

Library Board of Trustees

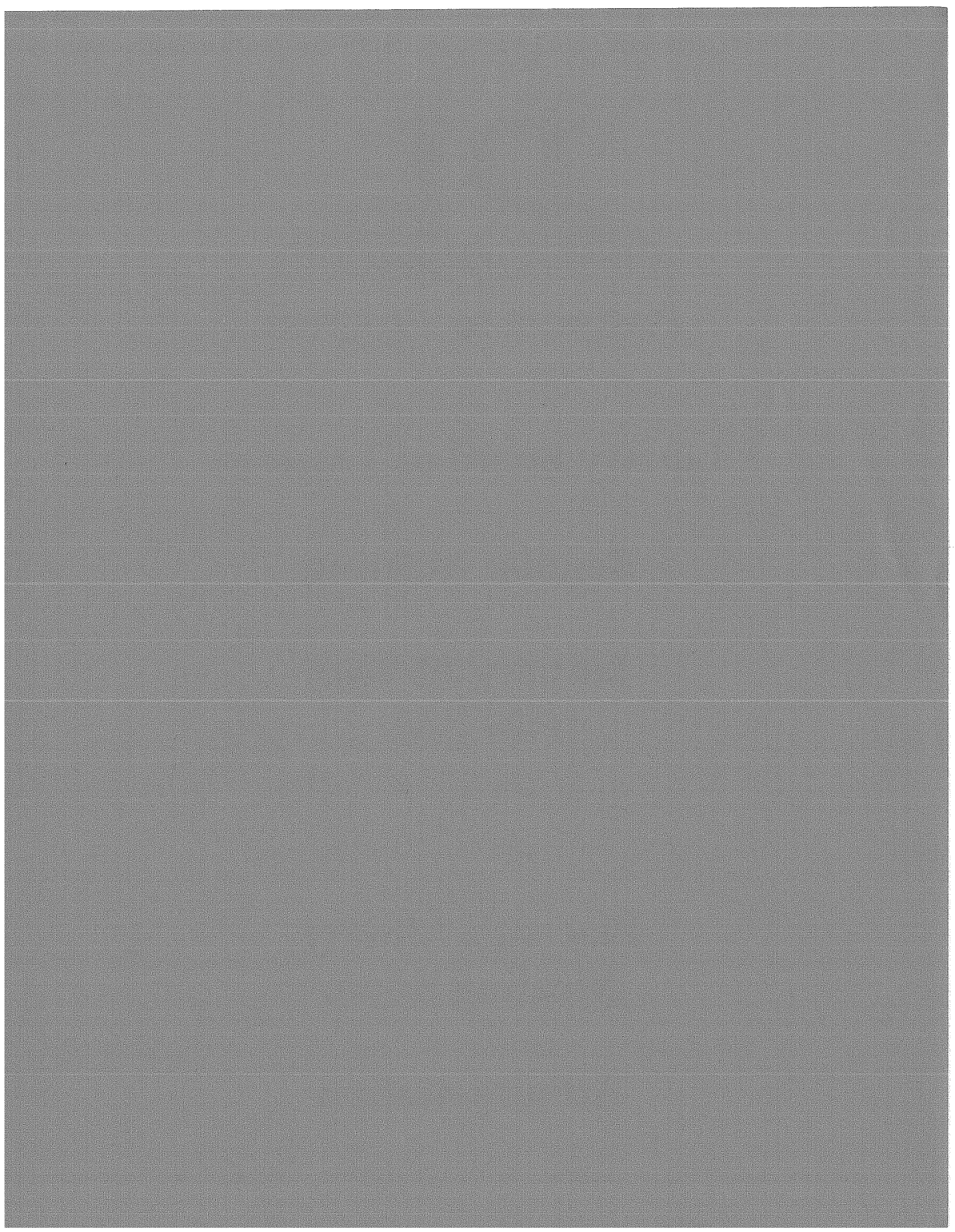
Regular Meeting

January 20, 2009

6:30 P.M.

**Placentia Library
Meeting Room**

Administration



To: Library Board of Trustees
From: Jerry Tollefson
Subject: Financial reports, accounting procedures, and treatment of tax dollars received

1/12/09

Some months ago I asked this question of several Trustees, "Why does the Balance Sheet, presented at monthly Trustee meetings, fail to include the Library funds on deposit in various numbered accounts with the County of Orange?" The November 30, 2008 Balance Sheet excluded these accounts totaling \$779,133.93.

Further questions about the financial operations of the Library---

1. The Balance Sheet as of November 30, 2008 reflected a net income in the equity section of \$87,884.69. Yet the report to the Trustees did not include an Income Statement supporting that figure, as required under generally accepted accounting principles.

2. Why is the \$779,133.93 on deposit in the County of Orange when the Placentia Library District is a stand alone organization?

a. According to the Certified Audit Report, the Library District has an investment policy authorizing investment in the local government investment policy administered by the County of Orange. This statement, and because you have six other bank accounts, indicates that as a District you can receive the tax money and invest it in something other than the OCIP.

3. The Board of Trustees must adopt an annual budget by resolution of the Board of Trustees. Any transfers that alter the total appropriations (expenditures) must be approved by the Board of Trustees.

