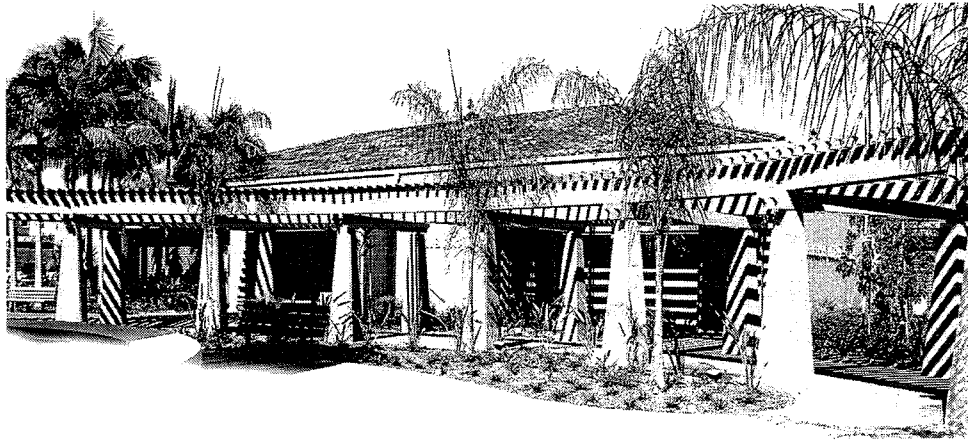


PLACENTIA LIBRARY DISTRICT



Board of Trustees Meeting

Regular Meeting

November 20, 2006

6:30 P.M.

(Work Session 4:00 Meeting Room)

Library History Room

Minter

2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

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

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

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

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

4. Facility Master Plan Work Session

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

ADJOURNMENT

5. Agenda Preparation for the November Regular Meeting will be held on Monday, November 20, 2006 at 6:30 P.M.

6. Review of Action Items.

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

7. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the November 20, 2006 Work Session of the Library Board of Trustees of the Placentia Library District was posted on Thursday, Nov 16, 2006 @ at 1:30P.M.

AGENDA

REGULAR MEETING






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, November 20, 2006
6:30 P.M.
Library Meeting Room

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

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

To accomplish this goal the Library will:

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

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 ^{6:30} Library Board President
- 2. Roll Call Administrative Services Manager
- 3. Adoption of Agenda ^{Belt/Jan}

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.

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

TRUSTEE & ORGANIZATIONAL REPORTS

- 5. Board President Report <sup>Chandra Niran CTS
Chandra B'ford - Valeri Paed.</sup>

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

Determine time and place for oath of office for Trustees on December 1, 2006. - ^{derect receipt}
Determine who will attend the Citizen of the Year Dinner on November 30, 2006.

- 6. Trustee Reports <sup>Chandra Niran CTS
Beth - Friend meet.
Jan - Board B'ford</sup> { Al
Alexis
Jan
Elizabeth

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

- 7. Friends of Placentia Library Board of Directors Report. ^(Archives)
- 8. Placentia Library Foundation Board of Directors Report. (DeVecchio) - ^{Richard will be the new donated chair}
- 9. Upcoming Trustee meetings and events.

*Carolee
Joe Hovinsky
Cly Green
Jerry Young
Mary Pile
Pete Johnson
Ann*

Staff approved Jan 1/2007

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. Facility Master Plan report. The Library Board will discuss the results of the Work Session on the Facility Master Plan held at 4:00 P.M. and set the calendar for future meetings.

Presentation: Library Director

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

44. Fourth Reading of Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

Presentation: Manager of Administrative Services

Recommendation: Review and revise Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers; and

Adopt as a fourth and final reading Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

NEW BUSINESS

45. Increase the Imprest Petty Cash Allocation for the Circulation Supervisor from \$200 to \$400.

Presentation: Library Director

Recommendation: Increase the allocation of imprest petty cash in cash for the Circulation Supervisor from \$200 to \$400.

46. Library Director Performance Evaluation, Contract and Salary. The Library Board will consider a Human Resources consulting contract with Valerie Poole at a rate of \$75 per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees.

Presentation: Library Board President

Recommendation: Approve contract with Valerie Poole at a rate of \$75 per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees; and

Appoint Valerie Poole as the negotiator of the Library Board of Trustees for the purpose of negotiating a labor contract with the Library Director and authorize her to speak on behalf of the Library Board of Trustees.

CLOSED SESSION

Closed Session for Conference with Labor Negotiators

Pursuant to California Government Code Section 54957.6 a closed session will be held to conduct a conference with labor negotiators [specify the names of the negotiators identified in action taken in Agenda Item 53] for an unrepresented employee, the Library Director.

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

Closed Session to Discuss a Personnel Matter

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

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

ADJOURNMENT


47. Agenda Preparation for the December Regular Meeting, which will be held on Monday, December 17, 2006 at 6:30 P.M.
48. Review of Action Items.

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

49. Adjourn

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

I, Wendy Goodson, Manager of Administrative Services of Placentia Library District, hereby certify that the Agenda for the November 20, 2006 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 16, 2006.



PLACENTIA LIBRARY BOARD CALENDAR

November 2006 - October 2007

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November

- 6 7:00 PM Friends Board Meeting, Escobosa
- 9 5:30 PM Chamber Mixer
- 10 CLA Annual Conference, Sacramento, through Nov 13
- 11 Library Closed for Veterans Day/Staff Holiday
- 20 6:30 PM Library Board Meeting
- 23 Library Closed for Thanksgiving/Staff Holiday
- 30 6:30 PM Chamber of Commerce Citizen of the Year Breakfast

December

- 1 6:30 PM Donor Reception (Friends/Foundation), Placentia Library
12:00 PM Trustee terms begin
- 4 7:00 PM Friends Board Meeting, DeVecchio
- 6 6:30 PM Placentia Library Foundation Board of Directors
- 7 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District
- 18 6:30 PM Library Board Meeting

January

- 1 7:00 PM Friends Board Meeting, Wood
- 11 5:30 PM Chamber Mixer
- 15 6:30 PM Library Board Meeting
- 19 ALA Midwinter Meeting, Seattle, through Jan 24
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

February

- 5 7:00 PM Friends Board Meeting, Turner
- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

March

- 3 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 5 7:00 PM Friends Board Meeting, Shkoler

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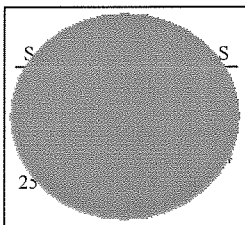
PLACENTIA LIBRARY BOARD CALENDAR

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March

- 8 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 8:30 AM CALTAC Trustee Workshop

- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

April

- 2 7:00 PM Friends Board Meeting, Escobosa
- 8 Easter, Library Closed, not staff holiday
- 12 5:30 PM Chamber Mixer
- 15 National Library Week through Apr 21
- 10:03 AM National Library Week, through April 21
- 16 6:30 PM Library Board Meeting

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

May

- 7 7:00 PM Friends Board Meeting, DeVecchio
- 10 5:30 PM Chamber Mixer
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed for Monday Holiday/Not Staff Holiday
- 28 Library Closed for Memorial Day/Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Sanitation District

June

- 4 7:00 PM Friends Board Meeting, Wood
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting
- 21 ALA Annual Conference, Washington, DC, through June 27

May 2007						
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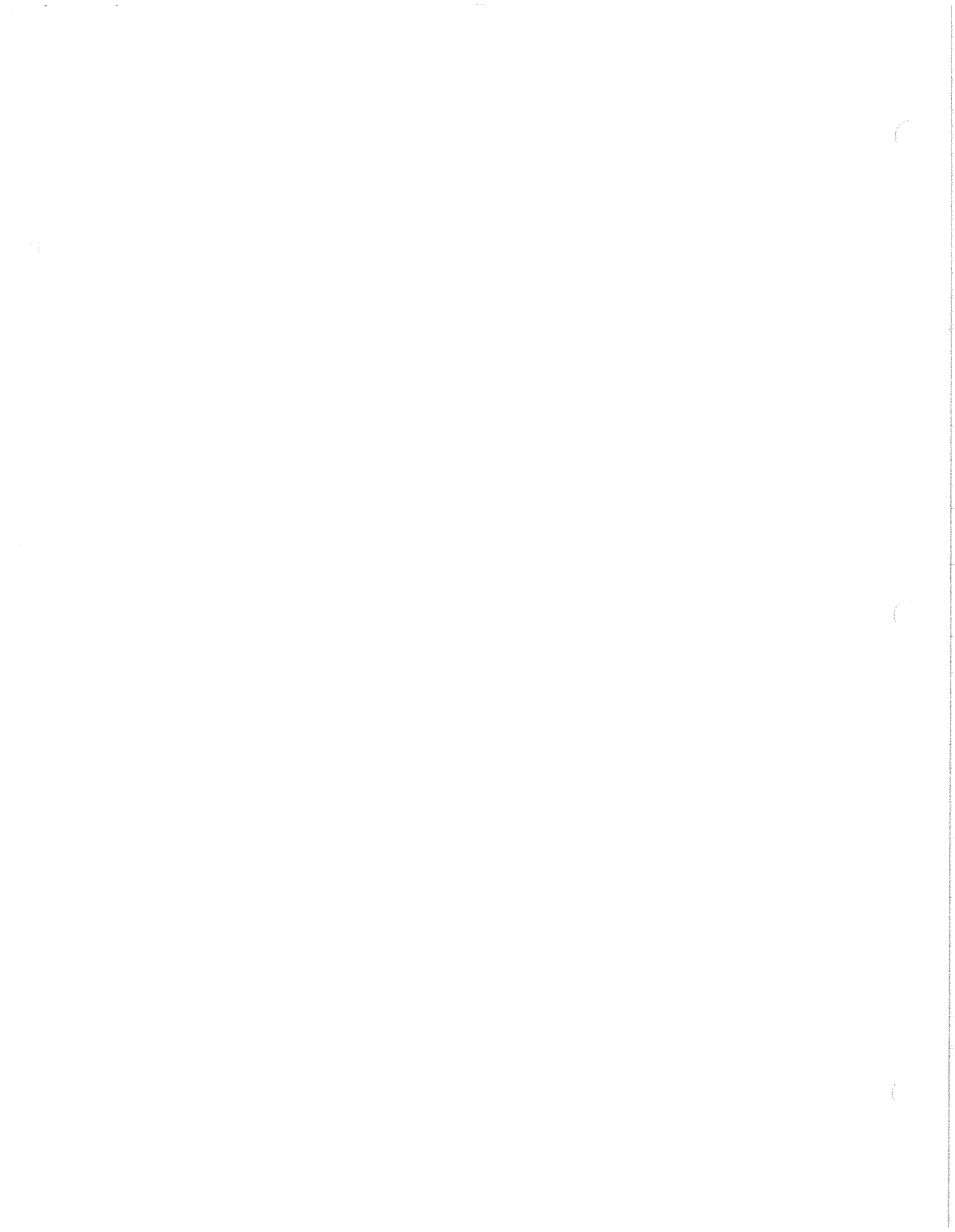
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June

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

July

- 4 Library Closed for Independence Day/Staff Holiday
- 16 6:30 PM Library Board Meeting

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

August

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

September

- 2 Library Closed for Monday Holiday/Not Staff Holiday
- Placentia Library District Established in 1919 by OC Board of Supervisors
- 3 7:00 PM Friends Board Meeting, Turner
- Library Closed for Labor Day/Staff Holiday
- 13 5:30 PM Chamber Mixer
- 14 Placentia Library Foundation Incorporated in 1994
- 17 6:30 PM Library Board Meeting

- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 1 7:00 PM Friends Board Meeting, Shkoler
- 11 5:30 PM Chamber Mixer
- 13 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

May 2007						
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FRIENDS OF PLACENTIA LIBRARY

Minutes:

Board of Directors Meeting

November 6, 2006

The meeting was called to order at 7 pm by President, Eleanor Rankin. The following Directors were present: Ginny Sanatar, Nadine Blansett, Ben Boelman, Ginny Hausman, Beverly Webster, Christine Maxwell, Camille Himes, Barbara Hemmerling and Eleanor Rankin. Brenda Benner was excused. Library staff present: Elizabeth Minter and Lois Monroe. Betty Escobosa represented the Trustees.

SECRETARY: By general consent the minutes were accepted.

TREASURER: Camille reported a balance of \$26,039.00.

FINANCIAL SECRETARY: Ginny Sanatar reported deposits of \$1,930.80 in October.

PRESIDENT'S REPORT: 1) The Staff Appreciation event at Dr. and Mrs. Stark's was an unqualified success. Eleanor has written a thank you note to the Starks. 2) Invitations to the Donor Reception, December 1, have been mailed. Emeriti members of the Friends will be honored. There will be reminder calls made by Foundation and Friends a few days prior to the event. 3) Author's Luncheon. Dennis Smith, Superintendent of the Placentia, Yorba Linda School District, will be asked to be maitre d'. Elizabeth will buy apron material. It was decided that Jim and Virginia Walker should receive complimentary tickets. Ginny Sanatar and Barbara Hemmerling will work with Jody at Alta Vista on the menu. Ben Boelman and his grandson will provide music. 4) The shelving supports needed in the workroom have been installed. 5) The Friends will not have a Citizen-of-the-Year nominee. 6) The final papers for the merger are in the process of being completed and filed.

CHAIR REPORTS: **Book Store/Workroom:** The rolling cart that was authorized last month was ordered. There has been no appropriate furniture found for the Book Store. **By-Laws:** Carol Fizzard, no report. **Joint Publications:** The committee has completed its work — a new brochure and letterhead are ready for distribution. **Membership:** Ginny Hausman: The membership letters will be sent in early November. Ginny has drafted a Welcome to New Members letter to be sent with the membership card. General consensus was favorable to this idea. **Public Relations:** Eleanor sent a press release about the Sunday Sale in October and November... **Second Sunday Book Sales:** Ginny Sanatar said November's workers are Nadine Blansett, Barbara Hemmerling, Jill Botha, and Beverly Webster. **Senior Program Services:** Ben Boelman presented a well organized Outreach program to be started in January at Bradford Terrace. The complete plan is filed with these minutes. **Silent Auction:** Nadine Blansett reported that \$81 was collected in October.

LIBRARY STAFF REPORTS: Elizabeth Minter: 1) The Facility Planning Workshop with Linda Demmers will be Monday, November 20 from 4-6:30. The purpose is to develop a master plan that will utilize our facility in the most functional way to benefit

our many requirements. 2) Tuesday, November 28, 5:30- 8:30, will be Pictures with Santa. People will bring their own cameras. We will provide the Christmas tree and Santa Claus. Lois Monroe may be calling some of the Friends to help with "Crowd Control". 3) Wendy will be ordering a table for the Citizen-of-the-Year dinner on November 30 at Alta Vista. The cost is \$49. If you would like to join that group call Wendy.

Betty Escobosa: Trustee, said she enjoyed being with our group and is always amazed at how much we accomplish.

Next Meeting: December 4, 2006 7:00 P M Please have your written reports duplicated well before the meeting.

Barbara Hemmerling, Secretary

MINUTES
PLACENTIA LIBRARY FOUNDATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
November 8, 2006

- CALL TO ORDER** The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on November 8, 2006 at 6:00 P.M. by President Jean A. Lasley.
- ROLL CALL** **Members Present:** President Jean A. Lasley, Secretary M. A. McHenry, Treasurer Richard DeVecchio, and Directors William Dooley, Russell Rice and Nancy Lone-Tollefson.
- Members Absent:** Eleanore Rankin.
- Others Present:** Library Director Elizabeth Minter, Coordinator of Development and Volunteer Services, Lois Monroe.
-
- ADOPTION OF AGENDA** The Agenda was approved as printed.
- BOARD REPORTS** Verbal report made by Library Board of Trustees Representative DeVecchio.
- CONSENT CALENDAR** Motion to approve the Consent Calendar: Minutes of the October 11, 2006 Regular Meeting; Financial Report as of October 31, 2006 and Ratification of the Payment of Bills for October 2006. Motion made by Richard DeVecchio and seconded by Nancy Lone-Tollefson. Passed unanimously.
- COMMITTEE REPORTS**
- DONOR RECEPTION** Director Tollefson reported that plans for the donor reception are on schedule.
- INVESTMENT** Report from Investment Chair, William Dooley. An investment representative will be invited to make a presentation to the Foundation Board of Directors.
The Investment Committee, Chairman, William Dooley, Director Richard DeVecchio, Director M.A. McHenry and Wendy Goodson, Administrative Services Manager, will meet on December 6, 2006 at 5:00 P.M.
President, Jean Lasley challenged each Director to give \$100.00 to help sponsor this year's donor reception. She will match the donations up to \$3,000.
- BOARD DEVELOPMENT** Status report given by President Lasley

Placentia Library Foundation Board of Directors, Minutes, November 8, 2006, Page 2 of 2.

PLANNED GIVING

Library Director Elizabeth Minter reported on the meeting with Jeremy Stelter of the Stelter Company held on October 17, 2006.

**CONTINUING
BUSINESS**

Merger update given by President Lasley.

Development Director, Lois Monroe reported the signed Letter of Engagement and check for services in the amount of \$1,000.00 was received by Freeman, Freeman, and Smiley on October 23, 2006.

Library Director, Elizabeth Minter reported the Finance Committee met November 8, 2006. The committee's report will be ready by December. President Lasley urged the board to think about their goals and accomplishments for 2007.

**SELECT MEETING
DATE**

The Foundation Board selected December 6, 2006 as their next meeting date.

ADJOURNMENT

The Regular Meeting of the Board of Directors of the Placentia Library Foundation for November 8, 2006 adjourned at 7:11 P.M.

M. A. McHenry, Secretary

CONSENT CALENDAR (Items 10 – 41)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 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 10)

10. Minutes of the October 16, 2006 Library Board of Trustees Regular Meeting and the November 9, 2006 Library Board of Trustees Special Meeting. (Receive & File and Approve)

CLAIMS (Items 11 – 14)

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

No Nonstandard Claims were processed during this report period.

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

Claims 4921, 4922 and 4923 by Minter/Wood; 4924 by Minter/DeVecchio; 4925 and 4926 by Minter/Wood; and 4927 by Minter/Shkoler for a total of \$45,314.11 from Fund 707.

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

Current Claim for Fiscal Year 2006-2007: 4928, 4929, 4930, 4931 and 4932 for a total Current Claim for Fiscal Year 2006-2007 of \$35,261.95;

and Payrolls #12 (12/6/06) for \$47,072.00, and #13 (12/20/06) for \$47,072.00 for a total for Payrolls of \$94,144.00, for a combined total of Current Claims and Payrolls of \$129,405.95 from Fund 707.

14. FY2006-2007 Cash Flow Analysis through November 20, 2006, the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as provided by the Orange County Auditor and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 15 – 20)

15. Financial Reports for October 2006. (Receive & File)
16. Office General Ledger & Check Registers for October 2006. (Receive & File)
17. Acquisitions Report for October 2006. (Receive & File)
18. Entrepreneurial Activities Report for October 2006. (Receive & File)
19. Collection Agency Report for October 2006. (Receive & File)

20. Gift Reports for April through October, 2006. (Receive & File)

GENERAL CONSENT REPORTS (Items 21– 31)

21. Building Maintenance Report for October 2006. (Receive & File)
22. Personnel Report for October 2006. (Receive, File, and Ratify Appointments)
23. Volunteer Reports for October 2006. (Receive & File)
24. Circulation Report for October 2006. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Legislative Alerts from the California Special Districts Association. No Alerts were received from the California Library Association during this report period. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. PLF Certification (Receive & File)
31. Press release on State Library Digitization project. (Receive & File)

STAFF REPORTS (Items 32 – 41)

32. Library Director's Report. (Minter)
33. Program Committee Report for October 2006. (Roberts)
34. Children's Services Report for October 2006. (Gurkweitz)
35. Placentia Library Literacy Services Report for October 2006. (Roberts)
36. Reference and Adult Services Report for October 2006. (Strazdas)
37. History Room Report for October 2006. (Bell)
38. Placentia Library Web Site Report for October 2006. (Napier)
39. Technology Report for October 2006. (Napier)
40. Publicity Materials Produced in October 2006. (Monroe)
41. Safety Committee Minutes for October 2006. (Matas)

Placentia Library Foundation
Balance Sheet
 As of October 31, 2006

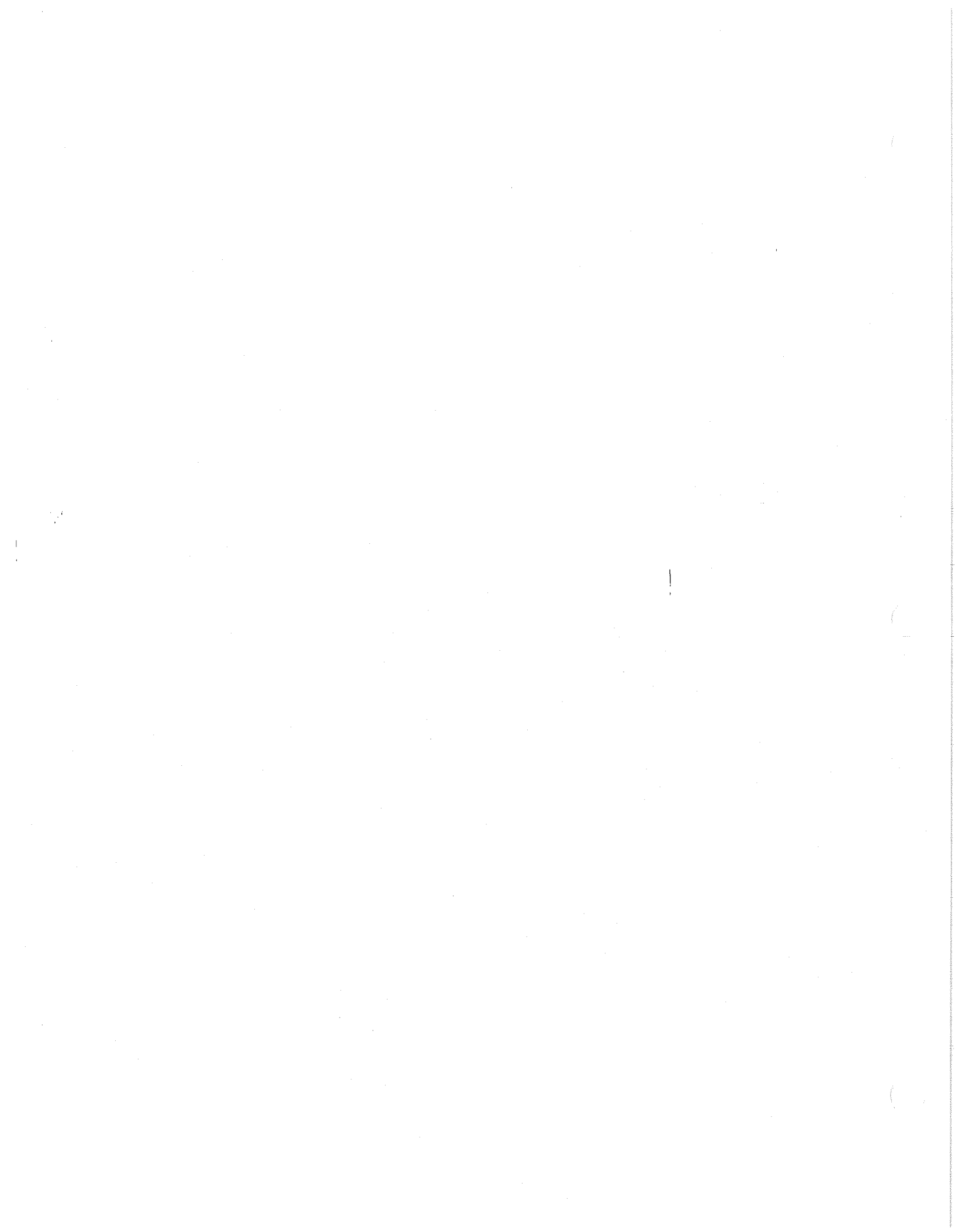
	<u>Oct 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	8,750.81
Endowment Savings-(Bank West)	3,309.39
General Fund-(Bank of the West)	<u>9,807.51</u>
Total Checking/Savings	21,867.71
Other Current Assets	
Back up withholding	<u>1,789.99</u>
Total Other Current Assets	<u>1,789.99</u>
Total Current Assets	23,657.70
Other Assets	
AIG Securities (GF)	
AIG Securities-Cash	4,490.59
AIG Securities (GF) - Other	<u>1,689.29</u>
Total AIG Securities (GF)	6,179.88
T.Rowe Price (Shaw Endowment)	
FMV Adjustment	-268.20
T.Rowe Price (Shaw Endowment) - Other	<u>17,565.67</u>
Total T.Rowe Price (Shaw Endowment)	17,297.47
Vanguard Asset Allocation (BEF)	
FMV Adjustment	931.62
Vanguard Asset Allocation (BEF) - Other	<u>61,738.59</u>
Total Vanguard Asset Allocation (BEF)	62,670.21
Vanguard Wellington (BEF)	
FMV Adjustment	1,427.44
Vanguard Wellington (BEF) - Other	<u>48,709.59</u>
Total Vanguard Wellington (BEF)	<u>50,137.03</u>
Total Other Assets	<u>136,284.59</u>
TOTAL ASSETS	<u>159,942.29</u>
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	<u>10,000.00</u>
Total Board Designated	10,000.00
Permanently Restricted	
Lapsit Program	<u>14,585.57</u>
Total Permanently Restricted	14,585.57
Retained Earnings	15,116.82
Temporarily Restricted	
Adopt-A-Book	4,623.76
Book Fund	94,088.97
History Room	<u>438.00</u>
Total Temporarily Restricted	99,150.73
Unrestricted Net Assets	11,564.50
Net Income	<u>9,524.67</u>
Total Equity	<u>159,942.29</u>
TOTAL LIABILITIES & EQUITY	<u>159,942.29</u>

**Placentia Library Foundation
Profit & Loss by Class
January through October 2006**

	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
Ordinary Income/Expense				
Income				
AAB AL Auctions	600.00	0.00	0.00	600.00
AAB AL Merchandise Sales	693.00	0.00	0.00	693.00
AAB AL Raffles	557.00	0.00	0.00	557.00
AAB AL Sponsorships	450.00	0.00	0.00	450.00
AAB AL Ticket Sales	7,660.00	0.00	0.00	7,660.00
AAB AL Tips	2,607.40	0.00	0.00	2,607.40
AAB Bankcard Deposit	3,201.15	0.00	0.00	3,201.15
AAB Donation Box	1,104.97	0.00	0.00	1,104.97
AAB Donations	147.00	0.00	0.00	147.00
AAB Friends Book Sales	1,113.75	0.00	0.00	1,113.75
AAB Interest	16.56	0.00	0.00	16.56
BEF Donations - Friends Bkstr	0.00	624.20	0.00	624.20
BEF Donations Indiv.- (not AL)	0.00	1,895.00	0.00	1,895.00
BEF Interest	0.00	22.07	0.00	22.07
BEF Memorials	0.00	50.00	0.00	50.00
BEF Transfer - Invest Inc	0.00	2,462.07	0.00	2,462.07
BEF Unrealized Gain Loss/Invest	0.00	11,409.76	0.00	11,409.76
GF Adopt-a-Chair Revenue	0.00	0.00	700.00	700.00
GF Afghan Sales	0.00	0.00	58.47	58.47
GF Afghan Sales Tax	0.00	0.00	4.53	4.53
GF Albertsons/Kroeger Patron Pr	0.00	0.00	631.58	631.58
GF Credit Card Transactions	0.00	0.00	0.45	0.45
GF Dividends - Investment Inc	0.00	0.00	32.18	32.18
GF Donations-Childrens	0.00	0.00	537.50	537.50
GF Donations-History Room	0.00	0.00	2,230.00	2,230.00
GF Donations-Literacy	0.00	0.00	6,638.65	6,638.65
GF Donations-Unrestricted	0.00	0.00	6,770.00	6,770.00
GF Friends Book Sales	0.00	0.00	333.97	333.97
GF Friends Newsletter Reimburse	0.00	0.00	1,072.12	1,072.12
GF Interest	0.00	0.00	9.95	9.95
GF Miscellaneous	0.00	0.00	1,790.00	1,790.00
GF Placentia Child Hist Bk Dist	0.00	0.00	1,512.95	1,512.95
GF Shaw Projects (Not Lapsit)	0.00	0.00	3,403.07	3,403.07
GF Unrealized Gain	0.00	0.00	1,699.15	1,699.15
GF Vending Machines	0.00	0.00	11,133.77	11,133.77
Total Income	18,150.83	16,463.10	38,558.34	73,172.27
Expense				
AAB AL Books Purchase	540.33	0.00	0.00	540.33
AAB AL Expenses	4,664.21	0.00	0.00	4,664.21
AAB AL Merchandise Expense	66.16	0.00	0.00	66.16
AAB AL Printing Expense	91.05	0.00	0.00	91.05
AAB AL Refund - Tickets	245.00	0.00	0.00	245.00
AAB AL Supplies Expense	541.03	0.00	0.00	541.03
AAB Bankcard Service Charge	257.63	0.00	0.00	257.63
AAB Book Purchases	16,696.72	0.00	0.00	16,696.72
AAB Transfer to BEF	25.00	0.00	0.00	25.00
AAB Transfer to GF	598.00	0.00	0.00	598.00
BEF Transfer to Invest A/C	0.00	4,836.00	0.00	4,836.00
GF Adopt-a-Chair Expense	0.00	0.00	40.41	40.41
GF Attorney General's Registry	0.00	0.00	25.00	25.00
GF Bank Service Charges	0.00	0.00	43.17	43.17
GF Donor Reception Expenses	0.00	0.00	354.98	354.98
GF Friends Book Sales Transfer	0.00	0.00	333.97	333.97
GF Friends/Foundation Merger Ex	0.00	0.00	1,000.00	1,000.00
GF History Room Expenses	0.00	0.00	138.46	138.46
GF Lapsit/Storyhours-Shaw Endow	0.00	0.00	1,305.00	1,305.00
GF Miscellaneous Expense	0.00	0.00	321.53	321.53
GF Newsletter	0.00	0.00	5,816.05	5,816.05
GF Other Expense	0.00	0.00	5,952.54	5,952.54
GF Placentia Child Hist Bk Exp	0.00	0.00	1,750.00	1,750.00
GF Postage and Delivery	0.00	0.00	592.90	592.90
GF Printing Expense	0.00	0.00	188.56	188.56
GF Professional Fees	0.00	0.00	3,080.00	3,080.00

Placentia Library Foundation
Profit & Loss by Class
January through October 2006

	Adopt-A-Book	Book Endowment	Operating Gen Fund	TOTAL
GF Registration/Travel	0.00	0.00	200.00	200.00
GF Shaw Projects Expense	0.00	0.00	1,732.52	1,732.52
GF State Brd of Equaliz Tax	0.00	0.00	15.00	15.00
GF Transfer to Library GF	0.00	0.00	5,000.00	5,000.00
GF Uncategorized Expenses	0.00	0.00	269.46	269.46
GF Vending Machine Repair	0.00	0.00	180.00	180.00
GF Vending Machine Supplies	0.00	0.00	6,746.92	6,746.92
Total Expense	23,725.13	4,836.00	35,086.47	63,647.60
Net Ordinary Income	-5,574.30	11,627.10	3,471.87	9,524.67
Net Income	-5,574.30	11,627.10	3,471.87	9,524.67

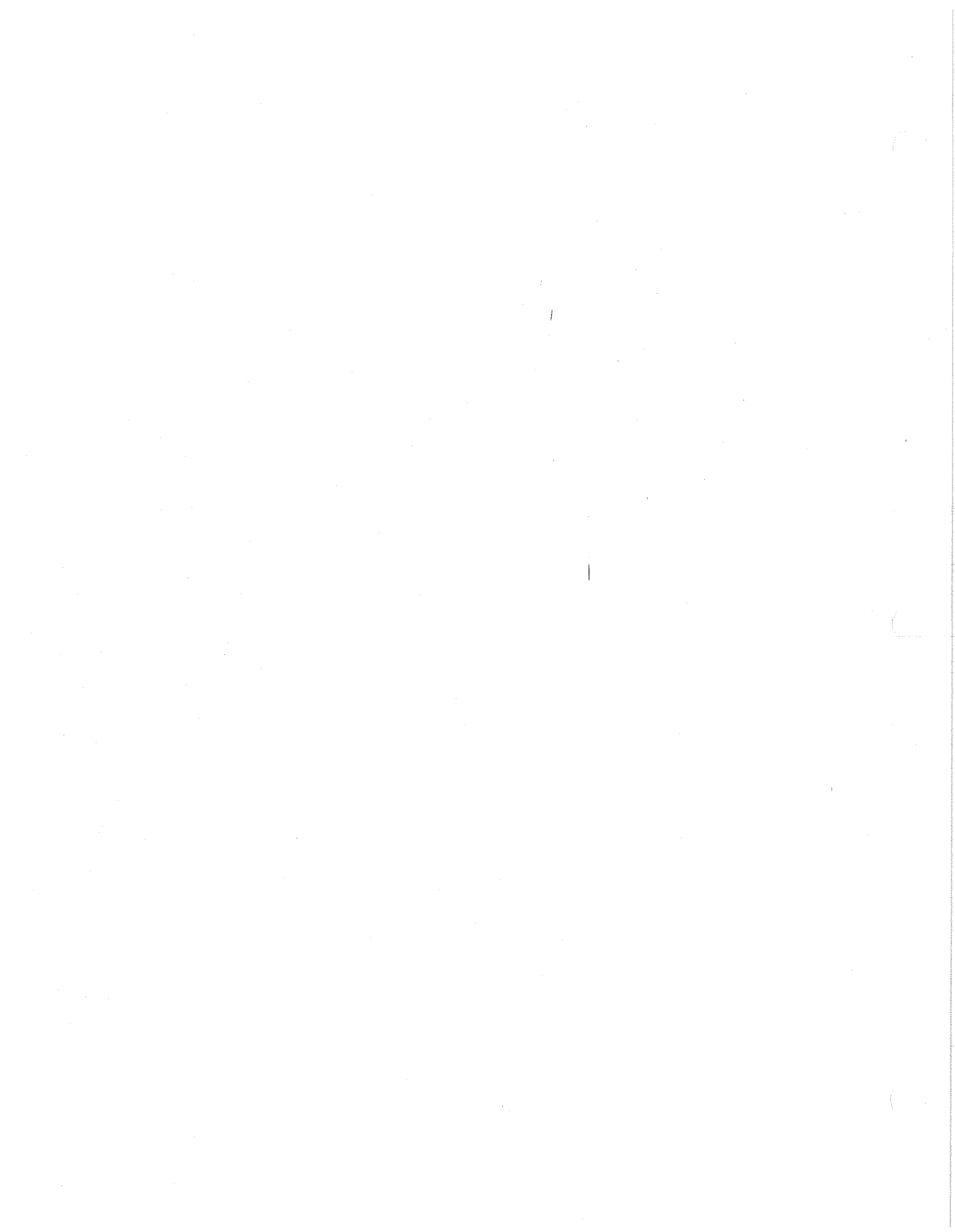


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Upcoming Trustee Events and Meetings
DATE: November 20, 2006

Trustee Events and Meetings

October 16, Monday, 4:00 P.M.	Library Board Work Session followed by Library Board Meeting at 6:00 P.M., Library Meeting Room, all Trustees.
November 20, Monday, 6:00 P.M.	Library Board Meeting, all Trustees.
November 23, Thursday	Library Closed for Thanksgiving Day, Staff Holiday.
November 30, Thursday, 6:30 P.M.	Citizen of the Year Dinner, Alta Vista
December 1, Friday, 6:00 P.M.	Placentia Library Foundation Donor Reception
December 4, Monday, 7:00 P.M.	Friends Board of Directors Meeting, DeVecchio
December 6, Wednesday, 6:30 P.M.	Foundation Board of Directors Meeting, DeVecchio
December 7, Thursday, 11:30 A.M.	ISDOC Quarterly Membership Meeting, Fountain Valley, Turner
December 18, Monday, 6:30 P.M.	Library Board Meeting
December 23, 24 & 25	Library Closed
December 30 & 31	Library Closed
January 1	Library Closed



**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
OCTOBER 16, 2006**

ROLL CALL

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

Others present: Library Consultant Linda Demmers, Friends Treasurer Camille Himes

**ADOPTION OF
AGENDA**

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

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

**FACILITY MASTER
PLAN**

Linda Demmers gave an overview of the planning process. She has requested the Library Trustees, management and other library supporters complete her "homework" survey and get it back to her so she can evaluate the responses. She is also going to provide disposable cameras, so the Library Trustees and staff can take pictures of the positive and negative elements of the library in its current state.

**SALARY SCALE FOR
EXEMPT
EMPLOYEES**

Library Director gave an overview of salary scales and other compensation plans. Most of the Board of Trustees supported the Step Scale currently being utilized by the District.

**BUDGET/SALARY
DISCUSSION WITH
STAFF COMMITTEE**

This discussion is deferred to the Regular Board Meeting of October 16, 2006.

**AGENDA
PREPARATION**

Agenda Preparation for the October 16, 2006 Board of Trustees Meeting will be held on Monday, October 16, 2006 at 6:30 P.M.

ADJOURNMENT

The Work Session for the Placentia Library District for October 16, 2006 adjourned at 5:40P.M.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 16, 2006

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2006, at 6:30 P.M.

ROLL CALL

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier, Friends Treasurer Camille Himes.

