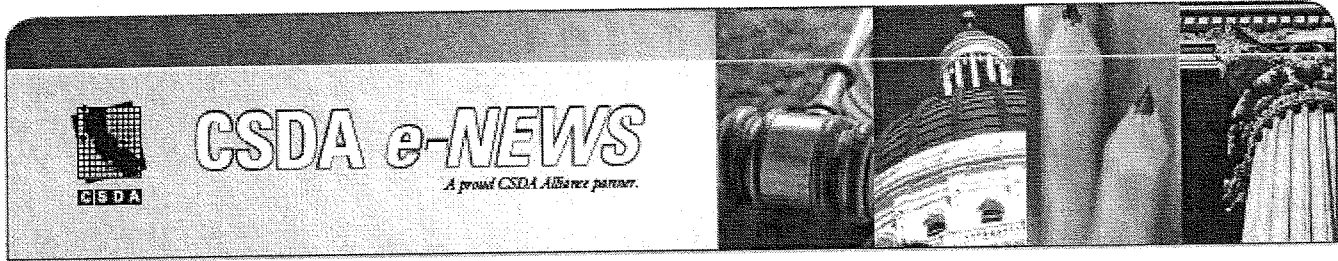
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... As Two Special Sessions Are Called

On late-Tuesday, the governor called for two special sessions to deal with water storage issues and healthcare reform, two major pieces of the governor's reform efforts that were put on hold because of the two-month delay in passing the budget. Legislative leaders and the governor are looking at a quick compromise on water storage, most likely in the form of a \$5.4 billion bond on the February 2008 ballot. They are hopeful to reach an agreement early in the following week.

A deal on healthcare reform may include passing the enacting legislation in the special session but also putting on the November 2008 ballot the funding mechanism for the legislation. This may include an increase in sales and payroll taxes. The speaker has announced two working groups of legislators to tackle these two special session topics.

One issue that has been on the minds of legislators and the governor but has not yet been addressed is redistricting. To place this on the February ballot (along side the term-limits reform initiative), action on a compromise plan has to be taken soon.

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

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

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	01/00/00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
TOTAL		20,131.62	4,906.81	418.49	870.25	0.00	15.06	26,342.23
AVG		6,710.54	1,635.60	139.50	290.08	0.00	5.02	8,780.74

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	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00
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	674.98	162.00	0.00	836.98	418.49
AVG	224.99	54.00	0.00	278.99	139.50

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	337.76	207.30	65.80	0.00	0.00	610.86
Dec-05	211.10	207.30	65.80	0.00	0.00	484.20
Jan-06	253.32	207.30	65.80	0.00	243.92	770.34
Feb-06	42.22	69.10	65.80	0.00	243.92	421.04
Mar-06	42.22	69.10	65.80	0.00	0.00	177.12
Apr-06	84.44	69.10	65.80	0.00	0.00	219.34
May-06	84.44	69.10	65.80	0.00	0.00	219.34
Jun-06	84.44	69.10	65.80	0.00	0.00	219.34
TOTAL	2,068.78	1,796.60	756.70	0.00	1,463.52	6,085.60
AVG	172.40	149.72	63.06	0.00	121.96	507.13

DOLLARS BY TYPE OF WORKER

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

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	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00	0.00
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
TOTAL	255.82	214.76	204.40	0.00	0.00	674.98
AVG	85.27	71.59	68.13	0.00	0.00	224.99

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	7.00	8.00	2.00	0.00		16.00	33.00
Sep-05	4.00	4.00	2.00	0.00		0.00	10.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	4.00	6.00	2.00	0.00		0.00	12.00
Dec-05	5.00	6.00	2.00	0.00		0.00	13.00
Jan-06	6.00	6.00	2.00	0.00		8.00	22.00
Feb-06	1.00	2.00	2.00	0.00		8.00	13.00
Mar-06	1.00	2.00	2.00	0.00		0.00	5.00
Apr-06	2.00	2.00	2.00	0.00		0.00	6.00
May-06	2.00	2.00	2.00	0.00		0.00	6.00
Jun-06	2.00	2.00	2.00	0.00		0.00	6.00
TOTAL	41.00	48.00	22.00	0.00		48.00	159.00
AVG	3.42	4.00	1.83	0.00		4.00	13.25

TIME BY TYPE OF WORKER


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

TIME BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-07	2.00	2.00	2.00	0.00		1.00	7.00
Aug-07	2.00	2.00	2.00	0.00		1.00	7.00
Sep-07	2.00	2.00	2.00	0.00		1.00	7.00
Oct-07	0.00	0.00	0.00	0.00		0.00	0.00
Nov-07	0.00	0.00	0.00	0.00		0.00	0.00
Dec-07	0.00	0.00	0.00	0.00		0.00	0.00
Jan-08	0.00	0.00	0.00	0.00		0.00	0.00
Feb-08	0.00	0.00	0.00	0.00		0.00	0.00
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
TOTAL	6.00	6.00	6.00	0.00		3.00	21.00
AVG	2.00	2.00	2.00	0.00		1.00	7.00

Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 15, 2007


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

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

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

**Agenda Item
28**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : October 15, 2007

SUBJECT: Poet Laureate.

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

Meredith will be working with the Program Committee in planning for our Cowboy poetry events scheduled for January 10th and 12th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: 2006-07 California Public Library Survey for Placentia Library District, as transmitted to the California State Library on September 26, 2007
DATE: October 15, 2007

BACKGROUND:

Attached is a copy of the Library's annual report to the State Library of California for Fiscal Year 2006-2007.

The report was submitted to the State Library on September 26, 2007. Filing this report by the stipulated deadline is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File

Placentia Dist

2006-07 California Public Library Survey

	CURRENT YEAR	PREVIOUS YEAR	
Directory Update #1-51			
THE FIELDS BELOW ARE FOR CSL USE ONLY			
1	LIBRARY_ID	M692	M692
2	FSCS_ID	CA0096	CA0096
3	Short_Name	Placentia Dist	Placentia Dist
4	Name	Placentia Library District	Placentia Library District
Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)			
5	Courtesy Title (Ms., Mr., Dr.)	Ms.	Ms.
6	First Name	Elizabeth	Elizabeth
7	Middle Name or Initial (only if used)	D.	D.
8	Last Name	Minter	Minter
9	Title	Library Director	Library Director
10	Street Address	411 E. Chapman Ave.	411 E. Chapman Ave.
11	City	Placentia	Placentia
12	Zip	92870	92870
13	Zip4	6198	6198
14	Mailing Address (repeat street address if same)	411 E. Chapman Ave.	411 E. Chapman Ave.
15	Mail City	Placentia	Placentia
16	Mail Zip	92870	92870
17	Mail Zip4	6198	6198
18	Public Phone Number-Administration	(714) 528-1925	(714) 528-1925
19	Reference Phone Number	(714) 528-1906	(714) 528-1906
20	FAX	(714) 528-8236	(714) 528-8236
21	TDD for Deaf.	N/A	N/A
22	Library Director's Email address	eminter@placentialibrary.org	eminter@placentialibrary.org

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

THE FIELDS BELOW ARE FOR CSL USE ONLY

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

49	STATE	CA	CA
50	FISCAL_YR	2006-07	2005-06
51	INST_CODE	P	P

Population and Outlets #201-212

201	Population of the Legal Service Area	55,065	54980
202	Population of Children Age under 5 years	4,400	4,014
203	Population of Children Age 5-14	5,028	7,257
204	Registered Borrowers as of June 30	32,879	25,570
205	Children Borrowers Age 0-14	6,917	5,864
206	Main Library (Enter 1 if there is a main or central library, leave blank if not)	1	1
208	Branches (see instructions)	0	0
209	Stations (Must have staff & separate quarters).	0	0
210	Total Branches + Stations (#208+#209)	0	0
211	Bookmobiles. Vehicle count.	0	0
212	TOT_OUTLET (#206+#208+#209+#211)	1	1

Library Staff #251-259

251	Total count of persons employed - full and part time.	31	31
252	ALA Librarians (FTE) who have accredited ALA Masters	3.00	3.25
253	FTE Total Librarians (ALA or other)	8.25	8.25
254	FTE Special Professionals	5.00	5.5
255	FTE Lib. Tech. Assistants	0	0
256	FTE Other	10.75	10.66
257	ALL_SUPPRT (#254+#255+#256)	15.75	16.16
258	TOTAL_STAF (#253+#257)	24.00	24.41
259	FTE Volunteers (Average FTE)	10.48	10.47

per week - not hours)

Income - for Operational Expenses #301-314

301	Local Government (all sources - see help)	\$1,849,464	\$1,680,890
304	State Funds (CLSA, PLF, ELLI, etc.)	\$125,292	\$171,252
305	Federal Funds (LSTA or other)	\$0	\$0
308	All Other Operating Income	\$374,365	\$228,307
309	Total Operating Income (#301+#304+#305+#308)	\$2,349,121	\$2,080,449

THE FIELDS BELOW ARE FOR CSL USE ONLY

310	CLSA_DB		0
311	CLSA_TBR		14,349
312	CA Library Literacy Services		51,732
314	PLF ALLOCATION	877032	21,090

Income - for Capital Outlay #315-319

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

Standard Operating Expenditures #401-414

401	Salaries & Wages Expenditures	\$1,051,435	\$896,272
402	Employee Benefits Expenditures	\$265,394	\$261,907
403	Total Staff Expenditures (#401+#402)	\$1,316,829	\$1,158,179
404	Print Materials Expenditures (except Serials)	\$141,315	\$110,541
405	Print Serial Subscription Expenditures	\$6,850	\$8,961
406	Total Print Materials Expenditures (#404+#405)	\$148,165	\$119,502
407	Electronic Materials Expenditures	\$39,552	\$15,113

411	Other Materials Expenditures	\$65,021	\$18,558
412	Total Collection Expenditures (#406+#407+#411)	\$252,738	\$153,173
413	All other Operating Expenditures	\$779,554	\$548,835
414	Total Operating Expenditures (#403+#412+#413)	\$2,349,121	\$1,860,187
Capital Expenditures #500			
500	Capital Expenditures	\$0	\$0
Specific Expenditures #501-509			
501	Postage and Delivery	\$7,132	\$6,387
502	Telecommunications (Telephone and Data)	\$13,693	\$14,994
503	Contracted Computer Services	\$39,732	\$30,540
505	Preservation	\$2,500	\$1,500
506	Expenditure for Children's Materials	\$55,500	\$40,386
507	Adult Literacy Program	\$211,412	\$208,712
508	Transfer to City/County divisions for services: maintenance, accounting, etc.	\$31,754	\$41,593
509	Payments for Contract Services to another jurisdiction	\$33,274	\$30,431
Collections #601-620			
601	Children's Books Added	3,276	1,337
602	Books Children Held as of June 30	36,366	38,565
603	Books Young Adult Held as of June 30	2,910	2,714
604	Books Volumes Added	7,381	3,925
605	Books Titles Added	6,068	3,482
606	Books Total Held as of June 30	96,918	111,201
607	Government Documents in separate collections	94	76
608	Serial Volumes held as of June 30	510	510
609	Total Print Materials Held	97,522	111,787

(#606+#607+#608)

610	Electronic Books	0	0
611	Total Audio Materials	3,518	3,325
612	Total Video Materials	5,983	5,193
613a	Databases - Local	18	
613b	Databases - State	0	
613c	Databases - Coops & Other	0	
613d	Databases - Total (613a+613b+613c)	18	16
614	Number of Current Print Serial Subscriptions	141	136
615	Current Electronic Serial Subscriptions	0	0
616	Number of records in library catalog as of June 30.	80,470	88,927
617	Microfilm (reels)	922	922
618	Microforms (not microfilm)	0	0
619	Children's Audio Materials held as of June 30	515	587
620	Children's Video Materials held as of June 30	1,542	1,307

Non-English Languages Held #751-778

Print Materials HELD as of June 30

751	African languages	0	0
752	Arabic	0	16
753	Armenian	0	0
754	Chinese	396	0
755	French	0	0
756	German	0	0
757	Greek	0	0
758	Hebrew	0	0
759	Hindi	0	0
760	Hmong	0	0
761	Italian	0	0

762 Japanese	0	0
763 Korean	222	224
764 Laotian	0	0
766 Miao, Hmong	0	0
767 Mon-Khmer, Cambodian	0	0
768 Pashto	0	0
769 Persian	0	0
770 Portuguese	0	0
771 Punjabi	0	0
772 Russian	0	0
773 Scandinavian languages	0	0
774 Spanish	1,674	1,667
775 Tagalog	0	0
776 Thai	0	0
777 Urdu	0	0
778 Vietnamese	154	208
Library Services, Annual #801-820		
801 Total Public Service Hours	2,747	2,747
802 Attendance in Library	612,726	463,938
803 Reference Questions (omit directional)	28,471	23,036
804 Circulation of Children's Materials	93,326	91,502
805 Circulation Non-English	2,820	3,056
806 Circulation Non-Book	65,659	54,289
807 Total Circulation	231,682	219,897
808 In-Library use of Materials	44,980	20,895
809 ILL loans to others	4,405	5,109
810 ILL loans received	3,935	3,920
811 Pre-School Programs - Number	292	264
812 Pre-School Programs - Attendance	11,251	9,117
813 School Age Programs - Number	65	59

814	School Age Programs - Attendance	2,408	4,027
815	Adult Programs - Number	14	15
816	Adult Programs - Attendance	338	309
817	Total Programs - Number (#811+#813+#815)	371	338
818	Total Programs - Attendance (#812+#814+#816)	13,997	13,453
819	Children's Program Attendance (#812+#814)	13,659	13,144
820	Number of Children's Programs (#811+#813)	357	
Salary Survey #901-918			
901	Director (monthly rate) - Begin	8,726	8,334
902	Director (monthly rate) - Final	8,726	8,334
903	Assistant Dir. - Begin	N/A	N/A
904	Assistant Dir. - Final	N/A	N/A
905	Chief Lib. Div. - Begin	5,235	4,545
906	Chief Lib. Div. - Final	6,696	5,814
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	3,448	3,293
910	Entry Level Librarian - Final	4,411	4,213
911	Journeyman Librarian - Begin	4,017	3,838
912	Journeyman Librarian - Final	5,140	4,909
913	Lib. Tech. Asst. - Begin	2,916	2,785
914	Lib. Tech. Asst. - Final	3,731	3,564
915	Clerk Non-Pro. (see help) - Begin	2,172	2,075
916	Clerk Non-Pro. (see help) - Final	3,141	3,000
917	Mgr. Of Spec. Servic (non-MLS) - Begin	4,420	4,545
918	Mgr. Of Spec. Servic (non-MLS) - Final	5,655	5,814

Electronic Services #857-866

857	Took advantage of CA Teleconnect subsidies during this report year.	No	No
858	Took advantage of federal E-RATE subsidies during this report year.	No	No
Electronic Resources Usage			
859	Users of Public Internet Computers (per year)	38,109	31,930
864	Does your library use the Radio Frequency Identification (RFID) system for circulation?	No	No
THE FIELDS BELOW ARE FOR CSL USE ONLY			
865	GPTERMS (#27+#46) from Bookmobiles and Outlets table respectively	19	19
866	Total Square Feet for Administration Entity	22,800	

Mobile Libraries #1-33

If no mobile libraries then leave blank.