The District is required to maintain budgetary controls to ensure compliance with the legal provisions embodied in the appropriated budget.

a. A review of the monthly reports to the Trustees does not include a comparison between what has been budgeted and what has been expended.

b. It appears that a cash flow budget is necessary. When the question was asked, "Why do you carry cash balances of almost a million dollars at all times?" The answer was, "We need that to pay the bills until the next tax receipts come in." The next question is, "How do you know that, without a cash flow budget?" This reflects the required expenses by month, which then gives you the required cash on a monthly basis until the next taxes are paid.

c. The CPA's report for 6/30/07 does include a budget that showed the District having a net loss of \$1,276,318 for the year ending 6/30/07, but the District ended up a plus \$137,046., not very good planning by the Trustees. It did have one expenditure in the budget called contingency \$1,233,844.

4. Accounting---

The audit report states that the County of Orange performs all accounting functions and acts as a fiduciary agent.

a. Where are the accounting reports that are prepaid by the County of Orange?

b. An organization with the gross income in excess of 2 million dollars normally would have a staff member with business experience to oversee the business functions and prepare the financial reports that the Board of Trustees should have.

c. It appears that the County is paying the bills after the Librarian approves and sends them to the County. And yet the District has bank accounts that could be used to pay the bills, eliminating a step and saving the cost the County charges, \$18,000.

5. One final question, "Why is someone paid \$11,000 for pension fund operation and management?"

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2030

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

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

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

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

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

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

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

2030.6 When a holiday occurs on a Monday, the full-time and regular part-time staff will be subject to different work schedules for that work week so that each full-time and regular part-

time staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The scheduling supervisors will strive to give each full-time and regular part-time staff member who works on a holiday weekend, two days off in succession during the week with the Monday holiday.

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

2040.12 Exempt or non-exempt staff with a sick leave balance in excess of 800 hours, or the pro-rated number for part-time employees, may exchange two sick days for one vacation day.

2040.12.1 These requests must be in daily increments based on the number of hours worked per week.



2040.12.2 A request may be submitted on June 1 and December 1 of each year. Requests will not be considered at other times.

2040.12.3 A request will not be granted if it brings the sick leave balance under 800 hours.

2040.13 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.13.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.13.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.13.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.14 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.14.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.14.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.14.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.1 This policy will apply to probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

2050.3 Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy will apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director.

2060.3 While serving on a jury, the employee will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal from jury duty each day if the amount of time spent on jury duty is more than two hours less than the normally scheduled work day. The employee will be able to complete his/her workday without the requirement of split hours.

2060.4 Pay for jury duty is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.5 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Vehicle Cost Reimbursement**
POLICY NUMBER: **2100**

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.



(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. **Placentia Library District participates in Social Security and Medicare for all employees.**

2110.5 Money Purchase Pension Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.65 Deferred Compensation/457 Plan.

2110.6.1 Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.



2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

2120.2 The District will reimburse regular employees for approved courses of study up to \$2,500 per calendar year by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

2120.2.3 The District will make no refund to employees who receive a grade below "C" for the class.

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:



2120.5.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.5.3 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140

2140.1 This policy will apply to all regular and probationary full-time and part-time District employees.

2140.2 Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

2140.3 The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4 Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or in the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

2140.5 Frequent requests will be grounds for denial.

Memorandum

TO: Jeannette Contreras, Library Director
Placentia Library District

FROM: Jeff Ferre, Best Best & Krieger LLP

DATE: January 5, 2009

RE: Request for Refund of Library Facilities Impact Fee

Background

The District has received a request from HQT Homes Bradford L.P for a refund in the amount of \$13,416.00 for the amount of the Library Facilities Impact Fee that they paid to the City of Placentia as a condition for issuance of Certificates of Occupancy for the third phase of their residential/condominium development.

Attached to this memo is the cover letter from the attorney for HQT which sets forth their arguments as to why they should not be subject to the Fee. In general, HQT argues that they have a "vesting tentative map" ("VTM") which was approved by the city planning commission on December 15, 2005 and approved by the City Council on January 17, 2006. As result, HQT argues that the only conditions that could be imposed on their development are those that were made part of the conditions of approval for the VTM, which was approved prior to the date of Fee adoption.

Conclusion

Upon a review of HQT's position, supporting documents, and relevant state law, it is our recommendation that the refund be granted and the funds returned to HQT due to the timing of approval of the VTM for the HQT development in 2006 and the fact that the Fee was not adopted until 2008. Since this is a ministerial matter of implementing the policy set by the Board for imposition of this Fee, there is no need for action by the Board to grant the refund. However, we did feel it was important to provide this memo which can be forwarded to the Board, and provide direction to the Library Director, as to the background on this matter and the steps that need to be taken.

According to a City letter dated January 24, 2006, HQT (through a predecessor in interest) received final approval of their VTM on January 17, 2006. California Government Code Section 66498.1 provides, "[w]hen a local agency approves a...[VTM]...that approval shall confer a vested right to proceed with development in substantial compliance with the ordinances, policies, and standards described in Section 66474.2." Section 66474.2(a) provides, "the local agency shall apply only those ordinances, policies, and standards in effect at the date the local agency has determined that the application is complete...." Thus, VTM entitles its possessor to proceed with a development according to the rules and fees that were in place on the date the VTM was approved. (Kaufman v. City of Modesto (1994) 25 Cal.App.4th 1577, 1592)

Although Resolution No. 08-10 was adopted on June 26, 2008, Section 8 provides that it is not to be imposed or collected until at least 60 days have passed, as required by law. The Agreement between the District and the City to collect the fees was not approved until November 18, 2008, at which point a mechanism was in place by which the land use agency(City) became committed to impose the Fee on development applicants.