ADOPTION OF AGENDA

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

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 California Special District Association (CSDA) Conference in Olympic Valley from September 25-28, 2006. He also attended several H.I.S. House functions and Chamber mixers.

TRUSTEE REPORTS

Trustee Wood reported that she also attended the CSDA Conference in Olympic Valley. She also attended the Placentia Heritage Day Parade and Festival.

Trustee DeVecchio reported that the Placentia Library Foundation met in the month of October.

Trustee Escobosa reported that she attended the Chamber Mixer and Placentia Heritage Day Parade and Festival.

Secretary Turner reported that she attended the Chamber Mixer and attended the October Friends Board Meeting. She also attended the H.I.S. House Gala in October.

FRIENDS

Friends Treasurer Camille Himes reported that the Friends are rearranging and replacing bookshelves in the Friends Bookstore workroom. Also, the merger with the Foundation is moving forward.

FOUNDATION

Trustee DeVecchio reported that the Foundation met in October and are scheduled to meet in November.

**CONSENT
CALENDAR**

MINUTES

It was moved by Secretary Turner and seconded by Trustee Escobosa to approve items 10-45 as printed;

CLAIMS

Minutes of the September 18, 2006 Library Board of Trustees Regular Meeting and the September 18, 2006 Library Board of Trustees Work Session.

Claims 4911, 4912, and 4913 by Minter/Turner, 4914, 4915, and 4916 by Minter/DeVecchio for a total of \$55,236.71 from Fund 707.

Current Claims 4917, 4918, 4919 and 4920 for a total of \$78,999.60 for the Fiscal Year 2006-2007 and Payroll #10 (11/8/06) for \$49,472.00 and #11 (11/22/06) for \$98,944.00 for a combined total of \$177,943.60.

**FINANCIAL
REPORTS**

FY2006-2007 Cash Flow Analysis through October 16, 2006 and recommendation that no funds be transferred at this time.

Financial Reports for October 2006

Office General Ledger & Check Registers for October 2006

Acquisitions Report for October 2006

Entrepreneurial Report for October 2006

Collection Agency Report for October 2006

Gifts Report for October 2006

**GENERAL CONSENT
CALENDAR**

Building Maintenance for October 2006

Personnel Report for October 2006

Volunteer Report for October 2006

Circulation Report for October 2006

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

2005-2006 California Public Library District as transmitted to the California State Library on September 27, 2006

Actions taken by the Library of California Board at its meeting On September 14, 2006.

Notification from the State Librarian of California of the California Library Services Act (CLSA) Reimbursement rates For Fiscal Year 2006-2007

Placentia Library District Policy 2320, Job Description – Coordinator of Development & Volunteer Services, as adopted By the Library Board of Trustees on August 21, 2006

Agenda for the September 28, 2006 meeting of the Orange County Council of Governments. Placentia Library District received only the first page of this packet and the Council of Governments did not respond to the District's request on September 26, 2006 for a complete packet.

Memo from Manager of Administrative Services Manager Describing the status of the loan agreement with the City of Placentia for the Civic Center Renovation Project as of October 11, 2006 and the memo from the City of Placentia Director of Finance dated October 10, 2006 entitled "Repayment of Library Improvement Loan"

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

STAFF REPORTS

Director's Report for October 2006

Program Committee Report for October 2006

Children's Services Report for October 2006

Placentia Library Literacy Services Report for October 2006

Reference and Adult Services Report for October 2006

History Room Report for October 2006

Placentia Library Web Site Report for October 2006

Technology Report for October 2006

Publicity Materials produced for October 2006

Safety Committee Minutes for October 2006

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that Library Director Kathy Gould from Palos Verdes Library District that Kathy Gould will no longer be able to serve as the Library District representative on the California Special District Association Legislative Committee.

**FACILITY MASTER
PLAN**

It was moved by Trustee Wood and seconded by Secretary Turner to receive and file Agreement for Professional Services between Placentia Library District and Linda Demmers dated October 2, 2006 and note that the final work product, Facility Master Plan delivery date of March 31, 2007 will be amended as agreed upon by Placentia Library District and Linda Demmers.

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

**POLICY 2012 –
DRESS CODE FOR
EMPLOYEES AND
VOLUNTEERS**

The third draft was reviewed by the Board and will be brought back to the November 20, 2006 for final review and adoption.

**ELECTRONIC SIGN
PURCHASE**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to award contract for purchase of Daystar Elite LED 3296, single-sided, wall mounted electronic sign from Stewart Sign Company, Sarasota, FL at a cost of \$12,345.50 plus tax.

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

**GRANTWRITING
SERVICES**

It was moved by Trustee Wood and Secretary Turner to approved proposed contract and authorize signature by the Library Director.

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

**BUDGET/SALARY
DISCUSSION WITH
STAFF COMMITTEE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to invite the staff to discuss budget assumptions within this committee.

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

**SALARY SCALE FOR
EXEMPT
EMPLOYEES**

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve a 10% salary increase to the FY06-07 Exempt Salary Scale classifications of Administrative Services Manager, Public Services Manager and Technical Services Manager effective October 27, 2006.

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

**SELECTION OF
LABOR
NEGOTIATOR**

It was moved by Trustee Wood and Secretary Turner to select Gaeten Wood as the labor negotiator for an unrepresented employee, the Library Director.

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

**LIBRARY
DIRECTOR
CONTRACT**

The Board of Trustees met in closed session to discuss the Library Director's performance evaluation, contract and salary. The Board President requested that another closed session be added to the agenda of the November 20, 2006 Meeting. The Closed Session adjourned at 9:10 P.M and the Regular Meeting was re-opened.

OPEN SESSION

It was moved by Trustee Escobosa and seconded by Secretary Turner to approve a 3.9% cost of living adjustment to the Library Director classification retroactive to July 1, 2006 and to offer a contract through June 30, 2007.

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

**AGENDA
PREPARATION**

Agenda Preparation for the November Regular Meeting will include an Open Session and Closed Session to be held on Monday, September 18, 2006 at 6:30 P.M to include discussion of the Library Director's Contract and Goals.

Minutes, Placentia Library District Board of Trustees, Regular Meeting of October 16, 2006, Regular Date, Page 6.

ADJOURMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 16, 2006 adjourned at 9:11 P.M.

NEXT MEETING

The November Library Board Meeting will be held on Monday, November 20, 2006 at 6:30 P.M. in the Library History Room.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES WORK SESSION
NOVEMBER 9, 2006**

ROLL CALL

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

**ADOPTION OF
AGENDA**

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

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

COPIER PURCHASE

It was moved by Trustee DeVecchio and seconded Secretary Turner to approve the purchase of the Ricoh Aficio 3235 Digital Color Copier for a total not to exceed \$10,783.08 to be paid from Fund 702, approve the purchase of the Ricoh Aficio 3035 Digital Black & White Copier for a total not to exceed \$9,266.50 to be paid from Fund 702, authorize Library Director Minter to sign the purchase agreement with Ricoh Corporation and request from the Friends that they sponsor the public copier purchase at a cost not to exceed \$10,783.08 and if approved, reimburse Fund 702.

**AGENDA
PREPARATION**

Agenda Preparation for the November 20, 2006 Board of Trustees Meeting will be held on Monday, November 20, 2006 at 6:30 P.M.

ADJOURNMENT

The Work Session for the Placentia Library District for November 9, 2006 adjourned at 1:55P.M.

Jean Turner
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

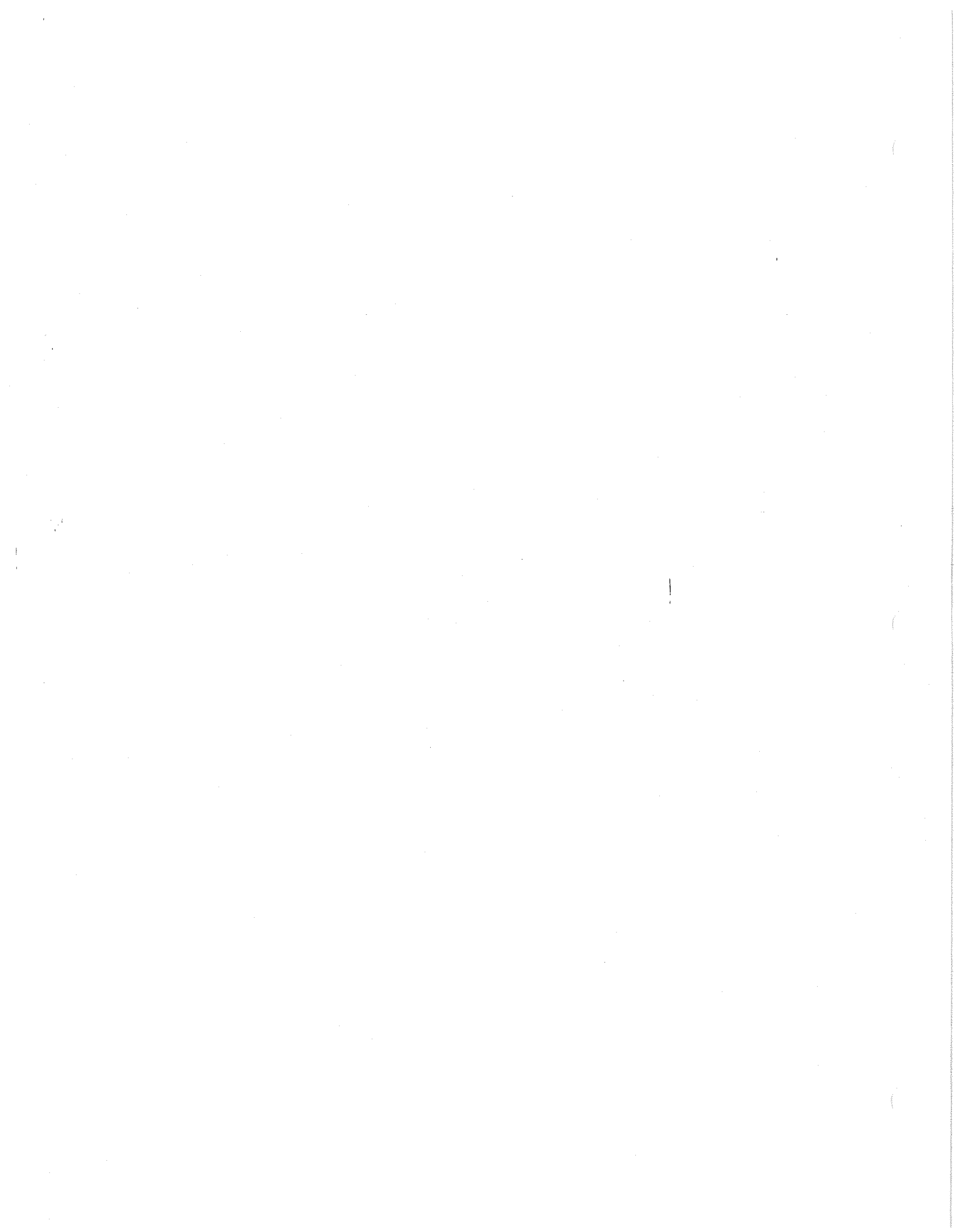
PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 20, 2006

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

None

TOTAL

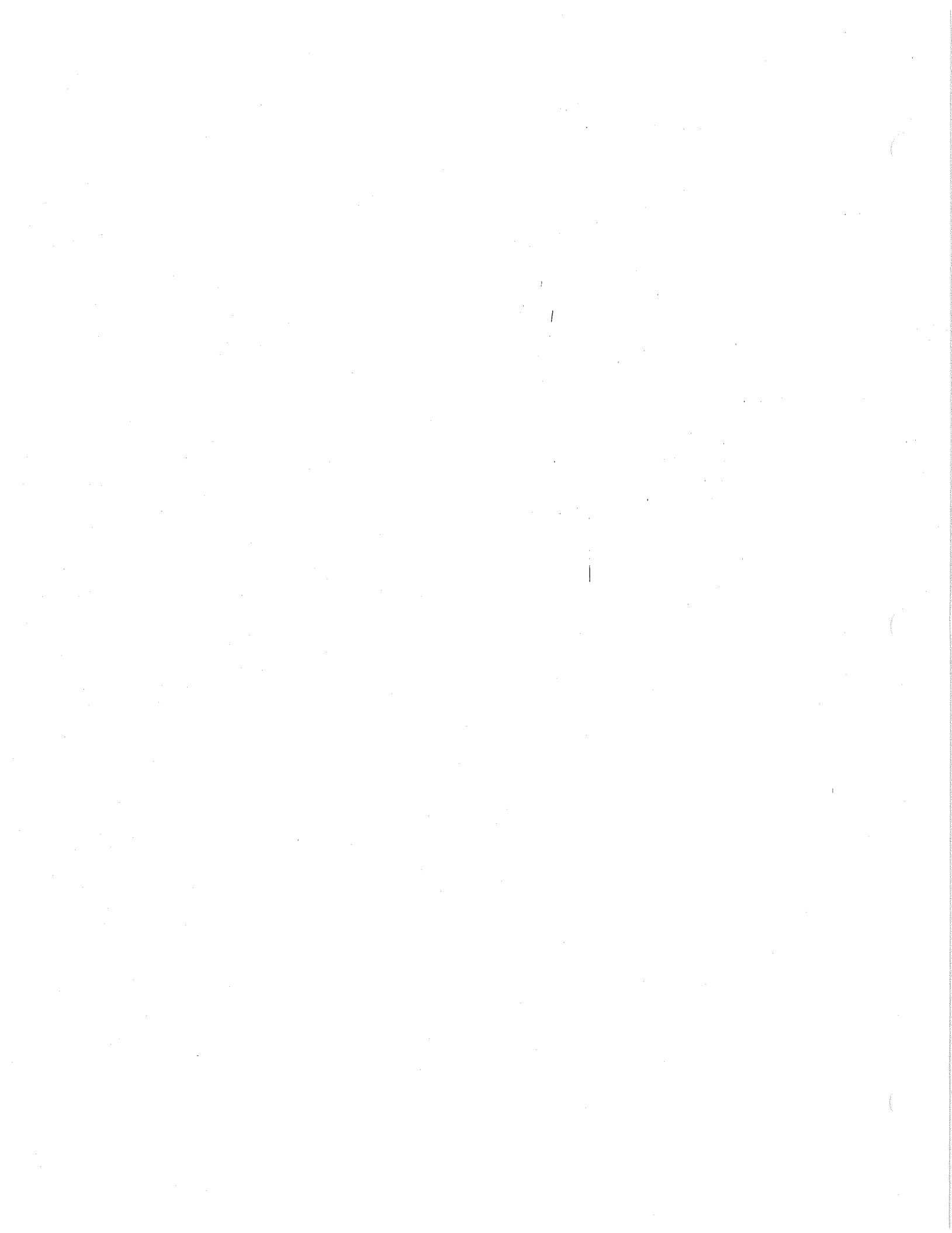
Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director & Trustees
 November 20, 2006

	DATE	CLAIM	FUND	AMT	SIGNATURE/S
LIBRARY DIRECTOR	October 19, 2006	4921	707	8,034.12	Minter/Wood
	October 19, 2006	4922	707	11,350.75	Minter/Wood
	October 19, 2006	4923	707	1,855.80	Minter/Wood
	November 2, 2006	4924	707	4,286.58	Minter/DeVecchio
	November 9, 2006	4925	707	4,511.72	Minter/Wood
	November 9, 2006	4926	707	5,970.12	Minter/Wood
	November 9, 2006	4927	707	9,305.02	Minter/Shkoler
TOTAL BY LIBRARY DIRECTOR				\$ 45,314.11	
TOTAL				<u>\$ 45,314.11</u>	

Prepared by: Wendy Goodson



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

*paid
10/30/2006*

DATE 10/19/06 Agenda Item 12
REPORT NO 4921 Page 2 of 8

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

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

PLEASE PAY IMMEDIATELY

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-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	10-22-06/0190-IN		0306	00		8,034.12		

The claims listed above (totaling \$8,034.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

[Signature]
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

*Raised
10/30/06*

DATE 10/19/06
REPORT NO 4922
Agenda Item 12
Page 3 of 8

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

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

PLEASE PAY IMMEDIATELY

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
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	10-13-06/7330591-OT06		2100	00		154.09		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-17-06/T5619513		0700	00		306.67		
	9-17-06/T5619528		0700	01		44.63		
						351.30		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	10-14-06641998		1800	00		154.58		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-29-06/354811415		1800	00		10.98		
N06685 Honeywell Security Monitoring 8309 Innovation Way Chicago IL 60682	10-1-06/4731002		2100	00		166.53		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	9-22-06/X8898		0900	00		64.64		
			1800	00		993.03		
			1900	00		360.82		
			2400	01		17.33		
			2400	02		163.90		
			2700	00		574.50		
			2700	01		765.00		
			4000	00		6,951.44		
					9,890.66			
N23569 Placentia Disposal P.O. Box 79036 Phoenix, AZ 85062-9036	10-2-06/3876140016916		1001	00		13.36		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	10-16-06/26711		1000	00		487.50		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	10-16-06/002326		1300	00		121.75		

The claims listed above (totaling \$11,350.75) 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.

[Signature]
APPROVED BY

[Signature: Crater Wood]
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

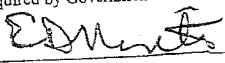
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

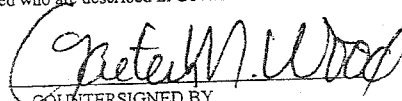
DATE 10/19/06 Agenda Item 12
REPORT NO 4923 Page 4 of 8

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
(need vendor #) Sal Addotta 212 N. Lee Ave Fullerton CA 92833 SSN: 060-32-4710	Jun06 to Sep 06		1900 00			400.00		
(need vendor #) Pasco A Gold Arc Inc Company 949 N Cataract Ave Suite M San Dimas CA 91773	10-12-06/53664		1400 00			204.00		
(need vendor #) Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-4-06/X0564		0700 01			251.80		
(need vendor #) Ferrari Philanthropic Consultants 30025 Alicia Parkway #158 Laguna Niguel CA 92677	10-18-06/100		1900 00			1,000.00		

The claims listed above (totalling \$1,855.80) 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

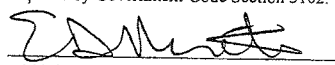
DATE 11/02/06 Agenda Item 12
REPORT NO 4924 Page 5 of 8

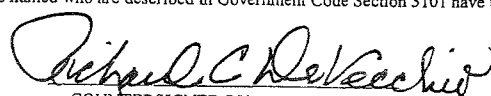
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	10-31-06/932-0265-3		0310	00		107.00		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	10-20-06/05391188009		2802	00		1,090.51		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	11-1-06/127048		1800	00		32.00		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	10-19-06/120996020001		0319	00		271.02		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	10-30-06/69727924		1000	00		1,553.68		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	10-24-06/06-10-1287		1400	00		169.00		
	10/31/06-06-10-1299		1400	00		134.00		
						303.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	10-25-06/8239		1800	00		45.00		
N03659F Golden State Water Company 2143 Convention Ctr Way 110 Ontario CA 91764	11-13-06/312083-9		2803	00		553.25		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	10-13-06/7330591		2100	00		12.95		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10-4-06/T5684351		0700	08		44.08		
	10-7-06/T5699265		0700	01		274.09		
						318.17		

The claims listed above (totaling \$4,286.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

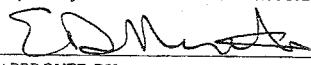
ATTESTED AND/OR COUNTERSIGNED BY

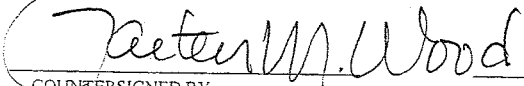
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	10-12-06/715522		1800	00		170.79		
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	6-25-06/940958-001		1800	00		119.61		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	11-1-06/PLD		1900	00		35.00		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	10-16-06-951347		1800	00		1,916.35		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	10-27-06/2624066		1800	00		16.72		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10-31-06/00297		1900	00		185.00		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-27-06/358858099		1800	00		94.81		
	10-13-06/356499317		1800	00		85.09		
	10-13-06/356499300		1800	00		209.95		
	10-20-06/357776764		1800	00		36.46		
	10-20-06/357721941		1800	00		323.25		
						749.56		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	11-6-06/331720		1400	00		1,300.00		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb		2600	01		18.69		

The claims listed above (totaling \$4,511.72) 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

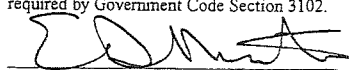
DATE 11/09/06 Agenda Item 12
REPORT NO 4926 Page 7 of 8

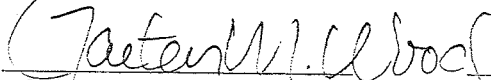
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	10-26-06/20061026		1900	00		420.62		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	11-2-06/A378084		1800	00		150.85		
	10-24-06/A37076		1800	00		178.87		
						329.72		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	10-20-06/X8898		1800	00		351.53		
			2400	02		-45.24		
			2400	03		1,800.00		
			2400	04		109.20		
			2700	00		1,057.79		
			2700	01		597.00		
					3,870.28			
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10-16-06/010-19000-05435		0308	00		959.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	MusicTime I & II Oct 06 StoryTime I Oct 06 StoryTime II Oct 06		1900	00		100.00	"2"	
			1900	00		50.00	"2"	
			1900	08		50.00	"2"	
							200.00	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Travel Reimb 8-26-06to10-11-06		2600	01		63.02		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb 10-7-06to10-21-06		2600	01		43.61		
N29842 Toby Silberfarb c/o Placentia Library 411 E. Chapman Avenue Placentia CA 92870	Travel Reimb 9-14-06to9-28-06		2600	01		27.80		
N30636 Nadia Dallstream c/o Placentia Library District 411 E. Chapman Placentia CA 92870	Travel Reimb 10-11-06to10-31-06		2600	01		56.07		

The claims listed above (totaling \$5,970.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

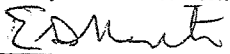
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

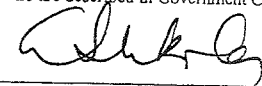
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
 HIS CHECK FROM FUND 707

PLEASE PAY IMMEDIATELY

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
N31383 Par 6 780 North Euclid St 205 Anaheim CA 92801	11-8-06/1198		1300	00		380.00		
(need vendor) Hilda Rivera c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb 11-29-06to10-12-06		2600	01		17.80		
N30872 Manuel Perez c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb 9-14-06to10-5-06		2600	01		7.12		
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	11-8-06/218-IN		0306	00		8,900.10		

The claims listed above (totaling \$9,305.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

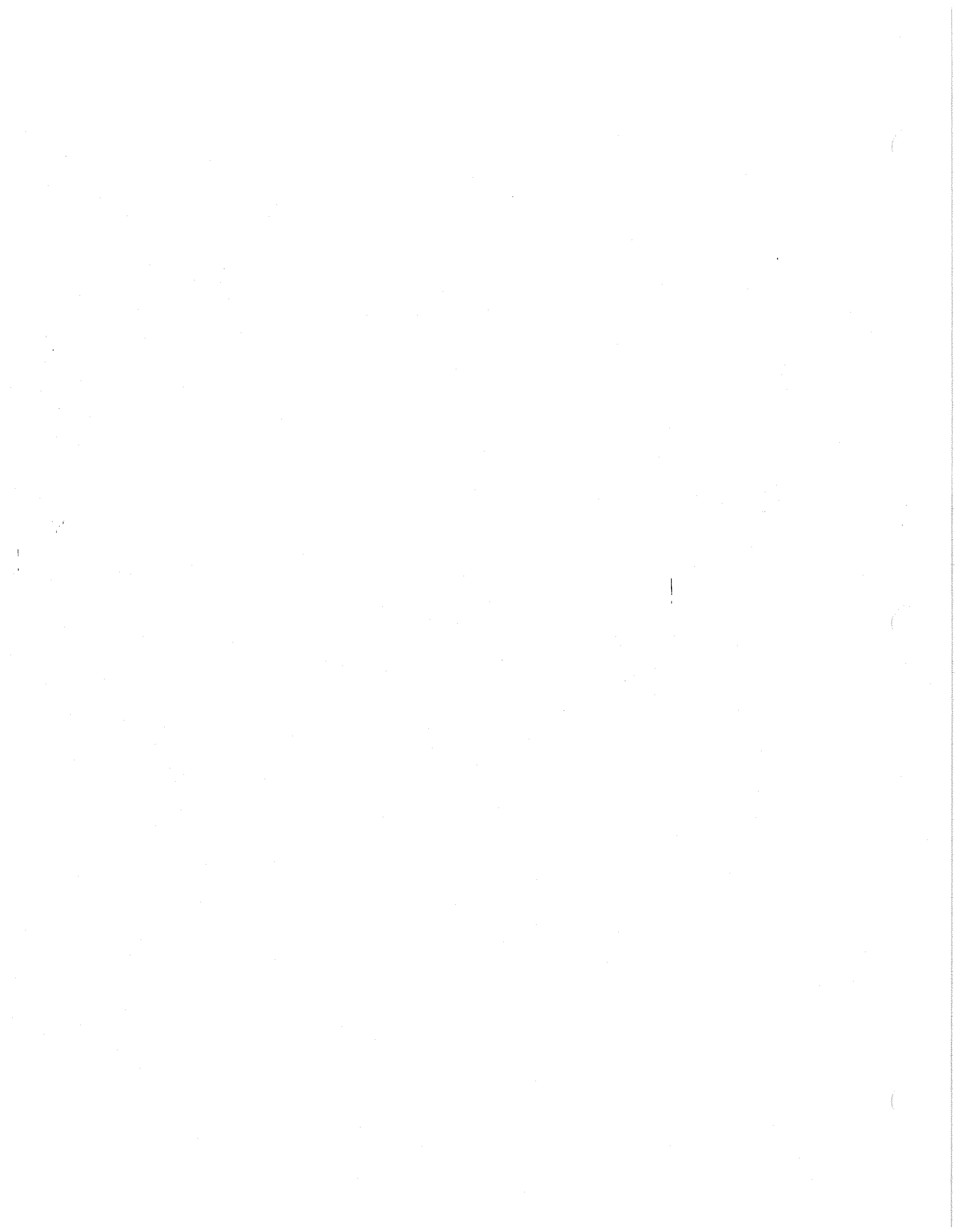

 COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
November 20, 2006

TYPE	REPORT NUMBER	AMOUNT
Regular	4928	19,060.85
	4929	3,197.13
	4930	7,026.39
	4931	4,925.41
	4932	1,052.17
Subtotal for Regular		35,261.95
	12/6/2006	47,072.00
	12/20/2006	47,072.00
Subtotal for Payroll		94,144.00
TOTAL CURRENT CLAIMS & PAYROLL		129,405.95

Prepared by: Wendy Goodson



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

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

PLEASE PAY IMMEDIATELY

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	10-27-06/0019007-IN		0352	00		382.87		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	11-7-06/57710		0700	01		7.73		
			1400	00		1,547.97		
			2800	00		7,543.64		
						9,099.34		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10-31-06/3184936 10-18-06/3180663 10-9-06/3144517		2400	05		326.70		
			2400	05		75.24		
			2400	05		1,907.57		
						2,309.51		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Travel Reimb. Internet Librarian 10-22-06to10-26-06		2700	00		467.28		
N03660 Elizabeth D. Minter (Petty Checks) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Checks Reimb. 9-6-06to11-15-06		0900	00		81.71		
			0900	08		843.83		
			1800	00		359.87		
			2700	00		2,910.34		
			2700	01		481.47		
			2700	02		569.70		
			2700	03		22.00		
			2700	08		45.00		
			4000	00		225.88		
						5,539.80		
N03828F Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10-19-06/4005978728 10-19-06/4005978727 10-19-06/4005978726 10-19-06/4005978723 10-19-06/4005938929 10-19-06/4005938928 10-19-06/4005938927 10-19-06/4005938926 10-19-06/4005938925 10-19-06/4005938924 10-19-06/4005938923 10-19-06/4005938922 10-19-06/4005938921 10-19-06/4005920207 10-19-06/4005920206 10-19-06/4005920205		2400	01		29.87		
			2400	01		57.04		
			2400	01		31.73		
			2400	01		18.56		
			2400	01		251.07		
			2400	01		27.33		
			2400	01		283.70		
			2400	01		128.70		
			2400	01		47.61		
			2400	01		89.91		
			2400	01		181.38		
			2400	01		27.73		
			2400	01		21.55		
			2400	01		14.09		
			2400	01		19.74		
			2400	01		14.41		
						1,244.42		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	10-9-06/714639		1800	00		17.63		

The claims listed above (totaling \$19,060.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

19,060.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

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

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

PLEASE PAY IMMEDIATELY

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	10-23-06/14876526		2400	01		16.22		
	10-23-06/14876528		2400	01		35.41		
	10-23-06/14876527		2400	01		180.50		
	10-24-06/14905966		2400	01		68.88		
	10-24-06/14905965		2400	01		218.47		
	10-24-06/14890017		2400	01		41.82		
	10-26-06/14954622		2400	01		11.34		
	10-26-06/14954621		2400	01		33.43		
	10-26-06/14954620		2400	01		19.75		
	10-26-06/14919576		2400	01		30.88		
	10-16-06/14730398		2400	01		42.76		
	10-16-06/14930400		2400	01		15.31		
	10-16-06/14730399		2400	01		102.66		
	10-9-06/14595631		2400	01		41.14		
	10-9-06/14595630		2400	01		186.48		
	10-9-06/14595629		2400	01		80.70		
	10-2-06/14424970		2400	01		16.66		
	10-2-06/14424969		2400	01		196.11		
	10-2-06/14424968		2400	01		95.43		
	10-4-06/14504055		2400	01		22.95		
	10-4-06/14487624		2400	01		21.40		
	11-2-06/15080915		2400	01		18.88		
	11-2-06/15080914		2400	01		33.03		
	11-2-06/15080913		2400	01		17.49		
	11-1-06/15067379		2400	01		38.34		
	11-1-06/15067378		2400	01		9.87		
	11-1-06/15067377		2400	01		75.24		
	11-1-06/15067376		2400	01		50.99		
	11-1-06/15067375		2400	01		11.47		
	11-1-06/15067374		2400	01		16.69		
	11-1-06/15067373		2400	01		10.22		
	11-1-06/15067372		2400	01		26.06		
	11-6-06/15142059		2400	01		72.52		
	11-6-06/15142058		2400	01		110.85		
	11-6-06/15142057		2400	01		49.56		
11-6-06/15142056		2400	01		126.70			
					2,146.21			
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	9-22-06/R740526		2400	01		77.39		
	10-10-06/R741998		2400	01		162.63		
					240.02			
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	11-7-06/06-11-1334		1400	00		228.00		
	11-7-06/06-11-1329		1400	00		239.00		
					467.00			
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10-17-06/T5738011		0700	01		43.66		
	10-17-06/T5737996		0700	00		300.24		
					343.90			

The claims listed above (totaling \$3,197.13) 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 92670

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

PLEASE PAY IMMEDIATELY

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
N04953 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	9-26-06/824910621001		2400	01		72.13		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	10-14-06/375720 10-31-06/05296		1800	00		154.58 (32.05)		
						122.53		
N066861 Office Depot PO Box 70025 Los Angeles CA 90074-0025	11-3-06/359768629 11-3-06/359223762 11-3-06/359223888 11-3-06/359975636		1800	00		112.84 128.96 42.00 40.88		
						324.68		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10-18-06/110426346		2400	01		46.00		
N06736A Library Administrator's Digest 320 York Rd Towson MD 21204	PLD renewal 06-07		1800	00		45.00		
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	10-11-06/0280577 10-13-06/0285550 10-20-06/0285786		2400	04		5,761.40 111.00 30.00		
						5,902.40		
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	11-7-06/200611-37		1900	00		5.00		
N16557 Nextel PO Box 4181 Carol Stream IL 60197-4181	11-6-06/X5028		0700	01		134.33		
				08		44.77		
						179.10		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	11-1-06/158564		1900	00		170.05		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	10-5-06/571597		2400	01		159.50		

The claims listed above (totaling \$7,026.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

PLEASE PAY IMMEDIATELY

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
N26682 Al Shkoler 1120 Cypress Point Dr. Placentia, CA 92870	Travel Reimb - CSDA Conf 9-25-06to9-28-06		2700	00		150.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	11-10-06/26741 11-10-06/26740		1000	00		137.50 1,631.71 1,769.21		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	10-5-06/260458 10-10-06/260952		2400	05		52.42 356.80 409.22		
N29266 Audio Editions P.O. Box 6930 Auburn, CA 95604	10-31-06/998466		2400	05		101.05		
N29298 Quinlan Publishing Group 23 Drydock Ave. Boston, MA 02210-2387	11-1-06/16189187		1800	08		210.65		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	10-24-06/14859898 11-1-06/14873672 10-1-06/14838520 10-6-06/14834398 10-19-06/14850698		2400	01		28.40 28.40 28.40 159.21 28.40 272.81		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	10-30-06/1082294535 10-10-06/1082184698		2400	05		280.80 112.00 392.80		
N30506 Konica Minolta File 50252 Los Angeles CA 90074-0252	11-8-06/206513414		1300	08		816.00		
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	11-4-06/2046-RP		1900	00		270.00		
N30649 Vernon Napier c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Travel Reimb. Inter Librarian 10-20-06to10-25-06		2700	00		533.67		

The claims listed above (totaling \$4,925.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

PLEASE PAY IMMEDIATELY

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
(need vendor #) Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-2-06/X0564		0700	01		251.80		
(need vendor #) Remote Vision 6736 Eton Ave Canoga Park CA 91303	10-6-06/3342		4000	00		619.56		
(need vendor #) Large Print Overstocks PO Box 69 Brooks, ME 04921	10-26-06/603050		2400	01		180.81		

The claims listed above (totaling \$1,052.17) 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 _____



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 \$ 47,072.00 on 12 | 6 | 06

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #12

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												AP
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						43,748.00	
707	707			200	00						3,324.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	47,072.00
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	
<p><u>Auditor-Controller Approvals:</u></p> <p><u>Claims & Disbursing:</u></p> <p>Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p><u>General Ledger Approvals:</u></p> <p>Cash & Expense Budget: _____ Date: _____ wrec</p>	<p><u>Transaction Reference</u></p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p><u>Treasurer-Tax Collector Information</u></p> <p>Released By / Ref #: _____</p>



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 \$ 47,072.00 on 12 | 20 | 06

Send To: Bank Name: Wells Fargo Bank
ABA #: 121042882
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #13

Description:

Department / Agency

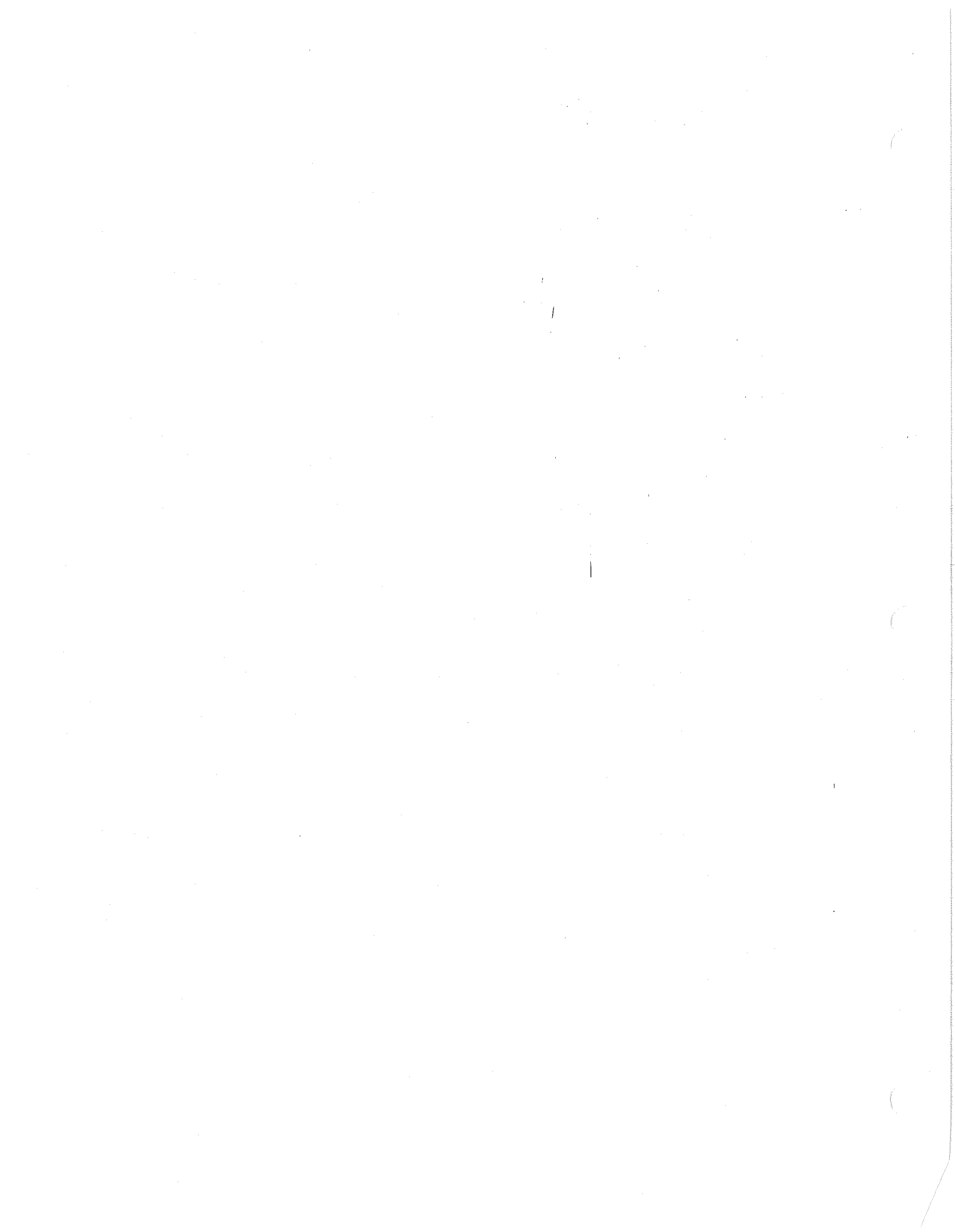
Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						43,748.00	
707	707			200	00						3,324.00	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	47,072.00
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			
<u>Auditor-Controller Approvals:</u>		<u>Transaction Reference</u>	
<u>Claims & Disbursing:</u>		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: _____		<u>Treasurer-Tax Collector Information</u>	
<u>General Ledger Approvals:</u>		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 *EM*
SUBJECT: Cash Flow Analysis
DATE: November 20, 2006

BACKGROUND:

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

The Property Tax Apportionment Schedule for Fiscal Year 2006-2007 is Attachment B. No significant property tax revenues are anticipated in September.