FIELDS IN GREEN ARE FOR CSL USE ONLY

- 1 FSCS_ID
- 2 LIBRARY_ID
- 3 LIB_CODE
- 4 Short_Name
- 5 Bookmobile Name:
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:

- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops on route per week:
- 21 Total hours per month in public service (omit travel time):
- 22 Librarians on vehicle - FTE
- 23 Driver/clerks on vehicle - FTE
- 24 Support Staff off vehicle - FTE
- 25 Total materials circulation per year
- 26 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts only)
- 27 Number of Internet Terminals - General Public
- 28 Has adult or children's programming been conducted from a bookmobile?
- 29 Cite example
- 30 GEN_NOTES
- 31 FISCAL_YR
- 32 MSA Status
- 33 L_NUM_BM

Library Outlet #1-50

Library Outlet

FIELDS IN GREEN ARE FOR CSL USE ONLY

1	FSCS_ID	CA0096.002	CA0096.002
2	LIBRARY_ID	M692	M692
3	LIB_Code	M692.001	M692.001
4	Short_Name	Placentia Dist.	Placentia Dist.
5	Outlet Name:	Placentia Library District	Placentia Library

6	Courtesy Title (Ms., Mr., Dr.):	Ms.	<i>Ms.</i>
7	Outlet Manager's: First Name (If Elizabeth position is not filled, enter "VACANT" in 7 and leave 8 & 9 blank)		<i>Elizabeth</i>
8	Outlet Manager's: Middle Name D. or Initial, if used:	D.	<i>D.</i>
9	Outlet Manager's: Last Name:	Minter	<i>Minter</i>
10	Title:	Library Director	<i>Library Director</i>
11	Street Address:	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
12	City:	Placentia	<i>Placentia</i>
13	ZIP:	92870	<i>92870</i>
14	ZIP+4:	6198	<i>6198</i>
15	Mail Address (repeat if same as street address):	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
16	Mail City:	Placentia	<i>Placentia</i>
17	Mail ZIP:	92870	<i>92870</i>
18	Mail ZIP+4:	6198	<i>6198</i>
19	County	Orange	<i>Orange</i>
20	FAX:	(714) 528-8236	<i>(714) 528-8236</i>
21	Phone:	(714) 528-1925	<i>(714) 528-1906</i>
22	Type of Outlet:	CE	<i>CE</i>
23	This Facility is Owned by:	SPDT - Special District	<i>SPDT - Special District</i>
24	This Facility is in need of:	RMDL	<i>RMDL</i>
25	State Senate District(s):	29	<i>33</i>
26	State Assembly District(s):	64	<i>72</i>
27	U.S. House District(s):	39	<i>39</i>
28	Population Served By Outlet.	54980	<i>54,980</i>
29	Total Outlet Staff, in FTE.	24.41	<i>24</i>
30	Hours Open, Weekly.		<i>57</i>
31	Hours Open, Annually.		<i>1,402</i>
32	Total Number of Volumes Held by Outlet.	111787	<i>111,787</i>
33	Total Annual Circulation by		<i>219,897</i>

Outlet.		
34	Total Outlet Operating Expenditures.	1,860,187
35	Year in which Outlet was Originally Built.	1974
36	Month and Year outlet opened (i.e., 06/2004)	06/1974
37	Year in which Outlet was Remodeled.	N/A
38	Size of Outlet, in sq. ft.	22,800
39	Number of Reader Seats in Outlet	227
40	Days per week outlet is open to the public.	5
41	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
42	Housed in separate quarters?	Yes
43	Established schedule of hours for public service?	Yes
45	Degree of Adequacy of this Facility.	8
46	Number of Internet Terminals-- General Public.	19
47	Internet Connection. What is your library's highest connection speed to the Internet?	257Kbps - 768Kbps (ISDN, T-1, frame relay, DSL)
48	Wi-Fi. Is wireless available at this location? (Y/N)	802.11b
44	MSA (Metropolitan Statistical Area) Status:	NC
49	FISCAL_YR CODE	2006-07
50	OUTLET_TYPE_SORT_CODE	2005-06

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Report on Staff Appreciation Dinner
DATE: October 15, 2007

The Staff Appreciation Dinner was hosted by Dr. Allan & Sandra Stark on Sunday, October 7, 2007. Trustee Greaten Wood served as the event chair.

Forty-nine reservations were made and forty-two individuals attended.

	RSVPs	No-shows	Reason
Staff	20	3	1 Out of town/1 Sick
Trustees	2	0	N/A
PLFF Directors	3	0	N/A
Volunteers	4	1	1 Cancelled
Retirees	3	1	None
Guest	17	2	1 Out of town
TOTAL	49	8	





Librarian Katie Matas was awarded a thirty-year pin.

The total cost was \$953.00.

	Cost
Food	\$740.00
Pin modification	\$ 26.00
Book Ends	\$180.00
Plaque for Book Ends	\$ 7.00
TOTAL	\$953.00

There were nine paid guests at \$180.00. The food cost to be shared by the Library Board and Friends Foundation was \$560.00 or \$280.00 per organization.

The recommendations by staff are that the event committee does the following:

-  Establish event date. It was suggested that a standing date be established so that people can plan on it.
-  Secure event venue and menu.
-  Coordinate preparation of invitations with staff, & process responses.
-  Obtain non-library workers/volunteers to work any tasks associated with the dinner and events leading up to the dinner including set-up, tear down and clean-up.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: **Library Director's Report**
DATE: October 15, 2007

Activities Report:

- Sep 13 Met with Lynn Park at Placentia Round Table to set up catering for the Western Round-Up Dinner on January 10, 2008.
- Sep 17 Library Board Meeting
- Sep 19 PLFF Development Committee met to review the Memorandum of Agreement with the Library Board and make recommendations to the PLFF Board of Directors.
- Met with Pat Jertberg to discuss her recommendations to PLFF regarding volunteer recognition and to the Library regarding expanding the role of the Placentia History Room in its Facility Master Plan.
- Sep 20 PLFF Branding & Marketing Committee meeting.
- Talked with Marshall Eyerman at MuniFinancial to review the proposal for the Impact Fee Study.
- Sep 27 Chamber of Commerce Breakfast with City Administrator Bob Dominguez.
- Attended the Client Appreciation Luncheon for Executive Consulting in Long Beach. PLFF recognized with an "Honorable Mention" for its work with planning leading to the merger. Speaker was the Executive Director of Volunteer Vancouver.
- PLFF Branding & Marketing Committee meeting.
- Capital Campaign presentation to Trustees, Staff and PLFF representatives by Amanda Ferrari & Robert Sheldon, Ferrari Philanthropic Consultants.
- PLFF Finance Committee Meeting.
- Sep 28 Conference call with Anaheim Library Director and American Library Association to discuss the Local Arrangements Committee responsibilities for the ALA Conference in Anaheim in July 2008.

PLFF Donor Reception.

Oct 1-4

California Special Districts Conference, Monterey

Participated in tour of Moss Harbor and the Air Quality Management District.

Presentation by Larry Tramultola on Getting a Tax Election passed. I am recommending him as a speaker for the Library Board and PLFF Board early in 2008. I previously heard him speak at the Public Library Association Conference in Boston in 2006 and recommended him to the Library Board at that time. His firm has managed over 200 successful bond elections and they are currently working on the Sunnyvale Library tax issue campaign.

- 📖 Everything starts with planning -- take time developing the proposal (case statement)
- 📖 Getting the help you need -- get it early on in the process.-- get them to be part of the planning process.
- 📖 Communicate with voters early. This is a critical step that most Districts fail to do.
- 📖 Tax elections are not about the money. They're about what you do with the money,
- 📖 Determine what the public will support. The District can legally do polling of the residents.
- 📖 Keep the message simple and constant.
- 📖 Understand who votes.
- 📖 Determine when to have the election.
- 📖 Find volunteers.
- 📖 Elections have 2 phases
 - Phase 1, planning up until time the item is placed on the ballot. This is where your resources have to be spent.
 - Phase 2: while it is on the ballot. This is when election rules apply. The District may provide only information pieces.
- 📖 Get the resources and outside help you need.
- 📖 If you don't succeed, try again. Don't let failure stop you.
- 📖 Talk to people from Districts/ libraries who have lost campaigns.
- 📖 Most voters want their tax dollars to be spent locally.
- 📖 What mistakes do districts often make.

Not realizing that 2/3rds is harder to achieve than a simple majority.
Didn't have strong committed leadership with single-minded focus;
Trying to do it on their own, on the cheap.

Not taking the time to plan well and develop support. Time is your ally.

Not raising sufficient funding.

- 📖 There is never a perfect time. There is always competition. Voters are fatigued.
- 📖 Not staying on message.

Presentation on Family Friendly Employee Motivaton/Retention Programs by Jane Rozanski, innovative program recipient from a hospital district in Southern California. She presented a review of their cost-effective, morale boosting tips:

- 📖 Job sharing
- 📖 Abbreviated work schedule for full time benefits, kick in at 30 hours per week instead of 40
- 📖 Flexible work schedules
- 📖 Parent/child school activities
- 📖 Work from home
- 📖 Gradual return to work
- 📖 Use of sick time for care-giving
- 📖 Consideration of pets
- 📖 New hire welcome kit
- 📖 Suggestion box
- 📖 Recognition program
- 📖 Discounted gym membership
- 📖 Discounts on district services
- 📖 Paid time off for community service
- 📖 Dry-cleaning pick up service
- 📖 Donating sick leave and/or vacation to other employees

CSDA Public Records Act Presentation about Public Records Audit, CA Code Government Section 6250 et. Seq. which covers the consequences of failing to comply with the public records act.

- 📖 Policy -- the public has the right to know the public's business.
- 📖 Documents used by a public agency should be considered to be public documents, with some limited exceptions.
- 📖 Independent special districts are subject to the public records act.
- 📖 Public records defined
"Any writing containing" -- includes video and sound recordings

Mere custody of a writing does not make it a public record.

But if a records is kept by an agency because it is necessary or convenient to the discharge of public duties...it is a public record.

The Public Records Act does not apply to records that do not exist or are not in the public agency's possession.

Records stored electronically are included.

- 📖 The request may be written or verbal. You can't make them fill out a form or provide their identification -- it can be anonymous.

The request must sufficiently describe the information so that it can be Identified.

- 📖 Request form -- staff should help fill this out if necessary. It helps to make sure that the correct information is requested.

Often the requests are extremely vague. Assist the requester to identify information that is responsive to the request or to the purpose of the request, if stated. Describe the information technology and physical location in which the records exist. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

It really works the best for everyone if you work with the requester collaboratively.

- 📖 Responding to the Request

- *Immediate response

- *10 day notice -- notify requester whether the records are disclosable or not and provide the reasons for any undisclosed records.

- *14 day extension is available in certain unusual circumstance.

- 📖 Expressly disclosable records

- *Public official employment contracts.

- *Form 700's under the Political Reform Act

- *Agendas & Minutes

- 📖 Express exemptions

- *preliminary drafts, notes

- *utility customer data

- *Personnel, medical files

- 📖 Public Records Act never requires an agency to compile a report.

- 📖 ***Video surveillance is a public record. Invasion of privacy is not a valid reason for not disclosing.***

- 📖 Electronic files, only disclose in pdf -- Do not disclose in word, or excel -- only pdf.

📖 Board members emails are public records if they relate to public business.

📖 Recent Court Decisions:

Salaries of Public Employees

*salaries of public employees are public records

*Officer names, entry and termination dates are public information

Oct 7 Staff Appreciation Dinner

Oct 8 PLFF Foundation Committee and PLFF Board of Directors Meetings

Oct 9 Met with City Administrator Bob Dominguez to discuss the impact fee process and MuniFinancial's draft report to Placentia Library District, including the recommendation that the City conduct the public hearing and prepare the ordinance.

Made a presentation to the South Pasadena Library Board on marketing planned giving activities for public libraries.

Oct 11 Attended North Orange County Legislative Alliance and heard a presentation on groundwater replenishment.

Oct 13 Participated in the Heritage Day Parade.

Staff Meetings:

Sep 19 Acquisitions Staff Meeting (Matas), Minutes are Attachment A.

Children's Desk Staff (Gurkweitz), Minutes not provided by Roberts.

Reference Desk Staff (Strazdas), Minutes not provided by Roberts.

Staff Meeting (Roberts & Napier), Agenda is Attachment B.

Public Services Meeting (Roberts), Minutes not provided by Roberts

Circulation Meeting (Hoffman), Minutes are Attachment C.

Shelvers Meeting (Hoffman), Minutes are Attachment D.

Sep 20 Web Site Advisory Group (Napier), Minutes are Attachment E.

Oct 3 Program Committee (Roberts), Minutes not provided by Roberts.

Managers Meeting

Sep 19 Goodson was Recorder, Agenda & Minutes are Attachment F.

- Sep 26 (Minutes from Roberts don't match Agenda – I have no idea why, the Managers did not meet on October 4), Agenda & Minutes are Attachment G.
- Oct 3 Goodson conducted the meeting, Napier was Recorder., Agenda & Minutes are Attachment H
- Oct 10 Roberts was Recorder, Agenda & Minutes are Attachment I

Acquisitions Meeting
Minutes
9-19-07

Staff present: Kathy Staymates, Caroline Gurkweitz, Katie Matas, Vernon Napier, Gary Bell, Mary Strazdas

1. The book budget is flowing normally, and at this time of the fiscal year we'd expect to have spent about 25%. Everyone needs to check to see if they need new BTOL carts. We could still use a few more pre-algebra and geometry books; we need a *circulating* copy of a literary terms book (Gary) and perhaps a general-type book on motorcycle repairs (Kathy.)
2. Jane Herb from BTOL recently visited Katie. BTOL is going to extend the time ordered books will be kept in their system to six months. Still, a FORTHCOMING cart would be a good idea if a desired book won't be ordered for three months or more. BTOL will be placing library labels on DVDs, which will make them easier to spine read. Once the account is set up, we will get materials registered in OCLC. This will occur monthly. Previously purchased items need to be input by Anaheim. "JRO" is the Placentia code.
3. Caroline may order books for the Halloween giveaway paid for by the Friends/Foundation from Ingram, because of their speed.
4. Weeding is going well.
5. Katie will watch to refresh CDs, DVDs and books for the ESL collection because she does the 400s. Suggestions are appreciated!
6. There is no available space for additional foreign language books, though we have requests for Chinese, Korean, Farsi, and Vietnamese. Canyon carries Farsi and Chinese (even a newspaper) and Santa Ana has generous Vietnamese holdings (they charge for library cards for nonresidents.)
7. Why don't adults have and use library cards? Some prefer to not allow their children cards (lost materials payment issues); some adults prefer to purchase new books.
8. Should there be a special library card for children for computer use only? Then parents would at least need to give permission for children to be on the machines.

STAFF MEETING AGENDA

Sept. 19, 2007 - 3:30pm

- Word of Mouth Marketing (Elizabeth)
- Board decision re Sunday closing before Monday holidays (Elizabeth)
- Public (mis)behavior (Jim, Vernon)
 - Public computers
 - Public toilets
 - Grafitti
 - Skateboarders
- Library materials/equipment
- **Department Updates**
 - Public Services
 - Adult (Mary, Kathy)
 - Children's (Caroline, Phyllis)
 - Literacy (Jim, Toby, Nadia, Hilda)
 - Volunteer Services (Lois)
 - Technical Services
 - Web/Technology (Vernon)
 - Acquisitions (Katie)
 - Circulation (Kristen)
 - Administrative Services
 - Development (Yesenia)
 - Admin (Wendy)
 - Staff Appreciation Dinner – October 7 @ 5:30pm
 - Staff Bowling Night
 - Halloween Haunt
 - Halloween Day Dress Up
 - Holiday event
- **Next Meeting**

We meet next on October 17 at 1:30pm. Please advise Elizabeth or Wendy of any items you wish to have on the agenda.