Section 2 of the Agreement For Collection provides that the District will be responsible for processing and issuing any required refunds of the Fee. Therefore it is recommended that the Library Executive Director process the refund and remit payment to HQT with a cover letter which states as follows:

“Pursuant to the provisions of Resolution 08-10 of the Placentia Library District and the Agreement For Collection Of Library Facilities Impact Fee between the District and the City of Placentia, it would appear that HQT is entitled to a refund of the Library Facilities Impact Fee in the amount of \$13,416.00. This refund has been made on the basis that the conditions for approval of HQT’s subject development were set by way of that certain VTM 16949 and approval of said VTM predates the effective date of the Library Facilities Impact Fee.”

In the case of residential development, Section 1 of the Agreement For Collection provides that the City shall require any individual or entity to which the Fee applies to provide evidence to the City of payment of the Fee prior to the date of final inspection, or the date of the certificate of occupancy is issued, whichever occurs first. It is recommended that City staff be reminded that in the future, in the event of a VTM or similar development approval, the City should make sure to include in any such conditions a reminder that the Fee, in the amounts set by Resolution 08-10, will be due at the time of final inspection or a certificate of occupancy, as applicable. Such advance notice is consistent with the intent of the Agreement For Collection that the development applicant be made aware of said condition and the evidence of payment that will be require and will help to ensure that the Fee will be collected.



To: Library Board of Trustees
From: Jerry Tollefson
Subject: Financial reports, accounting procedures, and treatment of tax dollars received

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5. One final question, "Why is someone paid \$11,000 for pension fund operation and management?"



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION
Tuesday, January 20, 2009
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 Richard
Absent
Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

*Betty
Lae*

*Nancy Present
Yessenia
Nora*

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. 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. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

*Friday Feb 13
Authors Luncheon
May*

CONSENT CALENDAR (Items 8 - 27)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 - 27 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 8)

8. Minutes of the ~~November 17~~ *December 16* 2008 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

December 18 Special Mtg

CLAIMS (Items 9 - 12)

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

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

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

12. FY2008-2009 Cash Flow Analysis through October 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

13. Financial Reports for November 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

X 14. Balance Sheet for November 2008. (Receive & File)

15. Acquisitions Report for November 2008. (Receive & File)

16. Entrepreneurial Activities Report for November 2008. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 21)

- * 17. Personnel Report for November 2008. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for November 2008. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 20. Status Report on Partnerships with Community Organizations. (Receive & File)
- * 21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 27)

- * 22. Library Director's Report.
- 23. Children's Services Report for November 2008.
- 24. Literacy / Volunteer Services Report for November 2008.
- 25. Reference and Adult Services Report for November 2008.
- * 26. Local History Room Report for November 2008.
- 27. Placentia Library Web Site & Technology Report for November 2008.

CONTINUING BUSINESS

- 28. Selection of Date and Time for the March 2009 Library Board of Trustees meeting.
 Presentation: Library Director
 Recommendation: Action to be determined by the Library Board of Trustees.
- 29. 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.

NEW BUSINESS

- 30. Training Authorization for Placentia Library District Staff.
 Presentation: Library Director
 Recommendation: 1) Authorize the Library Director and library staff, Yesenia, to attend the Employer Advisory Council of Orange County, Inc.'s "New Law Updates for 2009" workshop on January 22, 2009 at the Hyatt Garden Grove.
 2) Authorize the Library Director to attend the "Coping with the Turbulent Winds of Redevelopment" workshop on February 5, 2009 at Turnip Rose.
 3) Authorize library staff, Yesenia Gomez to attend the "Cash Handling Training Course" workshop on February 18, 2009 at the Huntington Beach Central Library and Cultural Center.
 4) Authorize library staff, Yesenia Gomez, to attend the "Introduction to Quickbooks" workshop on March 29, 2009 at the Santiago Canyon College.

Kathie Matsuz

Jeanne Hanger

2 Rickover

2 Jean

Deann Cassidy

31. Discussions of Placentia Library District Policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.

Presentation: Library Director

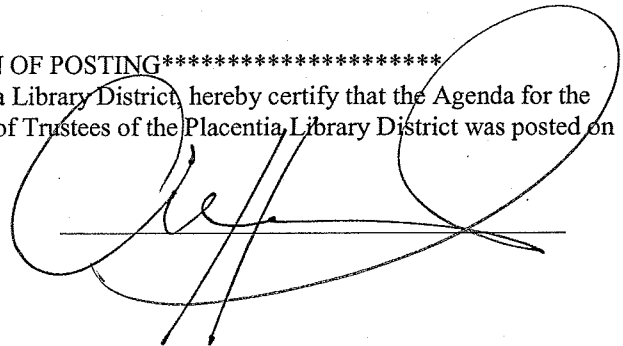
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

32. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 17, 2009 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn 6:46 P.M.

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

I, Alex Hernandez, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the January 20, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 15, 2009.

A large, stylized handwritten signature in black ink, appearing to read 'Alex Hernandez', is written over a horizontal line. The signature is enclosed within a large, hand-drawn oval shape.

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

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 15, 2008 at 6:30 P.M.

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

Members Absent: None

Managers Absent: None

Others Present: Caroline Gurkweitz. Library Staff, Alexander Hernandez, Lori Worden, Fernando Maldonado, Joanne Hardy, and Yesenia Gomez.