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2006-2007 through November 20, 2006 and the Property Tax Apportionment Schedule for Fiscal Year 2006-2007.

Placentia Library District
FY2006-2007 General Fund Cash Flow

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

Placentia Library District
FY2006-2007 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/07/06	4908	General by Library Director & Turner		7,320.32	329,606.46
09/12/06		6610-00: Interest Bank of the West, Aug	14.70		334,606.46
09/12/06		6970-03: State Library, LSTA Grant HIS House	5,000.00		341,743.46
09/12/06		6970-07: State Mandated Claim Reimbursement	7,137.00		346,859.77
09/12/06		7670:00: Local Revenue Fines & Fees	5,116.31		359,829.81
09/12/06		7670:01: Local Revenue Passport	12,970.04		354,228.03
09/14/06	4909	General by Library Director & pending		5,601.78	342,085.40
09/18/06	4910	General by 3 Trustee signatures		12,142.63	292,613.40
09/18/06		Payroll #8 to wire October 11, 2006		49,472.00	243,141.40
09/18/06		Payroll #9 to wire October 25, 2006		49,472.00	296,347.11
09/21/06		6220-00 Unsecured Collections 1st	53,339.06	133.35	296,616.36
09/21/06		6280-00: Supplemental paid 1985+ #2	269.25		288,582.24
09/25/06	4911	General by Library Director & Turner		8,034.12	280,624.36
09/25/06	4912	General by Library Director & Turner		7,957.88	267,433.12
09/25/06	4913	General by Library Director & Turner		13,191.24	271,419.70
09/25/06		6610-00: Interest County Pool, Aug	4,068.17	81.59	267,047.68
10/05/06	4914	General by Library Director & DeVecchio		4,372.02	254,013.97
10/05/06	4915	General by Library Director & DeVecchio		13,033.71	245,366.23
10/05/06	4916	General by Library Director & DeVecchio		8,647.74	256,311.30
10/11/06		6280-00: Supplemental paid 1985+ #3	10,945.07		205,203.65
10/16/06	4917	General by 3 Trustee signatures		51,107.65	199,740.15
10/16/06	4918	General by 3 Trustee signatures		5,463.50	194,775.00
10/16/06	4919	General by 3 Trustee signatures		4,965.12	177,311.70
10/16/06	4920	General by 3 Trustee signatures		17,463.33	127,839.70
10/16/06		Payroll #10 to wire November 8, 2006		49,472.00	78,367.70
10/16/06		Payroll #11 to wire November 22, 2006		49,472.00	78,375.22
10/18/06		6610-00: Interest Bank of the West, Sep	7.52		82,608.07
10/18/06		6970-00: State Library Interlibrary Loan	4,232.85		89,873.44
10/18/06		7670:00: Local Revenue Fines & Fees	7,265.37		108,084.47
10/18/06		7670:01: Local Revenue Passport	18,211.03		100,050.35
10/19/06	4921	General by Library Director & Wood		8,034.12	88,699.60
10/19/06	4922	General by Library Director & Wood		11,350.75	86,843.80
10/19/06	4923	General by Library Director & Wood		1,855.80	90,354.12
10/24/06		6610-00: Interest County Pool, Sep	3,580.80	70.48	86,067.54
11/02/06	4924	General by Library Director & DeVecchio		4,286.58	81,555.82
11/09/06	4925	General by Library Director & Wood		4,511.72	75,585.70
11/09/06	4926	General by Library Director & Wood		5,970.12	66,280.68
11/09/06	4927	General by Library Director & Shkoler		9,305.02	47,219.83
11/20/06	4928	General by 3 Trustee signatures		19,060.85	44,022.70
11/20/06	4929	General by 3 Trustee signatures		3,197.13	36,996.31
11/20/06	4930	General by 3 Trustee signatures		7,026.39	32,070.90
11/20/06	4931	General by 3 Trustee signatures		4,925.41	31,018.73
11/20/06	4932	General by 3 Trustee signatures		1,052.17	-16,053.27
11/20/06		Payroll #12 to wire December 6, 2006		47,072.00	-63,125.27
11/20/06		Payroll #13 to wire December 20, 2006		47,072.00	-63,125.27
11/20/06					-63,125.27

Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

**Property Tax Apportionments
Fiscal Year 2006-2007**

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

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

[Apportionment Schedule Letter]

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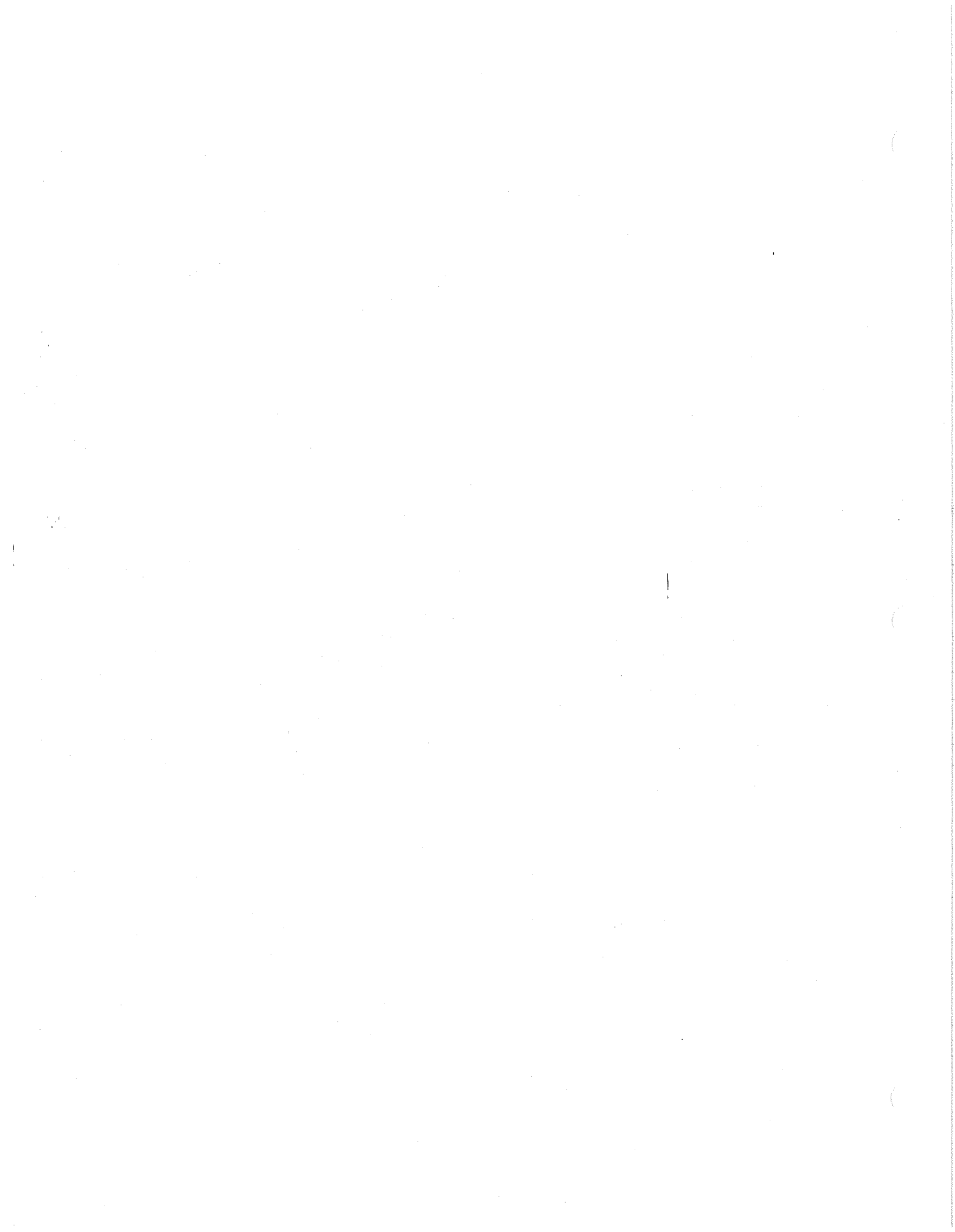
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 November 20, 2006

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						0.00	0.00
12/31/06						0.00	0.00
01/31/07						0.00	0.00
02/28/07						0.00	0.00
03/31/07						0.00	0.00
04/30/07						0.00	0.00
05/31/07						0.00	0.00
06/30/07						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 2005-2006

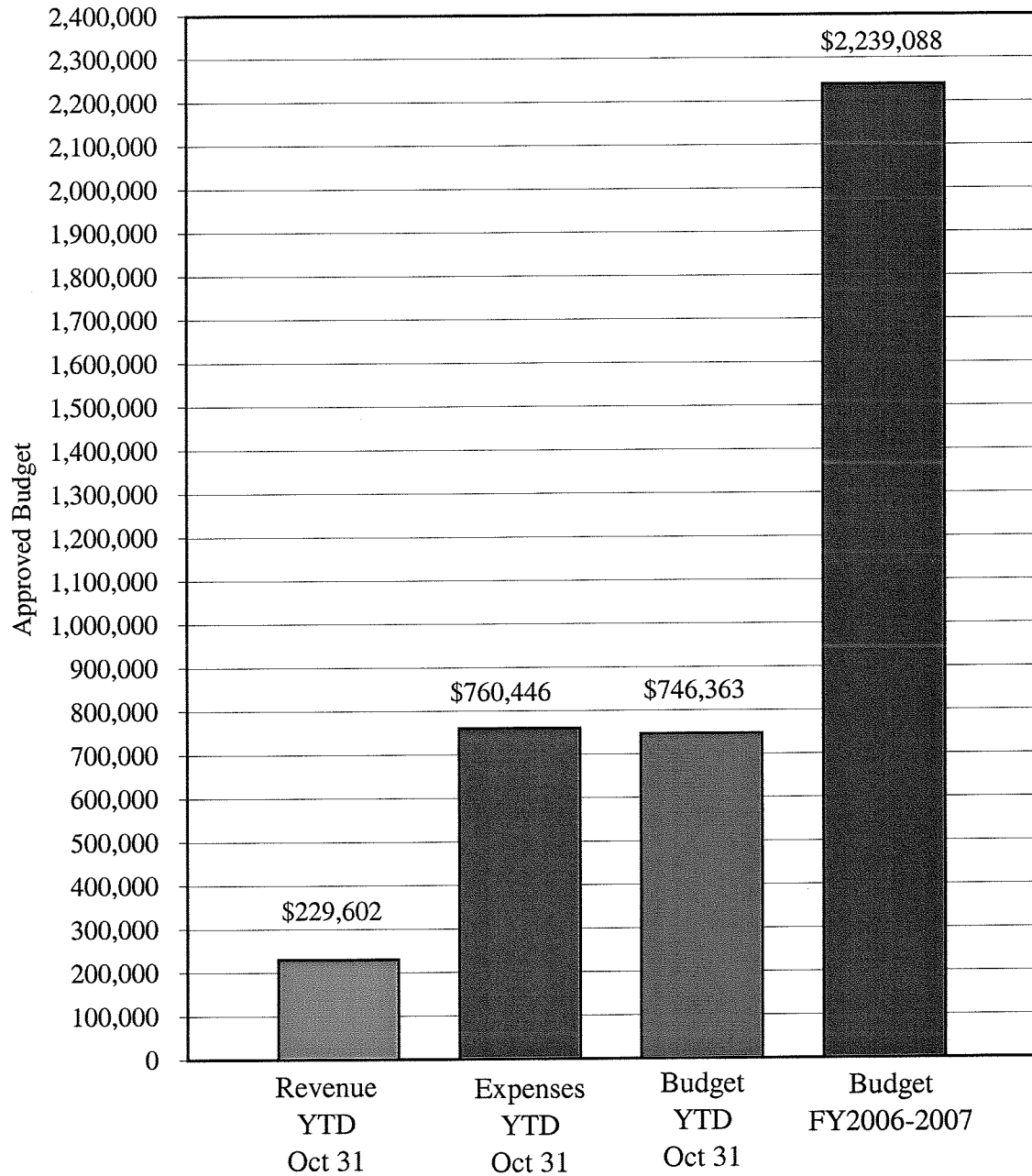
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	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 2006 - 2007

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % REV BUD
6210-00	Prop. Taxes - current secured	1,561,688.00	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	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,582,688.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	58,000.00	53,339.06	54,632.83	0.00	0.00	91.96%
6230-00	Prop. Taxes - Prior Secured	15,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	17,715.24	16,231.99	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	15,000.00	22,608.66	15,295.19	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,000.00	40,323.90	31,527.18	0.00	0.00	134.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	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	6,500.00	12,279.94	32,070.06	10,945.07	4,050.18	188.92%
6280-01	Final supplemental for prior years	0.00	13,895.25	0.00	0.00	0.00	402.70%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	6,500.00	26,175.19	32,070.06	10,945.07	4,050.18	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	65,000.00	2,626.84	1,744.74	0.00	0.00	4.04%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	1,400.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,744,338.00	122,464.99	119,974.81	10,945.07	4,050.18	7.02%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % REV BUD
6610-00	Interest	30,000.00	12,112.00	5,948.13	3,588.32	1,712.00	40.37%
6610-01/02	Interest - old bond fund	0.00	3,698.76	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	30,000.00	15,810.76	5,948.13	3,588.32	1,712.00	52.70%
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	12,000.00	4,232.85	11,258.34	4,232.85	0.00	35.27%
6970-01	State - CA Foundation Funds	30,000.00	0.00	16,317.06	0.00	0.00	
6970-02	State - CA Literacy Campaign	58,000.00	0.00	30,000.00	0.00	0.00	0.00%
6970-03	State - LSTA Grant, HIS House	0.00	5,000.00	8,514.00	0.00	8,514.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	40,000.00	0.00	21,885.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	10,259.00	8,000.00	0.00	8,000.00	
	TOTAL STATE - OTHER GOVERNMENTAL	150,000.00	19,491.85	95,974.40	4,232.85	16,514.00	12.99%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	40,000.00	16,787.27	22,464.58	7,265.37	14,859.91	41.97%
7670-01	Local Revenue -- Passport	180,000.00	42,547.47	31,942.21	18,211.03	16,631.59	23.64%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	20,000.00	12,500.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	240,000.00	71,834.74	54,406.79	25,476.40	31,491.50	29.93%
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	2,181,338.00	229,602.34	276,304.13	44,242.64	53,767.68	10.53%

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

November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
0100-00	Salaries & Wages	1,040,934	389,635.03	320,434.87	91,960.00	72,073.38	37.43%
0200-00	Retirement (Social Security & Pension Contribution)	144,588	30,252.00	24,776.64	6,984.00	5,505.92	20.92%
0301-00	Unemployment Insurance	0	125.00	217.00	0.00	217.00	
0306-00	Health Insurance	108,986	29,426.80	34,610.18	14,721.28	8,491.54	27.00%
0308-00	Dental Insurance	8,786	3,638.50	3,260.50	869.00	902.70	41.41%
0309-00	Life Insurance	2,948	824.85	513.99	351.00	122.85	27.98%
0310-00	Accidental Death & Dismemberment Insurance	5,293	959.95	1,162.77	319.41	295.31	18.14%
0373-00	Vision Insurance	2,913	981.38	961.52	224.02	240.60	33.69%
	Total Employee Insurance	128,927	35,956.48	40,725.96	16,484.71	10,270.00	27.89%
0350	Workers Compensation - General	8,500	17,305.37	2,690.00	0.00	0.00	203.59%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,322,949	473,148.88	388,627.47	115,428.71	87,849.30	289.84%
0700-00	Communications - Telephone	4,000	2,183.71	522.17	656.87	55.96	54.59%
0700-01	Communications - Modem/Fax	8,400	1,815.52	2,504.29	716.87	523.40	21.61%
0700-02	Communications - Internet/Database	0	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	600	0.00	1,077.50	0.00	431.00	0.00%
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	345.49	420.90	88.74	166.94	24.68%
	Total Communications	14,400	4,344.72	4,524.86	1,462.48	1,177.30	30.17%
0900-00	Food - General Fund	600	220.92	97.63	122.67	28.76	36.82%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	500	485.08	13.04	422.85	0.00	97.02%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	1,100	706.00	110.67	545.52	28.76	64.18%

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

November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
1000-00	Household Expense	7,500	8,980.57	6,595.88	7,249.21	178.99	119.74%
1001-00	Trash	0	0.00		13.36		
	Household and Trash	7,500	8,980.57	5,000.00	7,262.57	178.99	
1100-00	Insurance - Liability	13,100	0.00	12,281.93	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,954.50	983.50	1,083.50	(5,126.50)	39.09%
1300-01	Maintenance of Equipment - General Fund (Computer)	27,500	13,300.00	6,000.00	13,300.00	6,000.00	48.36%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	232.50	0.00	0.00	0.00	46.50%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	33,000	15,487.00	6,983.50	14,383.50	873.50	46.93%
	HVAC	7,500	2,082.96	2,141.10	204.00	1,055.91	27.77%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	27,500	5,995.20	7,113.52	1,460.09	3,405.30	21.80%
	Plumbing	3,000	422.58	1,804.87	0.00	112.75	14.09%
	Electrical	4,000	1,273.00	0.00	1,053.00	0.00	31.83%
	Cleaning Service	16,000	5,200.00	5,200.00	1,300.00	1,300.00	32.50%
	Locksmith	1,000	73.50	76.50	0.00	0.00	7.35%
	Other (Includes Fire Alarm & Extinguishers)	8,000	3,134.34	1,026.14	0.00	36.03	39.18%
	Total Maintenance of Building & Grounds	69,750	18,181.58	17,362.13	4,017.09	5,909.99	26.07%
1600-00	Memberships - General Fund	4,000	130.00	235.00	0.00	120.00	3.25%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	120.00	0.00	0.00	0.00	12.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	250.00	235.00	0.00	120.00	5.00%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	22,953	0.00	0.00	0.00	0.00	0.00%
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	22,953	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
1800-00	Library Supplies	23,000	5,349.44	11,694.05	1,365.58	3,057.25	23.26%
	Printing	15,000	3,662.46	3,633.54	946.54	938.13	24.42%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	0.00	379.00	0.00	217.00	0.00%
	Paper	700	0.00	355.52	0.00	0.00	0.00%
	Drinking Water Service	350	128.00	91.50	32.00	0.00	36.57%
	Other Office Supplies	20,000	3,460.65	10,804.91	1,003.99	4,984.57	17.30%
1800-00	Total Office Supply Expense - General Fund	60,150	12,600.55	26,958.52	3,348.11	9,196.95	20.95%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1803-00	Printing	2,000	124.99	333.57	0.00	333.57	6.25%
1803-01	Publications	2,500	98.15	0.00	98.15	0.00	3.93%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	7,589.46	1,708.22	0.00	222.27	758.95%
1800-08	Total Adult Literacy Office Supply Expense	5,500	7,812.60	2,041.79	98.15	555.84	142.05%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	20,413.15	29,000.31	3,446.26	9,752.79	30.17%
1803-00	Postage Expense - General Fund	6,800	2,749.09	1,801.81	804.81	606.08	40.43%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	2,749.09	1,801.81	804.81	606.08	39.84%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
	Care Resources (Employee Assistance)	420	140.00	140.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,000	5,639.90	4,695.05	1,900.00	1,572.38	80.57%
	Anaheim Consortium Automated Library System	35,000	0.00	645.96	0.00	0.00	0.00%
	Library Board Consultants & Legal	10,000	960.95	4,800.00	0.00	0.00	9.61%
	Clipping Service	600	135.00	135.00	45.00	135.00	22.50%
	Interest Allocation & Tax Collection Charges by Orange County	9,800	9,514.01	1,000.00	0.00	0.00	97.08%
	Advertising (Including WEB Site)	6,000	1,760.00	1,175.00	645.00	525.00	29.33%
	Medical Exams	2,000	1,367.50	1,195.50	555.00	462.50	68.38%
	Collection Services - Accounts Receivable	2,000	483.05	250.60	125.30	71.60	24.15%
	Audit & Accounting Services	10,000	1,562.00	1,000.00	1,562.00	0.00	15.62%
	Payroll Preparation	5,500	1,637.34	1,614.39	474.32	685.91	29.77%
	Election Expenses	19,000	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Contract Storyteller)	16,000	7,799.95	23,071.09	1,380.82	18,882.34	48.75%
1900-00	Total Specialized Services - General Fund	126,820	30,999.70	39,722.59	6,722.44	22,369.73	24.44%
1900-01	Specialized Services - Spanish Literacy	3,000	883.07	0.00	631.83	0.00	29.44%
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,000	1,850.00	3,150.00	0.00	0.00	20.56%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	133.35	136.58	0.00	0.00	0.89%
	Total Specialized Services	153,820	33,866.12	43,009.17	7,354.27	22,369.73	22.02%
1912-00	Investment Administrative fees for Orange County	1,000	2,103.73	242.74	1,931.92	55.79	210.37%
2000-00	Legal Notices - General Fund	1,000	517.72	0.00	0.00	0.00	51.77%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,000	517.72	0.00	0.00	0.00	51.77%

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

November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
2100-00	Rents/Leases-Equipment	31,700	641.24	166.09	320.62	0.00	2.02%
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	59,365.94	14,089.60	52,321.14	7,044.80	56.54%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	3,497.44	26.47	3,497.44	26.47	
2400-01	Special Department Expense- Books	223,816	16,348.30	29,451.41	0.00	15,203.33	
2400-02	Special Department Expense - Video		10,734.90	1,123.31	163.90	578.09	
2400-03	Special Department Expense - Electronic		19,111.50	(16,360.00)	4,755.25	(16,360.00)	
2400-04	Special Department Expense - Periodicals		137.85	1,931.02	0.00	931.94	
2400-05	Special Department Expense - Audio		6,427.87	8,321.54	13.69	7,218.95	
2400-07	Special Department Expense - ELLI Grant		0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	348.40	5,138.31	0.00	3,859.72	17.42%
2400-09	Special Department Expense - Families for Literacy		0.00	0.00	0.00	0.00	
	Total Special Department Expense	225,816	56,606.26	29,632.06	8,430.28	11,458.50	25.07%
2600-00	Transportation/Travel - Local Mileage	0	860.23	0.00	251.36	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,500	1,515.56	0.00	1,515.56	0.00	17.83%
2700-01	Transportation/Travel - Meetings, Staff Local	10,000	1,978.40	5,893.56	1,100.00	1,229.07	19.78%
2700-02	Transportation/Travel - Meetings, Board Out of Town	3,000	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	61.00	712.00	0.00	619.00	8.13%
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	458.40	364.93	20.00	322.93	
2700-09	Transportation/Travel - Meetings - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	23,250	4,013.36	6,970.49	2,635.56	2,171.00	17.26%
2801-00	Electricity	50,000	24,871.43	21,749.14	7,857.15	10,989.91	49.74%
2802-00	Gas	11,000	2,654.10	1,241.03	1,244.33	291.00	24.13%
2803-00	Water	5,500	2,250.99	1,985.62	649.86	643.89	40.93%
	Total Utilities	66,500	29,776.52	24,975.79	9,751.34	11,924.80	44.78%
	TOTAL SUPPLIES & SERVICES	849,439	258,977.87	197,982.03	114,918.72	73,672.03	30.49%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 20, 2006

OBJECT CODE	DESCRIPTION	FY2006-2007 BUDGETED	FY2006-2007 YTD	FY2005-2006 YTD	FY2006-2007 OCT 2006	FY2005-2006 OCT 2005	FY2006-2007 % EXP BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	10,000	4,594.75	3,829.12	4,204.44	3,829.12	45.95%
4000-00	Equipment - General Fund	56,700	23,724.18	10,146.62	15,571.73	2,452.38	41.84%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	0.00	4,547.76	0.00	4,547.76	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	56,700	23,724.18	14,694.38	15,571.73	7,000.14	41.84%
4200-00	Structures/Improvements		0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	56,700	23,724.18	14,694.38	15,571.73	7,000.14	41.84%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,239,088	760,445.68	605,133.00	250,123.60	172,350.59	33.96%
	Spanish Literacy	3,000	883.07	0.00	631.83	0.00	29.44%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0.00	
	CLC Summary Object Code 08	43,953	11,652.47	15,676.73	629.74	9,453.19	26.51%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	48,953	12,535.54	15,676.73	1,261.57	9,453.19	25.61%

**Placentia Library District
 Balance Sheet
 As of October 31, 2006**

	<u>Oct 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	6,055.55
County Exempt - Savings	13,681.02
General Fund - Checking	12,357.23
General Fund - Savings	51,135.01
Literacy Fund - Savings	12,611.64
Payroll Checking - Wells Fargo	81,812.00
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>221,313.79</u>
Total Current Assets	221,313.79
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>1,460,269.79</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	-39,752.44
Total Capital	68,752.81
Net Income	123,585.59
Total Equity	<u>1,050,687.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,460,269.79</u></u>

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Accrual Basis

**Placentia Library District
Profit & Loss by Class
July 1 through October 30, 2006**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Ordinary Income/Expense					
Income					
COE Deposit Adjustment Income	-5.00	0.00	0.00	0.00	-5.00
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	1,500.00
COE Friends Adult Programming	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	24.64	0.00	0.00	0.00	24.64
COE Life Insur Suplmt(EDM)	159.52	19.94	0.00	0.00	179.46
COE Meeting Room Income	1,290.00	0.00	0.00	0.00	1,290.00
COE Passport Chck Reimbursement	22,650.60	0.00	0.00	0.00	22,650.60
COE Staff Appreciation Reimb	140.00	0.00	0.00	0.00	140.00
COE Test Proctoring Income	774.30	0.00	0.00	0.00	774.30
GF Bankcard Deposit	0.00	32,885.66	0.00	0.00	32,885.66
GF Cash Register - Audio Visual	0.00	93.95	0.00	0.00	93.95
GF Cash Register - Childrens	0.00	220.00	0.00	0.00	220.00
GF Cash Register - Copy/Debit	0.00	1,460.30	0.00	0.00	1,460.30
GF Cash Register - Fines	0.00	4,864.51	0.00	0.00	4,864.51
GF Cash Register - Lost Items	0.00	916.27	0.00	0.00	916.27
GF Cash Register - Misc.	0.00	338.69	0.00	0.00	338.69
GF cash register - Passport Pho	0.00	5,530.00	0.00	0.00	5,530.00
GF Cash Register - Reserves	0.00	580.00	0.00	0.00	580.00
GF County Reimbursements	0.00	3,047.88	0.00	0.00	3,047.88
GF Deposit Correction Income	0.00	-2.01	0.00	0.00	-2.01
GF Fed Work Study Reimbursement	0.00	8,560.97	0.00	0.00	8,560.97
GF Interest	0.00	33.90	0.00	0.00	33.90
GF Miscellaneous Income	0.00	1,823.38	0.00	0.00	1,823.38
GF Notary	0.00	900.00	0.00	0.00	900.00
GF Passport Revenue	0.00	35,568.80	0.00	0.00	35,568.80
GF Special Grants	0.00	12,500.00	0.00	0.00	12,500.00
GF State Library Grants	0.00	39,864.00	0.00	0.00	39,864.00
GF State Library Reimbursements	0.00	16,699.55	0.00	0.00	16,699.55
LIT Donations	0.00	0.00	1,038.00	0.00	1,038.00
LIT Interest Inc - Savings	0.00	0.00	22.63	0.00	22.63
PA Wire Transfer from County	0.00	0.00	0.00	428,448.00	428,448.00
Total Income	27,534.06	165,905.79	1,060.63	428,448.00	622,948.48
Expense					
COE Childn's Summer Rndg Prgm	1,195.91	0.00	0.00	0.00	1,195.91
COE Friend's Director's Fund	252.67	0.00	0.00	0.00	252.67
COE Friends Adlt Prgm Expense	19.01	0.00	0.00	0.00	19.01
COE Medical Reimbursement Polic	20.00	0.00	0.00	0.00	20.00
COE Meeting Room Maintenance	622.08	0.00	0.00	0.00	622.08
COE Office Expense	202.61	0.00	0.00	0.00	202.61
COE Passport Expenses	20,698.44	0.00	0.00	0.00	20,698.44
COE Staff Appreciation	906.11	0.00	0.00	0.00	906.11
GF Bank Fees	0.00	5.00	0.00	0.00	5.00
GF Bank Return Check Item/Fees	0.00	81.00	0.00	0.00	81.00
GF Bankcard Service Charge	0.00	1,352.60	0.00	0.00	1,352.60
GF Equipment (400)	0.00	2,243.39	0.00	0.00	2,243.39
GF Food	0.00	455.60	0.00	0.00	455.60
GF Household Expenses	0.00	29.34	0.00	0.00	29.34
GF Library Supplies	0.00	25.80	0.00	0.00	25.80
GF Literacy	0.00	1,139.82	0.00	0.00	1,139.82
GF Memberships	0.00	375.00	0.00	0.00	375.00
GF Office Expense	0.00	430.47	0.00	0.00	430.47
GF Postage	0.00	16.03	0.00	0.00	16.03
GF Printing	0.00	80.10	0.00	0.00	80.10
GF Prof & Spec Services	0.00	50.00	0.00	0.00	50.00
GF Transfer to COE	0.00	15,857.20	0.00	0.00	15,857.20
GF Transfer to GF Savings	0.00	0.00	0.00	0.00	0.00
GF Transfers to County	0.00	101,574.04	0.00	0.00	101,574.04
GF Travel Literacy	0.00	65.00	0.00	0.00	65.00
GF Travel Staff	0.00	4,145.51	0.00	0.00	4,145.51
GF Travel Trustees	0.00	58.00	0.00	0.00	58.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	29,001.36	29,001.36
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,606.32	1,606.32
PA Employee Life Insurance	0.00	0.00	0.00	159.52	159.52
PA Payroll Taxes	0.00	0.00	0.00	79,394.53	79,394.53
PA Salaries	0.00	0.00	0.00	237,832.23	237,832.23
Total Expense	23,916.83	127,983.90	0.00	347,993.96	499,894.69
Net Ordinary Income	3,617.23	37,921.89	1,060.63	80,454.04	123,053.79
Net Income	3,617.23	37,921.89	1,060.63	80,454.04	123,053.79

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11/14/06

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 10/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,578.46
Cleared Transactions						
Checks and Payments - 47 items						
Check	8/30/2006	6578	Elizabeth D Minter	X	-30.00	-30.00
Check	9/23/2006	6616	U.S. Department of ...	X	-67.00	-97.00
Check	9/23/2006	6613	U.S. Department of ...	X	-67.00	-164.00
Check	9/23/2006	6614	U.S. Department of ...	X	-201.00	-365.00
Check	9/25/2006	6617	U.S. Department of ...	X	-239.00	-604.00
Check	9/26/2006	6619	U.S. Department of ...	X	-104.00	-708.00
Check	9/26/2006	6620	U.S. Department of ...	X	-112.00	-820.00
Check	9/26/2006	6618	Holly Cleelan	X	-350.00	-1,170.00
Check	9/27/2006	6622	Sam's Club	X	-163.61	-1,333.61
Check	9/27/2006	6621	US Postmaster	X	-39.00	-1,372.61
Check	9/30/2006	6624	U.S. Department of ...	X	-186.00	-1,558.61
Check	9/30/2006	6623	U.S. Department of ...	X	-171.00	-1,729.61
Check	10/2/2006	6625	Beatrice V. Quintanar	X	-15.00	-1,744.61
Check	10/3/2006	6627	U.S. Department of ...	X	-67.00	-1,811.61
Check	10/3/2006	6626	U.S. Department of ...	X	-67.00	-1,878.61
Check	10/5/2006	6629	U.S. Department of ...	X	-67.00	-1,945.61
Check	10/5/2006	6628	U.S. Department of ...	X	-67.00	-2,012.61
Check	10/5/2006	6630	U.S. Department of ...	X	-67.00	-2,079.61
Check	10/9/2006	6631	U.S. Department of ...	X	-52.00	-2,131.61
Check	10/10/2006	6632	U.S. Department of ...	X	-104.00	-2,235.61
Check	10/10/2006	6633	U.S. Department of ...	X	-104.00	-2,339.61
Check	10/11/2006	6634	U.S. Department of ...	X	-112.00	-2,451.61
Check	10/11/2006	6635	U.S. Department of ...	X	-52.00	-2,503.61
Check	10/11/2006	6637	U.S. Department of ...	X	-52.00	-2,555.61
Check	10/11/2006	6636	U.S. Department of ...	X	-67.00	-2,622.61
Check	10/12/2006	6638	U.S. Department of ...	X	-52.00	-2,674.61
Check	10/12/2006	6639	U.S. Department of ...	X	-282.80	-2,957.41
Check	10/16/2006	6644	U.S. Department of ...	X	-67.00	-3,024.41
Check	10/16/2006	6642	U.S. Department of ...	X	-67.00	-3,091.41
Check	10/16/2006	6641	U.S. Department of ...	X	-104.00	-3,195.41
Check	10/16/2006	6640	U.S. Department of ...	X	-104.00	-3,299.41
Check	10/16/2006	6643	U.S. Department of ...	X	-67.00	-3,366.41
Check	10/17/2006	6648	U.S. Department of ...	X	-67.00	-3,433.41
Check	10/17/2006	6647	U.S. Department of ...	X	-224.00	-3,657.41
Check	10/17/2006	6646	U.S. Department of ...	X	-112.00	-3,769.41
Check	10/18/2006	6652	U.S. Department of ...	X	-127.00	-3,896.41
Check	10/18/2006	6650	U.S. Department of ...	X	-186.00	-4,082.41
Check	10/18/2006	6651	U.S. Department of ...	X	-67.00	-4,149.41
Check	10/18/2006	6653	U.S. Department of ...	X	-67.00	-4,216.41
Check	10/19/2006	6645	La Vie En Rose	X	-160.00	-4,376.41
Check	10/19/2006	6649	Stater Bros.	X	-19.01	-4,395.42
Check	10/21/2006	6664	U.S. Department of ...	X	-127.00	-4,522.42
Check	10/21/2006	6663	U.S. Department of ...	X	-201.00	-4,723.42
Check	10/21/2006	6654	U.S. Department of ...	X	-201.00	-4,924.42
Check	10/21/2006	6655	U.S. Department of ...	X	-171.00	-5,095.42
Check	10/23/2006	6665	Sam's Club	X	-118.24	-5,213.66
Check	10/23/2006	6666	U.S. Department of ...	X	-52.00	-5,265.66
Total Checks and Payments					-5,265.66	-5,265.66
Deposits and Credits - 18 items						
Deposit	10/2/2006			X	171.00	171.00
Deposit	10/5/2006			X	2,500.00	2,671.00
Deposit	10/7/2006			X	3,347.00	6,018.00
Deposit	10/7/2006			X	134.00	6,152.00
Deposit	10/12/2006			X	119.00	6,271.00
Deposit	10/12/2006			X	52.00	6,323.00
Deposit	10/12/2006			X	104.00	6,427.00
Deposit	10/17/2006			X	134.00	6,561.00
Deposit	10/17/2006			X	52.00	6,613.00
Deposit	10/17/2006			X	164.00	6,777.00
Deposit	10/18/2006			X	537.00	7,314.00
Deposit	10/21/2006			X	67.00	7,381.00
Deposit	10/23/2006			X	52.00	7,433.00
Deposit	10/24/2006			X	140.00	7,573.00