**Placentia Library District
Circulation Staff Meeting
Minutes
September 19, 2007**

Clean-up

Discussed clean-up procedures when closing the library. All of the books and trash need to be picked.

Notes

Reminder to staff, check out all of the materials that are taken home.
All notes put on patrons account need to have staff initials.

Timesheets

Regular working hours need to stay the same. Any additional hours worked needs to have a separate row indicating that they are extra hours.

Passport Register

Discussed closing procedures for the passport register. Staff needs to follow the instructions provided in the register. All of the credit card receipts need to be itemized. Any voids need to be voided on the register too (not just write void on receipt). Closing receipt needs to have tape total, even if it doesn't match.

Passports

Post-it notes need to have all names to match with check and it needs to be clearly visible on the right side of the application. All passport agents need to sign the applications they process. Every passport agent is responsible for ordering supplies, immediately.

September 19, 2007

The Shelves did not meet.

Kristen Hoffman

**Placentia Library District
Website Advisory Group Meeting**

Minutes for September 19, 2007

1. Photos

Photos for the website homepage were submitted by Caroline and Mary

2. Updates

Nadia provided updated information for the Literacy pages, including details of the new Kraemer Homework Club

3. Design

Vernon reviewed progress of the Branding Work Group

Managers Meeting
Sep 19, 2007 @ 8:30 am

Present: Minter, Roberts, Napier, Goodson

Recorder: Goodson

Communications

WOM – EDM suggested re-doing the October badge to focus on literacy.
Children's section revisions - Jim and Vernon to review with Caroline
Refresh website – no further action on this until Branding committee meets
PLFF website – EDM to call Stelter for status.

Building Signage

Banner for booksale – on order. Will be ready October 1, 2007
PLFF copier sign – completed.

Performers contract – due Sept 26 per JR

Budget Implementation

Staff changes – aide/clerk positions' testing completed. Hoffman is sick and all recruitment efforts have ceased until her return.
Janitor's request – contract finalize and sent out for bids
Mens public restroom – toilets stopped up. Main line cleared.

History Room- Vernon to call Kristi to borrow additional screen.
Authors – JR to speak with Gary.

Staff Meetings – Groups have been established to meet with Valerie Poole.

Committee Meetings – Managers reported that there were not meetings in the last week.

Agenda Review for Staff Meeting – topics include WOM, Holiday Sunday public service schedule,

PLFF update – membership campaign – EDM gave status

Donor reception – arrangements are being coordinated by the managers to include video set-up presentations and song

Midwinter Western Dinner cost is \$45

Status on departments

Admin – Payroll update will occur Sept 27 2007. Wnek is included in the training.
Public Svcs – no date set for Anaheim visit to see computers
No status on children's evening story hours
Technical – Vernon to speak with reference about instant messaging
Privacy issues in discussion with Captain Smith

7. Rotating staff for Saturdays before Monday holidays (so that everyone can benefit from the longer holiday weekend); and discuss how we will handle holiday weekend scheduling with the Sunday closings being eliminated.

4. Staff Meetings

- A. Schedule for meeting with Valerie Poole in October

Wed Oct 24, 6 pm

Thurs Oct 25, 4 pm

Mon Oct 29, 6 pm (not librarians, Mary at CLA)

Tues Oct 30, 6 pm

- B. Reports from Committee Meetings – Managers

- C. Review of Agenda for today, September 19.

5. PLFF update – Elizabeth

- A. Membership Campaign

- B. Donor reception

Video set-up: flood video; EDM presentation & words for song at platform; Time Warner continuous

Technology demonstrations

- C. Midwinter Western Dinner & Poetry workshop

6. Status report on Departmental Projects & Staff Meetings

- A. Administration –

Payroll services changes – orientation schedule.

- B. Public Services

Status on the Early Childhood Computer order – have you set a date to visit Anaheim?

What's the status of Children's evening story hours – they were supposed to be back on the schedule no later than September 1st?

Instant Messaging implementation.

- C. Technical Services

Report on privacy issues meeting with Police Captain Ward Smith.

Clerk job duties – let's review at the next staff meeting so everyone knows what to anticipate from this new position.

Placentia Library District
Managers Meeting Agenda
September 19, 2007

Wendy Goodson, Recorder

1. Communications

- A. Word of Mouth Marketing for October –Jim – review of graphic & background information
- B. Web Site – Vernon
 - Children’s Section revisions – status report by Jim
 - Report on status on refreshing the appearance of the web site
 - Incorporation of the PLFF Planned Giving web site
- C. September issue of Newsletter for Teachers & presentation to principals-- Jim
- D. Building signage
 - Banners for booksale – status report by Wendy & Jim In place for October?
 - Status report on PLFF sign for photocopier
- E. Performer’s contract – Jim will bring and present his draft

2. Budget Implementation

- A. Status of staff changes
 - Circ Clerk I
 - Library Aide
- B. Janitor’s contract supplement – Vernon
- C. Status report on men’s public bathroom – plumber called 3 times this week, twice after hours.

3. Placentia History Room

- A. Update on Flood dvd status – Jim – can we show this at the Donor Reception?
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

Placentia Library District
Managers Meeting Agenda
September 26, 2007

Jim Roberts, Recorder

1. Communications

- A. Follow through with staff for Safety Day workshop -- Wendy
- B. Web Site – Vernon
 - Children’s Section revisions – status report by Jim
 - Status report on Marketing & Branding Committee
 - Review of the PLFF Planned Giving web site
- C. September issue of Newsletter for Teachers & presentation to principals-- Jim
- D. Building signage
 - Banners for booksale – status report by Wendy & Jim In place for October?
- E. Performer’s contract – Jim will bring and present his draft
- F. Review of Library Director’s presentation for the Donor Reception

2. Budget Implementation

- A. Status of staff changes
 - Circ Clerk I
 - Library Aide
- B. Janitor’s contract supplement – Vernon
- C. Status report on men’s public bathroom
- D. Status report on the ice machine and discussion of maintenance & operation

3. Placentia History Room

- A. Update on Flood dvd status – Jim
- B. Celebrating Placentia’s Authors – status report Jim – has a new date been proposed? Who is leading this?

4. Staff Meetings
 - A. Reports from Committee Meetings – Managers
 - B. Program Committee meeting schedule
5. PLFF update – Elizabeth
 - A. Membership Campaign
 - B. Donor reception – review of responsibilities
 - C. Midwinter Western Dinner & Poetry workshop – draft of poster
6. Status report on Departmental Projects & Staff Meetings
 - A. Administration –
 - B. Public Services

Status on the Early Childhood Computer order – have you set a date to visit Anaheim?

What's the status of Children's evening story hours – they were supposed to be back on the schedule no later than September 1st?

Instant Messaging implementation.
 - C. Technical Services

Report on privacy issues meeting with Police Captain Ward Smith.

Clerk job duties – let's review at the next staff meeting so everyone knows what to anticipate from this new position.

Placentia Library District
Managers Meeting Agenda
September 25, 2007
minutes: Oct. 4, 2007, by Jim Roberts

1. Communications

- A. Word of Mouth Marketing for October – Jim – review of graphic & background information

Graphic approved.

- B. Web Site – Vernon

Children's Section revisions – status report by Jim

Met w/Caroline. Done.

Report on status on refreshing the appearance of the web site.

Still on-going.

Incorporation of the PLFF Planned Giving web site.

Done.

- C. September issue of Newsletter for Teachers & presentation to principals—
Jim: **Still working on them.**

- D. Building signage

Banners for booksale – status report by Wendy & Jim In place for
October? **Should be ready in Oct.**

Status report on PLFF sign for photocopier. **Done.**

- E. Performer's contract – Jim will bring and present his draft. **Be ready soon.**

2. Budget Implementation

- A. Status of staff changes

Circ Clerk I: **Interviews on 29 & 30 Sep.**

Library Aide: **Same as above.**

- B. Janitor's contract supplement – Vernon: **Out for bid.**

- C. Status report on men's public bathroom – plumber called 3 times this week, twice after hours. **Reduce the amount of toilet paper on hand.**

3. Placentia History Room

- A. Update on Flood dvd status – Jim – can we show this at the Donor Reception? **Finishing up version 2. Be ready for the Birthday bash.**

- B. Celebrating Placentia's Authors – status report Jim – has a new date been proposed? Who is leading this? **The Library and the History Committee are leading this. Will come up with a schedule soon.**

Staff Meetings

- A. Schedule for meeting with Valerie Poole in October
Working on the schedule
 - B. Reports from Committee Meetings – Managers: **All managers gave reports.**
 - C. Review of Agenda for today, September 25. **Agenda reviewed.**
5. PLFF update – Elizabeth
- A. Membership Campaign **Elizabeth gave an update.**
 - B. Donor reception

Video set-up: flood video; EDM presentation & words for song at platform; Time Warner continuous. **All ready and taken care of**

Technology demonstrations **Same as above**
 - C. Midwinter Western Dinner & Poetry workshop. **Everything set.**
6. Status report on Departmental Projects & Staff Meetings
- A. Administration –

Payroll services changes – orientation schedule. **New payroll software.**
 - B. Public Services

Status on the Early Childhood Computer order – have you set a date to visit Anaheim? **No firm date yet.**

What's the status of Children's evening story hours – they were supposed to be back on the schedule no later than September 1st? **Jim will get with Caroline.**

Instant Messaging implementation. **Still in progress.**
 - C. Technical Services

Report on privacy issues meeting with Police Captain Ward Smith. **Captain Smith to get back to Vernon.**

Clerk job duties – let's review at the next staff meeting so everyone knows what to anticipate from this new position. **To review at next meeting.**

7. Rotating staff for Saturdays before Monday holidays (so that everyone can benefit from the longer holiday weekend); and discuss how we will handle holiday weekend scheduling with the Sunday closings being eliminated. **A long discussion ensued, and we worked out a schedule for managers.**

Placentia Library District
Managers Meeting Agenda
October 3, 2007

Vernon Napier, Recorder

1. Communications

- A. Follow through with staff for Safety Day workshop - Wendy

Agreed it was better for Patricia to attend morning session than not to attend at all

- B. Web Site – Vernon

Status report on status on Marketing & Branding Committee

Work continues – next meeting on October 11

- B. September issue of Newsletter for Teachers & presentation to principals—
Jim

Will give to Elizabeth for review and approval

- D. Banners for booksale – status report by Wendy & Jim In place for
October?

Arriving October 8th

- E. Performer's contract – Jim will bring and present his draft

Will give to Elizabeth for review and approval

2. Budget Implementation

- A. Status of staff changes
Circ Clerk I
Library Aide

Interviews completed – trying to start new staff on Monday 8 October

- B. Janitor's contract supplement – Wendy

Out on bid

- C. Status report on ice machine

Jim suggested bagging ice and keeping in freezer

3. Placentia History Room

Celebrating Placentia's Authors – status report Jim – has a new date been proposed?
Who is leading this?

This is a joint effort between the Historical Committee and the Library. Jim to lead

4. Staff Meetings

A. Reports from Committee Meetings – Managers

Need to have Minutes to Elizabeth - noted

5. Status report on Departmental Projects & Staff Meetings

A. Administration –

Wendy passed out instruction re need to fill out various forms completely and on time

B. Public Services

Status on the Early Childhood Computer order – have you set a date to visit Anaheim?

Instant Messaging implementation.

C. Technical Services

Clerk job duties – let's review at the next staff meeting so everyone knows what to anticipate from this new position.

Placentia Library District
Managers Meeting Agenda
October 10, 2007

Jim Roberts, Recorder

1. Communications

A. Review arrangements for Safety Day workshop – Wendy **Completed.**

B. Web Site – Vernon

Children's Section revisions – status report by Jim **Up**

and running.

Status report on Marketing & Branding Committee **Progressing.**

Pictures are too dark, are they being edited before uploading. It's been two weeks since the Donor Reception but there are no photos.

1. What are we doing about staying current? **Vernon for action.**

2. What are we doing about developing systematic photo & video collections? **Vernon for action.**

C. September issue of Newsletter for Teachers -- we're now in the middle of October. EDM hasn't seen the copy yet. **Will be out soon.**

What's the status on Jim's presentation to the principals? **Jim is waiting for the District.**

D. Building signage

Banners for book sale – handing the inside banner. **Banners done. Elizabeth to pick up magnets for inside banner.**

Topic for Circ Desk overhead banner. **Waiting for staff input.**

E. Performer's contract – Review Jim's draft and approve. **Presented by Jim. Jim to clean up instructions.**

F. Review of Library Director's presentation for the Donor Reception **NA**

2. Budget Implementation

A. Status of staff changes

Circ Clerk I: **Starts Oct. 22.**

Library Aide: **Hired. Already working.**

B. Janitor's contract supplement – Vernon: **Still working on it.**

- C. Status report on fire alarm system issues – Wendy: **Waiting for the alarm company.**
 - D. Status report on the ice machine and discussion of maintenance & operation – use of tub (given to Mary Strazdas for the Program Committee) & scheduling weekly emptying of bin. **Already in and working.**
3. Placentia History Room
- A. 2007-2008 video project. **No date yet for the next project Placentia's Historical Landmarks.**
 - B. Celebrating Placentia's Authors – status report Jim – has a new date been proposed? **Will likely do a series of 3 next calendar year.**
4. Staff Meetings
- A. Reports from Committee Meetings – Still outstanding from the September meetings
 - Acquisitions – Vernon
 - Children's Desk Staff – Jim
 - Reference Desk Staff – Jim
 - Public Services Staff – Jim
 - Circulation Desk Staff – Vernon
 - Shelvers – Vernon
- Also outstanding – meetings of the Web Site Advisory Group -- Vernon
- Program Committee minutes have been received from Jim.
5. PLFF update – Elizabeth
- A. Membership Campaign
 - B. Midwinter Western Dinner & Poetry workshop – musician now in place – ticket sales will begin by the end of October: **Everything a go.**

Status on the grant application to Wells Fargo – Jim: **Will pick up grant application this week.**
 - C. Author's Luncheon: **Set for Mar 1.**
6. Status report on Departmental Projects & Staff Meetings
- A. Administration – time cards, status report from Jim on the re-organization of the Public Services collection & review process. **Jim to work on this.**

Report from Wendy on the implementation of the new payroll system with Paychex. When will it begin to include the vacation/sick leave balances?
Wendy gave her report on the new system.

B. Public Services

Status on the Early Childhood Computer order – have you set a date to visit Anaheim? **Will set a date next week.**

What's the status of Children's evening story hours – they were supposed to be back on the schedule no later than September 1st? **Will get a status when Caroline returns from vacation.**

Instant Messaging implementation. **Vernon is working on this.**


C. Technical Services

Update on privacy issues report from Myers, Nave at California Special Districts Association -- Minter.
No privacy issues for the public to view Library closed-circuit videos.

Clerk job duties –review of the position responsibilities for the new Technology Clerk position. **Vernon went over his new list.**

Agenda Item 32

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 15, 2007

SUBJECT: Program Committee Report for the month of September.