ADOPTION OF AGENDA It was moved by Trustee Betty Escobosa and seconded by Trustee Jean Turner to adopt the Agenda as presented.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

FRIENDS FOUNDATION REPORT President Shkoler and Trustee Turner attended the PLFF Board Meeting that took place at Carol Fizzard's House. President Shkoler reported that the Library will receive a check for \$5,000 from PLFF for the purchase of books.

TRUSTEE REPORTS President Shkoler attended the Chamber of Commerce mixer on December 11, 2008. President Shkoler reported that the District received \$13,416 from HQT Homes for impact fees.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District for December 15, 2008 temporarily adjourned at 6:32 P.M. for an official ceremony not part of the board meeting to swear in the newly appointed trustees.

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December at 6:35 P.M.

LIBRARY DIRECTOR The Library Director introduced new Library employees, Lori Worden Children's Librarian II, and Fernando Maldonado Library Clerk I. The Library Director presented the Board with the staff and trustee holiday picture.

TRUSTEE REPORTS President Shkoler invited the other trustees to attend the Celtic Christmas event on December 18, 2008 at 7:00p.m.

Trustee Turner attended the Friends Foundation Meeting.

Trustee Escobosa attended the staff reception.

Secretary DeVecchio inquired about a board effectiveness workshop.

Trustee Wood attended the staff reception.

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve Agenda Items 8-27:

**CONSENT
CALENDAR**

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

Minutes of the November 17, 2008 Regular Meeting

CLAIMS

Nonstandard Claims in excess of \$300

Claims forwarded by the Library Director and Trustees.

Current Claims and Payroll.

FY2008-2009 Cash Flow Analysis through November 2008; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time.

**TREASURER'S
REPORT**

Financial Reports for November 2008 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

Balance Sheet for November 2008.

Acquisitions Report for November 2008.

Entrepreneurial Activities Report for November 2008.

Personnel Report for November 2008.

Circulation Report for November 2008.

Review of Shared Maintenance Costs with the City of Placentia under the JPA.

Status Report on Partnerships with Community Organizations.
Status Report on Active Grant Applications.

STAFF REPORTS

Library Director's Report.

Children's Services Report for November 2008.

Literacy / Volunteer Services Report for November 2008.

Reference and Adult Services Report for November 2008.

Local History Room Report for November 2008.

Placentia Library Web Site & Technology Report for November 2008.

**EMPLOYEE OF THE
QUARTER
PROGRAM**

Employee of the Quarter Program Approved.

**ELECTION OF
LIBRARY BOARD
OFFICERS**

Trustee Shkoler nominated for Board President by Trustee Wood and Trustee DeVecchio. Trustee DeVecchio nominated for Board Secretary by Trustee Wood.

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

**LIBRARY BOARD
REPRESENTATIVES**

All representatives remain the same; Trustee Turner and Trustee Escobosa will alternate attendance for the Placentia Library Friends Foundation meetings.

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

RESOLUTION 09-05

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the date and time for Regular Board Meetings for 2009.

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

RESOLUTION 09-06

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt the Claims Cycle from monthly to weekly.

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

**PUBLIC LIBRARY
INNOVATION
GRANT**

Consent to pursue the Public Library Innovation Grant.

**AGENDA
PREPARATION**

Agenda Preparation for the January Regular Date Meeting which will be held on Tuesday, January 20, 2009 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 15, 2008 adjourned at 7:15 P.M.

NEXT MEETING

January Unusual Meeting will be held on Tuesday, January 20, 2009 at 6:30P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
December 18, 2008**

CALL TO ORDER President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on December 18, 2008 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner, and Library Director Jeanette Contreras.

Members Absent: Trustee Gae Wood

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

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

ORAL COMMUNICATIONS No public comment.

RESOLUTION 09-07 It was moved Trustee Turner and seconded by Secretary DeVecchio to adopt resolution 09-07; A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Year 2009

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

AGENDA PREPARATION Agenda Preparation for the January Unusual Board of Trustees Meeting will be held on Tuesday, January 20, 2009 at 6:30 P.M.

ADJOURNMENT The Special Meeting of the Placentia Library District for December 18, 2008 adjourned at 6:33 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 20, 2009

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

None

TOTAL



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
January 20, 2009

	DATE	CLAIM	FUND	AMT
LIBRARY DIRECTOR				
FUNND 707		None		
			CLAIM TOTAL	-

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 20, 2009

TYPE	REPORT NUMBER	AMOUNT
Claims	5177	\$8,360.79
	5178	\$6,166.01
	5179	\$6,862.56
	5180	\$3,785.19
Subtotal for Claims		\$25,174.55
Payroll	02/11/09	\$55,472.00
	02/25/09	\$55,472.00
Subtotal for Payroll		\$110,944.00
TOTAL CURRENT CLAIMS & PAYROLL		\$163,118.55