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/24/2006			X	52.00	7,625.00
Deposit	10/30/2006			X	449.00	8,074.00
Check	11/1/2006	6678	Nadia Dallstream	X	0.00	8,074.00
Check	11/1/2006	6679	Nadia Dallstream	X	0.00	8,074.00
Total Deposits and Credits					8,074.00	8,074.00
Total Cleared Transactions					2,808.34	2,808.34
Cleared Balance					2,808.34	8,386.80
Uncleared Transactions						
Checks and Payments - 16 items						
Check	12/1/2005	6021	Kendal Flowers		-103.47	-103.47
Check	3/1/2006	6151	Passport Services		-109.00	-212.47
Check	3/2/2006	6159	Passport Services		-40.00	-252.47
Check	10/23/2006		Bank of the West		-77.00	-329.47
Check	10/23/2006		Bank of the West		-4.00	-333.47
Check	10/24/2006	6668	Saundra Stark		-726.11	-1,059.58
Check	10/24/2006	6667	Elizabeth D Minter		-252.67	-1,312.25
Check	10/25/2006	6669	U.S. Department of ...		-127.00	-1,439.25
Check	10/26/2006	6670	Nadia Dallstream		-20.00	-1,459.25
Check	10/28/2006	6675	U.S. Department of ...		-134.00	-1,593.25
Check	10/28/2006	6673	U.S. Department of ...		-104.00	-1,697.25
Check	10/28/2006	6672	U.S. Department of ...		-134.00	-1,831.25
Check	10/28/2006	6671	U.S. Department of ...		-67.00	-1,898.25
Check	10/28/2006	6674	U.S. Department of ...		-112.00	-2,010.25
Check	10/30/2006	6676	U.S. Department of ...		-290.00	-2,300.25
Check	10/31/2006	6677	U.S. Department of ...		-112.00	-2,412.25
Total Checks and Payments					-2,412.25	-2,412.25
Total Uncleared Transactions					-2,412.25	-2,412.25
Register Balance as of 10/31/2006					396.09	5,974.55
New Transactions						
Checks and Payments - 22 items						
Check	11/1/2006	6682	Elizabeth D Minter		-15.00	-15.00
Check	11/1/2006	6680	Nadia Dallstream		-45.00	-60.00
Check	11/1/2006	6681	Yesenia Gomez		-15.00	-75.00
Check	11/1/2006	6684	Mary Strazdas		-27.86	-102.86
Check	11/1/2006	6683	Mary Strazdas		-360.00	-462.86
Check	11/4/2006	6685	U.S. Department of ...		-52.00	-514.86
Check	11/4/2006	6686	U.S. Department of ...		-52.00	-566.86
Check	11/6/2006	6687	U.S. Department of ...		-104.00	-670.86
Check	11/6/2006	6688	U.S. Department of ...		-52.00	-722.86
Check	11/7/2006	6692	U.S. Department of ...		-171.00	-893.86
Check	11/7/2006	6693	U.S. Department of ...		-67.00	-960.86
Check	11/7/2006	6695	U.S. Department of ...		-67.00	-1,027.86
Check	11/7/2006	6690	Bowers Museum D...		-50.00	-1,077.86
Check	11/7/2006	6689	Nadia Dallstream		-230.00	-1,307.86
Check	11/7/2006	6694	U.S. Department of ...		-67.00	-1,374.86
Check	11/8/2006	6697	U.S. Department of ...		-67.00	-1,441.86
Check	11/8/2006	6696	U.S. Department of ...		-127.00	-1,568.86
Check	11/9/2006	6699	U.S. Department of ...		-127.00	-1,695.86
Check	11/9/2006	6698	Do Phan		-175.00	-1,870.86
Check	11/13/2006	6702	U.S. Department of ...		-67.00	-1,937.86
Check	11/13/2006	6701	U.S. Department of ...		-67.00	-2,004.86
Check	11/13/2006	6700	U.S. Department of ...		-119.00	-2,123.86
Total Checks and Payments					-2,123.86	-2,123.86

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 5 items						
Deposit	11/6/2006				156.00	156.00
Deposit	11/7/2006				238.00	394.00
Check	11/7/2006	6691	Stater Bros.		194.00	588.00
Deposit	11/8/2006				119.00	707.00
Deposit	11/13/2006					
Total Deposits and Credits					<u>707.00</u>	<u>707.00</u>
Total New Transactions					<u>-1,416.86</u>	<u>-1,416.86</u>
Ending Balance					<u><u>-1,020.77</u></u>	<u><u>4,557.69</u></u>

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,477.89
Cleared Transactions						
Checks and Payments - 1 item						
Check	10/4/2006	1559	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 15 items						
Deposit	9/28/2006			X	35.00	35.00
Deposit	9/28/2006			X	35.00	70.00
Deposit	10/5/2006			X	35.00	105.00
Deposit	10/5/2006			X	30.00	135.00
Deposit	10/5/2006			X	19.94	154.94
Deposit	10/5/2006			X	30.00	184.94
Deposit	10/7/2006			X	30.00	214.94
Deposit	10/12/2006			X	35.00	249.94
Deposit	10/17/2006			X	30.00	279.94
Deposit	10/17/2006			X	100.00	379.94
Deposit	10/18/2006			X	19.94	399.88
Deposit	10/21/2006			X	35.00	434.88
Deposit	10/26/2006			X	35.00	469.88
Deposit	10/30/2006			X	35.00	504.88
Deposit	10/31/2006			X	9.29	514.17
Total Deposits and Credits					514.17	514.17
Total Cleared Transactions					358.65	358.65
Cleared Balance					358.65	13,836.54
Uncleared Transactions						
Checks and Payments - 1 item						
Check	10/31/2006	1560	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 10/31/2006					203.13	13,681.02
New Transactions						
Checks and Payments - 1 item						
Check	11/9/2006	1561	Budget Blinds		-680.88	-680.88
Total Checks and Payments					-680.88	-680.88
Deposits and Credits - 4 items						
Deposit	11/1/2006				19.94	19.94
Deposit	11/2/2006				350.00	369.94
Deposit	11/4/2006				30.00	399.94
Deposit	11/13/2006				35.00	434.94
Total Deposits and Credits					434.94	434.94
Total New Transactions					-245.94	-245.94
Ending Balance					-42.81	13,435.08

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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 10/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,392.23
Cleared Transactions						
Checks and Payments - 26 items						
Check	8/30/2006	5381	ISDOC	X	-30.00	-30.00
Check	9/13/2006	5386	Placentia Chamber ...	X	-10.00	-40.00
Check	9/18/2006	5390	Bowers Museum D...	X	-50.00	-90.00
Check	9/20/2006	5393	Placentia Chamber ...	X	-20.00	-110.00
Check	10/2/2006		Bank of the West	X	-240.41	-350.41
Check	10/3/2006		Bank of the West	X	-15.52	-365.93
Check	10/4/2006	5398	Sam's Club	X	-168.43	-534.36
Check	10/4/2006	5399	Fry's Electronics	X	-393.14	-927.50
Check	10/7/2006	5401	Placentia Library Di...	X	-3,347.00	-4,274.50
Check	10/7/2006	5400	Placentia Library G...	X	-13,272.59	-17,547.09
Check	10/11/2006	5403	Placentia Chamber ...	X	-20.00	-17,567.09
Check	10/11/2006	5402	Sam's Club	X	-131.88	-17,698.97
Check	10/12/2006	5404	Placentia Chamber ...	X	-20.00	-17,718.97
Check	10/12/2006	5405	Sam's Club	X	-333.05	-18,052.02
Check	10/16/2006	5406	Quality Inn Monterey	X	-376.20	-18,428.22
Check	10/16/2006	5407	Mariposa Inn	X	-1,229.74	-19,657.96
Check	10/17/2006	5408	Alexander Hernandez	X	-60.45	-19,718.41
Check	10/17/2006	5415	Jeanette Gardner	X	-58.79	-19,777.20
Check	10/18/2006	5410	Placentia Chamber ...	X	-30.00	-19,807.20
Check	10/19/2006	5411	Target	X	-25.80	-19,833.00
Check	10/23/2006		Bank of the West	X	-4.50	-19,837.50
Check	10/24/2006	5416	Patricia Fellous-Gib...	X	-384.48	-20,221.98
Check	10/24/2006	5414	Pat Jertberg	X	-30.15	-20,252.13
Check	10/24/2006	5418	Wendy G. Goodson	X	-36.37	-20,288.50
Check	10/26/2006	5420	Placentia Chamber ...	X	-36.00	-20,324.50
Check	10/29/2006	5419	Sam's Club	X	-148.79	-20,473.29
Total Checks and Payments					-20,473.29	-20,473.29
Deposits and Credits - 42 items						
Deposit	10/2/2006			X	243.60	243.60
Deposit	10/2/2006			X	164.30	407.90
Deposit	10/3/2006			X	90.00	497.90
Deposit	10/3/2006			X	30.00	527.90
Deposit	10/3/2006			X	348.80	876.70
Deposit	10/4/2006			X	296.30	1,173.00
Deposit	10/5/2006			X	9.71	1,182.71
Deposit	10/5/2006			X	30.00	1,212.71
Deposit	10/5/2006			X	151.00	1,363.71
Deposit	10/6/2006			X	140.20	1,503.91
Deposit	10/10/2006			X	240.00	1,743.91
Deposit	10/10/2006			X	38.86	1,782.77
Deposit	10/10/2006			X	6.61	1,789.38
Deposit	10/10/2006			X	107.50	1,896.88
Deposit	10/11/2006			X	145.72	2,042.60
Deposit	10/11/2006			X	117.45	2,160.05
Deposit	10/12/2006			X	267.00	2,427.05
Deposit	10/13/2006			X	359.20	2,786.25
Deposit	10/16/2006			X	210.82	2,997.07
Deposit	10/16/2006			X	106.86	3,103.93
Deposit	10/16/2006			X	230.00	3,333.93
Deposit	10/16/2006			X	708.00	4,041.93
Deposit	10/17/2006			X	283.00	4,324.93
Deposit	10/18/2006			X	601.70	4,926.63
Deposit	10/18/2006			X	548.79	5,475.42
Check	10/19/2006	5409	Stater Bros.	X	0.00	5,475.42
Deposit	10/19/2006			X	123.15	5,598.57
Deposit	10/20/2006			X	115.55	5,714.12
Deposit	10/23/2006			X	1,038.00	6,752.12
Deposit	10/23/2006			X	60.00	6,812.12
Deposit	10/24/2006			X	30.00	6,842.12
Deposit	10/24/2006			X	267.40	7,109.52
Deposit	10/25/2006			X	46.80	7,156.32
Deposit	10/25/2006			X	77.72	7,234.04
Deposit	10/26/2006			X	327.00	7,561.04

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/27/2006			X	30.00	7,591.04
Deposit	10/30/2006			X	991.20	8,582.24
Deposit	10/30/2006			X	150.00	8,732.24
Deposit	10/30/2006			X	15.60	8,747.84
Deposit	10/31/2006			X	7.20	8,755.04
Deposit	10/31/2006			X	226.00	8,981.04
Deposit	10/31/2006			X	80.00	9,061.04
Total Deposits and Credits					9,061.04	9,061.04
Total Cleared Transactions					-11,412.25	-11,412.25
Cleared Balance					-11,412.25	12,979.98
Uncleared Transactions						
Checks and Payments - 8 items						
Check	9/28/2005	5179	Placentia Chamber ...		-12.00	-12.00
Check	6/5/2006		Paolini's A Taste of ...		-20.00	-32.00
Check	10/2/2006	5397	Placentia Chamber ...		-250.00	-282.00
Check	10/10/2006	6633	U.S. Department of ...		-104.00	-386.00
Check	10/17/2006	5413	Pat Irot		-44.40	-430.40
Check	10/19/2006	5412	Jean Turner		-12.00	-442.40
Check	10/24/2006	5417	Elizabeth D Minter		-15.99	-458.39
Check	10/31/2006	5421	Caroline Gurkweitz		-164.36	-622.75
Total Checks and Payments					-622.75	-622.75
Total Uncleared Transactions					-622.75	-622.75
Register Balance as of 10/31/2006					-12,035.00	12,357.23
New Transactions						
Checks and Payments - 3 items						
Check	11/8/2006	5426	Nadia Dallstream		-92.12	-92.12
Check	11/8/2006	5423	Placentia Chamber ...		-10.00	-102.12
Check	11/9/2006	5428	Placentia Chamber ...		-25.00	-127.12
Total Checks and Payments					-127.12	-127.12
Deposits and Credits - 4 items						
Check	11/7/2006	5422	Fry's Electronics			0.00
Check	11/8/2006	5424	Albertson's			0.00
Check	11/8/2006	5425	Sam's Club			0.00
Check	11/9/2006	5427	Sam's Club			0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-127.12	-127.12
Ending Balance					-12,162.12	12,230.11

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,484.92
Cleared Transactions						
Checks and Payments - 4 items						
Check	10/2/2006		Bank of the West	X	-5.00	-5.00
Check	10/7/2006	1271	Orange County Aud...	X	-30,581.49	-30,586.49
Check	10/23/2006		Bank of the West	X	-77.00	-30,663.49
Check	10/23/2006		Bank of the West	X	-4.00	-30,667.49
Total Checks and Payments					<u>-30,667.49</u>	<u>-30,667.49</u>
Deposits and Credits - 32 items						
Deposit	9/28/2006			X	584.90	584.90
Deposit	9/28/2006			X	316.45	901.35
Deposit	9/30/2006			X	421.85	1,323.20
Deposit	10/2/2006			X	767.25	2,090.45
Deposit	10/2/2006			X	494.90	2,585.35
Deposit	10/5/2006			X	529.60	3,114.95
Deposit	10/5/2006			X	343.06	3,458.01
Deposit	10/5/2006			X	281.75	3,739.76
Deposit	10/7/2006			X	313.30	4,053.06
Deposit	10/7/2006			X	13,272.59	17,325.65
Deposit	10/12/2006			X	709.35	18,035.00
Deposit	10/12/2006			X	301.15	18,336.15
Deposit	10/12/2006			X	264.70	18,600.85
Deposit	10/17/2006			X	453.85	19,054.70
Deposit	10/17/2006			X	787.00	19,841.70
Deposit	10/17/2006			X	576.10	20,417.80
Deposit	10/17/2006			X	282.75	20,700.55
Deposit	10/17/2006			X	818.60	21,519.15
Deposit	10/17/2006			X	669.30	22,188.45
Deposit	10/17/2006			X	865.25	23,053.70
Deposit	10/18/2006			X	534.15	23,587.85
Deposit	10/21/2006			X	314.50	23,902.35
Deposit	10/21/2006			X	37,071.70	60,974.05
Deposit	10/23/2006			X	514.10	61,488.15
Deposit	10/24/2006			X	670.30	62,158.45
Deposit	10/24/2006			X	584.25	62,742.70
Deposit	10/25/2006			X	176.15	62,918.85
Deposit	10/26/2006			X	464.70	63,383.55
Deposit	10/28/2006			X	340.30	63,723.85
Deposit	10/30/2006			X	1,165.80	64,889.65
Deposit	10/30/2006			X	512.61	65,402.26
Deposit	10/31/2006			X	20.08	65,422.34
Total Deposits and Credits					<u>65,422.34</u>	<u>65,422.34</u>
Total Cleared Transactions					<u>34,754.85</u>	<u>34,754.85</u>
Cleared Balance					34,754.85	50,239.77
Uncleared Transactions						
Deposits and Credits - 2 items						
Deposit	8/10/2006				282.60	282.60
Deposit	10/31/2006				612.64	895.24
Total Deposits and Credits					<u>895.24</u>	<u>895.24</u>
Total Uncleared Transactions					<u>895.24</u>	<u>895.24</u>
Register Balance as of 10/31/2006					35,650.09	51,135.01

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 10 items						
Deposit	11/1/2006				246.40	246.40
Deposit	11/2/2006				1,040.81	1,287.21
Deposit	11/4/2006				421.15	1,708.36
Deposit	11/6/2006				1,084.60	2,792.96
Deposit	11/6/2006				343.80	3,136.76
Deposit	11/7/2006				494.40	3,631.16
Deposit	11/8/2006				575.75	4,206.91
Deposit	11/13/2006				291.07	4,497.98
Deposit	11/13/2006				442.50	4,940.48
Deposit	11/13/2006				432.59	5,373.07
Total Deposits and Credits					5,373.07	5,373.07
Total New Transactions					5,373.07	5,373.07
Ending Balance					41,023.16	56,508.08

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 10/31/2006**

Type	Date	Num	Name	Cir	Amount	Balance
New Transactions						
Deposits and Credits - 10 items						
Deposit	11/1/2006				246.40	246.40
Deposit	11/2/2006				1,040.81	1,287.21
Deposit	11/4/2006				421.15	1,708.36
Deposit	11/6/2006				1,084.60	2,792.96
Deposit	11/6/2006				343.80	3,136.76
Deposit	11/7/2006				494.40	3,631.16
Deposit	11/8/2006				575.75	4,206.91
Deposit	11/13/2006				291.07	4,497.98
Deposit	11/13/2006				442.50	4,940.48
Deposit	11/13/2006				432.59	5,373.07
Total Deposits and Credits					5,373.07	5,373.07
Total New Transactions					5,373.07	5,373.07
Ending Balance					41,023.16	56,508.08

*20mm
11/15/2006*

Noted
8/10/06 deposit
of \$ 282.60
not cleared yet.
Have request in w/
Bank for deposit
record

W (20mm
11/15/2006)

Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 10/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						81,077.47
Cleared Transactions						
Checks and Payments - 73 items						
Check	5/3/2006	6475	Evelyn Soqui	X	-150.17	-150.17
Check	8/23/2006	6851	Desiree McCune	X	-58.90	-209.07
Check	9/6/2006	6900	Raquel Galarza	X	-78.52	-287.59
Check	9/20/2006	6959	Orange County Aud...	X	-190.20	-477.79
Check	9/20/2006	6953	Raquel Galarza	X	-163.58	-641.37
Check	9/20/2006	6952	Shannon Ford	X	-202.21	-843.58
Check	9/20/2006	6910	Gary Bell	X	-1,530.12	-2,373.70
Check	10/2/2006	2067	Beatrice V. Quintanar	X	-284.98	-2,658.68
Check	10/4/2006	6975	Kristen Hoffman	X	-4.69	-2,663.37
Check	10/4/2006	6974	Alexander Hernandez	X	-568.60	-3,231.97
Check	10/4/2006	6971	Wendy G. Goodson	X	-1,920.17	-5,152.14
Check	10/4/2006	6968	Patricia Fellous-Gib...	X	-318.52	-5,470.66
Check	10/4/2006	6965	Dorothy J. Cummings	X	-95.48	-5,566.14
Check	10/4/2006	6963	Gary Bell	X	-1,530.12	-7,096.26
Check	10/4/2006		Paychex	X	-10,872.94	-17,969.20
Check	10/4/2006		Paychex	X	-20,325.55	-38,294.75
Check	10/4/2006	7021	Tax Deferred Servic...	X	-2,317.54	-40,612.29
Check	10/4/2006	7020	Nationwide Retirem...	X	-1,124.23	-41,736.52
Check	10/4/2006	7005	Paulette Garcia	X	-238.77	-41,975.29
Check	10/4/2006	7006	cynthia Gutierrez	X	-243.57	-42,218.86
Check	10/4/2006	7007	Arianna Hernandez	X	-265.04	-42,483.90
Check	10/4/2006	7008	Luz Lizaola	X	-297.10	-42,781.00
Check	10/4/2006	7009	Melissa Manzanarez	X	-337.81	-43,118.81
Check	10/4/2006	7010	Marisol Martinez	X	-422.02	-43,540.83
Check	10/4/2006	7011	Desiree McCune	X	-150.22	-43,691.05
Check	10/4/2006	7012	Uchechukwu Oilawa	X	-71.98	-43,763.03
Check	10/4/2006	7013	Christina Perez	X	-417.37	-44,180.40
Check	10/4/2006	7014	Colleen Reyes	X	-500.60	-44,681.00
Check	10/4/2006	7015	Evelyn Soqui	X	-202.29	-44,883.29
Check	10/4/2006	7016	Jayson Telles	X	-195.42	-45,078.71
Check	10/4/2006	7017	Sothavy Ton	X	-137.41	-45,216.12
Check	10/4/2006	7018	Orange County Aud...	X	-190.20	-45,406.32
Check	10/4/2006	7019	Placentia Library Di...	X	-19.94	-45,426.26
Check	10/4/2006	6978	Noreth Men	X	-246.10	-45,672.36
Check	10/4/2006	6981	Lois Monroe	X	-1,049.04	-46,721.40
Check	10/4/2006	6985	Beatrice V. Quintanar	X	-1,005.14	-47,726.54
Check	10/4/2006	6987	Hilda Rivera	X	-694.65	-48,421.19
Check	10/4/2006	6988	Kelleny Rivera	X	-126.79	-48,547.98
Check	10/4/2006	7000	Angelica Alatorre	X	-288.87	-48,836.85
Check	10/4/2006	7001	Raymond Bustama...	X	-267.94	-49,104.79
Check	10/4/2006	7002	Marlon Daito	X	-104.69	-49,209.48
Check	10/4/2006	7003	Shannon Ford	X	-187.76	-49,397.24
Check	10/4/2006	7004	Raquel Galarza	X	-117.77	-49,515.01
Check	10/18/2006	7075	Colleen Reyes	X	-477.81	-49,992.82
Check	10/18/2006	7074	Christina Perez	X	-176.84	-50,169.66
Check	10/18/2006	7073	Marisol Martinez	X	-333.70	-50,503.36
Check	10/18/2006	7072	Melissa Manzanarez	X	-259.54	-50,762.90
Check	10/18/2006	7071	Luz Lizaola	X	-267.94	-51,030.84
Check	10/18/2006	7077	Jayson Telles	X	-208.35	-51,239.19
Check	10/18/2006	7069	cynthia Gutierrez	X	-290.25	-51,529.44
Check	10/18/2006	7068	Paulette Garcia	X	-267.94	-51,797.38
Check	10/18/2006	7067	Raquel Galarza	X	-176.67	-51,974.05
Check	10/18/2006	7066	Shannon Ford	X	-238.32	-52,212.37
Check	10/18/2006	7079	Orange County Aud...	X	-190.20	-52,402.57
Check	10/18/2006	7064	Marlon Daito	X	-170.12	-52,572.69
Check	10/18/2006	7063	Kamala Connors	X	-325.87	-52,898.56
Check	10/18/2006	7062	Raymond Bustama...	X	-256.26	-53,154.82
Check	10/18/2006	7061	Angelica Alatorre	X	-288.87	-53,443.69
Check	10/18/2006	7049	Kelleny Rivera	X	-126.79	-53,570.48
Check	10/18/2006	7048	Hilda Rivera	X	-694.65	-54,265.13
Check	10/18/2006	7046	Beatrice V. Quintanar	X	-867.88	-55,133.01
Check	10/18/2006	7080	Placentia Library Di...	X	-19.94	-55,152.95
Check	10/18/2006	7035	Kristen Hoffman	X	-457.99	-55,610.94
Check	10/18/2006	7034	Alexander Hernandez	X	-606.91	-56,217.85
Check	10/18/2006	7031	Wendy G. Goodson	X	-1,920.17	-58,138.02

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11/15/06

Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 10/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/18/2006	7027	Gail Erwin	X	-165.02	-58,303.04
Check	10/18/2006	7024	Dorothy J. Cummings	X	-47.82	-58,350.86
Check	10/18/2006	7022	Gary Bell	X	-1,530.12	-59,880.98
Check	10/18/2006		Paychex	X	-10,924.24	-70,805.22
Check	10/18/2006		Paychex	X	-21,292.75	-92,097.97
Check	10/18/2006	7081	Nationwide Retirem...	X	-1,124.23	-93,222.20
Check	10/18/2006	7082	Tax Deferred Servic...	X	-3,537.14	-96,759.34
Check	10/18/2006	7076	Evelyn Soqui	X	-310.44	-97,069.78
Total Checks and Payments					-97,069.78	-97,069.78
Deposits and Credits - 2 items						
Deposit	10/11/2006			X	49,472.00	49,472.00
Deposit	10/25/2006			X	49,472.00	98,944.00
Total Deposits and Credits					98,944.00	98,944.00
Total Cleared Transactions					1,874.22	1,874.22
Cleared Balance					1,874.22	82,951.69
Uncleared Transactions						
Checks and Payments - 8 items						
Check	12/28/2005	5948	Lynn Baden		-151.64	-151.64
Check	2/8/2006	6132	Marlon Daito		-49.98	-201.62
Check	3/8/2006	6244	Maria N Madero		-68.10	-269.72
Check	10/4/2006	6991	Maria Rodriguez		-108.80	-378.52
Check	10/18/2006	7065	Desiree Diaz		-130.86	-509.38
Check	10/18/2006	7039	Noreth Men		-250.91	-760.29
Check	10/18/2006	7070	Arianna Hernandez		-241.99	-1,002.28
Check	10/18/2006	7078	Sothavy Ton		-137.41	-1,139.69
Total Checks and Payments					-1,139.69	-1,139.69
Total Uncleared Transactions					-1,139.69	-1,139.69
Register Balance as of 10/31/2006					734.53	81,812.00
New Transactions						
Checks and Payments - 41 items						
Check	11/1/2006	7095	Kristen Hoffman		-469.52	-469.52
Check	11/1/2006	7098	Noreth Men		-159.24	-628.76
Check	11/1/2006	7102	Nancy Pe'a		-70.51	-699.27
Check	11/1/2006	7104	Rosemarie Perrone		-70.51	-769.78
Check	11/1/2006	7105	Vincent Perrone		-44.41	-814.19
Check	11/1/2006	7107	Beatrice V. Quintanar		-1,005.14	-1,819.33
Check	11/1/2006	7109	Hilda Rivera		-694.65	-2,513.98
Check	11/1/2006	7111	Kelleny Rivera		-126.79	-2,640.77
Check	11/1/2006	7114	Shilpa Shah		-44.41	-2,685.18
Check	11/1/2006	7122	Angelica Alatorre		-288.87	-2,974.05
Check	11/1/2006	7123	Raymond Bustama...		-256.26	-3,230.31
Check	11/1/2006	7125	Kamala Connors		-359.50	-3,589.81
Check	11/1/2006	7126	Marlon Daito		-150.50	-3,740.31
Check	11/1/2006	7127	Desiree Diaz		-130.86	-3,871.17
Check	11/1/2006	7128	Shannon Ford		-194.99	-4,066.16
Check	11/1/2006	7129	Raquel Galarza		-150.50	-4,216.66
Check	11/1/2006	7130	Paulette Garcia		-250.43	-4,467.09
Check	11/1/2006	7131	cynthia Gutierrez		-290.25	-4,757.34
Check	11/1/2006	7132	Arianna Hernandez		-241.99	-4,999.33
Check	11/1/2006	7133	Luz Lizaola		-302.95	-5,302.28
Check	11/1/2006	7134	Melissa Manzanarez		-259.54	-5,561.82
Check	11/1/2006	7135	Marisol Martinez		-382.76	-5,944.58
Check	11/1/2006	7136	Desiree McCune		-243.57	-6,188.15
Check	11/1/2006	7137	Uchechukwu Ollawa		-218.94	-6,407.09
Check	11/1/2006	7138	Christina Perez		-227.73	-6,634.82
Check	11/1/2006	7139	Araceli Ramirez		-849.73	-7,484.55
Check	11/1/2006	7140	Colleen Reyes		-477.81	-7,962.36
Check	11/1/2006	7141	Evelyn Soqui		-334.87	-8,297.23
Check	11/1/2006	7142	Jayson Telles		-156.58	-8,453.81

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 10/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/1/2006	7143	Sothavy Ton		-137.41	-8,591.22
Check	11/1/2006	7144	Orange County Aud...		-190.20	-8,781.42
Check	11/1/2006	7145	Placentia Library Di...		-19.94	-8,801.36
Check	11/1/2006	7146	Nationwide Retirem...		-1,124.23	-9,925.59
Check	11/1/2006	7147	Tax Deferred Servic...		-3,592.14	-13,517.73
Check	11/1/2006	7094	Alexander Hernandez		-571.79	-14,089.52
Check	11/1/2006	7091	Wendy G. Goodson		-1,890.87	-15,980.39
Check	11/1/2006	7085	Dorothy J. Cummings		-95.48	-16,075.87
Check	11/1/2006	7083	Gary Bell		-1,530.12	-17,605.99
Check	11/1/2006		Paychex		-12,061.82	-29,667.81
Check	11/1/2006		Paychex		-21,872.52	-51,540.33
Check	11/1/2006	7124	Maryrose Cachola		-250.43	-51,790.76
Total Checks and Payments					-51,790.76	-51,790.76
Total New Transactions					-51,790.76	-51,790.76
Ending Balance					<u>-51,056.23</u>	<u>30,021.24</u>

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30,021.24
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11/15/06

**Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 10/31/2006**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,748.17
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	10/5/2006			X	855.00	855.00
Deposit	10/31/2006			X	8.47	863.47
Total Deposits and Credits					863.47	863.47
Total Cleared Transactions					863.47	863.47
Cleared Balance					863.47	12,611.64
Register Balance as of 10/31/2006					863.47	12,611.64
Ending Balance					<u>863.47</u>	<u>12,611.64</u>

ESM
11/15/2006

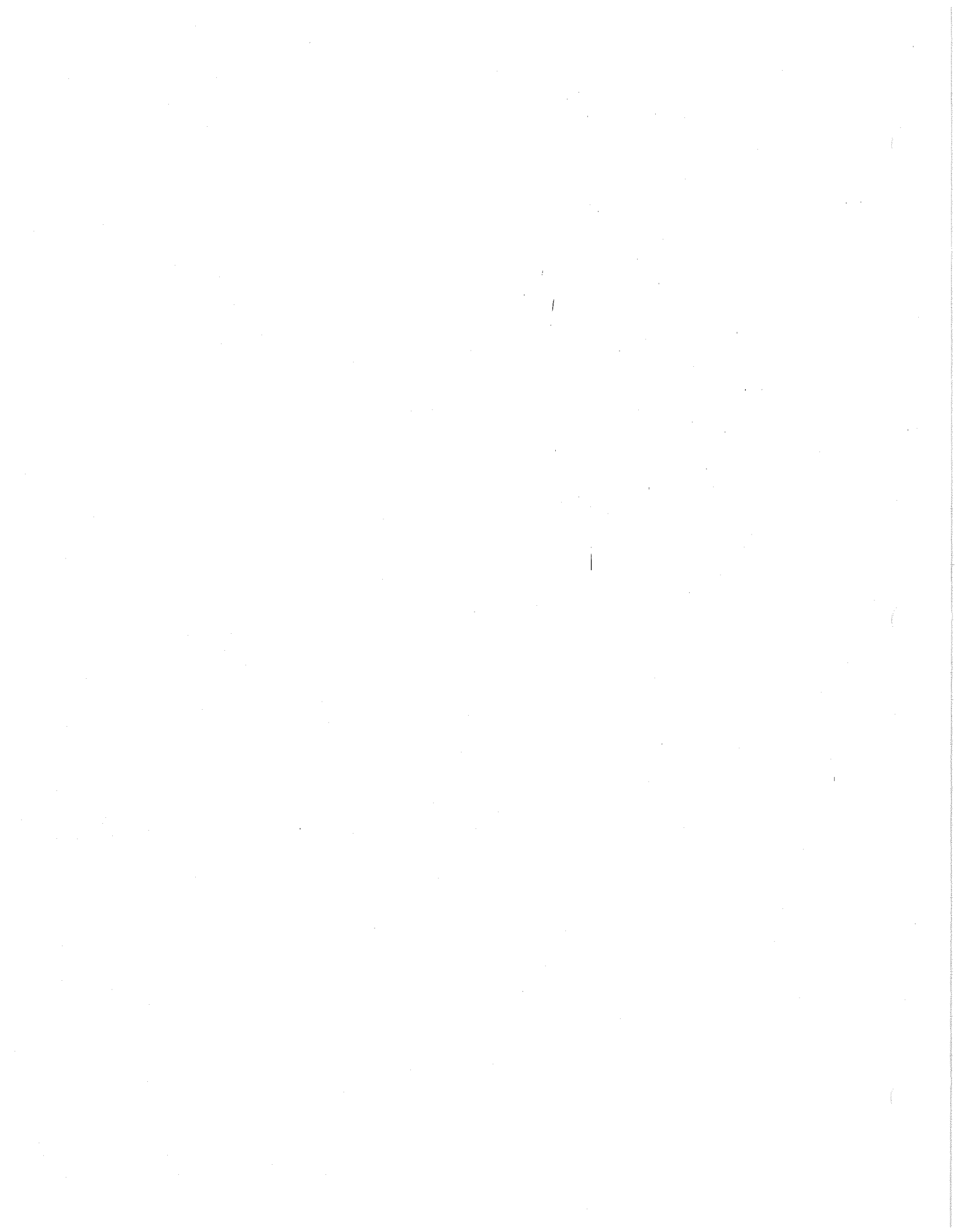


ACQUISITIONS REPORT FOR FISCAL YEAR 2006-2007 THROUGH THE MONTH OF OCTOBER 2006
 Prepared by Vernon Napier, Technical Services Manager

	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	\$6,473	440	337	\$5,140	325	262	\$11,613	765	599	\$232	10	10	\$11,845	775	609
Adult Circulating Non-Fiction	\$5,276	338	252	\$5,176	258	232	\$10,452	596	484	\$555	24	24	\$11,008	620	508
Adult Reference	\$4,251	35	18	\$449	15	15	\$4,700	50	33	\$66	2	2	\$4,766	52	35
Adult magazines	\$5,267	119	123	\$0	0	0	\$5,267	119	123	\$0	0	0	\$5,267	119	123
Adult on-line databases	\$17,513	2	4	\$0	0	0	\$17,513	2	4	\$0	0	0	\$17,513	2	4
Total Adult Non-Fiction	\$32,306	494	397	\$5,625	273	247	\$37,931	767	644	\$621	26	26	\$38,552	793	670
TOTAL ADULT PRINT MATERIALS	\$38,779	934	734	\$10,765	598	509	\$49,545	1532	1243	\$853	36	36	\$50,398	1568	1279
Adult Music CDs	\$2,832	166	152	\$695	40	40	\$3,527	206	192	\$0	0	0	\$3,527	206	192
Adult Audio Books (incl. Overdrive)	\$6,892	88	88	\$2,104	29	29	\$8,996	117	117	\$0	0	0	\$8,996	117	117
Adult DVDs	\$9,332	451	443	\$3,266	110	91	\$12,598	561	534	\$68	3	3	\$12,666	564	537
TOTAL ADULT NON-PRINT MATERIALS	\$19,055	705	683	\$6,066	179	160	\$25,121	884	843	\$68	3	3	\$25,189	887	846
TOTAL ADULT MATERIALS	\$57,835	1,639	1,417	\$16,831	777	669	\$74,666	2,416	2,086	\$921	39	39	\$75,587	2,455	2,125
Juvenile Fiction	\$896	207	127	\$921	98	64	\$1,817	305	191	\$264	21	21	\$2,081	326	212
Juvenile Circulating Non-Fiction	\$413	21	18	\$215	9	7	\$629	30	25	\$1,566	67	67	\$2,194	97	92
Juvenile Reference	\$796	5	4	\$0	0	0	\$796	5	4	\$0	0	0	\$796	5	4
Juvenile Magazines	\$26	8	8	\$0	0	0	\$26	8	8	\$0	0	0	\$26	8	8
Juvenile on-line databases	\$399	1	1	\$0	0	0	\$399	1	1	\$0	0	0	\$399	1	1
Total Junior Non-Fiction	\$1,634	35	31	\$215	9	7	\$1,849	44	38	\$1,566	67	67	\$3,415	111	105
TOTAL JUVENILE PRINT MATERIALS	\$2,530	242	158	\$1,136	107	71	\$3,666	349	229	\$1,830	88	88	\$5,496	437	317
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$18	0	0	\$0	0	0	\$18	0	0	\$0	0	0	\$18	0	0
Juvenile DVDs	\$37	2	1	\$153	6	3	\$190	8	4	\$485	24	18	\$675	32	22
TOTAL JUVENILE NON-PRINT MATERIAL:	\$55	2	1	\$153	6	3	\$207	8	4	\$485	24	18	\$693	32	22
TOTAL JUVENILE MATERIALS	\$2,584	244	159	\$1,289	113	74	\$3,873	357	233	\$2,315	112	106	\$6,189	469	339
Total Fiction	\$7,369	647	484	\$6,061	423	326	\$13,430	1070	790	\$496	31	31	\$13,926	1101	821
Total Non-Fiction	\$33,940	529	428	\$5,840	282	254	\$39,780	811	682	\$2,187	93	93	\$41,967	904	775
Total Music CDs	\$2,832	166	152	\$695	40	40	\$3,527	206	192	\$0	0	0	\$3,527	206	192
Total Audio Books	\$6,909	88	88	\$2,104	29	29	\$9,014	117	117	\$0	0	0	\$9,014	117	117
Total Video DVDs	\$9,369	453	444	\$3,419	116	94	\$12,788	569	538	\$553	27	21	\$13,341	596	559
TOTAL MATERIALS	\$60,419	1883	1576	\$18,119	890	743	\$78,539	2773	2319	\$3,236	151	145	\$81,775	2924	2484

Outstanding Orders as of October 2006
 General Fund \$34,046
 Adopt-a-book \$0

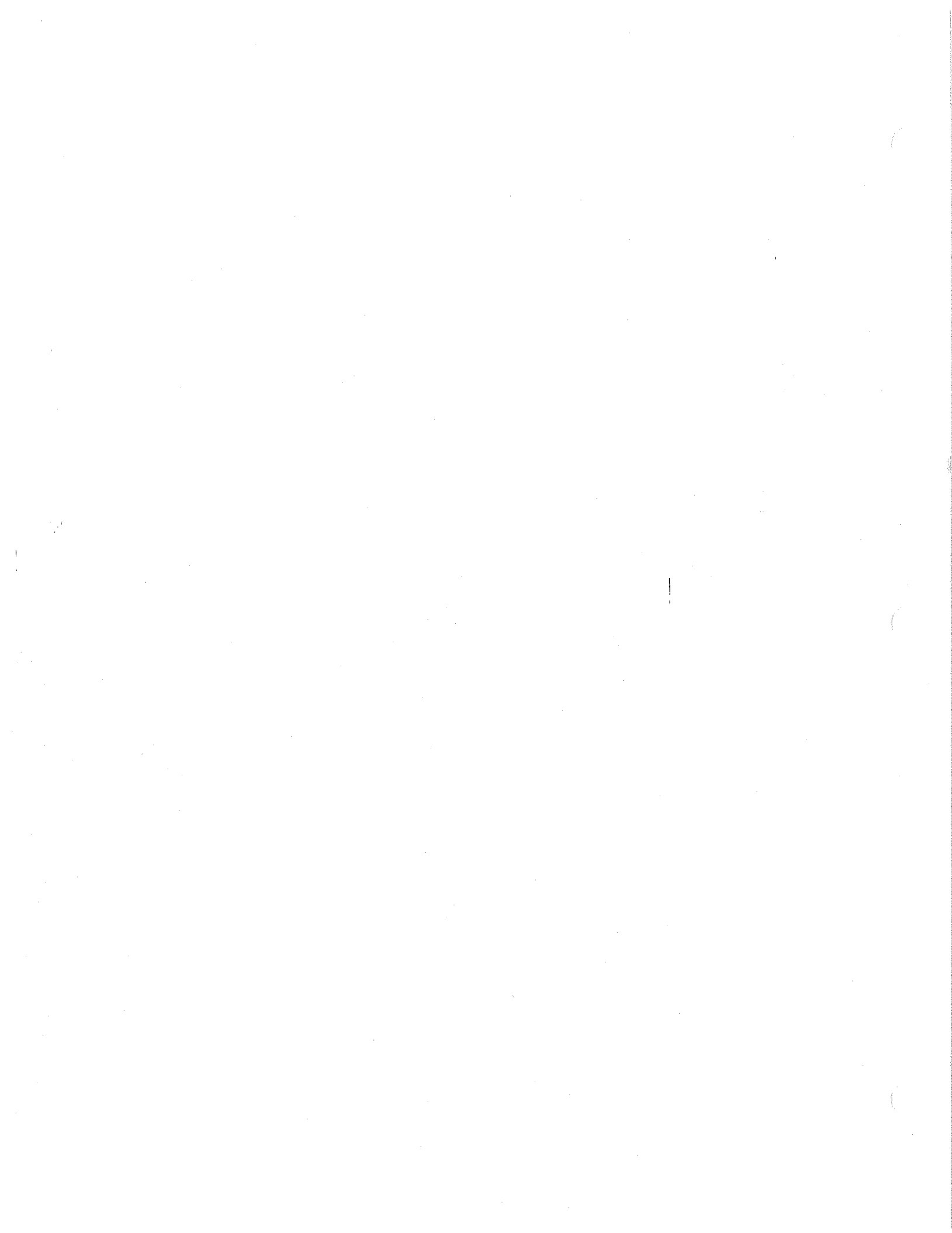
TOTAL \$34,046



Entrepenurial Activities Report
 Net Revenue Summary
 November-06

	Oct-06	Oct-05	YTD 2006-07	YTD 2005-06
Passport	13,098.62	10,207.93	46,503.30	43,798.48
Passport Photos	1,330.00	1,120.00	5,490.00	4,860.00
Notary Public	160.00	30.00	890.00	100.00
Test Proctor	220.00	180.00	964.30	365.00
Total	14,808.62	11,537.93	53,847.60	49,123.48

Prepared by: Wendy Goodson



Summary of Current Status Of Unique Management Accounts
November 20, 2006

Agenda Item 19

FY 06-07	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	15	913	0	18.95	0
August	13	929	3	366.2	0
September	14	936	4	221.45	0
October	19	950	5	529.3	0
November	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	0.00	0
TOTAL YTD	61	3728	12	1135.9	0

UNIQUE MANAGEMENT SERVICES, INC.