ADULT SERVICES

	Sep 06-07	Sep 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	2	1	4	1
NUMBER OF ATTENDEES	28	32	48	32

CHILDREN'S SERVICES

	Sep 06-07	Sep 07-08	YTD 06-07	YTD 07-08
NUMBER OF PROGRAMS	27	20	79	69
NUMBER OF ATTENDEES	1,083	638	3,126	2,819

PROGRAM COMMITTEE

	Sep 06-07	Sep 07-08	YTD 06-07	YTD 07-08
NUMBER OF MEETINGS	1	2	5	4
NUMBER OF ATTENDEES	10	20	31	38
NEWS RELEASES	1	1	3	3

LITERACY SERVICES

	Sep 06-07	Sep 07-08	YTD 06-07	YTD 07-08
Total Tutors	90	87	111	125
Total Students	150	72	169	150
Total Hours	1,030	379	2,125	1,683

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

To: Elizabeth Minter, Library Director

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

Date: for Board Meeting, October 15, 2007


Subject: September 2007 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	101
Story Time I: 6 years & younger	4	157
Story Time II: 6 years & younger	4	120
Special Story Time III	1	19
Special Story Time IV	1	12
Read to the Dogs event	1	42
Conversation Club	4	20
Bilingual Magic Show	1	167
Total September 2007	20	638
Total September 2006	27	1083
Current FY to date	69	2819
Previous FY to date	79	3126

Cy

CHILDREN'S DEPT. REFERENCE STATS				Sep-07
BOARD MEETING October 15, 2007				
DATE	IN-PERSON	PHONE	TOTAL	
1	36	3	39	
closed2				
closed3				
4	40	5	45	
5	52	5	57	
6	48	4	52	
closed7				
8	33	4	37	
9	24	2	26	
10	56	4	60	
11	49	4	53	
12	48	5	53	
13	57	3	60	
closed14				
15	45	0	45	
16	28	1	29	
17	48	3	51	
18	50	6	56	
19	55	0	55	
20	34	4	38	
closed21				
22	30	3	33	
23	26	0	26	
24	40	3	43	
25	39	4	43	
26	48	1	49	
27	35	4	39	
closed28				
29	26	3	29	
30	25	2	27	
TOTAL	972	73	1045	

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 15, 2007

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

Tutor Training. There was one tutor training workshop in August, and 13 tutors were trained. All are tutoring or pending

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

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

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

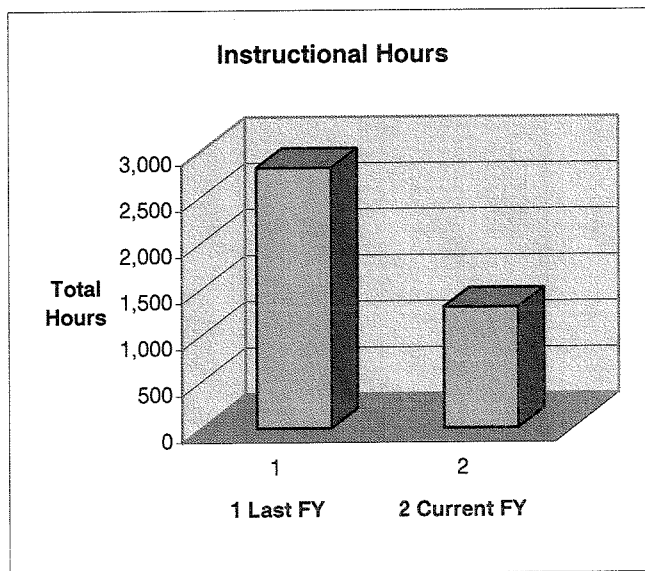
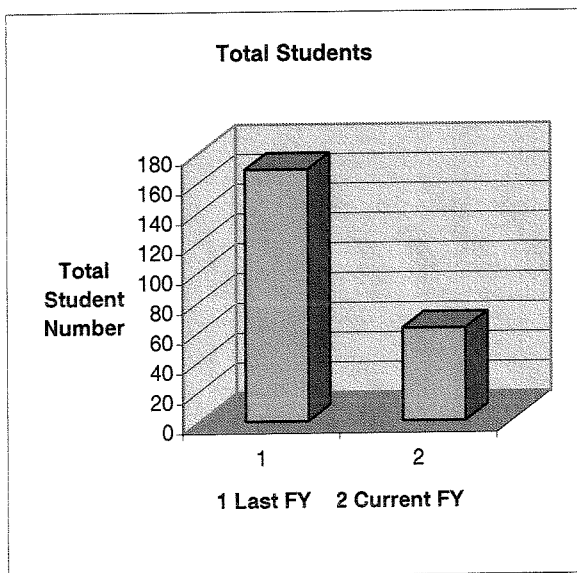
Federal Work Study (FWS). Our FWS partnerships with Financial Aid at Cal State Fullerton and with Western State University College of Law this FY were very strong, and will continue this school year. We renewed our FWS contract with Cal State Fullerton and Western State last spring for FY 2007/08, and we already have fifteen (15) FWS tutors from Cal State Fullerton processed in and most of them are tutoring.

Literacy statistics. See Agenda Item 34 Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 06-07	Sep 07-08	YTD 06-07	YTD 07-08
Tutors				
Adult	60	45	64	71
Teen	30	37	37	62
Hours Instruction	1,030	379	2,819	1,683
Other Volunteer Hours	120	200	360	440
Total Hours	1,150	579	3,059	2,123
Training Workshops				
Workshops Held	1	1	3	2
Tutors Trained	11	13	39	26
Students				
With Adult Tutors	104	45	123	71
With Teen Tutors	46	37	46	62
In Groups	0	0	0	0
Total Active Students	150	72	169	133
Families for Literacy				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	120	60
ELLI Program				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
Homework Clubs				
On-Site: Students	0	20	0	20
On-Site Tutors	0	10	0	10
Hours of Instruction	0	120	0	120
H.I.S. House Students	0	11	0	11
H.I.S. House Tutors	0	2	0	2
Hours of Instruction	0	22	0	0
Topaz Students	0	0	0	0
Topaz Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Total Tutors	90	45	111	71
Total Students	150	37	169	62
Total Instruction Hours	987	379	2,819	1,304



TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian *MES*

DATE: October 15, 2007

SUBJECT: Reference and Adult Services report for September, 2007

- There was one Program Committee meeting during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. There was also a book display about WW II that included a bibliography and filmography. It tied in with the huge promotion of Ken Burns' THE WAR on PBS. On one side of the trough we featured books and a bibliography celebrating Self Awareness Month. On the other side we included our new Playaways. These recorded books come in MP3 players smaller than a pack of cigarettes; about 1/3 of the titles were already reserved when the display went up. Their convenience should make them very popular. Patrons will only need to supply earphones, and can enjoy listening on their home computers, in their cars, or simply by plugging in to the players.
- On Tuesday, September 18, "Genealogical Database Help" was our program. It drew 32 patrons, some who brought their own laptop computers to follow Caroline Rober's instructions pertinent to Ancestry Library.com and Heritage Quest.com. Patrons received individualized help and seemed to enjoy what they learned. The library and the Genealogical Society of North Orange County California supplied handouts, and there were also library materials available for checkout.
- Upcoming confirmed programs include "Animal Care" on Thursday, October 25, with Dr. Paul Evans; "Local Resources" taught by GSNOCC as part of a series done in different libraries on Tuesday, October 30; "Mastering Midlife" with Dr. Jerry Binder on Monday, November 5; "Emergency Room Services" on Thursday, November 29, with Rhonda Sausedo, RN; "A Child's Christmas in Wales" on Thursday, December 20; and "True Stories and Other Lies", with Dr. Joseph Arnold, Monday, March 24.
- The Placentia Library is partnering with the Placentia-Linda Hospital and will be the location for Senior Yoga classes every Tuesday and Thursday morning. These classes will be taught by the YMCA through the end of December, when the hospital's remodel should be complete.

Statistical Comparisons at the Reference Desk
September FY 2007/2008

	2006	2007	YTD 06-07	YTD 07-08
Phone Reference Questions	181	222	752	738
Desk Reference Questions	1,608	3,801	6,436	8,228
E-Mail Reference Questions	0	0	13	0
Ready Reference	23	24	111	93
Instruction	363	161	526	871
Computer Use	3,296	3,595	11,529	13,693
Reference Books: In-Library Use	3,491	3,061	9,033	14,338
Patron Database Signups	160	N/A	839	N/A

TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: October 15, 2007
SUBJECT: History Room report for September

History Room visitors in September: fiscal year: 2006-2007: 2
History Room visitors in September: fiscal year: 2007-2008: 14

I attended the Historical Coordinating Council meeting on September 11th at the Fullerton Public Library.

Leonora Pierotti donated several photographs of the Pierotti house to our collection. They are excellent photos, better than any we already own.

There were many requests for high school yearbooks.

The DVD of the 1938 flood is now completed and was exhibited at the donor reception and birthday bash on September 28th. We are quite pleased with the results and are thankful to Mr. Eddie Castro for sharing his memories with us.

On Saturday, September 8th students from Cal State Fullerton did shelf reading of the History Room collection and shifted books accordingly.

Our volunteer Larry Cummings continues to provide expert assistance in scanning photographs for the archives.

Maps were requested from the collection and Diane Eastman was given a tour of the History Room and workroom.

Our committee is preparing a calendar of events for History Room activities. This includes author receptions, an oral history presentation, a Girls' Scouts event, a Piacenza reunion, a veterans event, a city officials orientation and a reunion of the West Atwood Yacht Club in August, 2008.

Placentia Library District
On-line database usage – September 2007

	September 2007	September 2006		Y-T-D 2007	Y-T-D 2006	Y-T-D change
Chilton Library (Automobiles)	10	-		16	0	16
General Reference Center	47	111		152	244	-92
Opposing Viewpoints	29	92		61	174	-113
Newsbank -Newspaper search	8	23		146	54	92
Newsbank -Magazine search	1	0		3	0	3
L.A Times	1	0		8	2	6
Wall Street Journal	1	218		16	265	-249
Heritage Quest	5,399	1,966		17,978	4,947	13,031
Learning Express (Learn a test)	13	1		38	9	29
Novelist	1	0		4	44	-40
Tumblebooks	331	252		1,179	402	777
MorningStar	135	135		470	135	335
Value Line	153	-		3,011	0	3,011

Library website traffic for the period October 2006 through September 2007

	Oct '06	Nov '06	Dec'06	Jan'07	Feb'07	Mar'07	Apr'07	May'07	Jun'07	Jul'07	Aug'07	Sep'07	Y-T-D	Monthly Average
Unique visitors	2,035	2,032	1,926	n/a	n/a	2,569	2,388	2,301	2,218	2,336	2,246	2,455	22,506	2,251
Number of visits	3,469	3,441	3,056	n/a	n/a	4,317	4,000	3,925	3,742	3,864	3,836	4,037	37,687	3,769
(visits per visitor)	1.70	1.69	1.58	n/a	n/a	1.68	1.67	1.70	1.68	1.65	1.70	1.64	207,152	1.67
Pages visited	23,774	22,888	17,544	n/a	n/a	20,338	18,835	19,422	17,373	22,980	23,934	20,064	207,152	20,715
(pages per visit)	6.85	6.65	5.74	n/a	n/a	4.71	4.70	4.94	4.64	5.94	6.23	4.97	5,447	5.54
Pages most viewed														
Application for library card	0	0	62	n/a	n/a	0	57	44	99	27	18	45	352	35
Borrowing library materials	216	157	96	n/a	n/a	164	135	117	110	130	109	119	1,353	135
Calendar	187	125	2	n/a	n/a	174	122	109	226	170	161	145	1,421	142
Catalog	820	1,119	810	n/a	n/a	491	604	301	468	5,603	340	375	10,931	1,093
Community links	71	55	51	n/a	n/a	66	57	59	64	44	72	58	597	60
Contact Us	150	207	118	n/a	n/a	150	162	169	159	167	126	181	1,589	159
Frequently Asked Questions	265	189	183	n/a	n/a	242	261	233	235	254	201	237	2,300	230
Home page	18,988	18,073	13,739	n/a	n/a	14,543	13,008	13,856	12,760	17,236	18,994	14,875	156,072	15,607
Kids page	155	238	401	n/a	n/a	206	178	199	317	209	206	205	2,314	231
Literacy services	122	72	42	n/a	n/a	77	83	72	58	76	116	172	890	89
Passport applications	241	175	178	n/a	n/a	546	444	311	317	324	245	234	3,015	302
Photos (pick of the pics)	173	135	96	n/a	n/a	159	115	85	92	126	103	68	1,152	115
Searching for information	543	642	381	n/a	n/a	670	626	728	424	451	493	489	5,447	545

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: October 8, 2007
SUBJECT: **Technology Report for September 2007**



- Attended OCLC Seminar held in Pomona.
- Met with the representative from Sirsi/Dynix to discuss RFID.
- Let a contract to convert the History Room's PICK database to a more user-friendly program.
- Arranged inaugural meeting of the Branding & Marketing Working Group.
- Interviewed applicants for the Clerk 1 position.
- Attended the Chamber of Commerce luncheon.
- Attended the Donor Reception evening.
- Re-built a PC for use in the Development Coordinator's office
- Set up 5 new laptop PCs for use by the Kraemer Homework Club.
- Revised Internet Access Policy 6020 (Item 46 on September Agenda)

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

Placentia News
Weekly AUG 30 2007

ASK US

What are those weird symbols?

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Question: What are the odd symbols on the banners hanging out in the front atrium of the Placentia Public Library?

Answer: The four symbols are cattle brands used at different points during the mid-1800s by Bernardo Yorba, according to information from the library's local history department.

Yorba's ranch extended throughout what is now Yorba Linda and Placentia. He grew corn, beans, wheat, grapes and fruit trees in addition to the hundreds of head of cattle he raised there.

The Yorba Ranch was like a small town, with blacksmiths, cheese makers, carpenters, gardeners, winemakers, tailors, jewelers and housekeepers who all worked there.

On a side note, we had a number of responses to last week's "Ask Us" question from Marie Schmidt about the old Burbank fire engine parked at the burnt-out Shell station on the east side of town. The fire truck is no longer parked there, according to the e-mails from residents I've received.

The gentleman who purchased it makes a business out of purchasing used vehicles like that fire truck at auction to sell for scrap and parts, according to one of the e-mails.

- Adam Townsend

Send your questions to atownsend@ocregister.com.
He'd love to answer them.

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

The Register
Daily AUG 31 2007

332 PLACENTIA

Political girls: Girls State delegates Brianne Cyrus from El Dorado High School, Debbie Kim from Valencia High School and Krista Perry from Esperanza High School attended Girls State civic education program in Fresno in July. Perry was selected as one of the two delegates representing California at Girls Nation where she will meet President Bush. She is the first delegate from a Placentia school to be selected for the honor. The Placentia American Legion Auxiliary annually sponsors a high school junior from each local high school to attend Girls State. Information: 714-528-3485

Adam Townsend

714-704-3706 atownsend@ocregister.com

The Register
Daily AUG 31 2007

Field dedication to feature Angels

Team representatives will attend a Placentia ceremony recognizing a spot where kids will be able to play baseball.

332
By **ADAM TOWNSEND**
THE ORANGE COUNTY REGISTER

PLACENTIA • Angels baseball players and a coach will be in Kraemer Park today to dedicate a baseball field they're building with help from non-profit groups and contractors

working free.

Angels third base coach Dino Ebel, infielder Robb Quinlan and former second baseman Bobby Grich will appear with children from Little League teams and city officials at 11 a.m.

The Angels Baseball Foun-

ation is contributing \$50,000 to the project, and the Arizona-based Magical Builders is the nonprofit coordinating the construction. The baseball field will be next to the site of a planned new Boys & Girls Clubs.