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC	
	X00610-3 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-27-08/4008465127		2400	01		127.70		
	12-27-08/4008465128		2400	01		27.48			
	12-27-08/4008465130		2400	01		60.44			
	12-27-08/4008465131		2400	01		178.21			
	12-27-08/4008465132		2400	01		93.77			
	12-17-08/4008434301		2400	01		18.56			
	12-17-08/4008434304		2400	01		248.41			
	12-17-08/4008434305		2400	01		43.02			
	12-17-08/4008434307		2400	01		30.58			
	12-31-08/4008468297		2400	01		19.15			
	12-31-08/4008468300		2400	01		131.54			
	12-31-08/4008468301		2400	01		1,493.23			
	12-31-08/4008468304		2400	01		93.18			
	12-05-08/4008409370		2400	01		18.56			
	12-05-08/4008409371		2400	01		98.77			
	12-05-08/4008409372		2400	01		39.51			
	12-05-08/4008409373		2400	01		113.83			
	12-05-08/4008409374		2400	01		26.37			
	12-05-08/4008409376		2400	01		33.02			
	12-05-08/4008409377		2400	01		159.22			
	12-05-08/4008409379		2400	01		435.30			
	12-19-08/4008440808		2400	01		18.56			
	12-19-08/4008440810		2400	01		274.08			
	12-19-08/4008440811		2400	01		924.05			
	12-04-08/4008397696		2400	01		20.35			
	12-04-08/4008397697		2400	01		173.58			
	12-04-08/4008397698		2400	01		19.15			
	12-04-08/4008397699		2400	01		56.29			
	12-04-08/4008397700		2400	01		41.88			
	12-04-08/4008397701		2400	01		18.56			
	12-04-08/4008397704		2400	01		447.83			
	12-04-08/4008397705		2400	01		806.52			
	12-18-08/4008439785		2400	01		867.22			
	11-26-08/4008409662		2400	01		22.04			
	12-16-08/4008431036		2400	01		42.80			
	12-17-08/4008472272		2400	01		23.98			
	12-17-08/4008452104		2400	01		14.31			
	12-03-08/4008388907		2400	01		20.11			
	12-03-08/4008467384		2400	01		167.68			
	12-17-08/4008500233		2400	01		13.55			
	07-25-08/4007988162		2400	01		13.22			
	07-25-08/4007988163		2400	01		191.50			
	07-25-08/4007988164		2400	01		58.64			
	07-25-08/4007988165		2400	01		32.45			
	07-26-08/4008029837		2400	01		28.50			
	07-26-08/4008029838		2400	01		18.56			
	07-26-08/4008029839		2400	01		56.29			
	07-26-08/4008029840		2400	01		189.19			
	07-26-08/4008029841		2400	01		26.55			
	07-26-08/4008030307		2400	01		18.59			
	07-26-08/4008030308		2400	01		16.82			
	06-25-08/X92354530		2401	02		157.94			
	06-25-08/X93242840		2400	02		71.64			
	06-25-08/X92292400		2400	02		18.51			
						8,360.79			

The claims listed above (totaling \$8,360.79) 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

8,360.79

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/18/09
REPORT NO 5178

Agenda Item 11
Page 3 of 7

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat		Doc Number	SC
X02802-1 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	12-10-08/344511		2400	05		183.59		
	12-15-08/345309		2400	05		52.42		
						236.01		
X00631 Thomson Gale PO Box 95501 Chicago IL 60694-5501	12-03-08/16076085		2400	01		30.13		
	12-03-08/16079759		2400	01		30.99		
	12-16-08/16106250		2400	01		57.67		
	12-23-08/16118698		2400	01		91.25		
					210.04			
X02768-1 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-01-08/1085728408		2400	05		96.98		
	12-30-08/1085864957		2400	05		28.02		
	12-02-08/1085748335		2400	05		88.36		
					213.36			
X04307-1 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	12-07-08/40052862		2400	01		36.13		
X02898 Midwest Tape PO Box 820 Holland OH 43528	11-28-08/1770822		2400	02		5.75		
	12-02-08/5627075		2400	02		62.56		
	12-02-08/5622080		2400	02		17.64		
	12-09-08/1776905		2400	02		4.80		
	12-16-08/5635970		2400	02		12.64		
	12-16-08/5635971		2400	02		54.92		
	12-18-08/5640321		2400	02		109.28		
	12-31-08/1793643		2400	02		0.75		
					268.34			
N22650A World Book, Inc. P.O. Box 856009 Louisville, KY 40285-6009	12-08-08/WBE1375729		2400	01		936.35		
X00637 The H.W. Wilson Company 23419 Network Place Chicago I L60673-1234	12-09-08/57963932		2400	01		451.78		
X07467 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	01-15-08/473		1600	00		3,799.00		
X04902 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	co-pay reim.		2600	01		15.00		

The claims listed above (totaling \$6,166.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

6,166.01

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
X06179 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Education Reim.		2600	01		2,945.76		
	Supply Reim.		2600	01		169.82		
						3,115.58		
N28242 Greg's Carpet Cleaning 809 S. Lakeview, Unit O Placentia, CA 92870	12-11-08/01815		1400	00		174.96		
X04556 Psychex PO Box 25159 Santa Ana CA 92799-5159	12-31-08/501400		1900	00		743.36		
X00839-1 Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	12-29-08/AN60886		1400	00		304.85		
	12-17-08/ANS2346		1400	00		132.50		
						437.35		
N09141 Dick's Lock & Safe 3486 E Orangethorpe Ave Anaheim CA 92806	12-23-08/30890		1400	00		160.60		
	12-16-08/30885		1400	00		213.90		
						374.50		
X04905 Legacy Integrative Solutions 1800 Studebaker Rd Suite 700 Cerritos CA 90703	12-06-08/10369		1300	00		150.19		
	01-02-09/10389		1300	00		114.92		
						265.11		
X06533 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	12-15-08/08-00146		1300	01		1,414.63		
X04901 MD Medical Clinics 1300 N. Kraemer Blvd. Anaheim, CA 92816	12-31-08/00297		1900	00		185.00		
X03293-1 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	12-08-08/200812-07		1900	00		10.00		
X06845 Estella Wnek 5812 Furnace Creek Rd Yorba Linda CA 92886	Travel Reim.		2600	01		7.07		
(Need Vendor #) Michael De Cuffa 14819 E Light Street Whittie, CA 90604	12-17-08		1800	00		135.00		