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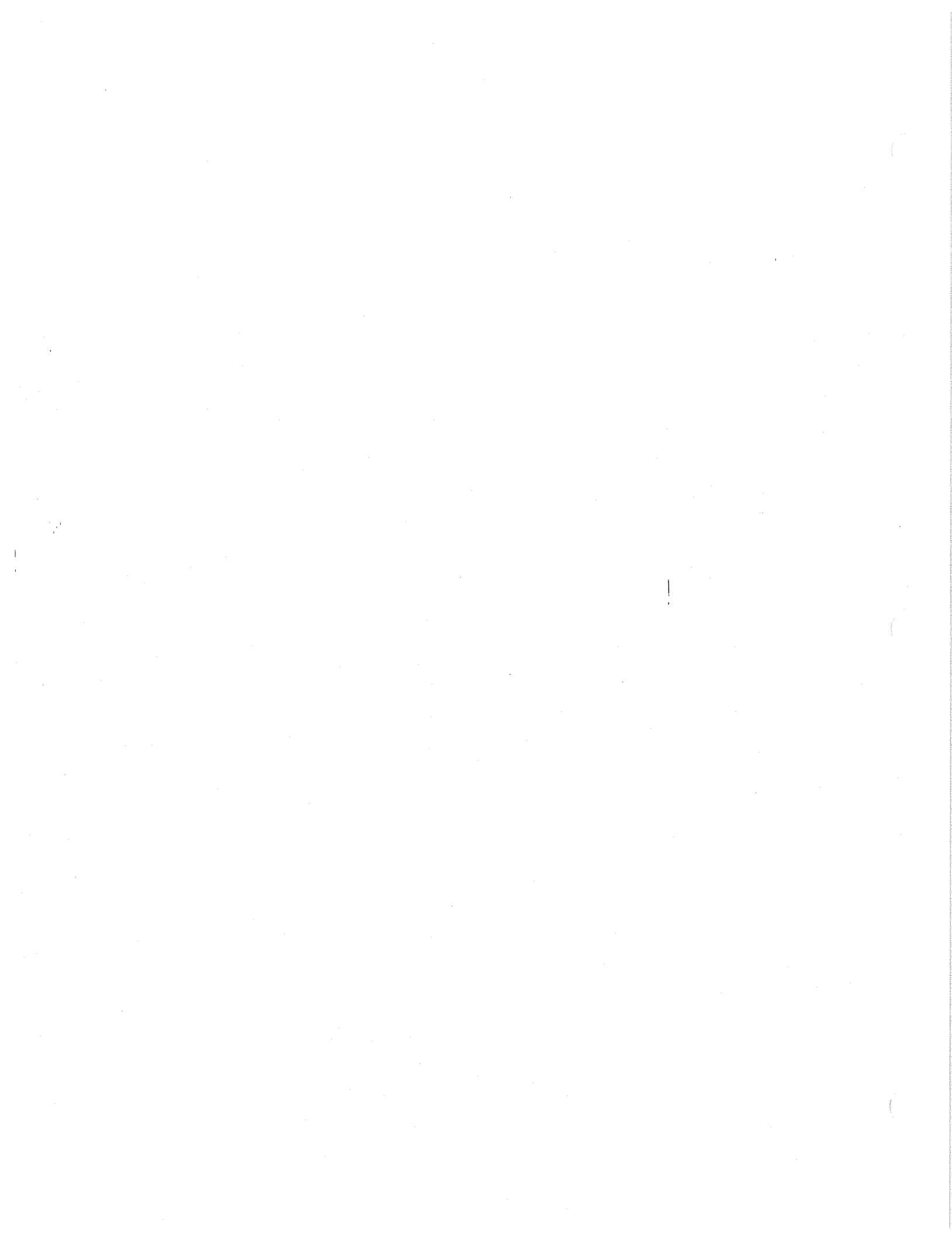
SUMMARY STATUS REPORT

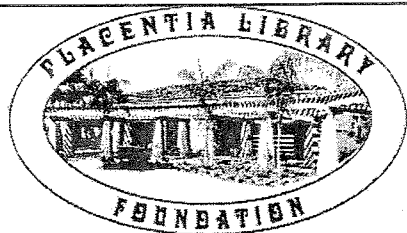
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MS YESENIA GOMEZ
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 10/31/2006

Accounts Submitted	: 1,417	Dollars Submitted	: 133,055.58	Dollars Received	: 50,066.78
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 17,875.80
Incorrect Addresses	: 188	Dollars in Skips	: 11,873.56	Dollars Waived	: 4,203.78
Patron Disputes/Suspends	: 2	Dollars in Dispute	: 46.80	Total Activated	: 91,582.55
Accounts in Process	: 1,214	Dollars in Process	: 115,102.97	% of Dollars Activated	: 79.57%
# of Accounts Activated	: 950				
% of Accounts Activated	: 78.25%				





Transaction Summary 04-06 To 10-06

Gift Report

Gift Listing	Date	Total	
April, 2006			<i>1 Subtotal Record</i>
Mr. & Mrs. Kenneth Blansett	04/05/2006		
August, 2006			<i>7 Subtotal Records</i>
Mr. & Mrs. Robert Riley	08/24/2006		
Mrs. Martha Rome	08/10/2006		
Ms. Dale K Goodman	08/17/2006		
Ms. Patricia A. Higgins	08/21/2006		
Mr. & Mrs. David Baughman	08/21/2006		
Matching Gift	08/21/2006		
Ms. Susan Hurlbut	08/21/2006		
		\$480.00	
September, 2006			<i>18 Subtotal Records</i>
Mrs. Sara S. McClure	09/18/2006		
Ms. Dale K. Goodman	09/18/2006		
Ms. Jean Oxley	09/18/2006		
Ms. Nancy R. Woods	09/17/2006		
Ms. Frances V. Flynn	09/17/2006		
Albertsons	09/18/2006		
Mr. & Mrs. Glenn Baldwin	09/17/2006		
Albertsons	09/18/2006		
Mr. & Mrs. David Boyarsky	09/17/2006		
Ralph's	09/15/2006		
Mr. Greg Sowards	09/18/2006		
Ralph's	09/28/2006		
Placentia Library Friends9/06	09/19/2006		
Placentia Library Friends9/06	09/19/2006		
Placentia Library Friends9/06	09/19/2006		
Placentia Library Friends9/06	09/19/2006		
Placentia Library Friends9/06	09/19/2006		
Dr. & Mrs. Allan Stark	09/18/2006		

Gift Listing	Date	Total
		\$4,792.33
October, 2006		8 Subtotal Records
Ms. Valerie Paulson	10/30/2006	
Ms. Jo Ann Nelson	10/12/2006	
Ms. Jo Ann Nelson	10/12/2006	
Mr. Donald R. McWilliams	10/12/2006	
Placentia Library Friends9/06	10/15/2006	
Mr. & Mrs. Charles Juster	10/16/2006	
Dr. Jane Woo Quon, M.D.	10/18/2006	
Placentia Round Table Women's Club	10/03/2006	
		\$1,032.00
		\$6,354.33

34 Total Records

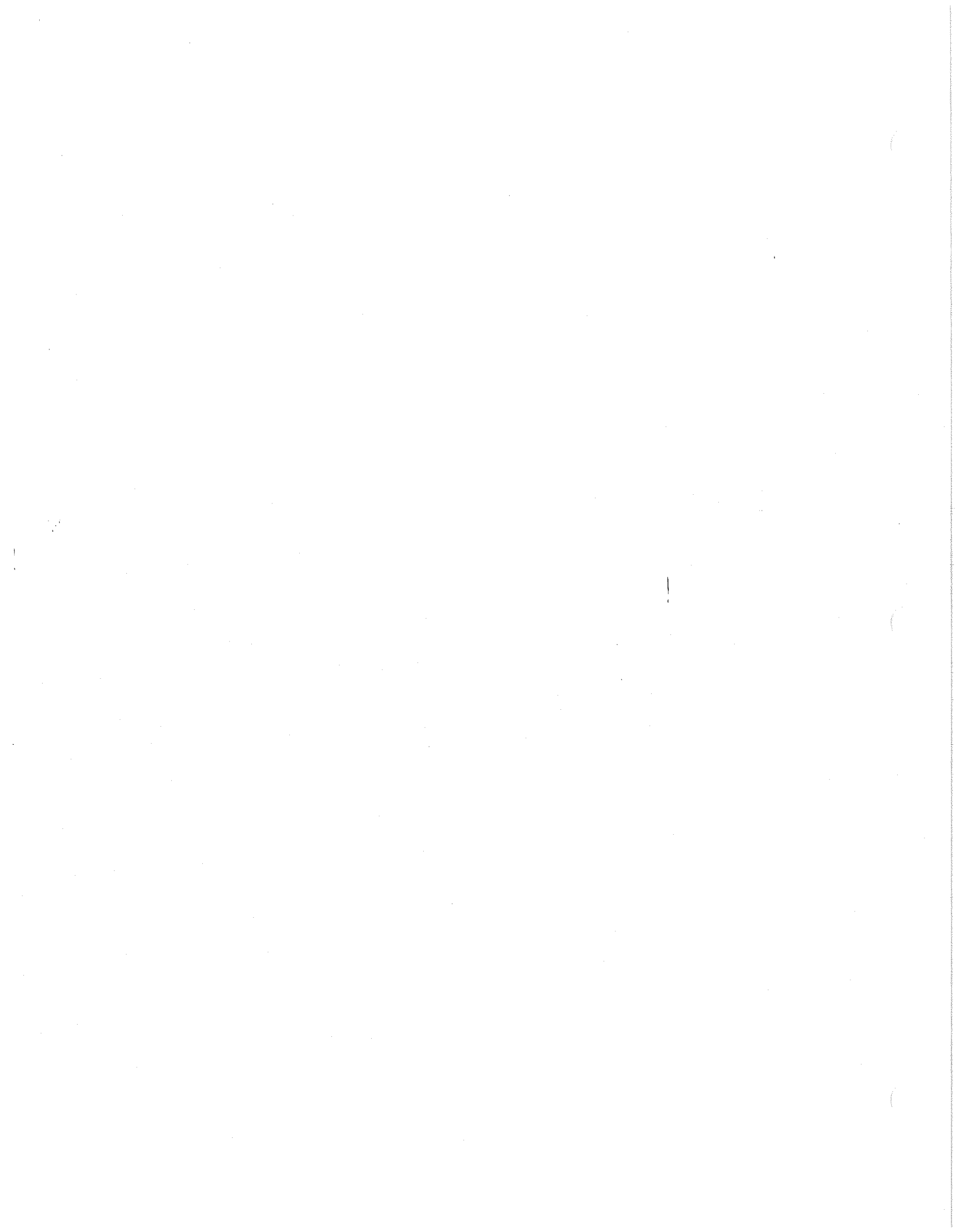
Report Criteria: Date Transaction Is Between 4/1/2006 and 11/1/2006

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Building Maintenance Report for October 2006**
DATE: November 20, 2006

HVAC: 10-24-06 – Monthly servicing of system.
Entrance Doors: 10-11-06 – Adjust door speed.
Carpet Cleaners: 10-27-06 - Cleaned Meeting Room carpet.

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for October 2006
DATE: November 20, 2006

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

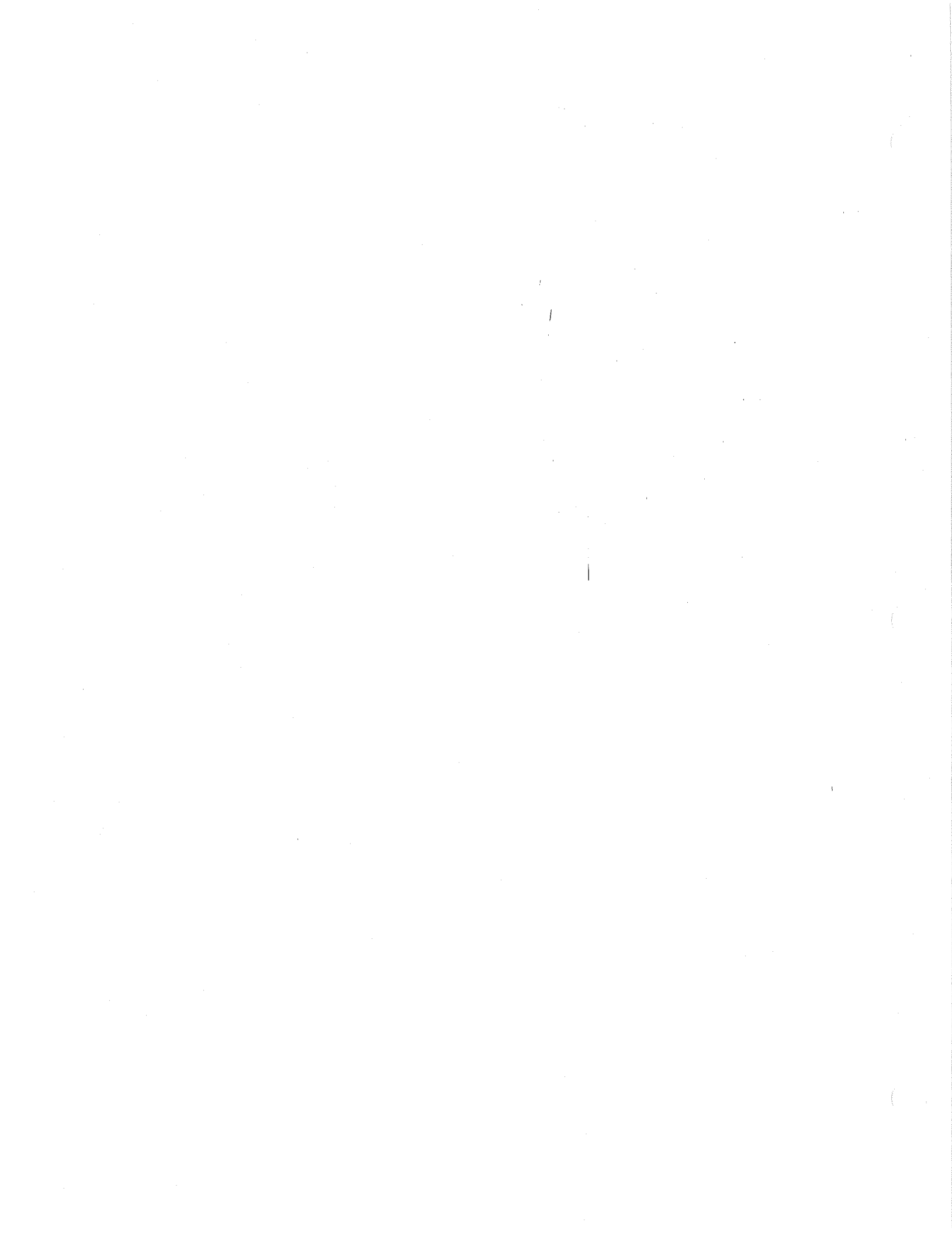
WORKERS' COMPENSATION LEAVE:

None

PERFECT ATTENDANCE for the Period of July 2006-September 2006

Gary Bell	Nadia Dallstream	Yesenia Gomez
Caroline Gurkweitz	Alex Hernandez	Katie Matas
Shawn Robison	Ed Stryzik	

Prepared by: Wendy Goodson



TO: Elizabeth D. Minter, Library Director

FROM: Lois Monroe, Coordinator of Development and Volunteer Services

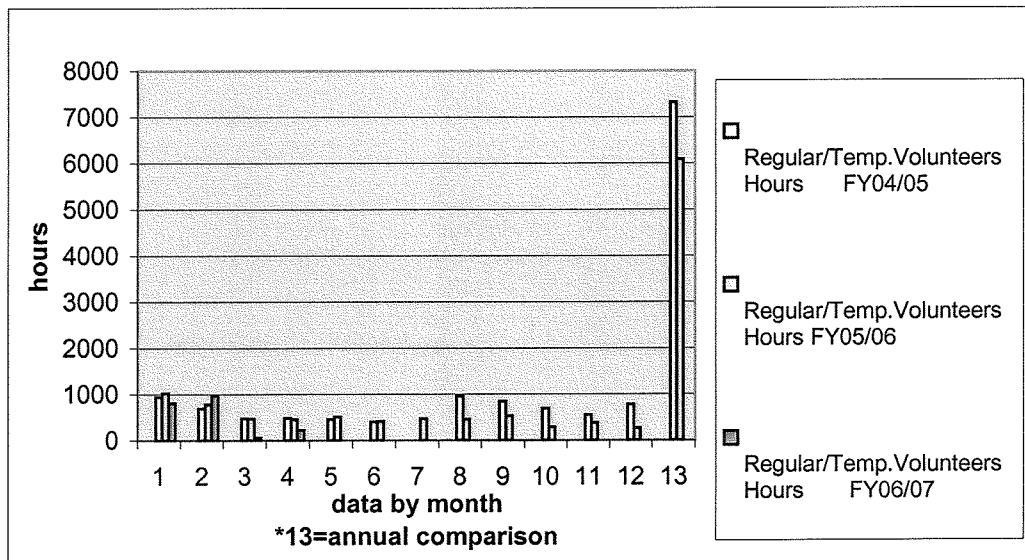
SUBJECT: Volunteer Report for Month of October

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

Regular/Temp.Volunteers Hours

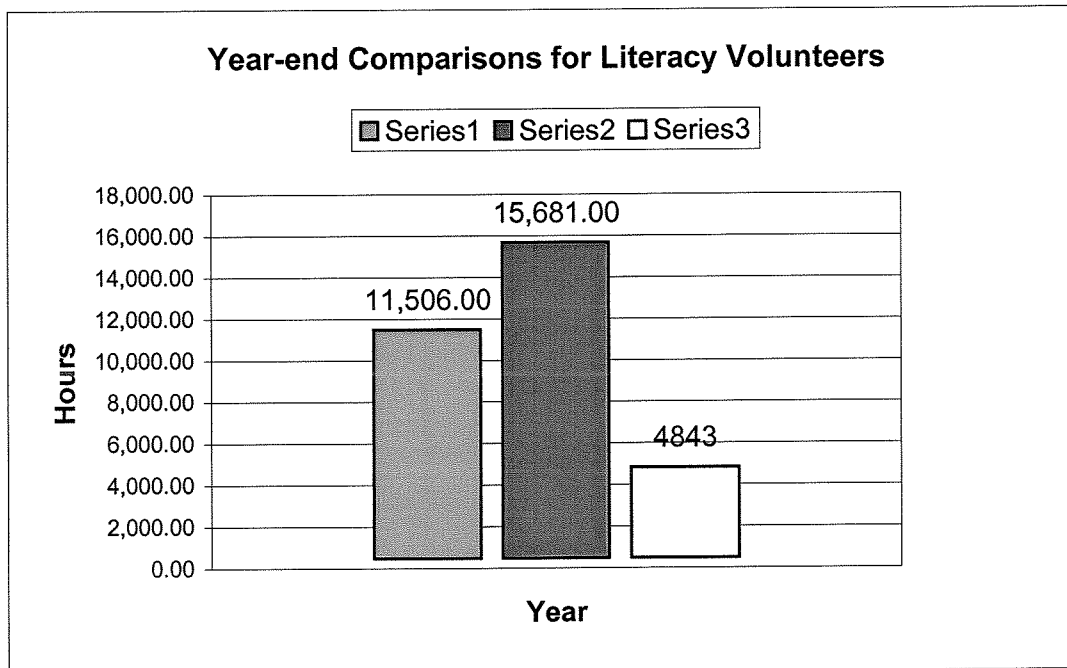
	FY04/05	FY05/06	FY06/07
July	948.25	1,027.50	815.25
August	696.25	784.50	980.75
September	482.00	470.75	60
October	487.75	458.25	227
November	461.00	516.00	
December	400.75	416.00	
January	*	472.00	
February	959.75	462.50	
March	846.50	537.50	
April	698.00	294.50	
May	559.75	380.25	
June	<u>780.00</u>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

# of Active Volunteers for June 2006	Jul-06	Aug-06	Sep-06	Oct-06
Bookstore:	36	31	39	35
Regular:	8	6	11	9
Temporary:	6	13	8	11
Literacy:	167	63	79	104



Literacy Volunteer Hours

	FY04/05	FY05/06	FY06/07
July	1,008.00	622.00	892
August	684.00	609.00	987
September	704.00	894.00	1030
October	684.00	1,750.00	1934
November	1,458.00	1,599.00	
December	1,075.00	1,599.00	
January	*	912.00	
February	2,084.00	1,266.00	
March	978.00	1,200.00	
April	976.00	2,210.00	
May	814.00	1,610.00	
June	<u>1,041.00</u>	<u>1,410.00</u>	
	11,506.00	15,681.00	4843



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



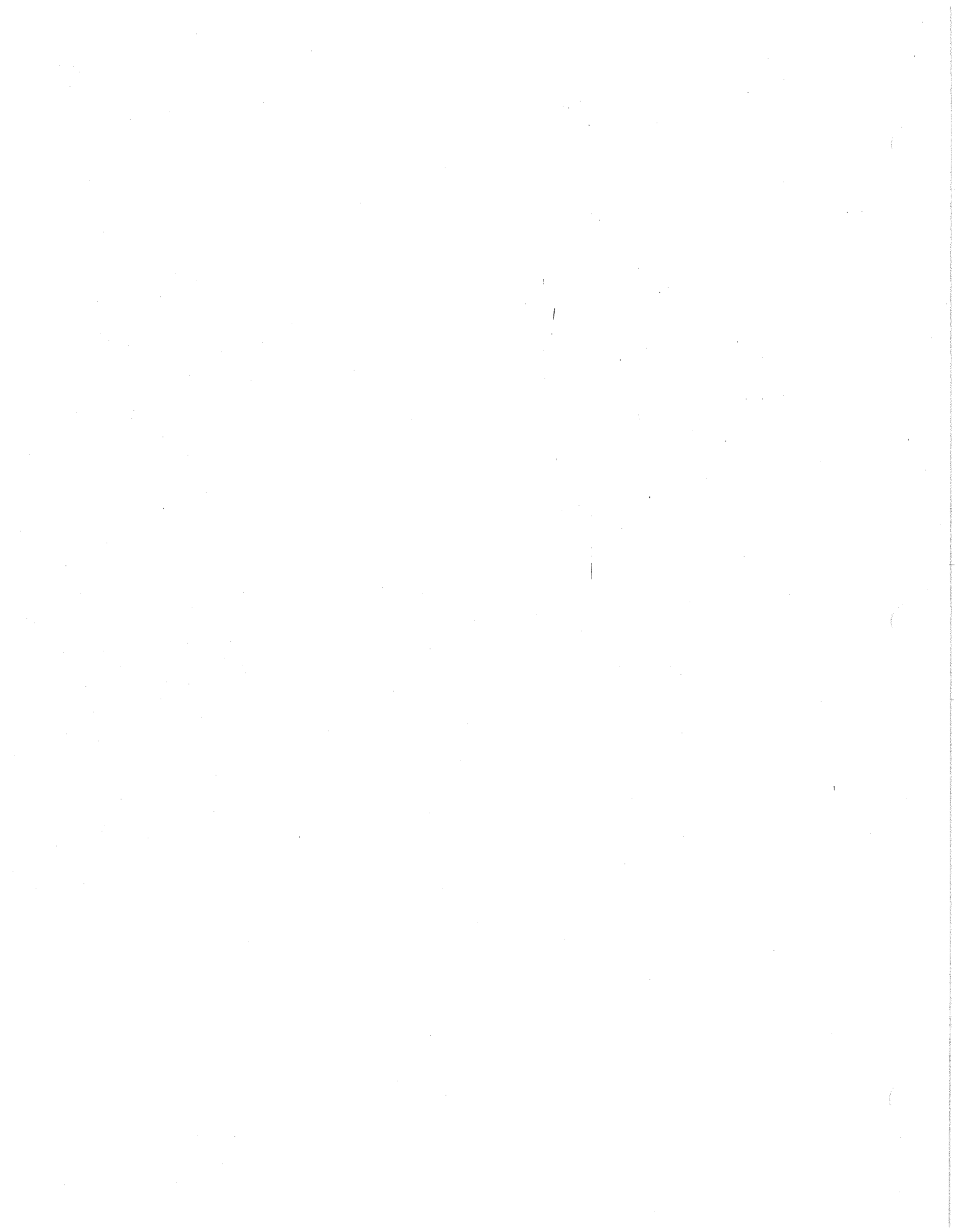
Placentia Library District

Circulation Report – October 2006

	October 2006	October 2005	Y-T-D 2006	Y-T-D 2005	Y-T-D % change
1st Time Checkouts	16,095	16,176	64,037	65,332	-2.0%
Phone Renewals	1,056	1,082	3,430	3,730	-8.7%
<u>In-Building Renewals</u>	<u>494</u>	<u>577</u>	<u>2,179</u>	<u>1,985</u>	8.9%
TOTAL CHECKOUTS	17,645	17,835	69,646	71,047	-2.0%
On-Time Checkins	17,797	17,576	72,173	72,620	-0.6%
<u>Late Checkins</u>	<u>1,065</u>	<u>1,110</u>	<u>4,201</u>	<u>4,205</u>	-0.1%
TOTAL CHECKINS	18,862	18,686	76,374	76,825	-0.6%
Holdings Placed	606	551	2,147	2,215	-3.2%
Holdings Cancelled	16	20	76	94	-23.7%
Holdings Filled	390	379	1,674	1,749	-4.5%
NEW PATRON REGISTRATIONS	357	967	1,396	2,754	-97.3%
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,391	6,273	25,422	25,276	0.6%
Juvenile Print	7,584	7,738	29,365	29,925	-1.9%
Audio	1,107	1,127	4,420	4,339	1.8%
<u>Visual</u>	<u>4,084</u>	<u>3,676</u>	<u>16,078</u>	<u>15,816</u>	1.6%
TOTAL CIRCULATION	19,166	18,814	75,285	75,356	-0.1%
CIRCULATION BY PLACE OF RESIDENCE					
To Placentia residents	10,556	10,767	42,651	45,587	-6.9%
To Anaheim residents	4,127	3,596	10,890	13,068	-20.0%
To residents outside Tri-City	4,483	4,451	21,744	16,701	23.2%
TYPES OF ACTIVE BORROWERS					
Adult	14,322	13,389			
Young Adult	301	297			
Juvenile	2,960	3,575			
New Borrower	1,277	1,163			
<u>Other (staff)</u>	<u>308</u>	<u>414</u>			
TOTAL ACTIVE BORROWERS *	19,168	18,838			
TOTAL REGISTERED BORROWERS **	30,563	23,248			
ATTENDANCE	51,822	31,872	89,485	65,195	27.1%

* Active borrowers have used the Library this month

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



PLACENTIA INVOICES

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

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05	08/08/05	5,806.71	1,150.57	649.79	107.50	0.00	7.42	7,721.99
Sep-05	09/12/05	5,666.05	1,150.57	243.44	460.73	0.00	7.20	7,527.99
Oct-05	10/05/02	5,323.86	1,150.57	184.99	215.00	0.00	0.00	6,874.42
Nov-05	11/03/05	3,277.59	1,150.57	354.93	107.50	0.00	14.37	4,904.96
Dec-05	12/12/05	2,597.26	1,150.57	291.60	107.50	0.00	7.20	4,154.13
Jan-06	01/10/06	2,154.68	2,104.43	385.17	2,366.02	0.00	7.20	7,017.50
Feb-06	02/09/06	2,494.98	1,150.57	210.52	348.72	0.00	7.15	4,211.94
Mar-06	03/08/06	0.00	1,150.57	123.06	107.50	0.00	7.17	1,388.30
Apr-06	04/11/06	2,772.36	1,150.57	144.17	107.50	0.00	7.23	4,181.83
May-06	05/12/06	2,502.66	1,150.57	144.17	107.50	0.00	7.17	3,912.07
Jun-06	06/12/06	2,752.81	1,553.83	144.17	107.50	0.00	0.00	4,558.31
TOTAL		39,654.98	15,163.96	3,525.80	4,142.97	0.00	86.79	62,574.50
AVG		3,304.58	1,263.66	293.82	345.25	0.00	7.23	5,214.54

PERIOD COVERED FY2006-2007	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-06	07/13/06	3,167.47	1,582.33	0.00	0.00	0.00	7.19	4,756.99
Aug-06	08/07/06	6,246.49	0.00	1,450.54	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		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		32,415.07	5,099.39	1,860.55	583.23	0.00	51.26	40,009.50
AVG		6,483.01	1,019.88	372.11	116.65	0.00	10.25	8,001.90



TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-04	1,177.42	204.00	0.00	1,381.42	690.71
Aug-04	1,233.58	211.50	0.00	1,445.08	722.54
Sep-04	1,147.36	211.50	0.00	1,358.86	679.43
Oct-04	1,147.36	211.50	0.00	1,358.86	679.43
Nov-04	1,177.42	196.50	0.00	1,373.92	686.96
Dec-04	1,364.88	211.50	0.00	1,576.38	788.19
Jan-05	1,263.33	189.00	0.00	1,452.33	726.17
Feb-05	1,401.08	204.00	0.00	1,605.08	802.54
Mar-05	1,263.33	189.00	0.00	1,452.33	726.17
Apr-05	1,263.33	189.00	0.00	1,452.33	726.17
May-05	987.83	159.00	0.00	1,146.83	573.42
Jun-05	987.83	174.00	0.00	1,161.83	580.92
TOTAL	14,414.75	2,350.50	0.00	16,765.25	8,382.63
AVG	1,201.23	195.88	0.00	1,397.10	698.55

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	1,125.58	174.00	0.00	1,299.58	649.79
Sep-05	372.88	114.00	0.00	486.88	243.44
Oct-05	339.98	30.00	0.00	369.98	184.99
Nov-05	610.86	99.00	0.00	709.86	354.93
Dec-05	484.20	99.00	0.00	583.20	291.60
Jan-06	770.34	0.00	0.00	770.34	385.17
Feb-06	421.04	0.00	0.00	421.04	210.52
Mar-06	177.12	69.00	0.00	246.12	123.06
Apr-06	219.34	69.00	0.00	288.34	144.17
May-06	219.34	69.00	0.00	288.34	144.17
Jun-06	219.34	69.00	0.00	288.34	144.17
TOTAL	6,085.60	966.00	0.00	7,051.60	3,525.80
AVG	507.13	80.50	0.00	587.63	293.82

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	0.00	0.00	0.00	0.00	0.00
Jan-07	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00
TOTAL	1,096.70	285.00	0.00	1,381.70	690.85
AVG	219.34	57.00	0.00	276.34	138.17

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Aug-04	284.72	270.54	60.56	0.00	617.76	1,233.58
Sep-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Oct-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Nov-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Dec-04	355.90	330.66	60.56	0.00	617.76	1,364.88
Jan-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-05	379.98	345.50	65.80	0.00	609.80	1,401.08
Mar-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Apr-05	337.76	310.95	65.80	0.00	548.82	1,263.33
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00	426.86	987.83
TOTAL	3,679.40	3,385.29	758.16	0.00	6,591.90	14,414.75
AVG	306.62	282.11	63.18	0.00	549.33	1,201.23

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Sep-05	168.88	138.20	65.80	0.00	0.00	372.88
Oct-05	168.88	138.20	32.90	0.00	0.00	339.98
Nov-05	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	0.00	0.00	0.00	0.00	0.00	0.00
Jan-07	0.00	0.00	0.00	0.00	0.00	0.00
Feb-07	0.00	0.00	0.00	0.00	0.00	0.00
Mar-07	0.00	0.00	0.00	0.00	0.00	0.00
Apr-07	0.00	0.00	0.00	0.00	0.00	0.00
May-07	0.00	0.00	0.00	0.00	0.00	0.00
Jun-07	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	422.20	345.50	329.00	0.00	0.00	1,096.70
AVG	84.44	69.10	65.80	0.00	0.00	219.34

TIME BY TYPE OF WORKER

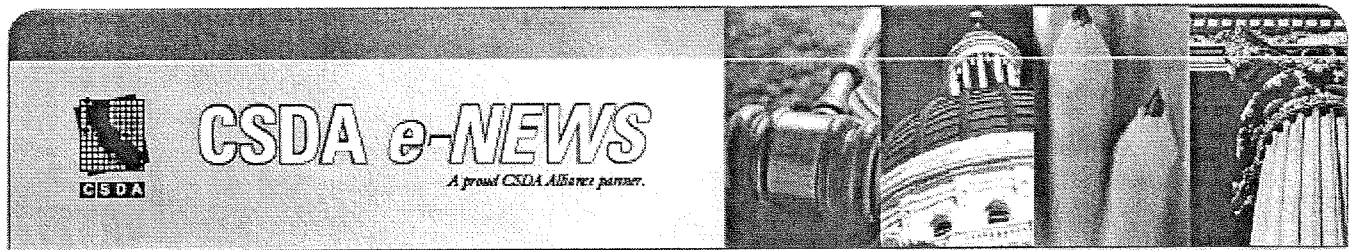
FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-04	8.00	9.00	2.00	0.00		20.00	39.00
Aug-04	8.00	9.00	2.00	0.00		22.00	41.00
Sep-04	8.00	8.00	2.00	0.00		20.00	38.00
Oct-04	8.00	8.00	2.00	0.00		20.00	38.00
Nov-04	8.00	9.00	2.00	0.00		20.00	39.00
Dec-04	10.00	11.00	2.00	0.00		22.00	45.00
Jan-05	8.00	9.00	2.00	0.00		18.00	37.00
Feb-05	9.00	10.00	2.00	0.00		20.00	41.00
Mar-05	8.00	9.00	2.00	0.00		18.00	37.00
Apr-05	8.00	9.00	2.00	0.00		18.00	37.00
May-05	6.00	7.00	2.00			14.00	29.00
Jun-05	6.00	7.00	2.00	0.00		14.00	29.00
TOTAL	95.00	105.00	24.00	0.00		226.00	450.00
AVG	7.92	8.75	2.00	0.00		18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	7.00	8.00	2.00	0.00		16.00	33.00
Sep-05	4.00	4.00	2.00	0.00		0.00	10.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	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	0.00	0.00	0.00	0.00		0.00	0.00
Jan-07	0.00	0.00	0.00	0.00		0.00	0.00
Feb-07	0.00	0.00	0.00	0.00		0.00	0.00
Mar-07	0.00	0.00	0.00	0.00		0.00	0.00
Apr-07	0.00	0.00	0.00	0.00		0.00	0.00
May-07	0.00	0.00	0.00	0.00		0.00	0.00
Jun-07	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	10.00	10.00	10.00	0.00		0.00	30.00
AVG	2.00	2.00	2.00	0.00		0.00	6.00

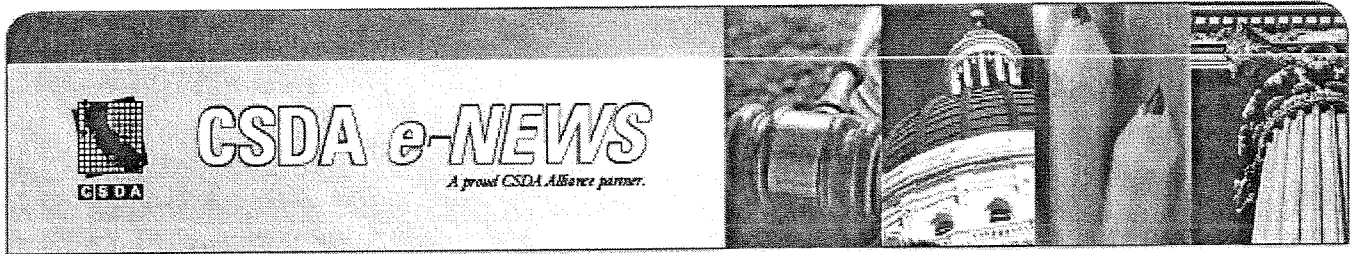


2007 Policy and Advocacy Summit

Mark your calendar for the 2007 CSDA Policy and Advocacy Summit, scheduled for May 14-15, 2007, in Sacramento. Formerly called Government Affairs Day, the annual event has been renamed to better reflect the purpose and intention of the annual legislative symposium as an opportunity for members to lobby for policies that promote and protect special districts. Be sure to reserve these dates in order to take full advantage of the opportunity to hear prominent speakers discuss the relevant and top legislative matters, attend breakout sessions on current policy issues, and meet with your legislators. Your voice is needed in Sacramento! Watch the [CSDA website](#) for more information on the 2007 Policy and Advocacy Summit or call Public Affairs Specialist Tom Vu toll-free at (877) 924-CSDA (2732).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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2007 local government omnibus bill

Each year the Senate Local Government committee sponsors an omnibus bill, containing minor, non-controversial changes to local government issues. The committee has invited special districts to submit any suggestions regarding what they would like to see changed in state law, pertaining to local government. The omnibus bill is designed as a consensus measure, containing only changes that do not receive opposition; therefore any requested changes must receive the consent of all parties involved with the bill. If you have an issue that meets the committee's criteria for inclusion, [you may download the committee's application](#). Detailed instructions on the application process and requirements for suggested changes may also be found at this location. Any suggested changes must be submitted to the committee via mail, email, peter.detwiler@sen.ca.gov, or fax, (916) 322-0298, by Dec. 1, 2006.