Placentia is leasing the land - part of the park - to the Boys & Girls Clubs of Placentia-Yorba Linda for free.

Jon Frank of Magical Builders said the city has approved the plans and lease for the

field.

Once the foundation secures a landscaping and fencing company to supply in-kind support, building will start. Frank said he expects construction to end in spring 2008.

CONTACT THE WRITER:
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atownsend@ocregister.com

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Placentia News
Weekly

AUG 30 2007

332 Bookstore looking for volunteers

The Placentia Public Library is looking for volunteers to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

Volunteers can also sign up as substitutes to fill in shifts as needed. For more information, call Nancy Lone-Tollefson at 714-524-7318.

All proceeds from the store go to providing services at the library.

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O.C. Post
Daily SEP 01 2007

332 SOUTHERN CALIFORNIA ORCHID SPECIES

SOCIETY • Monthly meeting 2 p.m. Sept. 9 at the Placentia Library, 411 E. Chapman Ave., Placentia. Free. 714-991-8661

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The Register
Daily **SEP 04 2007**

Promoting literacy in life's first chapter

Pediatricians hiring readers for patients.

³³⁷
By **SAM MILLER**
THE ORANGE COUNTY REGISTER

Give an 11-month-old a book and the results are predictable, say the experts.

The book goes into the mouth.

It's true. Just ask Kali Hall, an 11-month-old waiting for an appointment with her San Clemente pediatrician. (She can't talk. She showed it instead.)

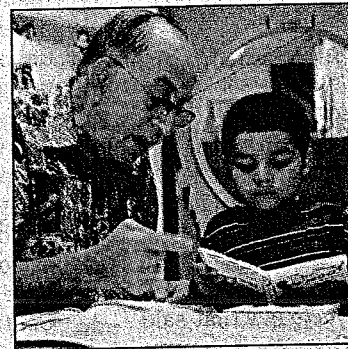
If the experts are right about that, they might be right about this: Before Kali spends a day in kindergarten, her brain will already have done most of its heavy lifting. Her

brain development in areas like language, communication and social interaction will be, in many ways, irreversible.

And in all those years of development, she'll likely have contact with only one professional - her pediatrician.

Over the past year, dozens of pediatricians in Orange County have embraced this responsibility by joining a program called Reach Out and Read, a national program originally developed in Boston.

Backed by \$500,000 per year from the Children and Families Commission of Orange County - a county program funded by tobacco taxes



MARK MARTINEZ, THE REGISTER

STARTING EARLY: Dr. Paul Qaundah reads a story to Angel Raya, 3, of Anaheim.

- they are stocking waiting rooms with books and professional readers and giving away age-specific books to thousands of children.

During the 10 routine check-ups most children go to, pediatricians are giving parents instructions on how to read to their kids.

"I want them to learn to read

SEE CHILDREN • PAGE 3

CHILDREN: Reading while waiting

FROM PAGE 1

at home," said Paul Qaqundah, a pediatrician in Huntington Beach. "I want them to be social, to interact with kids. I want them to have friends, and learn to take turns, and respect. And it all starts with reading."

"Good health may also start with reading. Adults who don't read well are less likely to read the directions on medicine bottles or seek information about their health, said Nancy Donnelly, program coordinator with the American Academy of Pediatrics.

Over the past year or so, the number of doctors participating in the program has gone from about five to about 40. The Children and Families

Commission provides the matching funds needed to get federal grants, and pays for bilingual adults to read in waiting rooms.

That's where Kali was Thursday, in the San Clemente office of pediatrician Nicole Tran. She was the star as Rep. Ken Calvert, R-Corona, observed the program. Reach Out and Read officials wanted to show the lawmaker how the program works, as he'll vote on the annual \$10 million grant - about 3.5 million books - to fund it nationwide.

"We desperately need this funding in California," Donnelly said.

Near Kali was Gustavo Ortega, a former machine gunner in the U.S. Army who returned from Iraq less than a year ago.

He gets paid \$12 per hour to read to kids.

"It's pretty relaxing, actually," said Ortega. He said his parents both worked 12 to 16 hours a day, and his older siblings had to tend to the house, so he was rarely read to. It wasn't until he was a senior in high school that he discovered reading for pleasure.

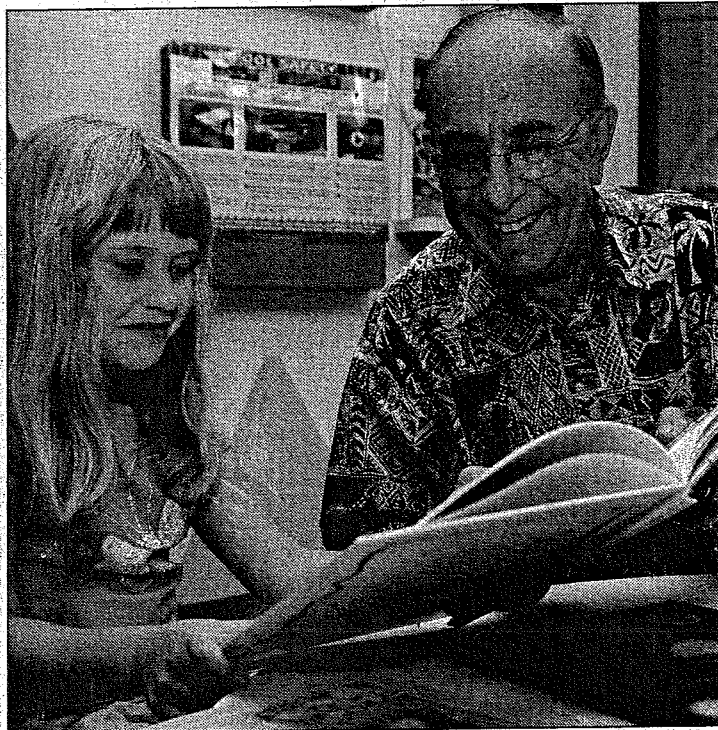
He spread three books in front of Kali, and she took one called "Mommy and Me." She immediately tried to rip it apart, then put the corner into her mouth.

"The idea is not that you have to be able to read every word on a page," said Geeta Grover, a behavioral pediatrician in Laguna Niguel, and the first Orange County doctor to use the program nearly a dec-

ade ago. "What matters is, they're beginning to see that books can be a source of pleasure and it can give them a lot of parent-child interaction time."

Grover said she used to give parents surveys about activities they did with their children. Reading was never very high up. But after a few visits with a Reach Out and Read doctor, it was typically high. A 2001 study published in the journal Pediatrics found similar tendencies among 122 inner-city patients.

"Several parents said, 'If I don't mention reading I'm afraid you're going to kill me, because all around the room it's books, books, books,'" she said. "I said, 'Then our job is done.'"



MARK MARTINEZ, THE REGISTER

SHARING A STORY: Dr. Paul Qaqundah reads to Johnsie Manfredonia, 6, in his office in Huntington Beach.

CONTACT THE WRITER:
949-454-7394 or
sammler@ocregister.com

open, wagner said. "We have

hairone@ocregister.com

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The Register
 Daily **SEP 08 2007**

GARDEN EVENTS 332

American Begonia Society's 2007 Convention. Sept. 8 and 9 at the Ayres Hotel, 14400 Hindry Ave., Hawthorne. Event features one-of-a-kind begonia displays and expert judging, with speakers and seminars. A plant sale runs from 9 a.m. to 5 p.m. Sept. 8 and 9 a.m.-2 p.m. Sept. 9. The event concludes with an award ceremony and banquet. Discounts available for room packages. Call Margaret Fisher with the Orange County Chapter of the Begonia Society for more information. 714-847-1889 or e-mail begonialittlebit@earthlink.net.

Growing Plumerias. 9 a.m. Sept. 8 at Roger's Gardens, 2301

**EDITOR'S
TOP PICK**

San Joaquin Hills Road, Newport Beach. Members of the South Coast Plumeria Society will be on hand to teach participants how to grow the plant in Southern California. Free. 949-640-5800 or www.rogersgardens.com.

Crafts fair: About 90 arts and crafts vendors will showcase their wares at the 30th annual Arts and Crafts Faire Sept. 8 and 9 in Eisenhower Park at the foot of the Seal Beach Pier. The plant sale, hosted by the Seal Beach Women's Club, features home-grown colored plumerias, succulents, house plants, ferns, begonias and geraniums. Proceeds to benefit service projects. Food will also be sold. 9 a.m.-6 p.m. Sept. 8; 9 a.m.-5 p.m. Sept. 9. 562-598-0116.

Class on orchids. Noon Sept. 8 at the Plant Stand, 2972-A Century Pl., Costa Mesa. Class led by master gardeners of the nursery. Free. 714-966-0797 or <http://plant-stand.com>. Other September Saturday noon classes: Sept. 15: Fall Arrangements; Sept. 22: Azaleas; Sept. 29: Ferns.

Tomato Tasting and Sizzlin' Summer Salsa Contest. 10 a.m.-2 p.m. Sept. 8 at the new Orange County Agricultural and Nikkei Heritage Museum on the grounds of the Fullerton Arboretum, 1900 Associated Road, Fullerton. Awards will be given for People's Choice for the top three tomatoes of 2007 and several categories of salsa. 714-278-3579 or www.arboretum.fullerton.edu.

"Salvia Spectacular" plant sale featuring more than 150 salvia species and varieties. This event marks the seasonal reopening of The Potting Shed at the Fullerton Arboretum, a retail nursery and garden shop. Salvias are valued for their medicinal and culinary qualities. 10 a.m.-4 p.m. Sept. 8 and 9 at 1900 Associated Road, Fullerton. Free admission. 714-278-3579 or www.arboretum.fullerton.edu.

Orchid Show and sale. 10 a.m.-6 p.m. Sept. 8 and 9 at 1631 W. Sunflower, Santa Ana (across from South Coast Plaza near Morton's Restaurant). Twenty vendors will show thousands of exotic orchids, with orchid-growing supplies. Free lectures by local orchid experts throughout both days. Free admission and parking. 949-735-2930 or www.ocorchidshow.com.

Orange County Geranium Society monthly meeting. 10 a.m. Sept. 8 at East Anaheim Christian Church, 2216 E. South St., Anaheim. This month's subject is geranium arrangements and gardening plants in hanging baskets. Free. All are welcome. 714-350-3355.

Southern California Orchid Species Society monthly meeting. 2 p.m. Sept. 9 at the Placentia Library, 411 E. Chapman Ave., Placentia. Free. 714-991-8661.

Southern California Orchid Society monthly meeting. 1 p.m. social time; 2 p.m. meeting Sept. 9 at the Placentia Library, 411 E. Chapman Ave., Placentia. Guest speaker is AOS judge Helmut Rohr, presenting "A Trip Through the World of Oncidium." Free. 714-993-5075.

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Placentia News
Weekly SEP 06 2007

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The Register
Daily SEP 07 2007

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The Register
Daily SEP 11 2007

**BOOKSTORE LOOKING FOR
332 VOLUNTEERS**

The Placentia Public Library is looking for volunteers to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

Volunteers can also sign up as substitutes to fill in shifts as needed. For more information, call Nancy Lone-Tollefson at 714-524-7318.

All proceeds from the store go to providing services at the library.

PLACENTIA 332

Ancestors: Caroline Rober of the North Orange County Genealogical Society will demonstrate how to find a family history at 7 p.m. Sept. 18, in the Placentia Library's Meeting Room. Information: 714-528-1906, ext. 209.

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

332 PLACENTIA

Computer heritage: Caroline Rober of the North Orange County Genealogical Society will demonstrate how to find family history on the Ancestry Library and Heritage-Quest online databases at 7 p.m. Sept. 18. The free class will continue until about 8:30 p.m. in the Placentia Library's Meeting Room. Patrons are invited to bring their battery-powered laptop computers. The library has WiFi access. Information: 714-528-1906, ext. 209.

Adam Townsend
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News Enterprise
Weekly SEP 12 2007

Local libraries take part in national campaign to promote reading

Local libraries will be reading a story to take part in a national campaign to promote reading.

Seal Beach area children will be reading "The Story of Ferdinand" at the Seal Beach Mary Wilson branch Library on Monday, September 17 from 3 - 5 p.m. Cypress area children will be doing the same on Tuesday, Sept. 18 from 11 a.m. to 1 p.m.

This local literacy activity ties in with Jumpstart's second annual Read for the Record national campaign designed to encourage hundreds of thousands of children and adults from

across the country to read the same book on the same day. The goal of Jumpstart's Read for the Record campaign is to raise public awareness about significant disparities in early education.

An early learning gap exists as early as age 3, due primarily to economic inequality. And because of these early discrepancies in language acquisition and literacy skills, one third of America's children arrive at their first day of school unprepared to learn.

Awareness about this issue is crucial, as this early learning disparity

serves as a critical precursor to our country's persistent educational achievement gap.

The Families for Literacy component of READ/Orange County is working with the Children's Librarians at all Branches of the Orange County Public Library to support this program locally. READ/Orange County is the literacy services of the Orange County Public Library.

Get more information by calling READ/Orange County at (714) 566-3070.

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Fullerton News Tribune
Weekly SEP 13 2007

Library to start offering passport services

332
Beginning in October, the Fullerton Main Library will accept passport applications and documents, plus see that applications and materials are mailed on a daily basis to the U.S. State Department's passport division for processing.

Library Director Maureen Gebelein said the new federal passport laws are placing greater demands in terms and applications.

"We thought this would be a good way to bring some non-library users to the library and introduce them to the wide variety of free services and programs we offer," Gebelein said.

The library service would also prevent applicants from waiting in long lines at the post office.

Also, the \$30 processing fee for passport applications would offer a new revenue source for the library that could benefit the community. Fees could be used to purchase books, magazines and audio visuals.

The Placentia Library has offered the service for several years and recently surpassed the \$1 million mark in revenue.

Passport services will be available from 3 to 7 p.m. Mondays through Wednesdays, and from noon to 4 p.m. on Saturdays.

The library is at 353 W. Commonwealth Ave. Information: 714-738-6326.

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Placentia News
Weekly SEP 13 2007

BRIEFLY

Help for finding your family

332
Caroline Rober, of the North Orange County Genealogical Society, will demonstrate how to find family history on the Ancestry Library and HeritageQuest online databases at 7 p.m. Tuesday.

The free class will continue until about 8:30 p.m. in the Placentia Library's Meeting Room. Patrons are invited to bring their battery-powered laptop computers. The library has WiFi access.

Information: 714-528-1906 ext. 209.

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Placentia News
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Bookstore looking for volunteers

332
The Placentia Public Library is looking for volunteers

to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

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Fullerton Observer
Weekly **SEP 15 2007**

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Los Angeles Times
OC Edition **SEP 18 2007**
Daily

SEPT 18: GENEALOGICAL SOCIETY OF NORTH OC 332

**PLACENTIA LIBRARY, CHAPMAN &
KRAMER, PLACENTIA 528-1906**

7pm: Caroline Rober will show how to use HeritageQuest.com and AncestryLibrary.com two well-known genealogical databases. You can bring your laptop if you would like to. Free

Orange County calendar of events

Today

332
Children's hour: Little naturalists can learn about trees and what plants need to grow. 10 a.m. \$5. Environmental Nature Center, 1601 16th St., Newport Beach. (949) 645-8489 or www.ENCenter.org

Genealogy workshop: Caroline Rober shows how to use genealogical databases HeritageQuest and AncestryLibrary. 7 p.m. Free. Placentia Library, 411 Chapman Ave. (714) 528-1906 or www.placentialibrary.net

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Los Angeles Times
OC Edition **SEP 17 2007**
Daily

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The Register
Daily **SEP 20 2007**

Tuesday 332

Children's hour: Little naturalists can learn about trees and what plants need to grow. 10 a.m. \$5. Environmental Nature Center, 1601 16th St., Newport Beach. (949) 645-8489 or www.ENCenter.org

Genealogy workshop: Caroline Rober shows how to use genealogical databases. 7 p.m. Free. Placentia Library, 411 Chapman Ave. (714) 528-1906 or www.placentialibrary.net

332 PLACENTIA
Dominguez retires: Placentia City Administrator Bob Dominguez announced his retirement at a Placentia City Council meeting Tuesday, citing family health reasons. During his three years with the city, Dominguez oversaw the disbanding of the OnTrac agency, worked to improve the city's financial stability and oversaw the establishment of a Quiet Zone.