The claims listed above (totaling \$6,862.56) 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

6,862.56

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
(Need Vendor #) Patrick Hoang 8322 Miami Cir. Westminster CA 92683	12/22/2008		1300	01		1,045.07		
(Need Vendor #) Joanne Hardy 4802 Hamer Dr Placentia CA 92870	Reim.		2600	01		5.39		
(Need Vendor#) Infobase Publishing General Post Office PO Box 26223 New York, NY 10087-622	2-27-08/564050		2400	01		385.56		
(Need Vendor #) OverDrive, Inc. 8555 Sweet Valley Dr. Suite N Cleveland, Ohio 44125	12-09-08/SCDL-PL-1208		1900	08		2,300.00		
(Need Vendor #) The Orange Coutry Register PO Box 7154 Pasadena CA 91109-7154	12-29-08/170000475		1900	08		49.17		

The claims listed above (totaling \$3,785.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,785.19



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 55,472.00 on 02 | 11 | 09

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121042882
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #17

Description:

Department / Agency

Contact: Trinh Jeanette Contreras, Lib. Director

Name and Title
714-528-1925 714-528-8236
 Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641A

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USI
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						51,588.96	
707	707			200	00						3,883.04	
											TOTAL PAYMENT	
											55,472.00	

ENCUMBRANCE REVERSAL: YES NO

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 _____	AUTHORIZED SIGNER _____	DEPUTY _____
DATE _____	DATE _____	DATE _____

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY

<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: _____ \$100,000 (1) \$500,000 (2) \$1,000,000 (3)</p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date _____ Wrec _____</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information</p> <p>Released By / Ref #: _____</p>
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Fund Balance Report for Placentia Library District Funds on Deposit with the Orange County Treasurer

Post-Petition Balances (B/S Account 8010 - Cash)

December 31, 2008

Fiscal Year 2008-2009

	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
07/31/08	150,895.34	11,880.92	189,491.56	937,880.81	11,593.23	1,301,741.86	363,861.05
8/31/2008	150,529.68	11,852.13	189,032.37	855,424.76	11,565.14	1,218,404.08	362,979.32
9/30/2008	150,882.52	11,879.91	189,475.47	690,320.13	11,592.25	1,054,150.28	363,830.15
10/31/2008	151,227.87	11,907.10	189,909.15	401,502.82	11,618.78	766,165.72	364,662.90
11/30/2008	151,594.31	11,935.95	190,369.32	413,587.42	11,646.93	779,133.93	365,546.51
12/31/2008	11,388.76	11,987.01	191,183.81	878,006.13	11,696.76	1,104,262.47	226,256.34
1/31/2009						0.00	0.00
2/28/2009						0.00	0.00
3/31/2009						0.00	0.00
4/30/2009						0.00	0.00
5/31/2009						0.00	0.00
6/30/2009						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 2007-2008

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33
10/31/2007	145,803.61	11,479.88	183,095.17	614,387.66	11,201.88	965,968.20	351,580.54
11/30/2007	145,791.21	11,478.90	173,079.60	640,461.89	11,200.93	982,012.53	341,550.64
12/31/2007	147,059.93	11,578.79	184,672.81	1,175,090.44	11,298.40	1,529,700.37	354,609.93
1/31/2008	147,693.04	11,628.79	185,470.20	1,080,418.86	11,347.19	1,436,558.08	356,139.22
2/28/2008	148,303.62	11,676.86	186,236.95	984,004.71	11,394.11	1,341,616.25	357,611.54
3/31/2008	148,883.14	11,722.49	186,964.69	893,158.90	11,438.63	1,252,167.85	359,008.95
5/30/2008	149,359.77	11,760.01	187,563.23	1,368,667.43	11,475.25	1,728,825.69	360,158.26
6/15/2008	149,810.27	11,795.48	188,128.96	1,291,076.16	11,509.87	1,652,320.74	361,244.58
6/30/2008	150,180.09	11,824.60	188,593.36	932,562.29	11,538.28	1,294,698.62	362,136.33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Treasurer's Reports for December 2008 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