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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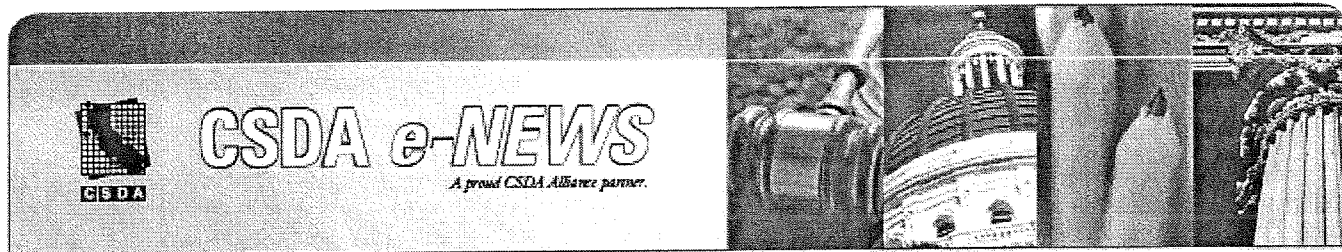


Know a legislator? Let us know too!

Grassroots participation is the key to any advocacy campaign. And for CSDA to properly represent its members in the State Capitol, we need your help. Tell us about any legislators you know and how well you know them. We may need you to place one or two phone calls at key, selective points during the year to help push through or defeat a bill. Complete our online [Grassroots Connections Survey](#) and return it to Public Affairs Specialist Tom Vu by fax at (916) 442-7889 or by email, tomv@csda.net.

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CSDA expands training for board members

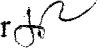
Newly elected board members aren't the only ones who need to know about major legislative issues, the basics of special district governance and operations, and a board member's role and responsibilities. "The training we offer to new board members also makes an excellent refresher for established board members," said Darcel Harris, CSDA's education director. Now called Board Member Training, this two-day workshop will be presented in conjunction with AB 1234 ethics compliance training on Jan. 25-26 in Elk Grove, Feb. 8-9 in Port Hueneme and Mar. 1-2 in Ontario. Watch the [CSDA website](#) for more information about Board Member Training and CSDA's other 2007 education programs, or call toll-free at (877) 924-CSDA (2732).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

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Agenda Item 27

TO: Elizabeth Minter, Library Director

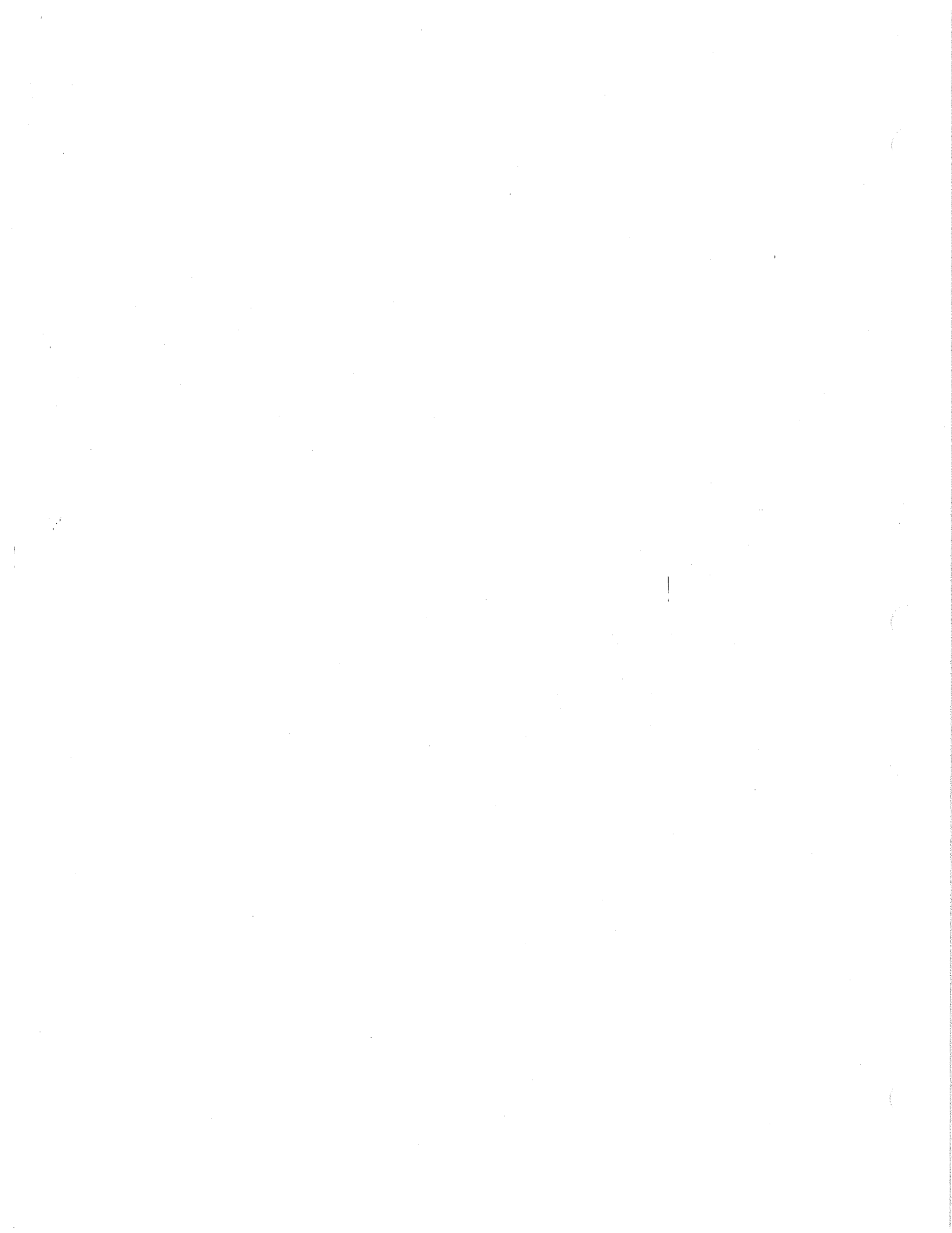
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: November 20, 2006

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

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

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) has begun again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. So far, more than 140 students have signed-up.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled so far 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 September 18.
- * The Kraemer-Placentia Library Homework Club is scheduled to start in October, date to be determined.





TO: Elizabeth Minter, Library Director

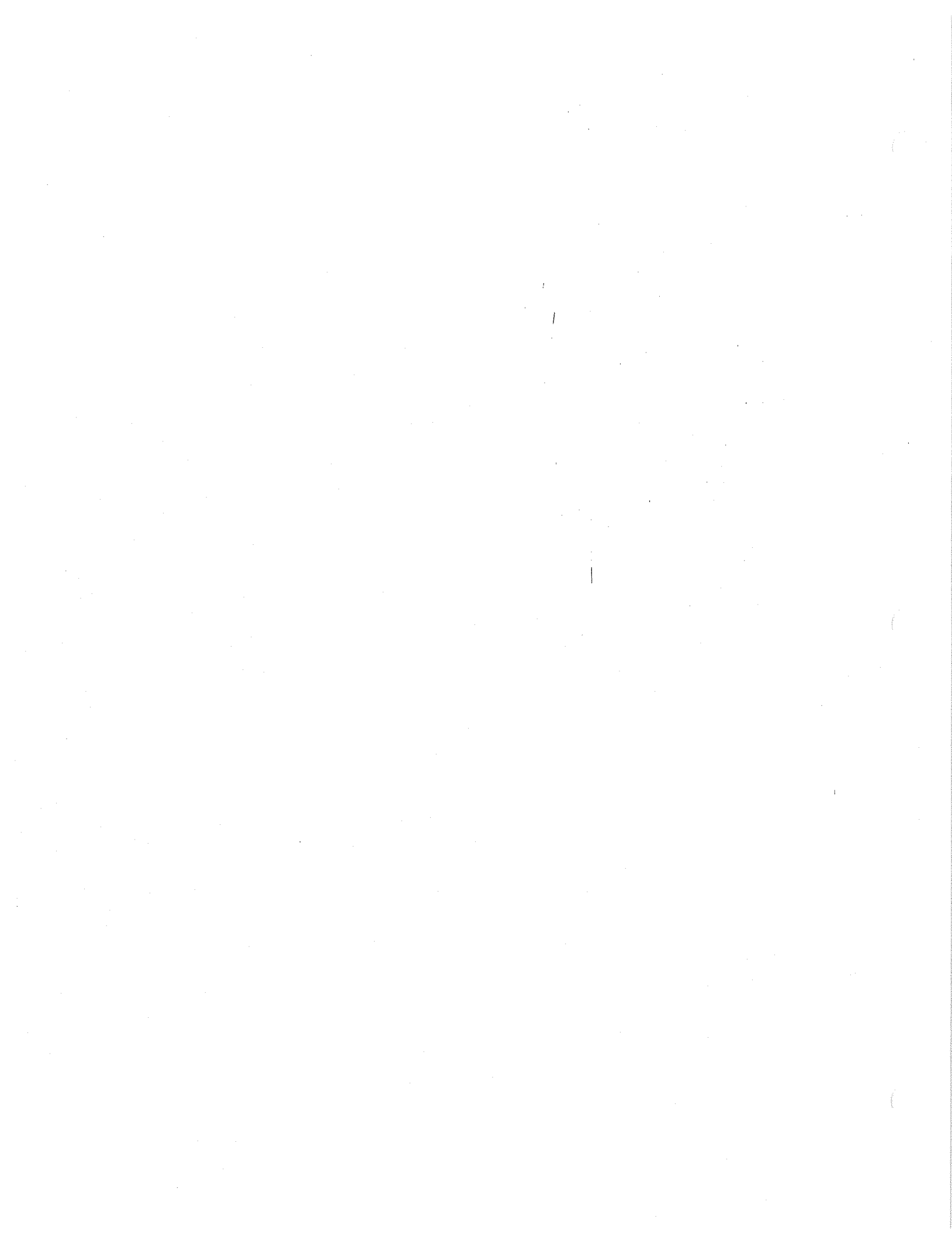
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

DATE : November 20, 2006

SUBJECT: Poet Laureate.

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in October.

We plan to have poetry workshops again during the spring of 2007.



ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2006-07

FILING DATE: December 1, 2006

1. Library jurisdiction. Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian, will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 47, Statutes of 2006 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2006-07 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2006."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements that **may be** included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
 - Fines, fees, gifts, other local income not included above
5. Elements that **may not** be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Technology Act (LSTA)
 - Library of California Act (LoC) funds
 - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)

6. Certification. Complete both entries.	<u>FY 2005-06</u>	<u>FY 2006-07</u>
	2,630,209	3,106,161
Local revenue appropriated (see paragraph 4 above)	<u>2,630,209</u>	<u>3,106,161</u>

100% maintenance of effort has been authorized for the 2006-07 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please see the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein and that the data provided is all true, correct and in accordance with law and that payment has not previously been received for fiscal year 2006-07.

Signature of Fiscal Officer: ED Minter Date 11-15-06

Print Name and Title: Elizabeth D. Minter Telephone 714-528-1925x203

Address: Placentia Library District
411 E Chapman Ave, Placentia CA 92870

U.S. MAIL: BUDGET OFFICE - PUBLIC LIBRARY FUND
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

DELIVERY SERVICE (Fed Ex, United Parcel, etc.): Budget Office – Public Library Fund,
California State Library, 900 N Street, Sacramento, CA 95814. See Attachment B for postal information.

IN-PERSON DELIVERY: State Librarian’s Office, Room 220, California State Library, 914
Capitol Mall, Sacramento, CA 95814

NOTE: *Due to the strict guideline of the December 1 submission date, it is very important to prepare all correspondence and mailing labels with the appropriate address above. Failure to do so may jeopardize the timely receipt of your certification form by the State Library Budget Office.*

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

- a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.
- b) "Foundation program" means those elements of library service, which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.
- (c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

RETURN THIS FORM WITH THE ANNUAL CERTIFICATION AND WAIVER FORMS BY DECEMBER 1, 2006

CALIFORNIA STATE LIBRARY
Public Library Fund Act
Signature Authorization Form

The following individual(s) have signature authority for Certification of the Public Library Fund
(see definitions of the law below)

LIBRARY JURISDICTION: Placentia Library District

NAME: Elizabeth D. Minter

TITLE: Library Director

SIGNATURE: 

TELEPHONE: 714-528-1925x.203 Email: eminter@placentialibrary.org

ADDRESS: Placentia Library District
411 E Chapman Ave, Placentia CA 92870

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

U.S. MAIL: BUDGET OFFICE - PUBLIC LIBRARY FUND
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IN-PERSON DELIVERY: State Librarian's Office, Room 220, California State Library, 914
Capitol Mall, Sacramento, CA 95814





CALIFORNIA
STATE LIBRARY
FOUNDED 1850

November 6, 2006

FOR IMMEDIATE RELEASE

CONTACT: Sarah Dalton
916-654-1483

California State Library supports digitization of California's many library treasures

SACRAMENTO - Over 18,000 of California's historic photos and print artifacts are now on one website, accessible to users worldwide. The California State Library, through a program called the *Local History Digital Resources Project*, is helping people in California libraries learn how to make their collections part of this virtual window on California's history.

The California State Library's *Local History Digital Resources Project* assists staff in California libraries from Modoc to Calexico to digitize their manuscripts, photographs, and works of art like Marin County Free Library's postcard of a 1905 Kentfield real estate office. The California State Library pays for library staff members to attend trainings on digitizing artifacts. It gives libraries access to a cataloging tool. It provides scanning services for 200 images and it allows \$5000 for costs related to the library's project.

Because more than 40 public, academic and special libraries have participated in the *Project* since 1999 anyone, from student to journalist to genealogist to web surfer, can view, save, and print California rarities that libraries normally hold in special collections.

Susan Jones of the Southern California Library for Social Studies and Research says, "The experience gained by participating in the *Local History Digital Resources Project* has proven essential to our efforts in moving forward in this digital direction." And Anji Brenner of Mill Valley Public Library says, "Our [Mill Valley Public Library] Foundation is using our [digitization] project as a springboard for securing an endowment to assure ... funding for digitizing the [library's] entire collection."

Library users can access California libraries' digitized items through a single interface on Calisphere which the University of California's California Digital Library (CDL) hosts. CDL collaborates with the California State Library to provide technical assistance to libraries on digitization, and to publish and preserve the digitized collections. The Calisphere web site is available at: <http://www.calisphere.universityofcalifornia.edu/institutions.html>.

The Institute of Museum and Libraries Services provides the funds for the *Project* through a Library Services and Technology Act (LSTA) grant administered in California by the State Librarian.

For more information about the *Local History Digital Resources Project*, please contact Ira Bray, Technology Consultant, Library Development Services, California State Library at 916-653-0171 or ibray@library.ca.gov.

About the University of California, California Digital Library

The California Digital Library supports the assembly and creative use of the world's scholarship and knowledge for the University of California libraries and the communities they serve. In addition, the CDL provides tools that support the construction of online information services for research, teaching, and learning, including services that enable the UC libraries to effectively share their materials and provide greater access in digital content. For more information please visit: <http://www.cdlib.org/>

About the Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute helps create strong libraries and museums that connect people to information and ideas. It works at the national level and in coordination with state and local organizations to enhance learning and innovation; sustain heritage, culture and knowledge; and support professional development. To learn more about the Institute, please visit: <http://www.imls.gov/>.

###

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Library Director's Report *WJN*
DATE: November 20, 2006

Activities Report:

Oct 16 Met with Friends Director Ben Boelman, Mary Strazdas, Lois Monroe & Yesenia Gomez to discuss initiating delivery services to one of the senior residential facilities.

Library Board Work Session with Linda Demmers.

Library Board Meeting

Oct 17 Participated in demonstration of planned giving software for the Placentia Library Foundation at Placentia Library.

Oct 18 Met with Christie Caravelle, the new Community Services Manager for the City of Placentia.

Met with the Friends/Foundation Joint Publications Committee to finalize the brochure.

Oct 19 Participated in Staff Appreciation Dinner at the home of Sandra Stark.

Oct 22-25 Attended the Internet Librarian Conference in Monterey with Vernon Napier.

It began with an author's presentation by J. A. Jance (*The Edge of Evil*) which I enjoyed until she started to sing to us!

The first day there was a series of programs aimed directly at public libraries: Emerging Technologies & Changing Roles; Delighting Public Library Users – Personas in Action; Cultivating Tech-Savvy Library Staff; OPAC Tips & Tricks for Improving User Experiences & Synergy for Better Services, IT & Library Cultures.

The second & third days I focused on social computing issues: Wikis for libraries; What's Hot & New with Social Software & Blogging Applications & Tips; Determining & Communicating Value; Flickr & Libraries; and MySpace & Facebook. An increasing number of public libraries have staff that are dedicated to social computing services to library users. This seems to be a major trend.

Oct 26-Nov 3 Vacation

Nov 2 Vernon Napier represented me at the Santiago Library System Executive Council Meeting in Yorba Linda

Nov 6 Friends Board of Directors Meeting

Nov 8 Friends/Foundation Finance Committee to discuss merger issues
Placentia Library Foundation Board of Directors Meeting.

Nov 9 Met with designer to discuss Christmas tree decorations
Library Board Special Meeting to approve photocopier purchases.

Met with Carol Stone from Executive Consulting, Jean Lasley & Lois Monroe to discuss Placentia's support organizations.

Attended Chamber of Commerce Mixer at CTS Appliance.

Nov 14 Participated in Photoshop training program

Staff Meetings:

Oct 18 Reviewed & discussed the proposed dress code.

Nov 1 Workshop on working with the hearing impaired by a representative from the Dayle Macintosh Center.

Nov 15 General announcements and plans for the holiday party.

Agenda Item 33

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager
DATE: November 20, 2006
SUBJECT: Program Committee Report for the month of October. *JK*

ADULT SERVICES

	Oct 05-06	Oct 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	1	5	5
NUMBER OF ATTENDEES	61	28	129	76

CHILDREN'S SERVICES

	Oct 05-06	Oct 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	25	7	101	86
NUMBER OF ATTENDEES	894	310	4,565	3,436

PROGRAM COMMITTEE

	Oct 05-06	Oct 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	0	1	0	6
NUMBER OF ATTENDEES	0	10	0	41
NEWS RELEASES	NA	1	NA	4

LITERACY SERVICES

	Oct 05-06	Oct 06-07	YTD 05-06	YTD 06-07
Total Tutors	143	104	186	123
Total Students	132	228	187	230
Total Hours	1,750	1,934	3,875	4,753

Attachment 1: Request for Parent Reading Guide.
For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

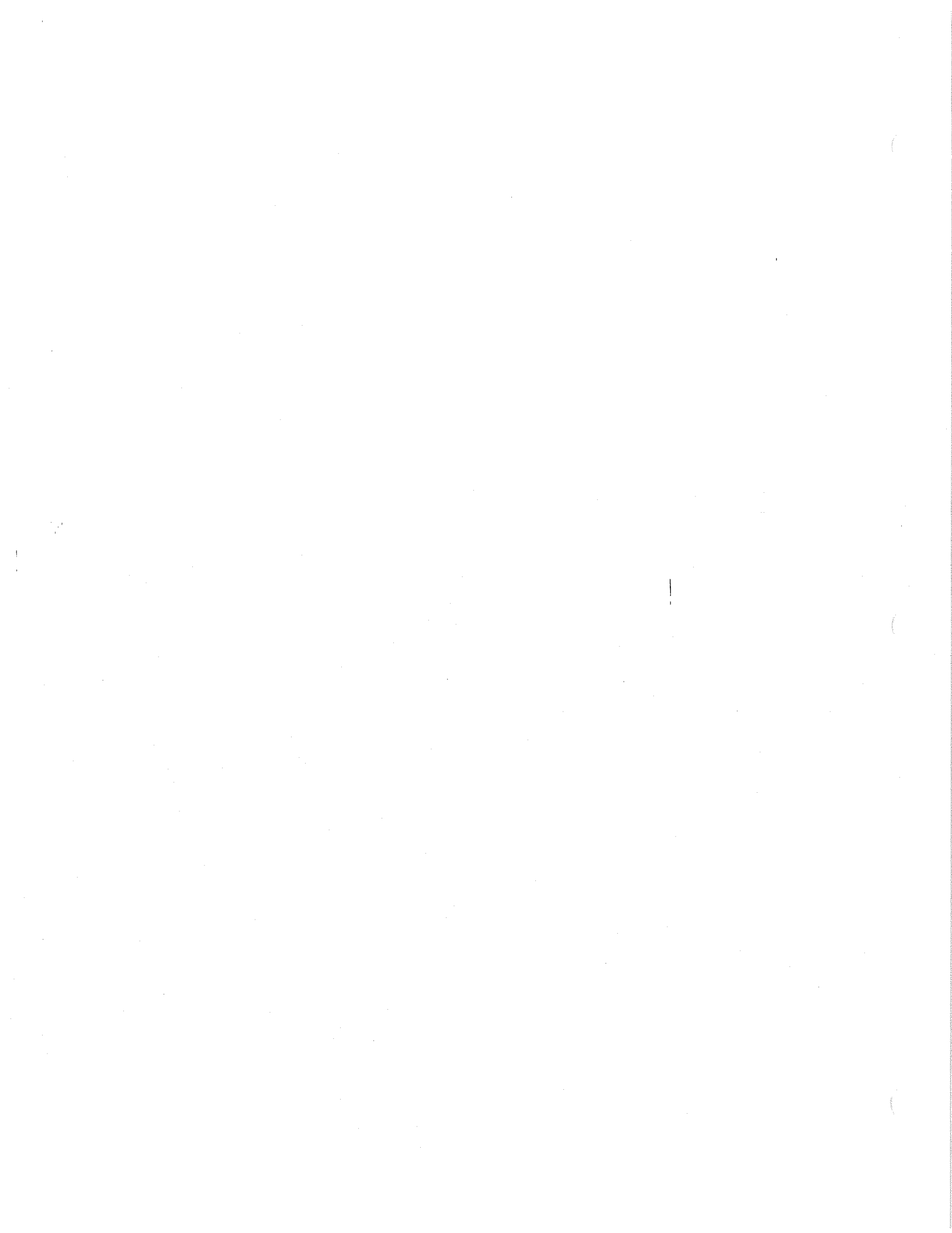
From: Caroline Gurkweitz, Children's Librarian *CG*

Date: for Board Meeting, November 20, 2006

Subject: **October 2006 Activities in the Children's Department**

(Programs suspended during Children Librarian's vacation.)

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	1	19
Story Time I: 6 years & younger	1	26
Story Time II: 6 years & younger	1	29
Music Time I: 6 years & younger	1	33
Music Time II: under 6 years old	1	27
Music Time III:	discontinued	
Read to the Dogs event	1	26
After School Halloween Party	1	150
Total October 2006	7	310
Total October 2005	25	894
Current FY to date	86	3436
Previous FY to date	101	4565



TO: Elizabeth Minter, Library Director

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

DATE: November 20, 2006

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

Tutor Training. We had one workshop on November 5, and nine tutors were trained, one high school student and eight adults. They are all tutoring or pending.

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

Placentia Rotary Reading Enrichment Program (PRREP). We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We anticipate that we could have as many as 150 PRREP tutors this school year.

Update on the two new PLLS homework clubs. Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. Kraemer-Placentia Library Homework Club started in late October. We will report on it in next month's board report.

English Language and Literacy Intensive (ELLI) Program Update. ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 150 grade school students.

Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 is already over \$115,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have seven already on board.

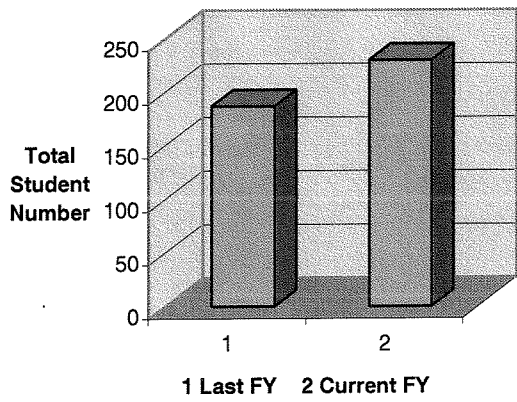
Literacy statistics. See Agenda Item 35, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

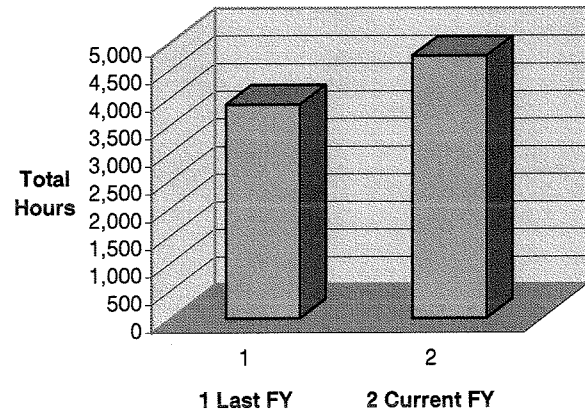
Report of Growth and Progress


	Oct 05-06	Oct 06-07	YTD 05-06	YTD 06-07
Tutors				
Adult	63	59	98	72
Teen	63	45	88	51
Hours Instruction	1,750	1,934	3,875	4,753
Other Volunteer Hours	120	120	400	480
Total Hours	1,870	2,054	4,275	5,233
Training Workshops				
Workshops Held	5	1	10	4
Tutors Trained	36	9	82	48
Students				
With Adult Tutors	92	178	121	178
With Teen Tutors	40	50	66	52
In Groups	0	0	0	0
Total Active Students	132	228	187	230
Families for Literacy				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	180	120
ELLI Program				
K-6th Grade Students	125	140	125	125
Tutors for K-6th Grade	9	15	9	15
Hours of Instruction	506	430	506	430
Homework Clubs				
On-Site: Students	NA	169	NA	169
On-Site Tutors	NA	39	NA	39
Hours of Instruction	NA	200	NA	200
H.I.S. House Students	NA	0	NA	0
H.I.S. House Tutors	NA	0	NA	0
Hours of Instruction	NA	0	NA	0
Topaz Students	NA	0	NA	0
Topaz Tutors	NA	0	NA	0
Hours of Instruction	NA	0	NA	0
Total Tutors	126	104	124	123
Total Students	132	228	187	230
Total Instruction Hours	1,750	1,934	3,875	4,753

Total Students



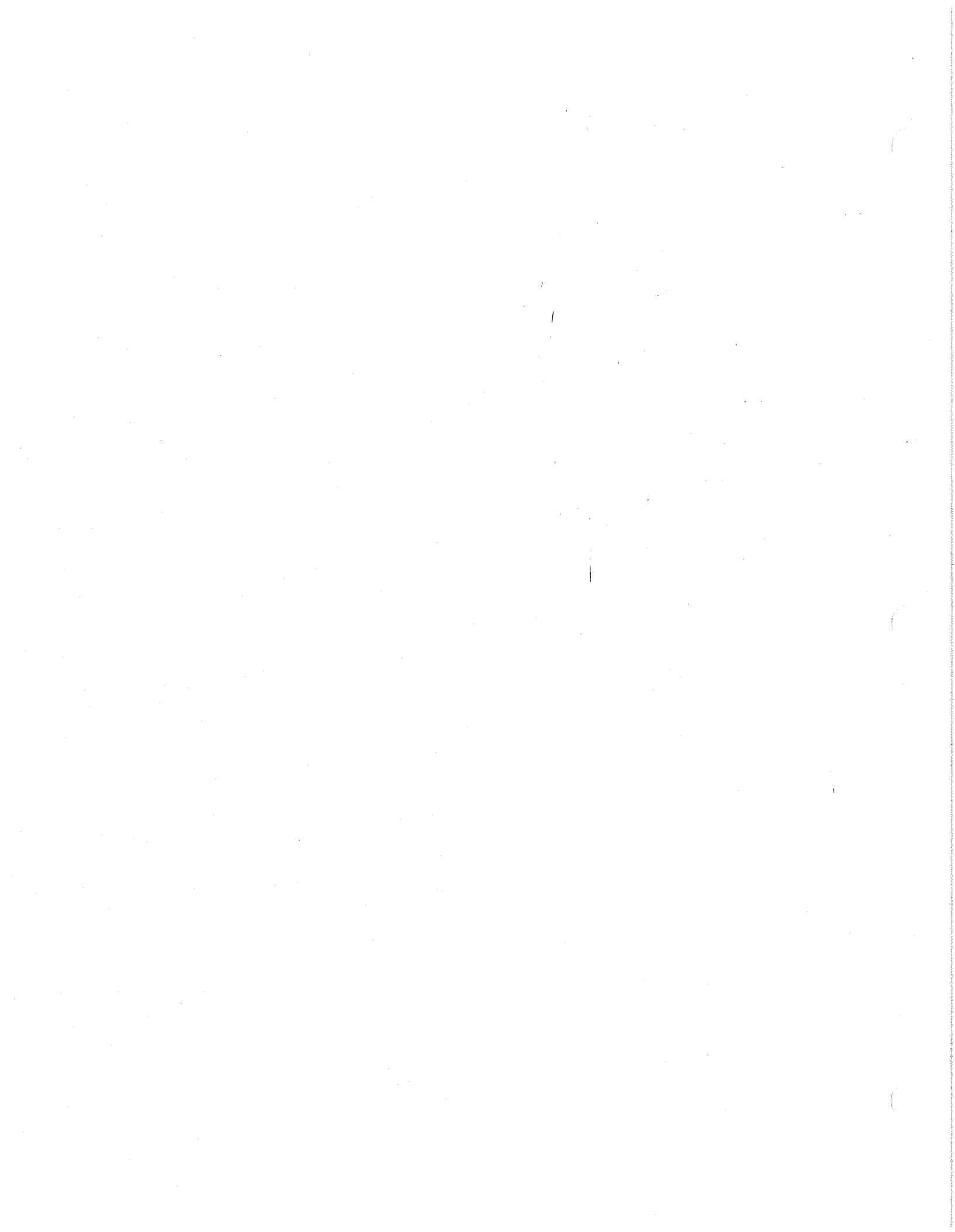
Instructional Hours



TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 
DATE : November 20, 2006
SUBJECT: Reference and Adult Services report for October, 2006.

The Reference and Adult Services report for October, 2006, was not available for the November 20 Board Report.

We will report on both October and November in the December 18 Board Report.



TO: Elizabeth Minter, Library Director
FROM: Gary Bell, Librarian *GB*
DATE: November 20, 2006
SUBJECT: **History Room report for October**

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

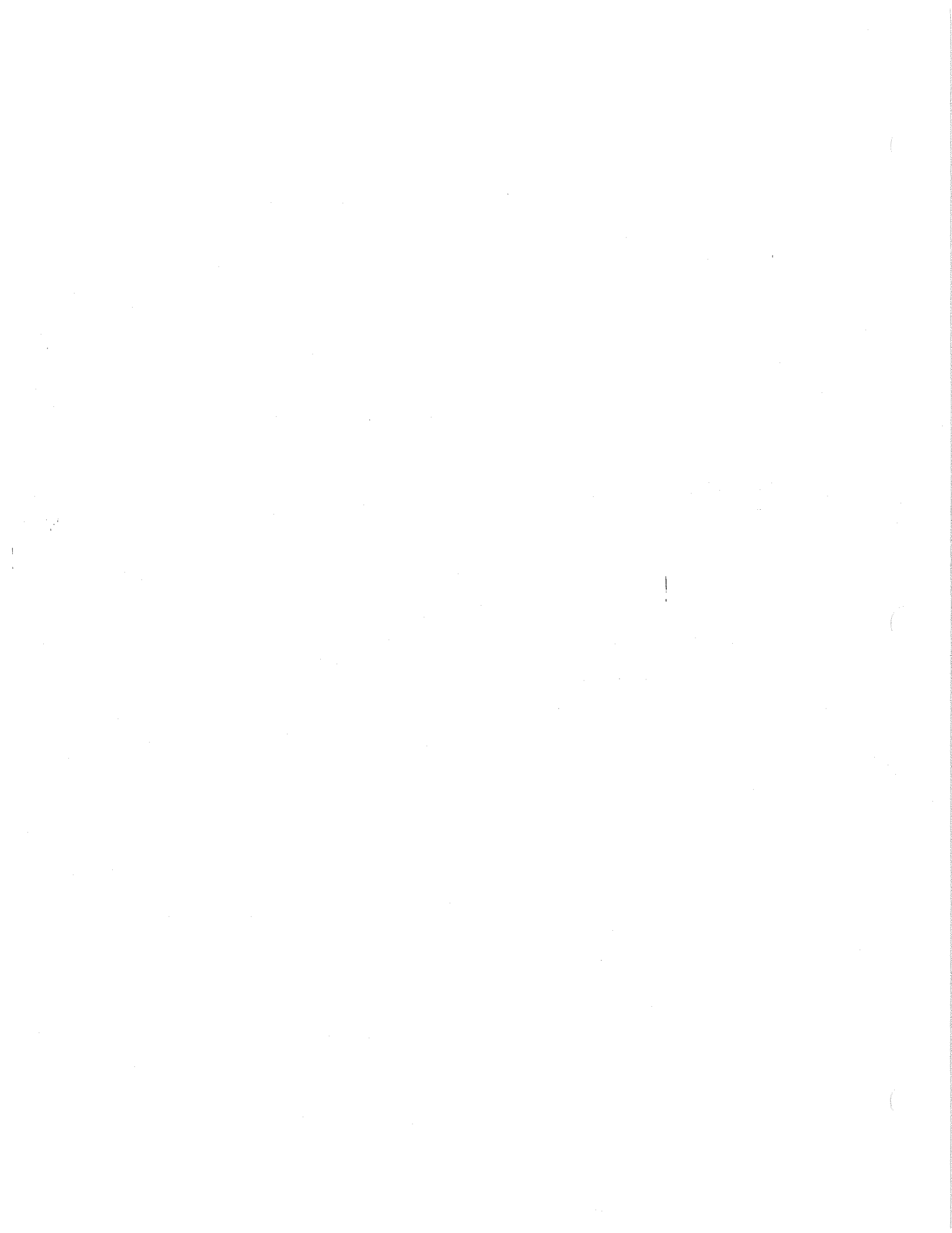
Jim Armstrong, a former English professor at Fullerton College, and a Placentia resident, has written a biography of Commander Dusty Rhodes of the Blue Angels. The book has been added to our local author collection in the History Room, and a copy will soon be available for circulation.

Information was requested by local reporter Ellie Rankin on the Tuffree house for an upcoming article in the Placentia News Times.

Many books were ordered and added to the History Room's California collection.

Placentia Library History Room in conjunction with the Placentia Historical Committee, has been participating in a digitization program supported by a grant from the California State Library. Pictures relating to the history of Placentia will soon be available on the California Digital Library's (CDL) Calisphere web site, as well as on the online archive of California. We have thus far prepared one hundred and forty pictures, fifty of which have been sent away for digitizing, and returned, with fifty more going out soon. These pictures will be accessible to users worldwide through a program called the Local History Digital Resources Project. This project moves us forward in a digital direction and is an essential priority in our ongoing outreach to promote historical resources.