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Placentia News
Weekly SEP 20 2007

**Bookstore looking
for volunteers**

³³² The Placentia Public Library is looking for volunteers to staff the library's bookstore from 6 to 8 p.m. on Wednesdays and Thursdays.

Volunteers can also sign up as substitutes to fill in shifts as needed. For more information, call Nancy Lone-Tollefson at 714-524-7318.

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The Register
Daily SEP 27 2007

³³² **PLACENTIA**

Books on Wheels: The Placentia Library District is looking for volunteers 18 and older to read to and deliver books to homebound people in the city. Workers are needed from 9 a.m. to 3 p.m. and must have their own transportation. The library will provide training. Information: Lois Monroe, 714-528-1925, ext. 219.

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Placentia News
Weekly SEP 27 2007

**Yoga classes for
seniors**

³³² Placentia-Linda Hospital and the Yorba Linda/Placentia YMCA will offer a yoga class for seniors from 11 a.m. to noon Tuesdays and Thursdays at

the Placentia Library, 411 E. Chapman Ave., Placentia.

The cost for the class is \$20 per month, payable to the YMCA, and \$15 for seniors who are members of Placentia-Linda Premier Advantage.

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The Register
Daily OCT - 4 2007

³³² **PLACENTIA**

Halloween poetry: The Placentia Public Library will hold a poetry reading from 1 to 3 p.m. Oct. 27. Readers will recite poetry loosely based on Halloween themes. The event is free and open to the public for reading and listening. The library is at 411 E. Chapman Ave. Information: 714-528-1906.

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

SAFETY COMMITTEE MEETING
September 22, 2007
MINUTES

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

Members Attending: Nadia Dallstream
Jesus Diaz
Wendy Goodson
Alexander Hernandez

II. Old Business

1. None

III. New Business


1. The managers will recommend selected staff to attend the Disaster Preparedness Academy conducted by the American Red Cross on October 17, 2007 at the Anaheim Convention Center. Topics to include Urban Search and Rescue and Building Response Teams.

The next meeting will be October 20, 2007 at 10:00 A.M.

Prepared by : Wendy Goodson

Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager 

DATE: October 10, 2007

SUBJECT: Branding Working Group Report for September, 2007

The Working Group met briefly with Jon West on September 27. There was a general discussion about the direction we wanted to go, as well as expressions of opinion about the samples Jon put on display. Jon undertook to bring to our next meeting examples incorporating some of the ideas raised.

Our next meeting is scheduled for Thursday, October 11

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: October 15, 2007

BACKGROUND

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

The Public Library Fund estimates provided by the State Library shows Placentia Library District receiving \$20,996. Full funding would yield \$147,905 which means that in Fiscal Year 2007-2008 Placentia Library District will be receiving only 14% of the full allocation. The budget estimate for this was \$35,000 based on the Governor's May revisions.

Library Director Minter attended the North Orange County Legislative Alliance meeting on October 11, 2007 at Brea City Hall. A representative from the Municipal Water District of Orange County made a presentation on Groundwater Replenishment Systems.

Assembly Member Michael Duvall is scheduled to be the speaker at the October 25, 2007 Chamber of Commerce Breakfast.

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

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

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Determine whether to invite a representative from Tramutola (tax measure consultants) to make a presentation to the Library Board on the steps and costs involved in preparing for a successful tax measure, suggest several dates for this meeting, and determine who should participate in this work session and discussion.

DATE: October 15, 2007

BACKGROUND:

Marshall Eyerman, our project manager at MuniFinancial, will be at the Library Board meeting around 7:30 P.M. to present and discuss the Placentia Library District Library Facilities Impact Fee Report. The transmittal memo is Attachment A and the draft Report is Attachment B.

I provided the acreage information last week. I was somewhat surprised to learn that the City and District each own individual parcels. The City has 3.55 acres and the District has 2.41 acres according to a parcel map provided by the City Administrator.

I gave a copy of the draft Report to the City Administrator. During our meeting we discussed the potential height of a building.

RECOMMENDATION:

- 6/2007*
1. Finalize and approve the Development Impact Fee Study.
 2. Authorize the Library Director and Library Board President to initialize the process with the City of Placentia and County of Orange to formalize the fees and conduct the public hearings.
 3. Authorize the use of staff from MuniFinancial to assist with the presentation of the Placentia Library District Development Impact Fees Study to City and County staff and governing officials on a time and materials basis.

*Richard
Elizabeth
Will
be meeting
with*



MEMORANDUM

To: Elizabeth D. Minter, Library Director
Placentia Library District

From: Marshall Eyerman, MuniFinancial

Date: October 5, 2007

Re: Development Impact Fee Study – Status Update

Based on our previous conversations and an analysis of the preliminary facilities fee report (dated August 17) for the District, the report reflected an existing deficiency for the District of approximately \$19.4 million to meet the Master Plan. At this time it is my understanding that the District is unable able to identify a potential funding source for this deficiency. As reflected in the August draft of the report, for the District to collect the amount of the impact fees calculated the deficiency would need to be resolved or the future developments paying the impact fees may be unfairly burdened for the costs of the facilities.

Based on this situation the report has been adjusted to calculate the library facilities impact fee based on the existing level of service provided by the District. This fee amount will allow the District to begin to collect fees once adopted by the Board and the City or County.

In connection with your review of the development impact fee, I would like to confirm the existing acreage for the current library property. This number will then be incorporated into the draft as appropriate.

Once the report has been finalized and approved by the Library Board, the report will need to be adopted and implemented by Ordinance by the City and the County before the fees can be collected in the respective areas. The timeline for this process varies depending on agenda deadlines and Council/Board meeting dates, but at a minimum will require 45 days notice for the public hearings and 90 days for the fees to become effective.

As the District looks to the future to fund the existing deficiencies to increase the impact fees and to meet the goals of the Master Plan, we will need to discuss the alternative financing necessary for the District to fund any existing deficiencies. Typical funding strategies may include Community Facilities District or Parcel Taxes. The timing for the implementation of either of these methods will depend on the political environment for the public to vote for new taxes since these both require a



2/3rd vote. Since public outreach can help with the approval it is essential that this be performed as comprehensive as possible. The new taxes should be pursued if the District feels that there is enough public support for the taxes.

DRAFT

LIBRARY FACILITIES IMPACT FEE REPORT

PLACENTIA LIBRARY DISTRICT

OCTOBER 5, 2007



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1. Introduction

This report presents an analysis of the need for library facilities to accommodate new development in the Placentia Library District. This chapter explains the study approach and summarizes results under the following sections:

- ◆ Background and study objectives;
- ◆ Public facilities financing in California;
- ◆ Public facilities planning and financing for the Placentia Library District;
- ◆ Organization of the report; and
- ◆ Facility standards approach.

Background and Study Objectives

The primary policy objective of a public facilities fee program is to ensure that new development pays the capital costs associated with growth. The primary purpose of this report is to complete a library facilities fee study and determine the maximum justified fee levels to impose on new development to maintain the District's facilities standard. Public agencies should review and update their fee programs periodically to incorporate the best available information.

The District may impose a library facilities fees under authority granted by the Mitigation Fee Act (*Act*), contained in the *California Government Code* Sections 66000 through 66025. This report provides the necessary findings required by the Act for adoption of the fees presented in the fee schedules contained herein.

Public Facilities Financing In California

The changing fiscal landscape in the State of California during the past thirty (30) years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- ◆ The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- ◆ Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- ◆ Steep reductions in federal and state assistance.

Faced with these trends, many agencies and jurisdictions have had to adopt a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing rates and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees also known as public facilities fees. Assessments and special taxes require approval of property owners and are appropriate when the funded facilities are

directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide. Development fees need only a majority vote of the legislative body of the District and the agency imposing the fee, for adoption.

Facility Standards Approach

The key public policy issue in public facility fee studies is the identification of facility standards for each category of facilities in a fee program. A facility standard is a public policy that states the amount of facilities required per unit of new development to accommodate the increased service demand. Examples of facility standards include park acres per capita and wastewater generation per equivalent dwelling unit. Standards also may be expressed in monetary terms such as the total cost of facility investments per capita.

The facility standard assists in documenting statutory findings required for adoption of a public facilities fee. First, the standard documents a reasonable relationship between the type of new development and the total need for new facilities. Where applicable, the same facility standard is applied to both existing and new development to ensure that new development does not fund deficiencies associated with existing development. Second, the facility standard is often used to allocate facility costs to each development project, documenting a reasonable relationship between the amount of the fee and the cost of facilities allocated to each development project.

Types of facility standards and their application in specific situations are discussed below. This section concludes with a description of how facility standards are used in the current study.

Types of Facility Standards

The types of standards that may be used in a public facility fee study include:

- ♦ *Demand standards* determine the amount of facilities required to accommodate growth, for example park acres per thousand residents, traffic level of service, or gallons of water per day per dwelling unit. These standards are the most common method for discussing policy options with regards to public facility fees.
- ♦ *Design standards* determine how a facility should be designed to meet expected demand, for example park improvement requirements, street intersection design, and water storage needs. These standards are typically not evaluated as part of a fee analysis, but they can have a significant impact on the cost of facilities.
- ♦ *Cost standards* determine the cost per unit of demand based on the estimated cost of facilities, for example cost per capita, cost per vehicle trip, or cost per gallon of water per day.

Applying Facility Standards

Demand and design standards may or may not play an explicit role in the documentation of a specific public facility fee, while cost standards always play a role. Often the approach depends on the degree to which the community has engaged in comprehensive facility master planning to identify facility needs.

- ◆ For some fees explicit *demand* and *design* standards are used to determine total facility needs and costs, and then a cost standard is used to allocate costs to new development. For example, the fee study may document how a park standard of three acres per 1,000 residents determines park needs for new development. Next, a *cost* standard is calculated based on total park needs allocated per unit of new development to calculate the fee schedule.
- ◆ For other fees the total cost of needed facilities is documented outside of the fee study. The fee study may base future facility needs on a community's existing inventory of facilities, a detailed facility master plan, or simply the judgment of a community's elected leaders regarding facility needs. Though *demand* and *design* standards may have been used the fee study itself does not explicitly use these factors in the fee calculation. Instead the study proceeds directly to the calculation of a *cost* standard to allocate costs per unit of development and calculate the fee schedule. For example, a separate wastewater facilities master plan may have already documented the facilities needs requiring the fee study to simply allocate those total costs per unit of new development.

Demand and *design* standards tend to be grounded in engineering analysis performed outside of the fee study if not simply a statement of public policy. *Cost* standards, on the other hand, tend to be an integral part of all fee studies. There are three approaches used to calculate a cost standard, described below.

- ◆ The **existing inventory method** calculates the facility standard and allocates costs based on the ratio of existing facilities to the existing service population. Under this approach new development funds the expansion of facilities at the same standard currently serving existing development. By definition the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual capital improvement plan and budget process.
- ◆ The **planned facilities method** calculates the facility standard and allocates costs based on the ratio of planned facilities to the increase in demand associated with new development. This method is appropriate when planned facilities only benefit new development, such as a sewer trunk line extension to a previously undeveloped area. This method also may be used when there is excess capacity in existing facilities that can accommodate new development. In that case new development can fund facilities at a standard lower than the existing inventory standard and still provide an acceptable level of facilities. Alternatively, this method may be used when improvements would benefit both existing and new

development. In this case, new development only pays its fair share of facilities costs.

- ♦ The **system plan method** calculates the facility standard and allocates costs based on the ratio of existing plus planned facilities to total future demand (existing and new development). This method is used when (1) the local agency anticipates increasing its facility standard above the existing inventory standard discussed above, and (2) planned facilities are part of a system that benefit both existing and new development. Using a facility standard that is higher than the existing inventory standard creates a deficiency for existing development. The jurisdiction must secure non-fee funding for that portion of planned facilities required to correct the deficiency.

The Types and Approaches Used In This Study

The type of facility standard calculated in this study is primarily the cost standard. This study uses the existing inventory approach to determine facility standards for public facilities. Under the existing inventory approach, new development would contribute to the cost of improvements in proportion to the level of investment made to date by existing development.

2. Growth Assumptions

This chapter explains how development projections are used to calculate library facilities fees, and summarizes estimates of existing development and projections of growth used throughout this study. Existing development is estimated for 2007 and projections are used for the planning horizon of 2025.

Population and Employment Estimates

Estimates of existing development and projections of growth are critical assumptions used throughout the library facility fee chapters that follow in this report. District wide population and employment estimates are based on California Department of Finance figures and the most recently available forecasts from the Southern California Association of Governments (SCAG). **Table 2.1** presents the demographic estimates and projections used in this report.

Table 2.1: Placentia Library District Population and Employment

	2007	2025	Net Growth
City of Placentia Resident Population	51,294	54,753	3,459
Resident Population Outside City Boundaries	4,844	5,247	403
Subtotal	56,138	60,000	3,862
Employment	18,345	20,065	1,720

Sources: California Department of Finance; Southern California Association of Governments (SCAG); Placentia Library District; MuniFinancial.

Service Population

One of the statutory findings required to impose a public facilities fee is establishing a reasonable relationship between the need for additional facilities and new development. "Service population," the population served by a public facility, helps establish this relationship. Service population is the measure of existing development and future growth used in this report.

Service population is defined as resident population plus employment (workers employed at jobs within the library district boundaries). We use these measures because the number of residents and workers is a reasonable indicator of the level of demand for public facilities. The District builds library facilities primarily to serve these populations. The greater the population the more facilities required to provide a given level of service.

The District estimates that although its library users are primarily residents its facilities are also utilized by employees associated with local businesses. Neither Placentia nor any of the other libraries in the County of Orange have conducted specific user surveys. The City of Phoenix, Arizona, is one of the few cities known to have conducted extensive surveys of use of public facilities, including library use. The City of Phoenix data suggests an employee weighting of 0.19. Because a specific library use survey has not been administered for the District, a more conservative employee weighting estimate of 0.10 has been applied to estimate total service population. Estimates of the existing service population and projected growth in service population are shown in **Table 2.2**.

Table 2.2: Placentia Library District Service Population

	2007	2025	Change
Residents	56,138	60,000	3,862
Employment	18,345	20,065	1,720
Employment Weighting ¹	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Weighted Employment	1,830	2,010	170
Total District Service Population	57,968	62,010	4,032

¹ Employment weighting of 0.10 based on estimated use.

Sources: Table 2.1; Placentia Library District; MuniFinancial.

Occupant Densities

Occupant densities ensure a reasonable relationship between the increase in service population and amount of the fee. To do this, they must vary by the estimated service population generated by a particular development project. Developers pay the fee based on the number of additional building square feet of new development, so the fee schedule must convert service population estimates to these measures of project size. This conversion is done with average occupant density factors by land use type, shown in **Table 2.3**.