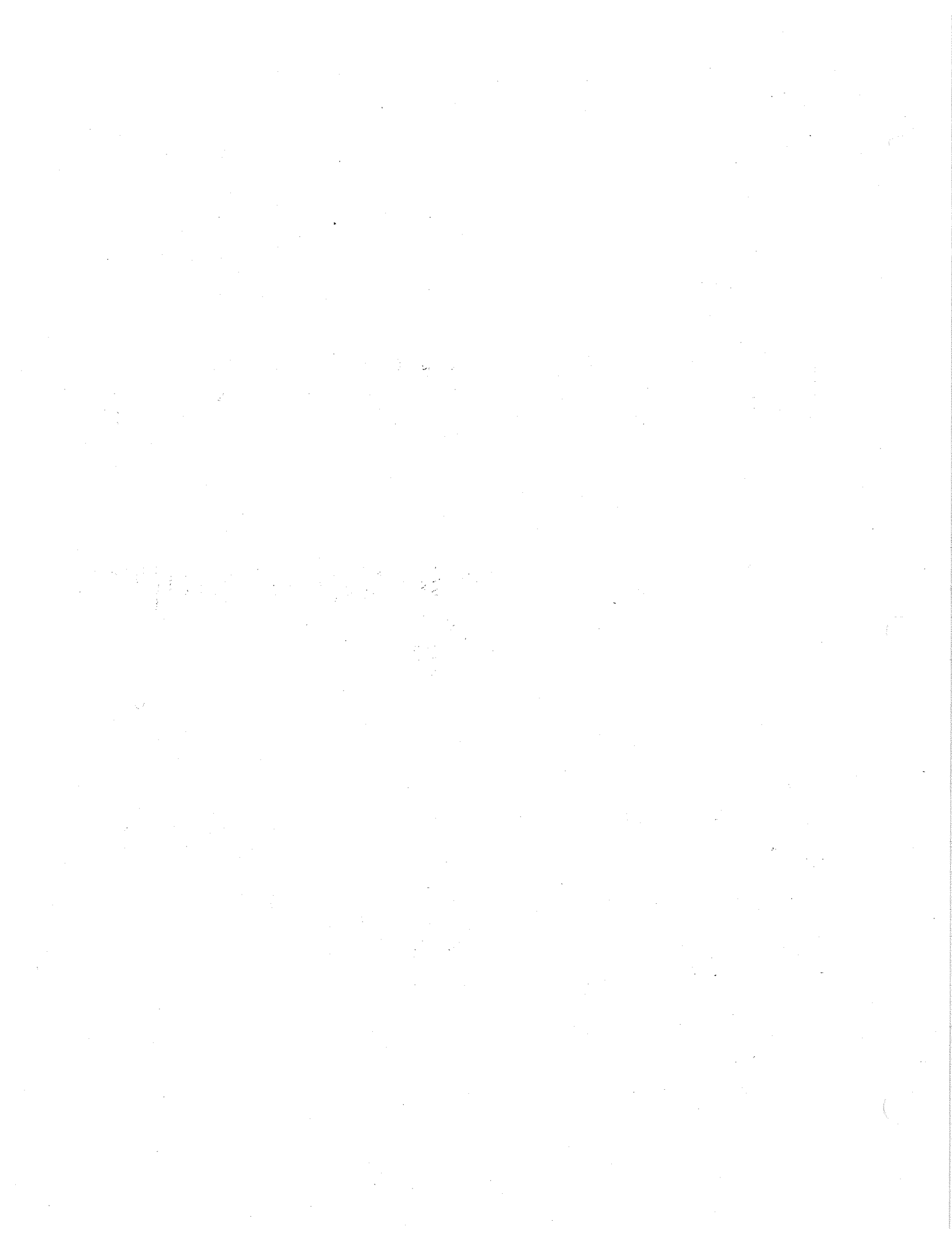
DATE: January 20, 2009

Summary of Cash and Investments as of December 31, 2008

Cash with Orange County Treasurer Fund 702	11,388.76
Cash with Orange County Treasurer Fund 703	11,987.01
Cash with Orange County Treasurer Fund 706	191,183.81
Cash with Orange County Treasurer Fund 707	878,006.13
Cash with Orange County Treasurer Fund 708	11,696.76
County Exempt Checking – Bank of the West	11,037.46
County Exempt Savings – Bank of the West	13,636.37
General Fund Checking – Bank of the West	36,725.27
General Fund Savings – Bank of the West	22,971.63
Literacy Fund Savings – Bank of the West	14,368.79
Payroll Checking – Wells Fargo Bank	149,076.24
Payroll Emergency CD – California National Bank	23,624.58

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months; and that the Payroll Emergency Certificate of Deposit is held by California National Bank with an original purchase date of January 27, 2003 and the maturity date is May 27, 2009.

Jeanette Contreras
Library Director



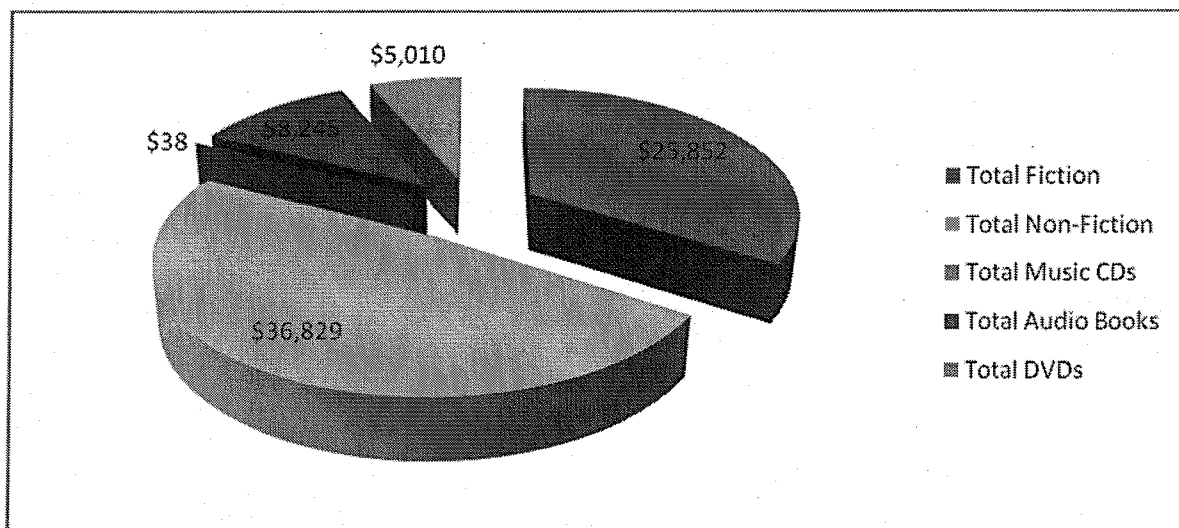
Placentia Library District
Balance Sheet
 As of December 31, 2008