Jeanette Gardner and Larry deGraaf, of the Placentia Historical Committee, have been preparing a book on Placentia for Arcadia Publishing's Images of America Series. A proof of the cover has been prepared and the book will be available for purchase in the spring of next year.



Placentia Library District

TO: Elizabeth Minter, Library Director
 FROM: Vernon Napier, Technical Services Manager
 DATE: November 13, 2006
 SUBJECT: Website report for October, 2006

On line reference resources

	May '06	Jun '06	Jul '06	Aug '06	Sept '06	Oct '06
Grolier Online	9	4	8	5	6	11
Encyclopedia Americana	1	0	2	1	0	0
La Nueva Enciclopedia Cumbre	0	1	0	0	0	0
America the Beautiful	0	0	0	0	0	0
Lands and People	3	0	0	0	0	0
General Reference Center	78	82	94	39	111	104
Opposing Viewpoints	334	43	50	32	92	62
Newsbank -Newspaper search	13	30	25	6	23	8
Newsbank -Magazine search	0	0	0	0	0	0
L.A Times	35	7	2	0	0	6
N.Y. Times	20	1	2	0	1	1
Wall Street Journal	13	0	0	47	218	381
Heritage Quest	866	1320	1673	1308	1966	6120
Learning Express (Learn a test)	5	3	3	5	1	2
Novelist	127	4	44	0	0	175
Tumblebooks	12	177	69	81	252	139
MorningStar	-	-	-	-	135	4

Library Website Traffic										
	May '06	June '06	July '06	Aug '06	Sep '06	Oct '06	Y-T-D	Monthly Average		
Unique visitors	1,589	1,822	1,865	1,910	1,832	2,035	11,053	1,804		
Number of visits (visits per visitor)	2,555	2,966	2,987	3,135	3,062	3,469	18,174	2,941		
Pages visited (pages per visit)	1.60	1.62	1.60	1.64	1.67	1.70		1.63		
	15,949	15,091	16,047	15,571	18,913	23,774	105,345	16,314		
	6.24	5.08	5.37	4.96	6.17	6.85		5.78		
Pages most viewed										
Application for library card	96	69	40	46	0	0	251	42		
Borrowing library materials	127	136	116	538	122	216	1255	209		
Calendar	290	298	228	408	252	187	1663	277		
Catalog	2,118	502	662	673	628	820	5403	901		
Community links	63	70	75	85	53	71	417	70		
Contact Us	150	122	108	140	108	150	778	130		
Frequently Asked Questions	298	223	255	313	266	265	1620	270		
Home page	10,582	10,915	12,657	11,394	14,827	18,988	79363	13227		
Kids page	109	233	111	191	277	155	1076	179		
Literacy services	66	57	71	106	70	122	492	82		
Passport applications	256	214	197	205	182	241	1295	216		
Photos (pick of the pics)	n/a	n/a	n/a	126	141	173	440	147		
Searching for information	337	332	385	37	474	543	2108	351		

Placentia Library District

TO: Elizabeth Minter, Library Director
FROM: Vernon Napier, Technical Services Manager
DATE: November 15, 2006
SUBJECT: **Technology Report for October 2006**

12/7

- The first batch of photographs has been scanned, digitized and returned to the Library. The History Committee continues selecting appropriate photographs and has completed the written descriptions for the second batch of 50. These will be packaged and shipped off by November 17.
- Attended the Internet Librarians Conference held in Monterey October 21-25.
- The installation of Aquabrowser is nigh. I have been assured that it will be up and running by the end of November.
- Selected and installed an electronic "in & out" board that can be viewed at any staff PC. Members of staff, while at their desks, are able to see whether other members of staff are in the building, at a meeting, out to lunch, etc.
- Selected, installed and posted a staff calendar on the website (see the Contact Us page). Board members and staff can now check our working calendar via the internet.



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Placentia News
Weekly OCT 1 2 2006

A hobby turned profession

Genealogy expert to begin series of educational talks at libraries.

BY ADAM TOWNSEND
PLACENTIA NEWS-TIMES

³³² Caroline Rober, the president of the Southern California Chapter of Professional Genealogists, says you can find information useful to the study of your own family tree at almost any library in the world, as long as you know what to look for.

Rober, who also trains staff at the Orange Regional Family History Center, is holding a series of talks on genealogical techniques in public libraries in Brea, Placentia, Fullerton, Yorba Linda and Anaheim. Monday, Oct. 23, she'll speak at the Placentia public library about where and how to find genealogical research centers in the area.

Q: How did you get into the field of genealogy? What training do you need?

A: It was my grandmother. Before I was 8 years old, I could name six generations of mothers and fathers going back...

When my kids left home, I decided I wanted to try to prove all the stories. I got to be where I am by taking classes and doing it - learning it the hard way.

Q: What are you going to talk about at

the Placentia Library?

A: I'm going to talk about Southern California resources. I'm going to tell people what kind of libraries are available, what kind of repositories are available...

There's not a library in the world you can't go into and do some genealogical research.

Genealogy is not all about names and dates, it's also about what was going on in history at the time, because that will lead you to what your ancestors were doing.

Q: How would you suggest an amateur genealogist start his or her research?

A: The first thing you've got to do is get a form and fill out a pedigree chart, then you have to look at the census to find out where they lived.

Once you find out where they lived, you've got to go into records from the city, the county, the state - every governmental level is going to have different records.

I actually suggest you download a free genealogy program onto your computer. It's called "Personal Ancestral File." You put in yourself, and everything you know, and when you



ADAM TOWNSEND/PLACENTIA NEWS-TIMES

CAROLINE ROBER is president of the California Chapter of Professional Genealogists. She's giving a series of talks on the subject in a number of local libraries.

start getting blank spots, that's where you start looking.

Check and see if anyone else has done research on your family. You can look on the Web at sites like "World Family Tree," "Ancestral File," "Pedigree Source File."

Q: Anything else you think I should know?

A: Genealogy is the fastest growing hobby in the world - we are a worldwide club. Kids who know where they come from are more apt to be connected to their society.

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Placentia News
Weekly OCT 0 5 2006

BRIEFLY

Genealogy talk

³³² A representative from the North Orange County Genealogical Society will speak at Placentia Public Library at 7 p.m. Monday, Oct. 23. The talk is titled "Looking Locally, Finding Globally."

The society's Caroline Rober will address methods and local resources for genealogical study. This is one on a series of talks in Brea, Fullerton, Anaheim, Yorba Linda and Placentia on the subject. For more information, call Mary Strazdas at the library at 714-528-1906, extension 209.

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Placentia News
Weekly OCT 2 6 2006

BRIEFLY

Community network

³³² The Placentia Community Network will meet at noon Thursday, Nov. 16, in the Library History Room. PCN is open to all Placentia organizations and residents. For information, call Jim Roberts at

714-524-8400, ext. 215.

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Fullerton Observer
Weekly OCT 1 5 2006

OCT 23: GENEALOGICAL PROGRAM

Placentia Library, 411 E. Chapman,
Placentia Call Mary Strazdas
with questions. 528-1906 ext. 209

7pm. Caroline Rober from the
Genealogical Society of North OC
speaks about local resources. Free.

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The Register
Daily OCT - 7 2006

THIS WEEKEND ³³²

• **Fall Garden Party:** 9 a.m.-6 p.m. Oct. 7 & 8. Free. **Organic Art Plants & Design**, 260 N. Glassell St., Orange. Shop a variety of fall plants. There are also garden decor demonstrations, exhibits of custom metal garden art and a jewelry trunk show and refreshments. Call for specific times and a full list of events. 714-289-0222.

www.organicartplants.com

Fall Plant Sale: 9 a.m.-4 p.m. Oct. 7 & noon - 4 p.m. Oct. 8. Free. **Fullerton College Horticulture Department**, located on the south side of Berkeley Avenue, east of Lemon Street, Fullerton. The sale will feature a wide selection of herbaceous perennials, California natives, drought-tolerant plants, vines, flowering shrubs and shade plants. 714-992-7381.

Growing Roses Workshop: 9 a.m. Oct. 7. Free. **Laguna Hills Nursery**, 25290 Jeronimo Road, Lake Forest. The class will include instruction on location, soil preparation, installation, irrigation, feeding, pruning and pest control. 949-830-5653.

"October in the Garden": 9 a.m. Oct. 7. Free. **Roger's Gardens**, 2301 San Joaquin Road, Corona del Mar. A discussion and learning opportunity for the serious gardener. 949-640-5800. www.rogersgardens.com

"The Art of Flowers" Fall Art and Flower Festival: 10 a.m.-3 p.m. Oct. 7. \$2. **UCI Arboretum**, Campus Drive and Jamboree Road, Irvine. Enjoy an outdoor art sale by artists of Orange County Fine Arts Inc. Also, the UCI Arboretum will have its Fall Bulb and Perennial Sale featuring unique African bulbs and blooming perennials. 949-824-5833.

Christmas Candle Walk: 6-8 p.m. Oct. 7. Free. **Roger's Gardens**, 2301 San Joaquin Road, Corona del Mar. Celebrate the Christmas gallery opening at Roger's Gardens by experiencing twinkling trees and candlelit gardens at night. 949-640-5800. www.rogersgardens.com

Orchid Auction: 1 p.m. Oct. 8. Free. **Placentia Library**, 411 E. Chapman Ave., Placentia. Unusual species and hybrids are offered to add to your collection or adorn your home. Hosted by the Southern California Orchid Species Society. 714-996-1155.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly OCT 26 2006

Christmas donations

Placentia Human Services is signing up low-income families through Nov. 30 to receive Christmas baskets through the Christmas Clearing Bureau. The distribution date is Dec. 19. Donations of new toys and money can be dropped off at city hall, the police department or the Placentia Library. Local businesses to be announced later will also serve as drop-off locations. For more information, call 714-986-2333.

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The Register
Daily OCT 30 2006

³³² **PLACENTIA**

Christmas giving: Placentia Human Services is signing up low-income families through Nov. 30 to receive Christmas baskets through the Christmas Clearing Bureau. The distribution date is Dec. 19. Donations of new toys and money can be dropped off at city hall, the police department or the Placentia Library. Local businesses to be announced later will also serve as drop-off locations. For more information, call 714-986-2333.

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

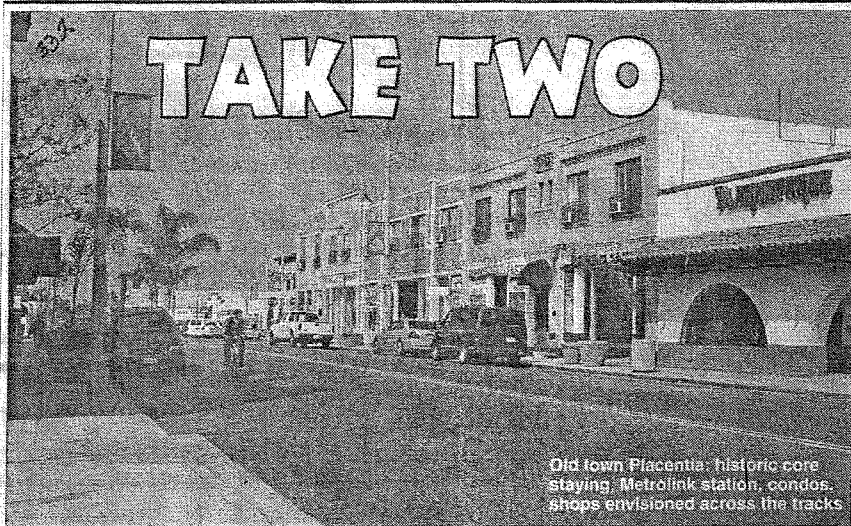
pacific clippings

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O.C. Business Journal

Weekly

OCT 30 2006



Old town Placentia: historic core staying. Metrolink station, condos, shops envisioned across the tracks

Placentia Again Trying to Remake City Center

■ By PAUL HUGHES

Author Samuel Johnson called second marriages "the triumph of optimism over experience." Placentia is about to find out.

The city is edging closer to letting developer Rick Kreuzer and Tod Properties LLC remake a blighted swath alongside the railroad tracks that run through the North County city.

"Blighted" is the official designation, Mayor Scott Brady said.

The industrial section south of the tracks "is not a very nice area," he said.

The city hopes to breathe life into some 110 acres in and around its largely Hispanic old town centered along the tracks. Plans call for a train station, as many as 1,800 homes and about 600,000 square feet of stores, restaurants, offices and city space.

In a largely built-out city—officials estimate there are two dozen acres of undeveloped land in

the former bedroom community—this will be the last big project for decades here.

"What's the heartbeat of a community?" Brady asked. "Placentia doesn't really have one. We have a lot of history in old town, but not necessarily a lot of historically significant buildings. This will create a community and reintegrate south Placentia with the entire city."

Most recent development in Placentia, a city of 50,000 people next to Fullerton, Brea and Yorba Linda, has been housing on its edges next to its bigger neighbors.

The city has been down the redevelopment track before. Some residents have reservations about the latest plan.

The project is an attempt to craft urban coziness. Placentia, literally founded as a suburb, today lacks the tax base and hip atmosphere of its larger neighbors.

Four years ago, Lake Forest-based Tod

► *Placentia page 82*

Placentia

◆ from page 1

Properties tried to start a similar redevelopment, only to have the planning collapse amid charges of corruption and indictments of former city officials.

In the fallout, the city's OnTrac program to create rail underpasses imploded, leaving Placentia with a \$16 million bill, said Greg Sowards, a founder of Citizens for a Better Placentia who is running for City Council.

The current proposals need more work, Sowards said.

"The Specific Plan is non-specific," he said.

Finance Issue

The issue for the city is money, said Mayor Pro Tem Constance Underhill, a 10-year council veteran with two years left on her term.

"A lot is going to be contingent on city finances," she said. "We're not in a position to share expenses with any developer."

Redevelopment will come, according to Underhill.

"We need to have some revitalization," she said. "But we still need input and a close look at what the plan is."

As for the Nov. 7 election, in which two council members opted not to seek re-election, she said, "There will definitely be some changes this year."

Things already have changed.

Gone is the top-down, "my-way-or-the-highway" approach of the earlier failed redevelopment bid.

"Rather than having the developer come in and say, 'This is what we want,' we were much more careful this time," Mayor Brady said.

Placentia held a "charette" to consider how to proceed.

A charette is a brainstorming process used by city planners, officials, residents and developers to come up with plans in a limited time, usually a week.

(The term evolved from a 19th century practice in Paris, where architecture students quickly developed design options and then carried their drawings to the school in a cart, the charette.)

The Vision

Officials want a project that's friendly to people on foot, with stores, restaurants and lofts where people can work and live.

"You look at the market, look at what the needs are, and build around that," Brady said. "There's not enough reason now to go to the old town area. We want a destination point for Placentia and the surrounding areas."

Now, he said, the city is moving forward on a plan for the area, taking public comments prior to a vote expected in spring.

Kreuzer is setting up the deals to make the first phase happen. Tod earlier led the Clementine condominium project developed by Los Angeles-based KB Homes in old town.

The vision, according to Kreuzer: 1,500 to 1,800 homes, 200,000 square feet of stores and other commercial space and 400,000 square feet of office space.

"We're trying to create a town center, with neighborhood retailers and quite a bit of open space," he said.

Kreuzer controls 80% of the 18 acres in the first phase of the project.

Land Prices

He said he's signing contracts valuing land at \$1.5 million to \$3 million an acre.

But nothing's closed recently. Escrow for a parcel now housing pipe maker Excalibur Extrusions was to close last month, but didn't.

"We didn't have our equity lined up,"

Kreuzer candidly said.

Kreuzer and Excalibur now are working on a new deal. Excalibur owner, Glenn Baldwin, also the president of the local chamber of commerce, expects the sale to go through.

"I'm concerned," he said. "But the developer is working on it. We're OK."

Tod also has put up \$1 million as part of its exclusive negotiating pact with Placentia.

"Right now it's risk money," Kreuzer said. "We could come in with a plan in June and the council could hate it."

When Kreuzer first approached investors, he said they wanted the property controlled before they would invest.

Now that Kreuzer controls the land, the housing market is softening and investors have been wary of a first phase currently planning more than 600 homes.

Kreuzer said he'd been talking to two or three institutional investors to come in and fund the project.

Then, in mid-October, he said he secured a commitment from an investor for the first phase of the project.

He declined to name the investor until the deal is final. The agreement is for the roughly \$50 million first phase, he said.

"We (had) to find the right investment group, one that understands Tod," Kreuzer said.

"Tod" stands for "transit oriented development"—how Tod Properties got its name—because the project is based around a proposed Metrolink stop in the city.

Train Stop

Fullerton currently has the stop furthest east on the Metrolink line. Placentia wants one.

Economic development director Leigh DeSantis said Placentia is following the lead of major metro areas and staying true to its history by proposing a railroad stop.

"It's going on elsewhere in California and elsewhere in the country," she said. "The history of the West is it opened up as the railroad came. Now it's light rail transit and commuter rail, so we're rediscovering the influence that can have on communities."

There are several possible locations for a stop—one of the things that must be worked out prior to voting on a final plan. Everyone involved agrees something is essential.

"The transit station is critical to the success of the project," Kreuzer said. "It's a transit-oriented development—it needs transit."

The Metrolink station will cost millions.

These could include a community facilities district, Mello Roos or a tax increment bond that would repay indebtedness as land is reassessed, he said.

"Once we can explain more about how redevelopment has to work," a project can move forward, he said.

No Eminent Domain

Apart from the Metrolink stop, Kreuzer said he follows two principles for the development: no eminent domain and the project paying for itself.

If the details can be worked out, the city is just as optimistic.

"Our market study has shown us there is much greater demand than we can currently meet," DeSantis said.

She said the city has looked at the demographics, what people will buy, how much income they have and how far they'd go to spend it.

Old town now provides little of the city's tax income—a main reason to plan a project in the first place.

The industrial and retail businesses in the plan area generate 8.6% of the city's sales taxes, about \$450,000, according to DeSantis.

This would change markedly, with new housing and more businesses and stores.

DeSantis envisions the makings of a 24-hour area, drawing many from within Placentia who now go elsewhere to eat and buy.

The city might also put in a public market, say a smaller version of Pike's Place Market in Seattle, with housing for added support.

"We'll preserve the 1910 town area, put in new shopping and pleasant public spaces, and people will come," she said. "Not on a grand scale, but they will come."

The developers now await the inevitable grinding process of city politics and planning.

The plan needs finalizing. The Metrolink location needs to be chosen. There's a pedestrian bridge in the initial stages of the first phase. And the public is to have its say on all of it in the next six to eight months.

Mayor Brady believes it will unite two halves of the city. Even those voicing concerns, such as council candidate and Placentia booster Sowards, say the redevelopment is coming.

Kreuzer simply says it will work this time around, and that's a good thing.

"I believe in the project and I think at the end of the day, it's got to be the right thing for us and the city," he said. ■



Clementine townhomes by KB Homes: part of area's early redevelopment



Melrose Street underpass: city still smarting from failed larger underpass effort

Kreuzer candidly said

"The city has to partner with us on this," he said.

Given Placentia's finances, this would seem a tough request.

"Our obligation is to those businesses we currently have," Mayor Pro Tem Underhill said. "We can't commit all the income to a new thing, when we have streets to repair."

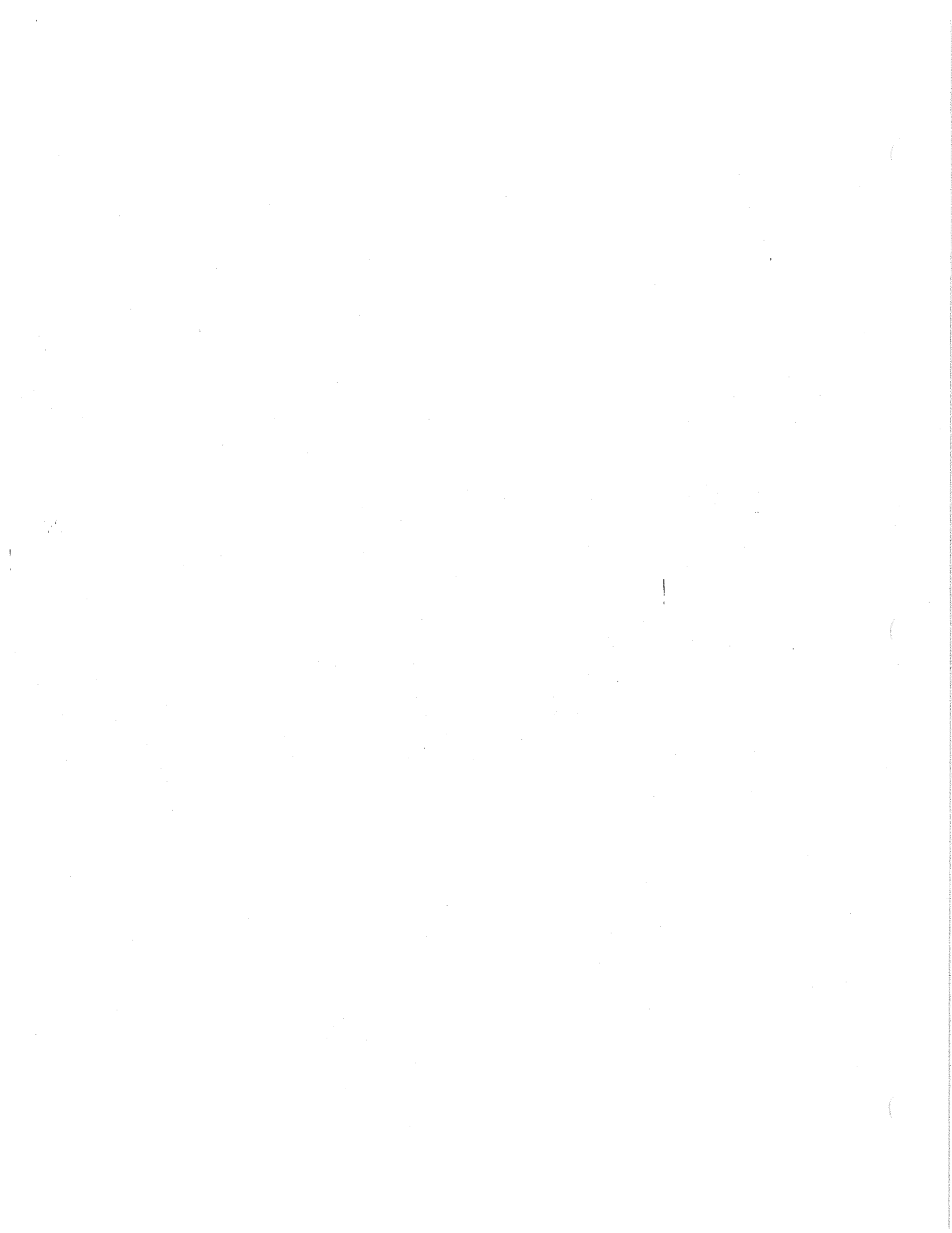
Craig Green, a founder of Citizens for a Better Placentia, said the charrette process worked well, and likes the development so far. But money is an issue.

"It has to be developer funded," he said.

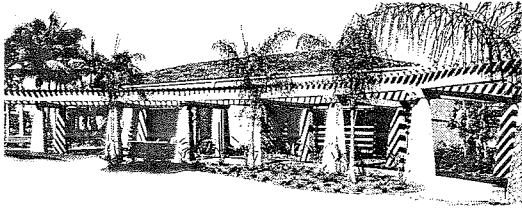
Kreuzer said there are ways to make this work.

"We can't go and ask them for \$10 million, but the city does have resources," he said. "We can't go to the general fund. But we can use the tools we have. We need the city's power."

These could include a community facilities



Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198

714-528-1906

www.placentialibrary.org

**Placentia Library
Board of Trustees**

Al Shkoler, President

Jean Turner, Secretary

Richard DeVecchio, Ed.D

Betty Escobosa

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**Placentia Library
Board of Trustees**

Upcoming Meeting Schedule:

Monday, October 16 at 6:30 P.M.

Monday, November 20 at 6:30 P.M.

Monday, December 18, 2006 at 6:30 P.M.

Placentia Library Hours

Beginning September 7, 2006

Placentia Library will be open on Thursdays until 9 PM

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

(Passport Application & Notary Services end 30 minutes before the Library closes)

Placentia Library Managers

Elizabeth D. Minter
Library Director

James A. Roberts
Public Service Manager

Vernon Napier
Technical Services Manager

Wendy Goodson
Administrative Services Manager

LIBRARY CLOSED

Saturday, November 11

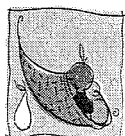
for

Veteran's Day

LIBRARY CLOSED

Thursday, November 23

for



THANKSGIVING DAY

Placentia Library Phone Numbers

(714) 528-1906

Circulation Desk Ext. 210

Renewal Information Ext.# 6

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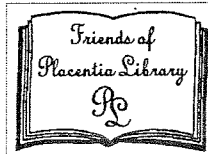
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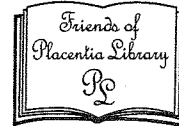
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Substitutes needed for additional hours

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SPECIAL BACKROOM SALE BARGAINS! BARGAINS! BARGAINS!

When: Second Sunday of each month
1:00 - 4:00 P.M.
Upcoming Sales: Oct 8, Nov 12 & Dec 10

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

What: Everything in stock



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

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Library's website,
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Friday	C L O S E D
Saturday	9:00 A.M. - 5:00 P.M.

(Passport Application & Notary Services end 30 minutes before the Library closes)

LIBRARY CLOSED

November 11, 2006

for

Veteran's Day



Shop for the Library

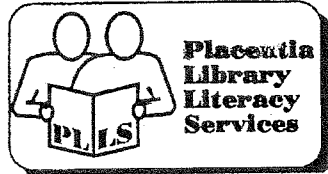
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Sign-up forms at the Circulation Desk
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Call Literacy Coordinators Jim Roberts or Toby Silberfarb if you or someone you know needs help in reading or speaking English.

☎ 524- 8408, x215 or x213

Placentia Library Literacy Services

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 – 4:30 P.M.
- The next scheduled workshops are:
Oct 1 – Nov 5 – Dec 3

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

EXCITING NEWS!

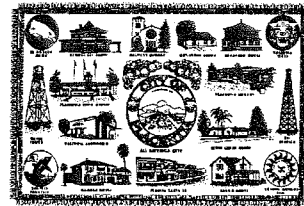
The Library is bringing you
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Click on the catalog link in the navigation bar to learn more about the electronic versions of classic books, fiction, romance, travel, health and fitness and much more!

Placentia Historical Afghans



Green

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Proceeds support the Placentia History Room

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Wednesday	9:00 A.M. - 9:00 P.M.
Thursday	9:00 A.M. - 9:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.

(Passport Application & Notary Services end 30 minutes before the Library closes)

LIBRARY CLOSED
Saturday,
November 11
for
Veteran's Day

LIBRARY CLOSED



Thursday,
November 23

for

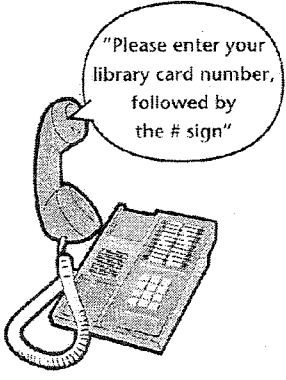
Thanksgiving



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Circulation Desk Ext. 210
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Children Services Ext.# 212
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-  Find out which items you have on hold
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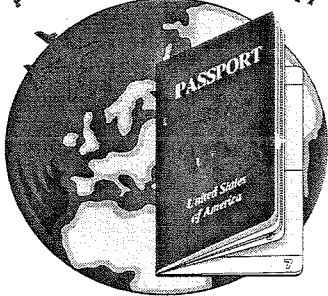
Want to save some time?
Placing a reserve is the best bargain in town.

Place your reserve request online through the catalog at www.placentialibrary.org or by telephone to 714-528-1925, Ext. 209.

Staff will locate the item for you and hold it at the Circulation Desk for up to 10 days.
The fee is 50¢ per item.
You will be notified by telephone when the item is ready to be picked up.

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PLACENTIA LIBRARY



Passport Application
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*Passport & Notary
Services at Placentia Library*


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Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
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Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 8:30 P.M.
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Story Time at Home

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at
www.placentiallibrary.org

Click on: Services
Click on: Kids Page
Click on the Tumblebooks icon

An on-line collection of animated, talking picture books

Lap-sit Story Time

Presented by Lin Baesler

Ages newborn to 24 months
Thursday Morning
October 26
9:05 – 9:25 A.M.
in the
Childrens Area



Sponsored by the
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No pre-registration required – no charge

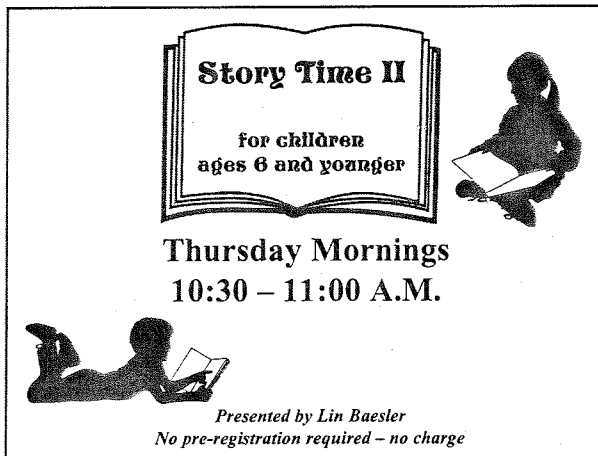
Story Time I

for children
ages 6 and younger


Thursday Mornings
9:45 – 10:15 A.M.




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



Story Time II
for children
ages 6 and younger



Thursday Mornings
10:30 – 11:00 A.M.




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



Music Time
I & II
for children
ages 6 and younger



Wednesday Evening,
October 25
Music I 6:00 – 6:30 P.M.
Music II 6:30 – 7:00 P.M.



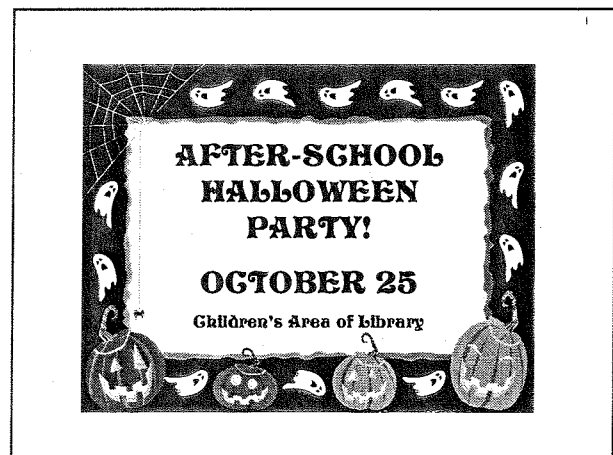
Featuring Lin Baesler
No pre-registration required – no charge

Story Time at Home

Use the *Tumblebook Library*
at
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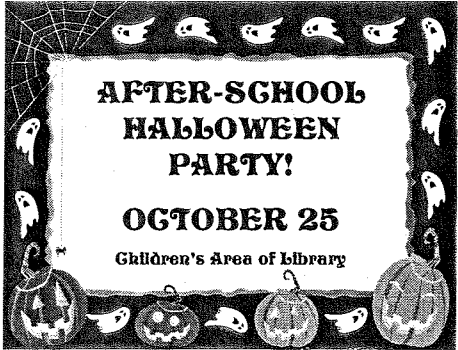
Click on: Services
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An on-line collection of animated, talking picture books



**AFTER-SCHOOL
HALLOWEEN
PARTY!**

OCTOBER 25
Children's Area of Library



Read to the Dogs!



Monday, October 30, 2006

6:00 P.M.

Specially trained dogs from
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LIBRARY CLOSED

Saturday,

November 11, 2006

for

Veteran's Day

Shop for the Library
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NEW! Shop for the Library

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

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**GENEALOGICAL
SOCIETY**

of North Orange County presents

local resources for genealogists

October 23, 7 P.M.

www.placentialibrary.org

24/7 Reference

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

The Library Catalog

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

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

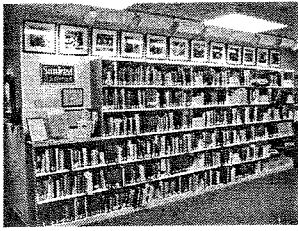
www.placentialibrary.org

Online Resources

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

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

Placentia History Room



Staffed & Managed
by Librarians
& Volunteers




Hours
Monday & Tuesday &
Wednesday

1:00 – 3:00 P.M.

Other hours by special arrangement

Placentia History Room








Displays currently featuring

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












Placentia History Room

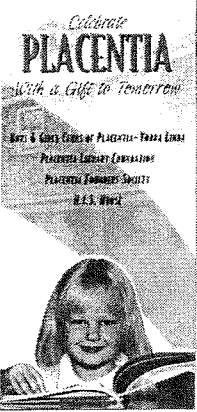
Historical Collections Include

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

Placentia History Room

Archival Resources Include

-  West Atwood Yacht Club
memorabilia
-  Assorted Samuel/Louis
Kraemer maps and papers
-  Articles on international
student visit to Piacenza,
Italy
-  West Placentia Little
League
-  International Kiwanis
papers and scrapbook
(1965-1974)
-  Virginia Carpenter
photograph collection
-  Placentia Courier negative
collection
-  Historic photograph
collection
-  Newspaper clippings,
brochures, newsletters,
maps of local historic
interest



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or visit www.placentialibrary.org

LIBRARY CLOSED

Saturday,

November 11, 2006

for

Veteran's Day



SAFETY COMMITTEE MEETING
OCTOBER 25, 2006
MINUTES

I. Call to Order: 11:30 A.M.

Members Attending: Katie Matas
Wendy Goodson
Caroline Gurkweitz
Esther Guzman

III. Old Business

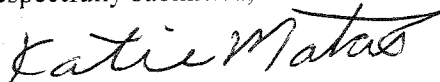
1. The fire extinguishers were checked by Katie Matas on October 25, 2006.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. "Ergonomics" and "Resolving Conflicts in the Workplace" handouts were distributed at the September 6, 2006 staff meeting, and "Fire Safety" and "Holiday Fire Safety" handouts were distributed at the October 4, 2006 staff meeting.
4. The main entry doors were repaired.

IV. New Business

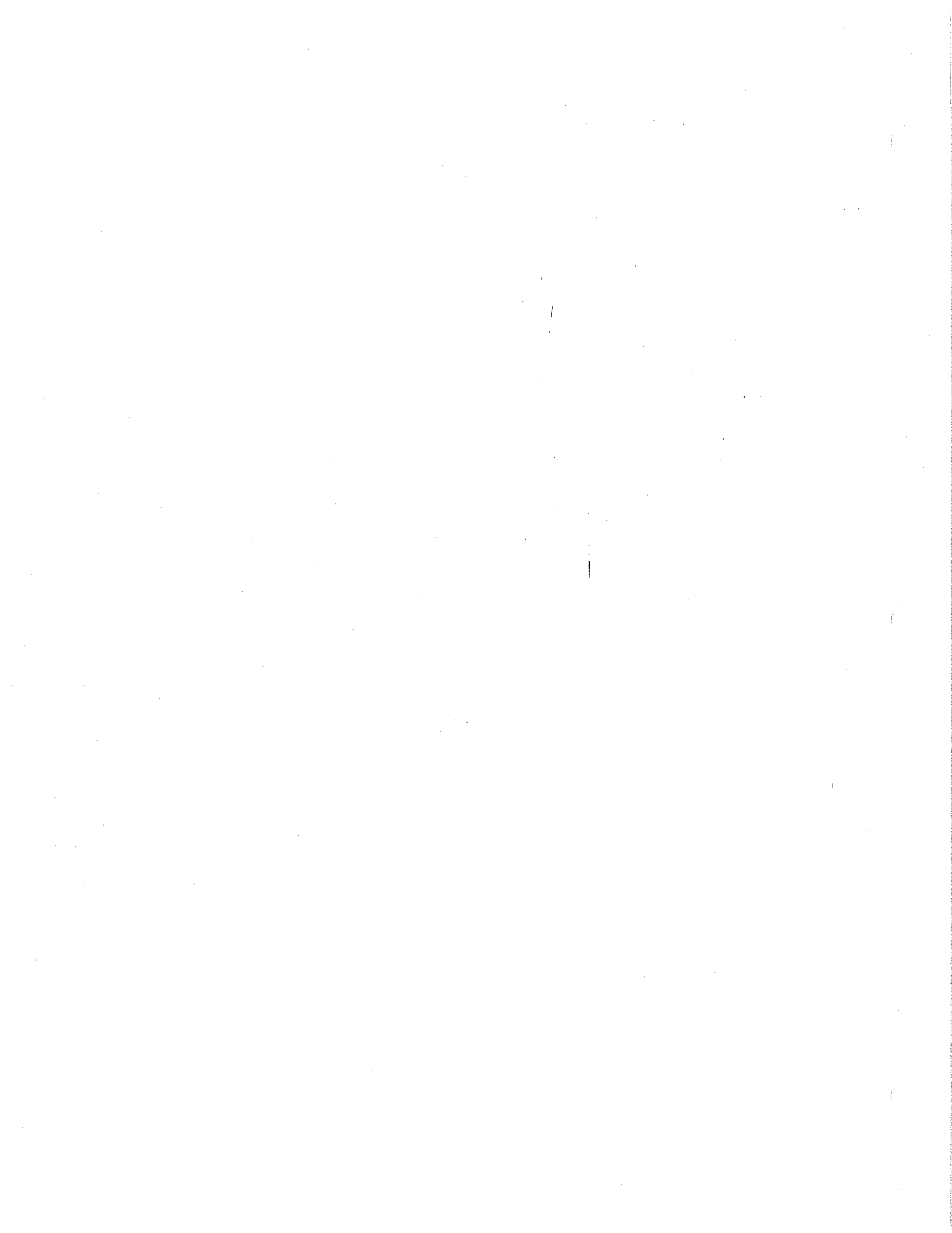
1. The yearly fire inspection was completed on October 19, 2006.