The residential occupant density factors are derived from the 2000 U.S. Census Bureau's Tables H-31 through H-33. Table H-31 provides vacant housing units data, while Table H-32 provides information relating to occupied housing. Table H-33 documents the total 2000 population residing in occupied housing. The US Census numbers are adjusted by using the California Department of Finance (DOF) estimates for January 1, 2006 found on Table E-5.

The non-residential density factors are based on *Employment Density Study Summary Report*, prepared for the Southern California Association of Governments, October 2001 by The Natelson Company. The factors represent an average for the specific land uses included in the study. For example, the industrial density factor represents an average for light industrial, heavy industrial, and warehouse uses likely to occur within the District.

Table 2.3: Occupant Density

<u>Residential</u> ¹		
Single Family	3.30	Residents per dwelling unit
Multi-family	2.66	Residents per dwelling unit
<u>Nonresidential</u> ²		
Commercial	2.10	Employees per 1,000 square feet
Office	3.05	Employees per 1,000 square feet
Industrial	1.40	Employees per 1,000 square feet

¹ Based on 2000 Census data for the City of Placentia.

² Nonresidential occupant density factors derived from the Natelson Company, Inc., *Employment Density Study Summary Report*, October 31, 2001. Report completed for the Southern California Association of Governments (SCAG).

3. Library Facilities

The purpose of this fee is to ensure that new development funds its fair share of library facilities. The District would use fee revenues to expand library facilities to serve new development.

Facility Inventories, Plans & Standards

This section sets forth the Placentia Library District's existing facility inventory.

Table 3.1: Cost of Library Facilities - Existing Standard

<u>Library Land (acres)</u>	
Existing Library Land	
Cost per Acre	\$ -
Total Library Land Costs	\$ -
 <u>Library Space (sq ft)</u>	
Existing Library Space	22,800
Cost per Square Foot	\$ 700
Total Library Space Costs	\$ 15,960,000
 <u>Volumes</u>	
Existing Library Volumes	112,521
Cost Per Volume	\$ 50
Total Volumes Costs	\$ 5,626,100
 Total Library Facilities Costs	 \$ 21,586,100
 Existing Service Population	 57,968
 Cost Per Capita	
Facility Standard per Resident	\$ 372
Facility Standard per Employee	\$ 37

Sources: Placentia Library District; MuniFinancial.

Allocation of Facilities Costs to New Development

Table 3.2 presents the cost of new library facilities needed to maintain the existing facility standard as growth occurs. The costs generated by new development also represent the total revenue that the library facilities fee would generate. These revenues should be annually programmed to capital improvement projects and be integrated into a 5-year Capital Improvement Plan (CIP).

Table 3.2: Library Facilities to Accommodate New Growth

Facility Standard per Capita	\$ 372
New Development Service Population (2007 - 2025)	<u>4,032</u>
Costs Generated by New Development	\$ 1,499,904

Sources: MuniFinancial.

Fee Schedule

Table 3.3 presents the fee schedule. Fee amounts are calculated by multiplying the total cost per resident or per worker by the average density for residential units and non-residential square footage, respectively. The total fee includes an administrative charge to fund costs that include:

- (1) A standard overhead charge applied to all programs for legal, accounting, and other departmental and administrative support;
- (2) Capital planning, programming, project management costs associated with the share of projects funded by the public facilities fee; and
- (3) Public facilities fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Table 3.3: Fee Schedule - Existing Standard

Land Use	Costs per Capita ¹	Density ²	Fee ¹	Administration Cost ²	Total Fee ¹	Fee Per Sq Ft ³
<i>Residential</i>						
Single Family	\$ 372	3.30	\$ 1,228	\$ 25	\$ 1,253	\$ 0.84
Multi-family	\$ 372	2.66	990	20	1,010	1.01
<i>Nonresidential</i>						
Commercial	\$ 37	2.10	\$ 78	\$ 2	\$ 80	\$ 0.08
Office	\$ 37	3.05	113	2	115	0.12
Industrial	\$ 37	1.40	52	1	53	0.05

¹ Per dwelling unit for residential or per 1,000 square feet for nonresidential.

² Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

³ District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.

Source: MuniFinancial.

4. Implementation

This section identifies tasks that the District should complete when implementing the new library facilities impact fee requirements.

Ordinances and Resolutions

The District Board should adopt the report and then present the report to the City of Placentia and the County of Orange.

The City and the County will need to adopt the appropriate ordinances to provide the agencies with the authority to implement the library facilities impact fee program, subject to the advice of legal counsel. The ordinances would authorize the City and the County to impose and collect, on behalf of the District, a library facilities impact fee based on the statutory findings required by the Mitigation Fee Act (see the following section). The ordinances should provide for increasing the fees based on an explicit inflation index, and for the setting of fees by resolution.

The City and County should also adopt fee resolutions to establish the amount of the library facilities impact fees. We recommend that the actual fee amount be established by resolution to facilitate updating the fee for inflation or other purposes without having to amend the Municipal Codes.

Capital Improvement Planning and Budgeting

The District should annually update its capital improvement budget to program library facilities impact fee revenues to specific capital projects. Use of the capital improvement budgeting and planning process is essential to demonstrate a reasonable relationship between new development and the use of fee revenues as follows:

- ◆ Library facilities impact fee revenues should only be used for:
 - Acquisition of additional land;
 - Development of unimproved land with library facilities; and
 - Expansion or addition of new library facilities to existing facilities to enable more intensive use.

The District should substantially program all fee revenues and fund balances on an annual basis to specific capital projects even if for a reserve while sufficient funds are raised to complete the project. Committing fees in this manner would enable the District to hold fee revenues for as long as necessary to collect sufficient funds to complete a capital project without the threat of having to refund uncommitted fund balances to property owners.

Inflation Adjustments

The District should identify appropriate inflation indexes and should adjust the fee for inflation annually. To calculate the fee increases the District would use the unit cost shares shown in **Table 3.1** to weight the index. The District could use a property appraisal process to adjust the land acquisition component of the library facilities impact fee. For improvement costs the District could use its recent capital project experience or an index from a reputable source such as the Construction Cost Index found in the *Engineering News Record* publication.

Compliance With Statutory Accounting and Reporting Requirements

The District should comply with the accounting and reporting requirements of the Mitigation Fee Act in §66001(d) and §66006. The District should establish separate fee revenue accounts for the library facilities impact fee. Interest earned on fund balances should be credited to the account.

5. Mitigation Fee Act Findings

To guide the widespread imposition of development impact fees, the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1988 and subsequent amendments. The *Act* is contained in *California Government Code* Section 66000 *et seq.* and establishes requirements for the imposition and administration of impact fee programs. The *Act* became law in January 1989 and requires local governments to document the five findings explained in the sections below when adopting an impact fee. The findings explained here and supported in detail by the report that follows. All statutory references are to the *Act*.

Purpose of Fee

For the first finding the District must:

Identify the purpose of the fee. (§66001(a)(1))

The purpose of the library facilities fee is to provide a funding source from new development for capital improvements of library facilities to serve that development. The fee advances a legitimate interest of the District by enabling the District to provide library facilities to new development.

Use of Fee Revenues

For the second finding the District must:

Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged. (§66001(a)(2))

The library facilities fee will fund expanded facilities to serve new development. All planned facilities will be located within the Placentia Library District. These facilities may include:

- ◆ Land for library facilities;
- ◆ Library buildings also including administrative space and storage or other associated structures;
- ◆ Capital equipment, furnishings, and library materials (volumes); and
- ◆ Financing costs associated with the above (if applicable).

A potential list of planned public facilities is identified in this report. Specific facilities to be funded by fee revenues will be identified through the District's Capital Improvement Plan

(CIP) during the annual budget process. The CIP will identify the size, location, cost, and funding sources for each facility, including the share of costs to be funded by the public facilities fee.

Benefit Relationship

For the third finding the District must:

Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. (§66001(a)(3))

The District will restrict fee revenues to the acquisition of land, construction of public buildings, and purchase of related equipment, furnishings, vehicles, and services that provide library facilities for new development.

Library facilities funded by the fee will expand the existing district wide network of services accessible to the additional residents and workers associated with new development. Thus there is a reasonable relationship between all new development district wide and the use of fee revenues to fund library facilities located throughout the District.

The benefit received by new development from new or expanded library facilities varies between residential and nonresidential development. The future service population to be served by these facilities takes into account the lower level of demand associated with nonresidential development for these facilities (see further explanation under the "Burden Relationship", below). Thus, there is a reasonable relationship between the type of development and the use of fee revenues.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated.

Burden Relationship

For the fourth finding the District must:

Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed. (§66001(a)(4))

Service population provides an indicator of the demand for the library facilities needed to accommodate growth. Service population is based on residents associated with residential development and employment associated with nonresidential development. To calculate a single per capita facility standard, one worker (employee) is weighted less than one resident based on an analysis of the relative demand for library facilities in 2007 by land use type.

The need for the fee is based on the facility standards identified in this report and the growth in district wide service population projected through 2025. The facility standards represent the level of service that the District plans to provide its residents and businesses in 2025.

Standards are based on the District's total existing inventory of public facilities in 2007 allocated across the District's total service population in 2007.

By calculating standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those facilities. The library facilities fee will not unfairly burden new development with the cost of facilities associated with serving existing development, including any deficiencies that require funding to achieve the master plan facility standard for the entire District.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated. Facility standards are described in Chapter 3, *Library Facilities*.

Proportionality

For the fifth finding the District must:

Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed. (§66001(b))

This reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The total fee for a specific project is based on its size as measured by building square feet. The fee schedule converts the estimated service population that a development project will accommodate into a fee based on the size of the project. Larger projects of a certain land use type will have a higher service population and pay a higher fee than smaller projects of the same land use type. Thus, the fee schedule ensures a reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project.

See Chapter 2, *Growth Projections*, for a description of how service population is determined for different types of land uses using occupancy density factors. See Chapter 3, *Fee Schedule*, for a presentation of the library facilities fee schedule.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Final Reading of Placentia Library District Policy 2030 – Holidays, to reflect the addition of the Martin Luther King holiday, deletion of the provision for closing on the Sunday before Monday holidays, and re-instatement of the Floating Holiday accrued in April (the Birthday holiday).**

DATE: October 15, 2007

BACKGROUND:

At its Meeting on September, 2007 the Library Board of Trustees conducted a first reading of an amendment to Placentia Library District Policy 2030 – Holidays, to add the Martin Luther King holiday, delete the provision for closing on the Sunday before Monday holidays, and re-instate the Floating Holiday accrued in April (the Birthday holiday).

The Board requested that the amended Policy be discussed with the staff to see if there were additional suggestions. The Policy was discussed at length at the staff meeting on September 19th. While many expressed disappointment at losing the Sunday closings there were no suggestions discussed for requesting any changes to the Policy as presented. The Managers met with the scheduling supervisors on September 19th to let them know the parameters of the new scheduling policy for holiday weekends. The Library Director has prepared a chart by employee categories to ensure that everyone works at least one holiday weekend per year and has the opportunity for three four-day weekends per year.

Placentia Library District Policy 2030 – Holidays has completed its review process and is ready for final adoption.

RECOMMENDATION:

Adopt Placentia Library District Policy 2030 as presented on October 15, 2007.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Revision of Placentia Library District Internet Access Policy 6020**

DATE: October 24, 2007

This agenda item will be presented at the board meeting as the draft was not available at time of print.

Prepared by: Wendy Goodson

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet Access Policy
POLICY NUMBER: 6020

6020.1 General.

6020.1.1 Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

6020.2 Requirements

6020.12.1 ~~Users of these services are required to enter their Library Card or Guest Pass, number and PIN, register initially at the Reference Desk. Reservations may then be made at the reservation station, or at any unused Internet PC.~~

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6020.12.2 ~~Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC, and will be given a ten (10) minute notice if another patron is waiting to use that machine. These is a maximum of three (3) hours use per day.~~

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6020.12.3 ~~No more than two (2) people/individuals per terminal, some terminals may be restricted to one (1) only person.~~

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6020.12.4 Only web-based email (i.e.e.g. Hotmail, or, Yahoo!Mail) is available.

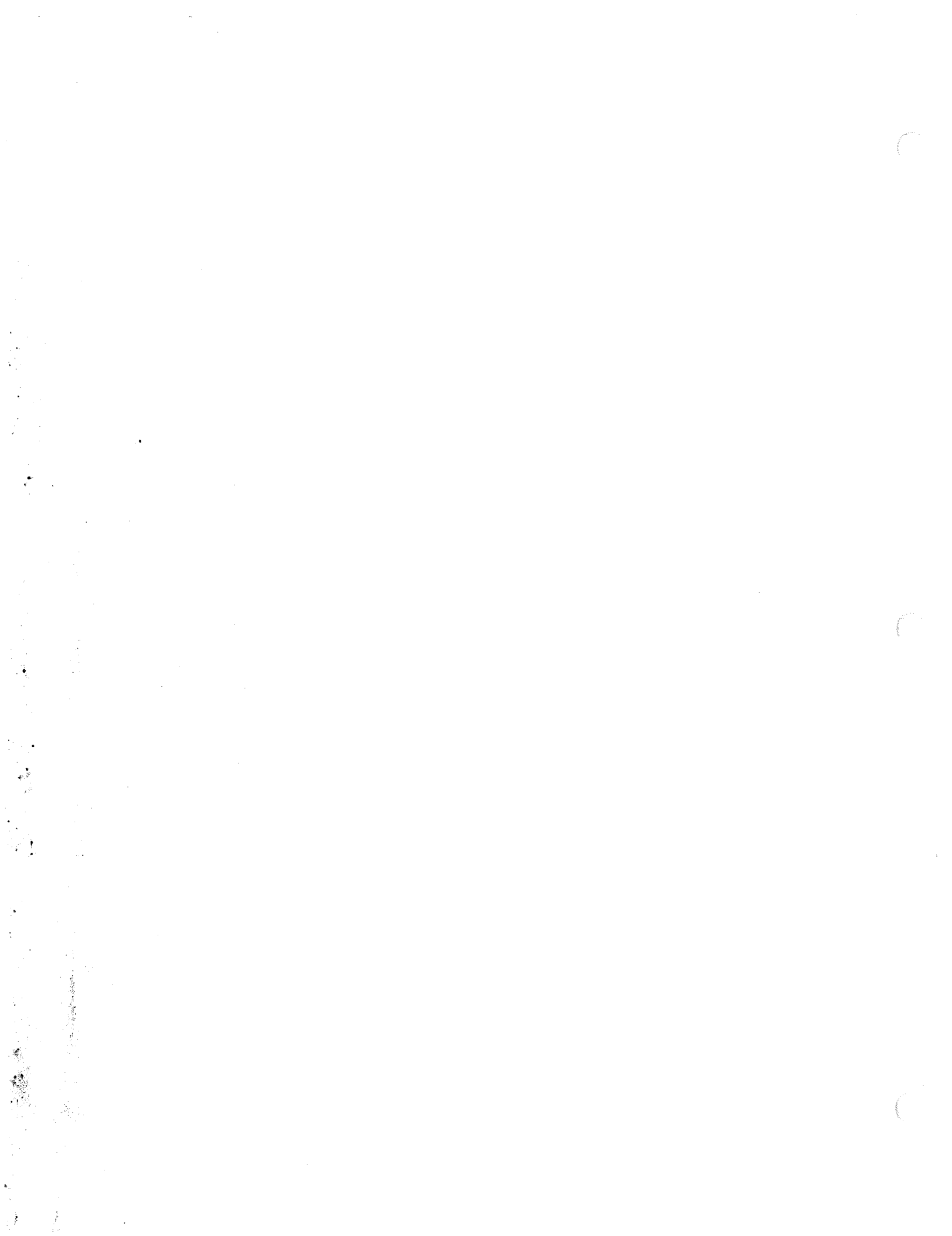
6020.12.5 ~~For security reasons, downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to 3 1/2 inch floppy disks a USB flashdrive.~~

6020.12.6 ~~Patrons under the age of eighteen (18) will have access to "filtered" Internet only. Unfiltered access is available to adult patrons upon request. Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with a valid adult Placentia or Anaheim Library card.~~

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

6020.12.87 No personal peripherals may be attached to Library computers other than a USB flashdrive or headphones.



Bring back in to me.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Determine whether to invite a representative from Tramutola (tax measure consultants) to make a presentation to the Library Board on the steps and costs involved in preparing for a successful tax measure, suggest several dates for this meeting, and determine who should participate in this work session and discussion.