The next meeting will be November 29, 2006 at 11:00 A.M.

Respectfully submitted,



Katie Matas



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: November 20, 2006

BACKGROUND

There has been no activity during the past report period with the Legislature that affects the Library's budget.

The California Legislature is in recess and will not return until the beginning of the new term. Now is a good time to begin to get to know and begin the public library and independent special district education process with Assemblyman-Elect Mike Duvall.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

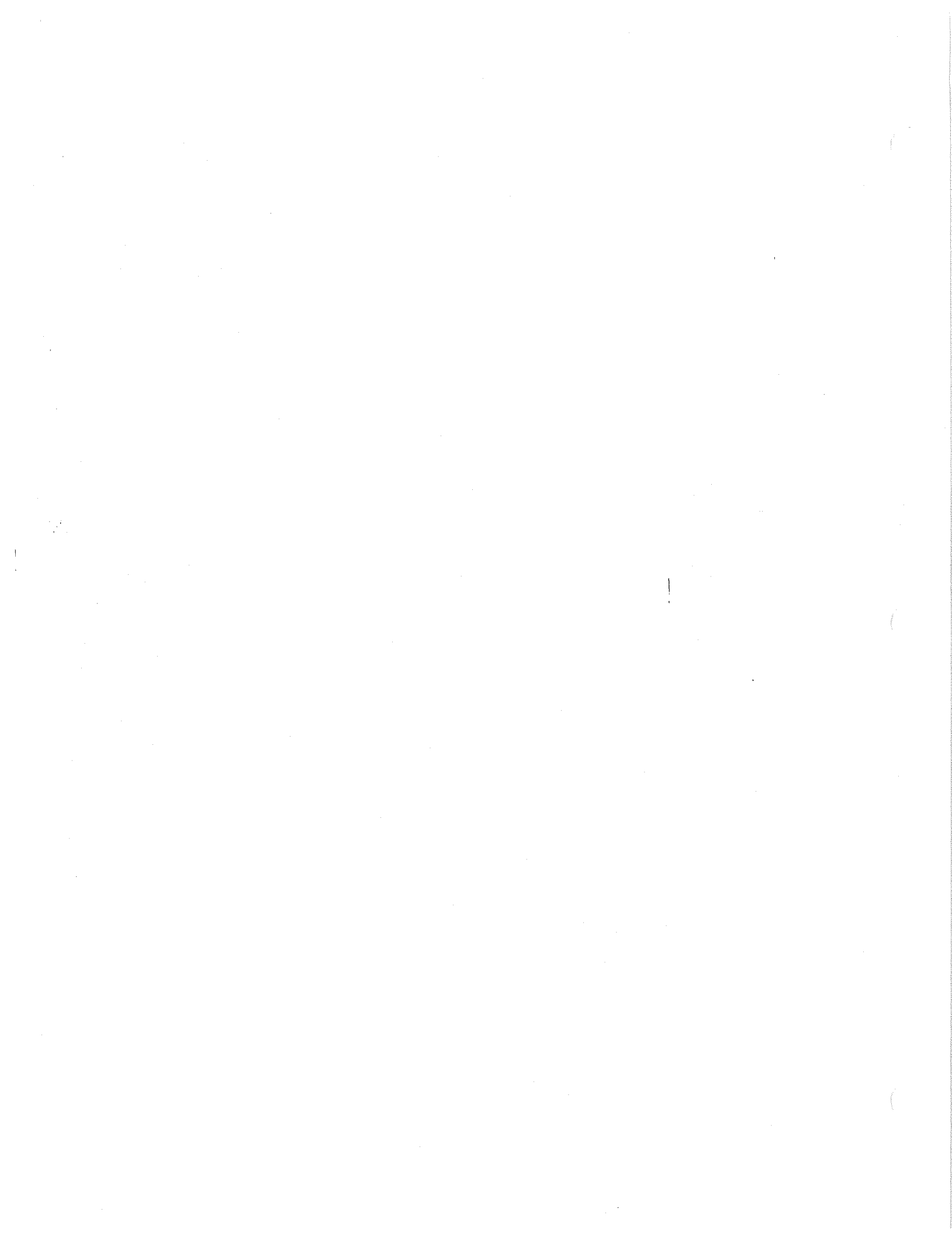
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Facility Master Plan Report
DATE: November 20, 2006

BACKGROUND

The Library Board will discuss the results of the Work Session on the Facility Master Plan held at 4:00 P.M. and set the calendar for future meetings.

RECOMMENDATION

Action to be determined by the Library Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director

FROM: Wendy Goodson, Administrative Services Manager ^{WGS}

SUBJECT: **Fourth Reading of Proposed Placentia Library District Policy 2012- Dress Code for Employees and Volunteers**

DATE: November 20, 2006

BACKGROUND

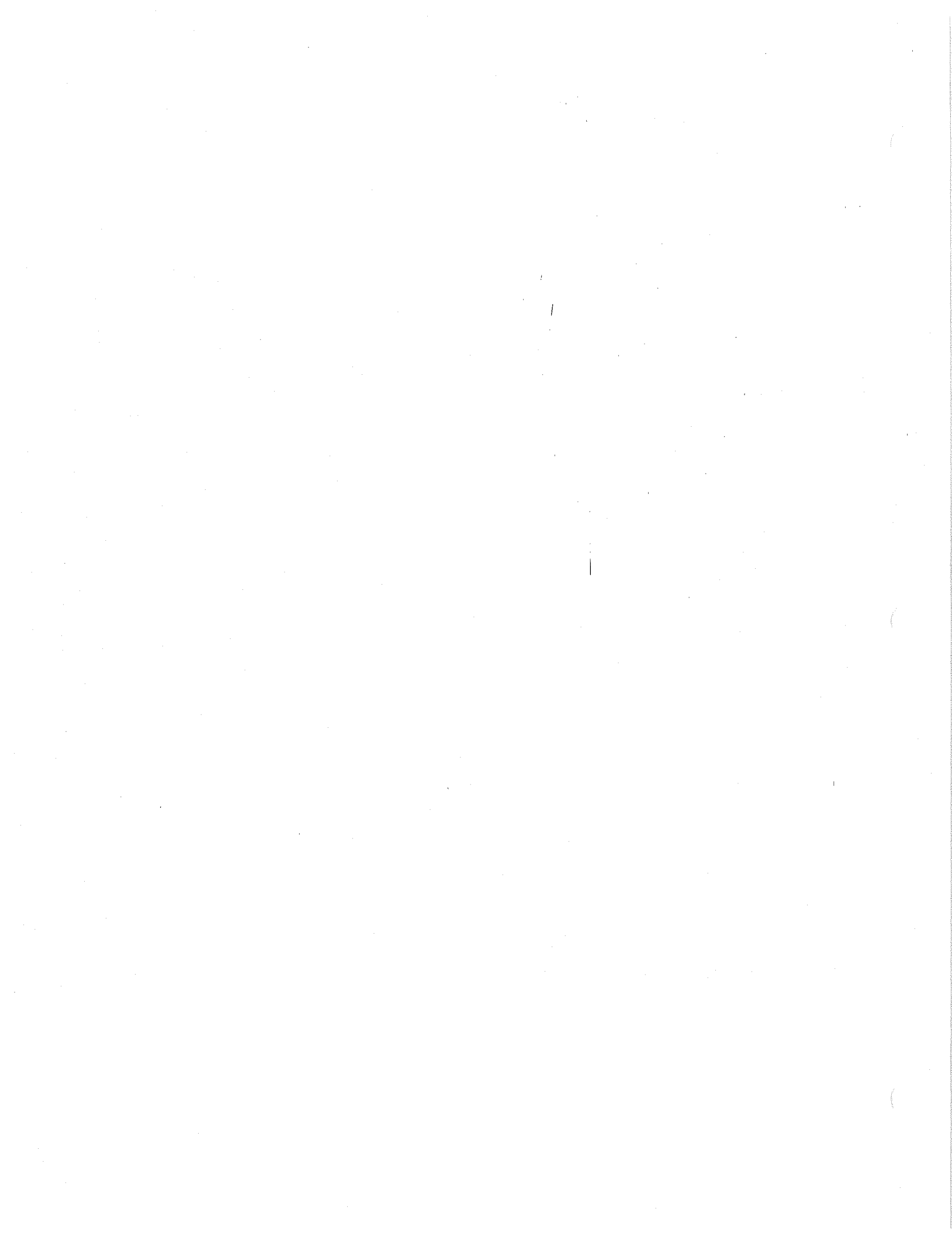
The Placentia Library District is responsible for maintaining a professional and safe working environment for its patrons and employees at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers should adhere to a dress code.

Attachment A is a fourth draft of the proposed Dress Code Policy as amended to reflect the changes proposed by the Library Board at its October 16, 2006 Regular Meeting.

RECOMMENDATION

Review and revise Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

Adopt fourth draft of Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Dress code for Library District Employees and Volunteers
POLICY NUMBER: 2012

2012.1 Placentia Library District is responsible for maintaining a professional and safe working environment for its employees and patrons at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers are subject to a dress code.

2012.1.1 Library Employees

All library employees are required to wear attire that is professional: clean, properly fitting, well maintained, functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Closed toe shoes are required for those employees who are required as a part of their job description to handle book carts, equipment, and heavy furniture.

2012.1.3 Volunteers

Volunteers are required to wear attire that is professional: clean, properly fitting, well maintained, functional, and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Closed toe shoes are required when handling book carts, equipment and heavy furniture. Volunteers who are issued Library District apparel are expected to wear the issued apparel throughout their work schedule and other library events as designated by their supervisor.

2012.2 Casual Dress Day

2012.2.1 Casual Dress Day is designated to give the employees the opportunity to maintain a professional image while taking advantage of a more relaxed standard one day of the week. The Casual Dress Day will be designated on a periodic basis by library employee consensus.

2012.2.2 Casual dress attire includes jeans, golf shirts and dressy or decorated tee shirts.

2012.3 Inappropriate Attire that may not be worn on any occasion includes:

2012.3.1 Suggestive attire such as low cut blouses and other revealing apparel

- 2012.3.2 Jeans except on Casual Dress Day and job classifications that require shelving for more than 50% of their work time.
- 2012.3.3 Torn, patched or soiled clothing
- 2012.3.4 Any jewelry or piercing that may impede vision or cause injury
- 2012.3.5 Open toe shoes for those job classifications that require handling book carts, equipment, and heavy furniture.
- 2012.3.6 Flip-flops or thong shoes
- 2012.3.7 Athletic wear such as sweats, leggings and spandex
- 2012.3.8 Beach attire
- 2012.3.9 Shorts of any type
- 2012.3.10 Mini Skirts shorter than two inches above the knee
- 2012.3.11 Halter tops, tube or tank tops, muscle shirts
- 2012.3.12 Underwear as outerwear
- 2012.3.13 Hats and caps
- 2012.3.14 Non-library affiliated slogans, logos, obscenities, etc.

2012.4 Disciplinary Action

Supervisors and managers are responsible for evaluating and enforcing appropriate standards of dress and appearance for employees working in their departments. If these standards are not followed, the employee may be sent home to change on the employee's own time. Continual incidents of abuse of the dress code policy may subject the employee to disciplinary action, which may lead to termination.

2012.5 Discretion




Any exceptions to this dress code are subject to approval by the Library Director. The dress code will be reviewed on a periodic basis or as requested by the Board of Trustees or Library Director.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Increase the Imprest Petty Cash Allocation for the Circulation Supervisor from \$200 to \$400
DATE: November 20, 2006

BACKGROUND:

Placentia Library District currently has a Petty Cash Fund of \$10,000 allocated as follows:

-  \$100 in cash imprest to the Manager of Administrative Services
-  \$200 in cash imprest to the Circulation Supervisor with \$75 at the Circulation Desk Cash Register and \$125 in back-up coin and currency to make change for the Circulation Desk.
-  \$9,700 in the General Fund Checking Account to use for writing checks for the General Fund.

The Circulation Desk has been encountering frequent inadequacies in the coin and currency reserves in its back-up supply. The Library Director is recommending that this allocation be increased to \$400. This will reduce the General Fund Checking Account amount from \$9,700 to \$9,500.

RECOMMENDATION:

Increase the allocation of imprest petty cash in cash for the Circulation Supervisor from \$200 to \$400.

VALERIE J. POOLE
513 Valley Forge Drive
Placentia, CA 92870
(714) 993-5661/Cell: 714-743-5661
Fax: 714-528-1398
E-Mail: poole45@earthlink.net

SUMMARY

A Senior Human Resources Generalist with extensive experience in all aspects of human resources who is equally comfortable operating at the strategic level or "in the trenches". Industry experience includes: high tech, printing, construction, security, clinical research, banking, advertising and insurance.

PROVEN EXPERTISE

- Strategic Planning
- Organization change/development
- Benefits selection/administration
- Authored HR-related policies and Employee Handbooks
- Created/administered SB 190 Safety Compliance programs
- Developed Job descriptions to meet legal and ISO 9001 requirements
- Designed/implemented/administered Compensation and Performance Management programs
- Designed and delivered skills training
- 401(K) Plan Portfolio selection and administration
- Resolved employee relations issues with minimal litigation
- Successfully transferred HR skills into different industries – printing, high tech, banking, clinical research, construction and insurance
- Excellent communicator
- Consistently matched candidates to position requirements resulting in minimal turnover

ACHIEVEMENTS

2002– Present Independent Human Resources Consultant

- Provided human resources support for a clinical research organization.
- Created Employee Handbooks/Policies/Procedures
- Conducted I-9 audit in preparation for an OFCCP audit
- Coached CEO's on organizational change to meet business growth
- Provided vocation job search skills training to individuals recovering from drug/alcohol abuse.
- Developed management legal compliance training program for auto manufacturer
- Developed bonus program for construction company
- Developed an HR Audit tool

- Provided coaching/advisory services to CEO's.
- Often called in to assist with difficult employee situations

1989-2001 Director of Human Resources
Veriad, Brea, California (label manufacturer)

- As a member of the senior team was instrumental in developing business strategies and policies
- Introduced a broadband pay structure and a competency-based performance management appraisal program
- Member of ISO team which achieved ISO 9001 certification in 90 days
- Excellent record of conflict resolution with minimal litigation
- 401(K) Plan Administrator
- Introduced improved benefits at cost savings of \$70K annually
- Successfully defeated a union organizing effort
- Managed Marketing Department for six months during search for a new Marketing Director
- Assisted President in the management of the IT Department
- Quoted in Harvard Business Review and INC magazine regarding Veriad's use of the Balanced Scorecard in strategic planning
- Received the Paul J. Connolly award for outstanding leadership

1985-1989 Human Resources Manager
Argonaut Insurance, Los Angeles (Workers Compensation)

- Introduced monthly newsletter
- Designed HR performance objectives which were adopted company-wide
- Account Manager for a \$1.5 million bakery account
- Awarded \$2,500 for voluntarily assuming additional responsibility for Argonaut's San Diego office
- Awarded a trip to Hawaii in recognition of outstanding contribution to the HR function

(Additional work experience provided upon request).

EDUCATION

Certificate in Human Resource Management from UC/Irvine
Certificate in Business and Economics from Worthing College, England

PROFESSIONAL AFFILIATIONS

National Human Resources Association (NHRA)
Personnel Industrial Human Resources Association (PIHRA)
Society for Human Resource Management (SHRM)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Library Director Performance Evaluation, Contract and Salary
DATE: November 20, 2006

BACKGROUND

President Shkoler has requested that the Library Board consider a Human Resources consulting contract with Valerie Poole at a rate of ~~\$75~~^{\$85} per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees.

RECOMMENDATIONS

1. Approve contract with Valerie Poole at a rate of ~~\$75~~^{\$85} per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees. */*
2. Appoint Valerie Poole as the negotiator of the Library Board of Trustees for the purpose of negotiating a labor contract with the Library Director and authorize her to speak on behalf of the Library Board of Trustees.

*Wabig to Board's Desk
to prepare I pass the
power to the big Dec 1st.
To do still interested*

Brick & Bytes & Sleepless Nights *continued from previous page*

regarding responsibility, accountability, and who will be authorized to make both major and minor decisions.

1. Decide how frequently the board or the board's building committee should meet with the architect, construction manager, attorney, money manager, space planner/decorator, etc.
2. Define the director's role in terms of making decisions.
3. Request *frequent* written progress reports and immediate notification of problems.
4. Treat this as if this was your own home project.
5. Familiarize yourself with the details: HVAC, future technology needs, interior layout, location of rest rooms, security, etc.

MINIMIZING STRESS

Like high cholesterol, stress comes from several sources.

1. Things you have control over: Stress related items that you have control over can be avoided, if there is a clear understanding

of responsibility. When something comes up with which you are not comfortable, bring everyone together, clear the air, redefine assignments, and move on.

2. Things out of your control: Wrong color carpeting, sewer connection not as shown, etc. This is what you pay your professionals to do: Architect, construction manager, attorney, etc. Let them do their jobs. They can handle the stress.

~For a good night's sleep~

When trustees and directors work together, keep the lines of communication open, and put aside personal objectives, everyone comes out a winner, especially the community.

—Shirley Lang, Syosset [N.Y.] Public library trustee and ALTA Board Member

Public Librarians—What's Next? Certification!

If you have:

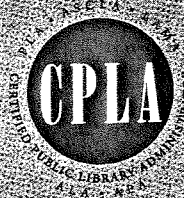
- an MSLS degree (ALA-accredited, NCATE-accredited, or accredited by the national body of another country)
- at least 3 years supervisory experience

Then, you've probably attended conferences, meetings, and workshops, and you want to do more to move your career to the next level. You may have even been considering getting another degree to prepare you for the responsibilities that come with being a library administrator.

Enrolling in the **Certified Public Library Administrator Program** will help you acquire the knowledge and skills you are looking for in:

- Budget and Finance
- Management of Technology
- Organization and Personnel Administration
- Planning and Management of Buildings
- Current Issues
- Fundraising
- Marketing
- Politics and Networking
- Service to Diverse Populations

Applications will be reviewed quarterly by the American Library Association-Allied Professional Association (ALA-APA). For more information, visit www.ala-apa.org/certification/cpla.html or call 1-800-545-2433, ext. 2424.



Attention: American Library Association Divisions, ALA Chapter, ALA Division Affiliates, library associations, LIS programs, library consortia, university programs, state libraries, independent trainers, vendors, independent consultants, and information providers.

Want to be the first to offer courses to these motivated librarians? Complete the Request for Proposal on the American Library Association-Allied Professional Association (ALA-APA) website at www.ala-apa.org/certification/cplarp.html

ALA-APA
Allied Professional Association

Kansas Eyes Statewide Trustee CE

Something to count on. That's the idea behind a statewide trustee continuing education (CE) program in Kansas. Directors could count on "ten-minute topics" for use in board meetings. New trustees would get "the basic five" topics in their first four months. Veteran trustees would learn about another 25+ topics.

Who could participate in KanTEP (Kansas Trustee Education Program)? Either individual trustees or whole boards. They'd get points for many activities—from attending their own board meetings to going to Trustees-Friends Day to self-study webinars to attending ALTA sessions.

Guidelines. In February 2006, State Librarian Christie Brandau asked the Kansas Library Trustee Association (KLTA) to study "pros and cons of board certification and consider core skills that trustees need to function effectively . . ." Research resulted in identifying six areas for trustee core skills—state laws, board operations, financial management, local policies and national library values, advocacy, and strategic planning. The program's guidelines include:

1. *Education* not certification.
2. *Voluntary* participation for either individual trustees or boards.
3. *Standalone* program is not linked to any funding.
4. The *local director is the key* to making the program work.
5. A *pilot project* of four to five libraries across the state will include careful evaluation.

Proposed program. KanTEP would address needs of all sizes of libraries, from urban to small storefronts. Of the state's 324 public libraries, about 15 serve a population more than 40,000.

Program levels.

Orientation level for new trustees, to be completed within 3–4 months.

- KanTEP would provide directors with a simple orientation packet—hardcopy and electronic—with five basic topics from the list of core skills.
- Each topic would include a handout.
- Each of the five topics handouts could be covered in ten minutes in a board meeting.
- Points upon completion = 5.

Year-One level (applies to new trustees completing Orientation level *and* to veteran trustees who are new KanTEP participants).

- "E-mail a month"—KanTEP would provide directors with thirty other topics—hardcopy and electronic—for use in board meetings. Each would be about ten minutes in length, plus a handout.
- The director chooses eight topics most relevant to his or her board to be covered within twelve months.
- Points upon completion = 8 (one per topic).

Standard levels (after completion of Year-One level):

- Bronze = 20 points required
- Silver = 25 points required
- Gold = 30 points required
- Platinum = 35 points required
- Diamond = 40 points required

Next steps. Following widespread review, the final recommendations will go to the State Library in early November, 2006. Presuming prompt approval, pilot project libraries and individuals will be identified in early 2007. It is hoped that KanTEP will be launched at the 2007 Trustees-Friends Day on April 11.—Ellen Miller, Regional VP for Iowa, Nebraska, Missouri, and Kansas



KIDS AND FAMILY READING REPORT

The time kids spend reading for fun declines sharply after age 8 and continues to drop off through the teen years, according to a national study released June 14 by Yankelovich, a leader in consumer trends tracking, and Scholastic, a children's publishing and media company. While 40 percent of kids between the ages of 5–8 are high-frequency readers (reading for fun every day), only 29 percent of kids ages 9–11 are high-frequency readers. The percentage continues to decline through age 17. See the full report at http://www.scholastic.com/aboutscholastic/news/reading_survey_press_call_2.pdf

REGIONAL TRUSTEE GROUPS

Have you considered getting together informally with trustees and library directors from neighboring libraries? In Michigan, Oakland County and Macomb County public library trustees have county groups that gather a couple times a year to socialize and learn. The meeting might consist of a dinner and an after dinner speaker. Sometimes the speakers are library directors, the state librarian, someone from the state library association, or a county official. One county executive recently spoke on his initiative to give the entire county wireless access to the Internet.

Other half day or evening meetings have included continuing education topics of interest to trustees. Presentations have included:

- An attorney explaining what trustees need to know about personnel policies,
- Information on the genealogy collections in the county,
- Economic or demographic data, and
- Technology trends in public libraries.

The presentations certainly provide helpful information, but the side benefit of the meetings is the networking that takes place between trustees. As a library director, I ask my trustees not to sit together, but rather to place themselves at a table of trustees from another library. By doing this we can learn from the successes and failures of other boards. We can hear about their experience in creating community collaborations; hiring a new

director; financing new buildings; and working with bankers, architects, or other consultants. As a library director, I too, benefit from such meetings as I learn how other boards operate.

Because the meetings are local, do not involve high travel expenses or overnight stays, are not under the umbrella of a large organization, and rely upon free speakers, the costs remain low. Membership is five dollars a year to cover the cost of mailings and speakers' meals. Meetings in libraries offer the opportunity to tour a library other than your own and to save room rental costs. Meals can often be catered for less than banquet facility prices or you could even do a potluck dinner.

This is something that works well for us and I thought you might like to consider something similar in your area.—*Christine Lind Hage, Director, Rochester Hills Public Library*

THE NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION

is celebrating its fiftieth year of existence in May 2007. Plans are now being developed for a Gala, an evening event. Look to our Web site (www.nhlta.com) for details. All are welcome. If you live nearby or at a distance, please consider attending. There will be a keynote speaker soon to be named. Great strides have been made in this most viable organization. Libraries are the "Heartbeat of the democracy," and trustees are the governing body of all the Public Libraries in New Hampshire. Put this date on your calendar: Friday, May 11, 2007, at the Grappone Convention Center in Concord, N.H.—*Ann Fabrizio, trustee*

PUBLIC LIBRARIES IN THE U.S.: FISCAL YEAR 2004

report includes national and state summary data on public libraries in the fifty states and the District of Columbia, with an introduction, findings, and numerous tables. The report is based on data from the Public Libraries Survey for fiscal year 2004, and includes information on population of legal service area, service outlets, public service hours, library materials, total circulation, circulation of children's materials, reference transactions, library visits, children's program at-

tendance, interlibrary loans, electronic services and information, full-time-equivalent staff, operating revenue and expenditures, and capital expenditures. The report includes several key findings: Nationwide, library visits to public libraries totaled 1.3 billion, or 4.7 library visits per capita. The average number of Internet terminals available for public use per stationary outlet was 10.3. The full report is available at <http://nces.ed.gov/pubs2006/2006349.pdf>.

LIBRARY TRUSTEE MABLE ROBERTSON (Brooklyn Public Library) and husband Clarence volunteered in New Orleans during the American Library Association Conference. They both received great thank-you notes for volunteering their time to help with the preparation of the library at St. Mary's Catholic School. Sr. Greta Jupiter said, "I know that it was a monumental task, but you did a marvelous job, and I do see much progress."

MAJOR ACTIONS OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE, 2006 ANNUAL CONFERENCE, JUNE 22-26, 2006, NEW ORLEANS, LA.

- Approved the fiscal year 2007 budget.
- Assigned ALTA 2007 Annual Conference programs to program tracks and sub-tracks wherever possible.
- Accepted with deep regret the resignation of Lillian Edelmann as second vice president.
- Elected Mable Robertson as second vice president for 2006-07.

MAYWOOD CELEBRATION

The Village of Maywood is celebrating its 125th Anniversary of Incorporation in 2006. The Maywood Public Library District is contributing to this celebration with two projects. The library is creating a visual display of images depicting each of the 125 years of Maywood's existence. This montage will be mounted and displayed in the library's rotunda this fall. Material for this project is coming from the Maywood Public Library Archive. The Maywood Library is the sixth oldest

public library in Illinois. It has a unique collection of early family histories, memorabilia, photos, and realia spanning the entire history of the village.

A second project involves a mural that the library board has agreed to host on its vacant lot. The mural depicts a group of children blowing bubbles. Each bubble has an historical image of Maywood inside. The mural is being painted by a group of Maywood High School students. It is scheduled for completion in late August.—*Stan Huntington, Director, Maywood Public Library District*

FROM THE ALTA OFFICE

The following column is a new feature in *The Voice*, one we hope you will appreciate. The ALTA staff—myself and Program Coordinator Dollester Thorn-Hawkins—plan to use this opportunity to keep you informed on the work of the office and ALA, and to hopefully hear back from you.

Summer is a busy time of year for ALTA staff, with much time devoted to the transitioning of new committees and work on the ALTA Web site, and this year, to generating ideas for ALTA's restructuring.

ALTA COMMITTEES

Volunteers are the backbone of any membership organization, and ALTA always needs committed members to join our volunteer ranks. Requesting a committee assignment is the easiest way to become more involved with ALTA, and it is also a great way to meet other library trustees. Serving on a committee is often also the first step in moving up the association leadership ladder. ALTA President Anne Sterling will be appointing committee members on an ongoing basis, so I hope you will let us know if you are interested in serving on any of the following committees:

Action Development Committee
Advocacy Committee
Awards Committee
Conference Program and Evaluation Committee

Mark Your Calendar Important ALTA Dates

LIBRARY CARD SIGN-UP MONTH

September

BANNED BOOKS WEEK

September 23-30, 2006

TEEN READ WEEK

October 15-21, 2006

CHILDREN'S BOOK WEEK

November 13-19, 2006

2007 ALA MIDWINTER MEETING

Seattle, Washington
January 19-24, 2007
www.ala.org/midwinter

JOB SHADOW DAY

February 2, 2007

ALTA at a Glance

www.ala.org/alta

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Anne D. Sterling

Executive Director:

Kerry Ward

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ALA Production Services

ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

Education of Trustees Committee
Intellectual Freedom Committee
Jury On Trustee Citations
Legislation Committee
Local Arrangements Committee
Membership Committee
Nominating Committee
President's Program Committee
Publications Committee
Specialized Outreach Services

For the committee charges or to volunteer, please see the ALTA Web site: www.ala.org/ala/alta/altaorg/altacommittees/committees.htm, or contact the office.

ALTA RESTRUCTURING

As you may have read after the 2006 Midwinter Meeting, the ALTA Board authorized the creation of a task force to examine ALTA's current market position and to recommend changes that will better align organizational structure with the execution of strategy. Then-President Jane Rowland appointed sixteen ALTA members to a Restructuring Task Force (RSTF) and the following charge was adopted: "The Task Force will examine all facets of ALTA and develop a plan for restructuring the division in order to maintain its viability, enhance its national visibility, and increase its membership. Toward these ends, the Task Force will consider

new models for organization and governance of the division, will develop strategies for implementing change, and will seek input from current members and others with congruent interests."

RSTF discussions have covered a broad range of topics including perceptions of the issues, ideas for growth, strengths and weaknesses, board and committee structure, etc. Task force members have agreed that increased ALTA membership is a key success factor, and that the association needs a greater market presence in the states as well as a more responsive volunteer Board and committee structure. At the Annual Conference, the Task Force asked the staff to synthesize these many ideas into an initial restructuring plan that the RSTF will review in the fall and continue to work on through the Annual Conference next year. It is likely you will be asked to approve some of the proposed changes as bylaw amendments next year. I would very much welcome your thoughts on how ALTA can be a stronger organization and how it can better meet your needs so please contact the office with your ideas.

Finally, if you have questions or concerns about any aspect of your membership, please contact the office at 1-800-545-2433, ext. 21 or e-mail me at kward@ala.org.—Kerry Ward, ALTA Executive Director

Library Schools, Library Associations, Library Consortia, State Libraries, Consultants—What's Next? CERTIFICATION!

The Certified Public Library Administrator Program (CPLA) has begun and encourages you to be the first to provide courses (with evaluation) for motivated candidates to fulfill the following competencies/standards for public library administration:

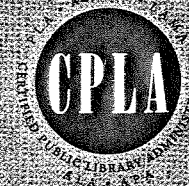
Core

- Budget and Finance
- Management of Technology
- Organization and Personnel Administration
- Planning and Management of Buildings

Electives

- Current Issues
- Fundraising
- Marketing
- Politics and Networking
- Service to Diverse Populations

Applications are reviewed quarterly by the CPLA Certification Review Committee. Send proposals to the American Library Association-Allied Professional Association (ALA-APA), 50 East Huron, Chicago, IL 60611. For more information, visit www.ala-apa.org/certification/cplaproviders.html or call 1-800-545-2433, ext. 2424.



Why Become a Provider?

- It is an opportunity to participate in a national certification program in a library specialty.
- If you are already offering a course that meets the standard, approval provides you with an additional audience for your courses.
- Finally, if you are already offering a course that meets the standard, you may receive approval for two previous years of offering the course, meaning your students from those years will qualify for completion of one standard even before they apply to become a CPLA candidate.

ALA-APA
Allied Professional Association

Let's Talk: Make Everyone a Winner

A trustee writes: As a new board member, I like to stop in to see the director before the board meetings to suggest what should be on the agenda. I also talk to the board's attorney. I have been told that this is not appropriate.

She asks: *Don't I have a right to present my ideas? What's wrong with my talking to our attorney?*

Governing Boards—All members of a governing board share in a joint and collective authority which exists and can be exercised only when the group is in session. Members of a board have no authority except when the board is meeting.

A director writes: My new trustee does not seem to understand what the rights, roles, responsibilities, and liability of the board as a body of the whole are as well as that of the individual trustee.

She asks: *How do I explain the legal and ethical issues without sounding critical?*

Very few trustees come to the job with an understanding of the library's bylaws and policies, state and federal statutes and laws, as well as ethics and parliamentary procedures that apply to them.

For our new trustee: The responsibility for the regular order of business of the board meeting [agenda] usually falls to the presiding officer and the format for this should be stated in the library's bylaws. The purpose is to provide a systematic plan for the orderly business of the board. Perhaps an orientation with the board president and the director on how the board wishes to consider adding new items to the agenda is needed.

With regard to your access to the board's attorney or other consultants that are in the boards' employ: The attorney is available to present legal advice to the board as a body of the whole. The attorney does not work for any individual board member. If there is a need for information from counsel, it is usually the presiding officer who will get that information for the board.

For our director: Prior to becoming a trustee, there is no training available for anyone interested in the job. So it is up to you, or a trustee organization like ALTA, to educate your new trustee.

**WIN, TRY
~ TIC TAC ~
(play by the rules)
"Team, Inspire, Communicate,
Teach, Advise and Clarify"**

—Shirley Lang, Syosset (N.Y.) Public library trustee and ALTA Board Member



Meet the 2006-2007 ALTA Executive Board



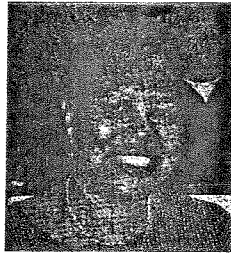
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October 15, 2006

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Board & Administrator

FOR BOARD MEMBERS

November 2006 Vol. 23, No. 3

Editor: Jeff Stratton

Conflicts of interest cost nonprofit funding

In a time of increased scrutiny, it's amazing the trouble nonprofit boards make for themselves. Excel Community Outreach Center, Inc. has collected more than \$100,000 in government funding to run its programs, but the Des Moines, Iowa, nonprofit lost thousands of dollars in city and state government grant funding due to pervasive board member conflicts of interest, *The Des Moines Register* reported.

According to the *Register*, at least five board members were paid Excel employees. Why is this a conflict of interest? One example: When the board makes decisions about employee pay levels, a board member/employee has an obvious interest in that decision. In addition, to many observers, it appears that the board member is using his position on the board to obtain employment.

Besides the conflict of interest involving pay, there are two more reasons to avoid the practice:

1. ***It puts your executive director in an awkward position.*** Your administrator works for the board,

so she would be supervising a boss. Consider how uneasy you would be at your own place of work if you were suddenly asked to monitor your boss' work.

2. ***It makes other employees uncomfortable.*** Will staff be uneasy around a co-worker who also serves on the board? Will they assume the employee/board member receives preferential treatment?

An organization's employees should never serve on their board.

To prevent these types of conflicts, the board needs to put clear governance policies in place. Prohibit board members from working at the nonprofit through the organization's bylaws or in a board code of conduct. Here is sample language:

"Board members and their immediate family shall not be eligible for paid positions at this nonprofit, and shall not use their positions to obtain for themselves, family members, or acquaintances employment at the nonprofit." ■

'Human Conflict' causes board troubles

You may have heard the recent news about the Hewlett-Packard board and its internal problems.

I'm referring to the coverage on former HP Chair Patricia Dunn, who authorized an investigation of the personal cell phone records of other board members in an attempt to prevent information leaks.

Are there any lessons to be drawn from the conflicts of a high-powered, for-profit board and applied to readers of *Board & Administrator*?

A *Newsweek* article correctly points out that the

cause of board issues is often simple "human conflict." As readers of *B&A* know, I stress the importance of board and administrator teamwork. I emphasize board and administrator retreats for teambuilding. It's important for boards and their executives to spend time on get-to-know you activities and to find ways to enjoy their time together.

You participate in those activities so that when difficulties arise (and they will), you face them together as a board and administrator team and do what is best for the people your organization serves. ■

Invest time in board PR

Board members make the best advocates for their organizations.

That's true for two reasons:

1. **You're a volunteer.** Board members donate their time to ensure that their organizations deliver important services. That makes you instantly more credible than a salaried employee or a PR specialist.
2. **You have influence in the community and access to a variety of people.** Put this to use on behalf of your organization by stressing the good work that it does at every opportunity.

The Minnesota School Boards Association publishes an on-line list of public relations suggestions for its members.

Here are two ideas from MSBA that apply nicely to nonprofit boards:

- **Create positive gossip.** Learn the positive things happening at your organization and tell other people about them. Praise a staff member's work in the

community or to someone on the staff.

- **Get to know your fellow board members.** "Show an interest in other board members' personal lives, their families, hobbies and jobs. Board members and administrators that work well together project a positive image based on trust and open, honest discussions."

"Show an interest in other board members' personal lives, their families, hobbies and jobs. Board members and administrators that work well together project a positive image based on trust and open, honest discussions."

For information, visit www.mnsba.org. ■

Raise money for your nonprofit: three easy methods

Consultant Richard Male has good ideas on ways board members can personally raise money for their organizations. Here are several from a recent "Rich Tips" article he authored:

1. Donate your frequent flyer miles and auction them to the highest bidder at an organizational function.
2. Have each board member contact the owner of her favorite up-scale restaurant for an in-kind donation dinner. Sell the freebie to one of the organization's stakeholders at your next fundraiser.
3. Put your second home to use, if you have one. Donate a week's stay—for a price.

For information, visit www.richardmale.com. ■

Improve advocacy: Arrange a speech for a board colleague

An important aspect of the board member's role is advocacy for the nonprofit. This can be accomplished in many ways, including speaking to local service groups. But what if you don't particularly like speaking to a group?

Consider inviting another board member who does enjoy public speaking, or your executive director to

speak to other organizations to which you belong. They can get the message out to your colleagues, business associates and other contacts about the good work your organization is doing.

By using a network of peers, all board members—including you—get to contribute to the board's public relations efforts. ■