DATE: October 15, 2007

BACKGROUND:

Library Board President Shkoler and I attended a presentation by Charles Heath with Tramutola at the California Special Districts Association Conference in Monterey on October 3, 2007. Mr. Heath also made a presentation on the Oakland Library tax campaign at the Public Library Association Conference in Boston in 2005.

I am recommending that the Library Board invite a representative from Tramutola to make a presentation to the Library Board and other interested parties on the steps and costs involved in conducting a successful tax measure. This work session should give the Trustees addition information on the feasibility of implementing the Library expansion recommended in the Facility Master Plan.

Information about Tramutola and a description of its services and clients is Attachment A.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

TRAMUTOLA
THE DISCIPLINE OF WINNING

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About Us



TRAMUTOLA LLC is a full service political consulting firm, providing planning strategy and campaign management for public agencies, private organizations, and candidates. We are regarded as experts in grassroots mobilization, community outreach, political strategy, direct mail and media.

The TRAMUTOLA team will develop a strategy designed to help you achieve your objectives. We call it *The Discipline of Winning™*.

Our subsidiary Sidewalk Strategies LLC guides public agencies through their planning, outreach and decision-making process that occurs prior to placing a tax measure on the ballot. Our efforts have helped over 200 public agencies prepare for and eventually and pass tax measures.

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We are noted for our work ethic and our disciplined approach. Your satisfaction and success are critical to us. The TRAMUTOLA team is with you every step of the way. We'll spend the time and effort needed to fully understand your needs and learn about your community. Then we blend our experience and expertise to develop a unique plan, realistic timetable, budget and a clear set of objectives to make the most effective use of available resources – time, people and money.

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PUBLIC OPINION POLLING	LOCAL GOVERNMENT
TAX ELECTION PLANNING	CORPORATE & BUSINESS
WORK SAMPLES	CANDIDATES

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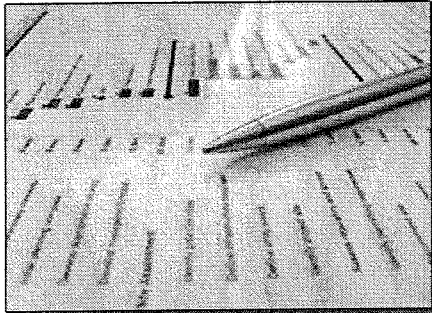
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Services



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Informed, well-calculated strategy is essential in any campaign. The TRAMUTOLA team will develop a strategy designed to generate the appropriate response for your campaign – whether it is to recruit supporters, win voters, enlist volunteers or change how people think about your organization, project or cause.

The TRAMUTOLA team is with you every step of the way. We'll spend whatever time it takes to understand your needs and learn about your community. We'll blend our experience and expertise with what we've learned and develop a plan with a realistic timetable, budget and a clear set of objectives to make the most effective use of your available resources – time, people and money.

We provide political strategy, tax election planning, polling and are experts at building community support. To learn more about these services please click onto the links above.

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Public Opinion Polling

TRAMUTOLA polling provides you with insightful and precise measurement of public opinion. We are involved in all phases of the research – from identifying your needs to developing the questionnaire to analyzing the results. We often collaborate with industry leaders to provide the best quality research possible.

Helping you make decisions

An effective poll provides valuable insight to help you make critical decisions. TRAMUTOLA develops polls that:

- Reveal what programs and policies the public supports and give you a sense of your community's priorities.
- Provide statistically accurate insight into voter attitudes and opinions.
- Uncover which messages are most persuasive and how those messages should be delivered to voters.
- Help you understand who supports and opposes your cause and allows you to target communications for maximum effect.

"TRAMUTOLA research is accurate and their analysis is thorough and insightful. They know how to take polling data and turn it into winning strategy."

MARILYN EZZY ASHCRAFT
PLANNING BOARD, CITY OF ALAMEDA

Precise Methodology

The accuracy of any poll is determined by the sample of people surveyed, what questions are asked, and how the questions are asked.

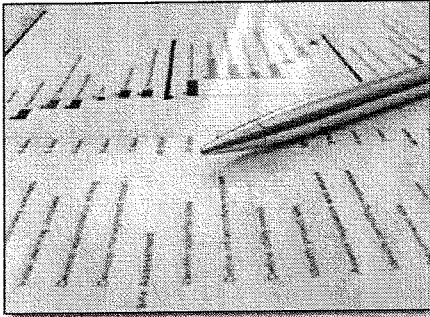
- TRAMUTOLA draws samples from an up-to-date and refined database that allows us to analyze poll data, based on over a hundred different demographic variables.
- For political campaigns our sample is carefully drawn to reflect the makeup of voters likely to turnout in a given election.
- Our survey questionnaires are crafted to ensure accurate and unbiased results that will provide useful information.

Analysis

Our team of experienced political strategists will guide you through the reports, and interpret what your poll results mean, why they are important, and how they can be used to develop the strategies you need to achieve your goals.

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School and College Districts	Hospital and Healthcare Districts	Local Government	

Tax Election Planning



Asking voters to increase their taxes is never easy. Winning tax elections requires sound strategy and honest communication with voters, but most of all, disciplined hard work. TRAMUTOLA has helped public agencies prepare for and pass over 200 tax measures that have resulted in over \$22 billion in voter-approved revenues. Most of these measures required two-thirds voter approval. We are proud to be known as this country's tax election experts.

- We work with your administration, staff and planners to get a clear sense of what your needs are and the challenges you face.
- We develop an effective communications plan that communicates your needs.
- Our team helps find the balance between your needs and what the public is willing to support.
- We help you answer the tough questions -- when to hold your election, the tax rate that voters will support, and what projects and programs to include.
- We work with you to develop your ballot measure and qualify for the ballot

Learn more about TRAMUTOLA's services for **School & College Districts, Hospitals & Healthcare Districts, Local Government Agencies** [click on to the links.](#)

TRAMUTOLA
THE DISCIPLINE OF WINNINGTramutola LLC
191 Ridgeway Avenue
Oakland, California 94611 USAfax: 510/658-7302
info@tramutola.com[Home](#) [About Us](#) [Services](#) [Staff](#) [Work Samples](#) [Our Clients](#) [Contact Us](#)[Public Opinion Polling](#) [Tax Election Planning](#) [Political Strategy](#) [Grassroots Mobilization/Community Involvement](#)
[Candidates](#) [Corporate and Business](#)**Political Strategy**

Our clients come to us because they want to win. Everything we do is focused on that goal. We are disciplined. We work hard. We demand the best of ourselves and from you. Our process starts with developing an understanding of your goals, your challenges and your motivations. We will develop strategy that fits based on your goals, your budget, your time frame and the size of your community. You are involved every step of the way. Using state-of-the-art demographic profiling, the TRAMUTOLA team will determine who will vote in your election and how many votes you will need to win.

- **Understanding YOUR needs.** TRAMUTOLA staff is deliberate and thorough getting to understand your needs and your community. Our goal is to help you win. We take the time to listen and learn so we can develop a smart and effective strategy.
- **Build support...at the grassroots level.** Every member of the TRAMUTOLA team is skilled in the art of grassroots political management. You'll learn how to create grassroots support in your community.
- **Get your message heard.** Campaigns often struggle with how best to deliver a message to voters. Should you use mail? Television? Signs? Phone banks? What about using the internet? We'll help you determine the most cost efficient and effective strategies to reach your targeted voters and make the best use of your resources.
- **Say it simply, say it effectively.** Voters respond best to candor and honesty. We will develop themes and messages that everyone can understand and that resonate with your targeted voters.

The TRAMUTOLA process is successful because it blends an effective and proven system with local knowledge and grass roots support.

Learn more about TRAMUTOLA's services for **School & College Districts, Hospitals & Healthcare Districts, Local Government Agencies, Corporate & Business Clients, and Candidates.**

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Public Opinion Polling Tax Election Planning Political Strategy Grassroots Mobilization/Community Involvement

Grassroots Mobilization/Community Involvement

Successful grassroots campaigns are the result of careful planning and disciplined execution of an effective strategy. At TRAMUTOLA we call this *The Discipline of Winning*™.

Your grassroots program will be designed specifically to your needs and objectives. TRAMUTOLA will guide you through the process of recruiting, training and coordinating volunteers and staff to ensure they become passionate advocates for your cause. Our grassroots materials, well-defined tasks, accurate data and clear objectives will keep your team motivated and enable you to track their activities and progress.



Larry Tramutola training volunteers for door-to-door canvassing

Let TRAMUTOLA bring the *Discipline of Winning* to your campaign or organization

- TRAMUTOLA will help you recruit, train, inspire and coordinate an army of committed advocates for your cause
- We'll provide well-defined, realistic, and understandable tasks and the materials you need to effectively communicate your messages.
- We help you prioritize available resources – time, people and money. – TRAMUTOLA keeps you moving forward, making certain that your campaign does not drift, that you stay on message, and that all activities help you achieve your overall goal.

"As I read *Sidewalk Strategies* I found myself saying over and over –'I really wish people who do organizing...would read this book.' Now that you know about it, read it."

RANDY SHAW
AUTHOR / *THE ACTIVIST HANDBOOK*

Your grassroots program will be designed specifically to your needs and objectives.

Larry Tramutola and his team are nationally recognized as the leading experts in grassroots organizing, with over 30 years experience working on campaigns at the national, state and local level.



To learn more about *The Discipline of Winning* – our guiding philosophy at TRAMUTOLA – and what you can expect from a TRAMUTOLA organized grassroots campaign, read Larry Tramutola's acclaimed book, *Sidewalk Strategies, Seven Winning Steps for Candidates, Causes and Communities*.

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Local Government



Public agencies of all kinds come to TRAMUTOLA to help prepare for and pass tax measures. As a result, our work has improved libraries, museums, and zoos, maintained and expanded police and fire services, upgraded public infrastructure and improved traffic and mass transit systems.

Working with large and small communities, in rural and urban environments, we have passed almost 200 tax measures that have generated more than \$20 billion in community improvements.

TRAMUTOLA has expertise in a wide variety of tax elections including:

- General Obligation Bonds
- Parcel Taxes
- Sales Taxes
- Utility Taxes
- Hotel and Occupancy Tax
- Special Assessment Districts

"TRAMUTOLA delivered what it promised in our 2004 Transportation Sales Tax Measure campaign. We interviewed many consultants before choosing TRAMUTOLA, and would highly recommend them to any group who wants and need to get a tax passed."

CYNTHIA MURRAY
FORMER SUPERVISOR, MARIN COUNTY

Planning to win

Before placing your measure on a ballot the TRAMUTOLA team will help you determine the answers to some of the tough questions you will be facing:

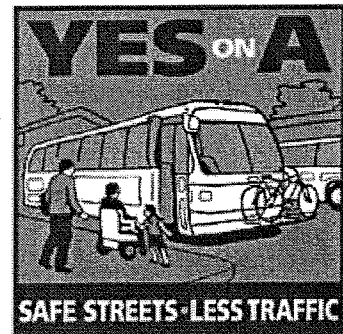
- Are voters aware of your needs?
- What are voters willing to support?
- How do you craft a winning measure?
- When is the best time to place a measure on the ballot?

Building Community Awareness


The TRAMUTOLA process is successful because it blends an effective and proven system with knowledge about your district and your community in order to develop grassroots support. We'll assess public opinion and evaluate your public communications efforts. We will make recommendations on how to implement a communication strategy to make sure the community understands your needs.

Preparing for the Ballot

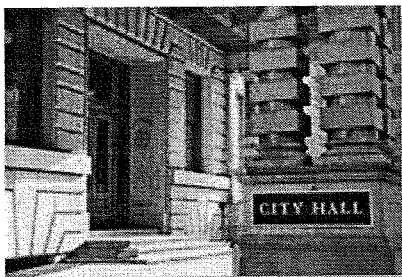
TRAMUTOLA will make recommendations on every detail of the election from optimal timing and appropriate tax rate to ballot language.



And when it's time to move into the final crucial months leading up to Election Day, TRAMUTOLA's **Political Strategy** services are available to guide you. TRAMUTOLA also provides services in **Grassroots Mobilization, Public Opinion Polling and Campaign Mail and Media.**

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Local Government



TRAMUTOLA works with cities, counties and public agencies from all over California. We help our clients prepare for and pass bond and tax measures to fund operations and capital improvements to emergency services, libraries, transit systems, roads, sewer systems, zoos, museums, health services, parks and recreation, open space, public safety and other vital public services.

For more information on how we can help your district, **please contact us.**

Cities / Counties:

- Alameda County
- Castro Valley
- City of Alameda
- City of Colton
- City of El Cajon
- City of Encinitas
- City of El Cerrito
- City of Oakland
- City of Palo Alto
- City of Piedmont
- City of Richmond
- City of San Francisco
- City of San Rafael
- City of Santa Cruz
- City of Sausalito
- City of Watsonville Santa Cruz County
- Contra Costa County
- Marin County
- Santa Clara County

Libraries:

- Alameda City Library
- Alameda County Library - San Lorenzo Library
- Contra Costa County Libraries
- Oakland Public Library
- Santa Cruz County Libraries
- Santa Clara County Libraries

Transportation; Parks & Recreation; Other

- Alameda/Contra Costa Transit District
- Marin Transportation Initiative
- Santa Barbara County Association of Governments
- East Bay Regional Park District
- City of Santa Cruz Parks and Recreation
- Oakland Parks and Clean Water
- Oakland Lighting District
- Oakland Museum
- Oakland Zoo
- Oakland Chabot Space & Science Center
- City of Oakland Kids First Initiative

Police and Fire

- City of El Cajon
- City of Oakland
- City of San Rafael
- Oakland Crime Prevention
- Oakland Wildfire Prevention District
- Ripon CFPD
- Napa Firefighters
- Oakland Firefighters
- San Leandro Firefighters
- Santa Cruz Firefighters

Partial List

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Staff



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Ann Caponio
Tramutola



Tom
Balawejder



Alison
Kastama



Sabrina
Dickinson

TRAMUTOLA senior staff are seasoned and experienced with a minimum of 6-10 years working with both public and private sector clients. Each of our clients is served not only by a senior staff member but also but also by our highly skilled administrative staff and account representatives, whose primary function is to make sure your experience with TRAMUTOLA is successful and enjoyable. As 80% of our business is either repeat business or referrals from satisfied clients, we put great attention on customer satisfaction.