	Dec 31, 08
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	11,037.46
County Exempt - Savings	13,636.37
General Fund - Checking	36,725.27
General Fund - Savings	22,971.63
Literacy Fund - Savings	14,368.79
Payroll Checking - Wells Fargo	149,076.24
Payroll Checking (CDs)	
0028205565	23,624.58
Total Payroll Checking (CDs)	23,624.58
Total Checking/Savings	271,440.34
Total Current Assets	271,440.34
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	1,238,956.00
TOTAL ASSETS	1,510,396.34
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	116,679.00
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	292,903.74
Total Liabilities	409,582.74
Equity	
GF 707 Lease payments/loan	72,448.09
Investment in capital assets	825,653.00
Retained Earnings	3,113.44
Total Capital	68,737.80
Net Income	130,861.27
Total Equity	1,100,813.60
TOTAL LIABILITIES & EQUITY	1,510,396.34

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2008-2009 THROUGH THE MONTH OF DEC. 2008

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$25,852	1,423	1,902
Total Non-Fiction	\$36,829	998	877
Total Music CDs	\$38	2	2
Total Audio Books	\$8,245	110	112
<u>Total DVDs</u>	<u>\$5,010</u>	<u>168</u>	<u>200</u>
TOTAL MATERIALS	\$75,974	2,701	3,093



In addition to the items above, items totaling \$11,416 are currently on order.

Entrepreneurial Activities Report
Net Revenue Summary
December-08

	Dec-08	Dec-07	YTD 2008-2009	YTD 2007-2008
Passport	2,793.00	9,063.51	20,309.15	74,037.79
Passport Photos	540.00	1,240.00	3,520.00	2,074.00
Test Proctor	270.00	151.50	690.00	1,165.10
Total	3,603.00	10,455.01	24,519.15	77,276.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Alexander Hernandez, Administrative Assistant
SUBJECT: Personnel Report for December 2008
DATE: January 20, 2009

RESIGNATIONS:

Mary Strazdas, Librarian II (FT)

APPOINTMENTS:

Alexander Hernandez, Administrative Assistant (FT)
Lori Worden, Children's Librarian II (FT)

OPEN POSITIONS:

Management Analyst (FT)

WORKERS' COMPENSATION LEAVE:

None

TERMINATIONS:

Wendy Sun, Library Clerk I (PT)
Phyllis Humple, Children's Librarian I

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: David Ferrari, Circulation Supervisor
SUBJECT: Circulation Activity Report for December
DATE: January 20, 2009

MONTHLY STATISTICS

CIRCULATION

			Y-T-D	Y-T-D	Y-T-D
	Dec 08.	Dec 07.	2008-9	2007-8	% change
NEW PATRON REGISTRATIONS	372	177	1,774	3,207	-44.7%
TOTAL CIRCULATION	16,223	17,354	82,127	123,486	-33.5%
TOTAL ACTIVE BORROWERS *	16,707	17,321	101021	123236	-18.2%
TOTAL REGISTERED BORROWERS **	23043	34,388	208776	202916	2.8%
ATTENDANCE	17,828	22,475	94,229	151,780	-37.9%

* Active borrowers have used the Library this month

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

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	Total div 2
9:00	0	447	425	280	400	170	1722	861
10:00	0	535	429	126	445	178	1713	857
11:00	0	518	629	381	445	214	2187	1093
12:00	0	576	663	263	199	432	2133	1066
1:00	727	1176	984	461	600	403	4351	2176
2:00	835	625	545	552	261	294	3112	1556
3:00	1083	934	1242	608	583	473	4923	2462
4:00	646	1193	1364	700	895	399	5197	2599
5:00	0	785	900	498	675	0	2858	1429
6:00	0	998	846	569	637	0	3050	1525
7:00	0	846	473	427	421	0	2167	1084
8:00	0	667	591	462	523	0	2243	1122
Total/Day	3291	9300	9091	5327	6084	2563	35656	17,828
								Grand Total

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total per hour
9:00	0	0	0	0	0	3	3
10:00	0	0	0	0	0	6	6
11:00	0	0	3	0	0	6	9
12:00	0	0	0	0	0	7	7
1:00	3	0	0	0	0	8	11
2:00	4	0	2	0	0	2	8
3:00	1	5	9	6	0	4	25
4:00	0	6	5	2	6	0	19
5:00	0	5	4	4	5	0	18
6:00	0	3	6	2	3	0	14
7:00	0	2	5	0	0	0	7
8:00	0	0	0	0	0	0	0
Total per day	8	21	34	14	14	36	127
							Grand Total

STAFF ACTIVITY

December 8: Meeting with Jeanette about Library Aide hours.

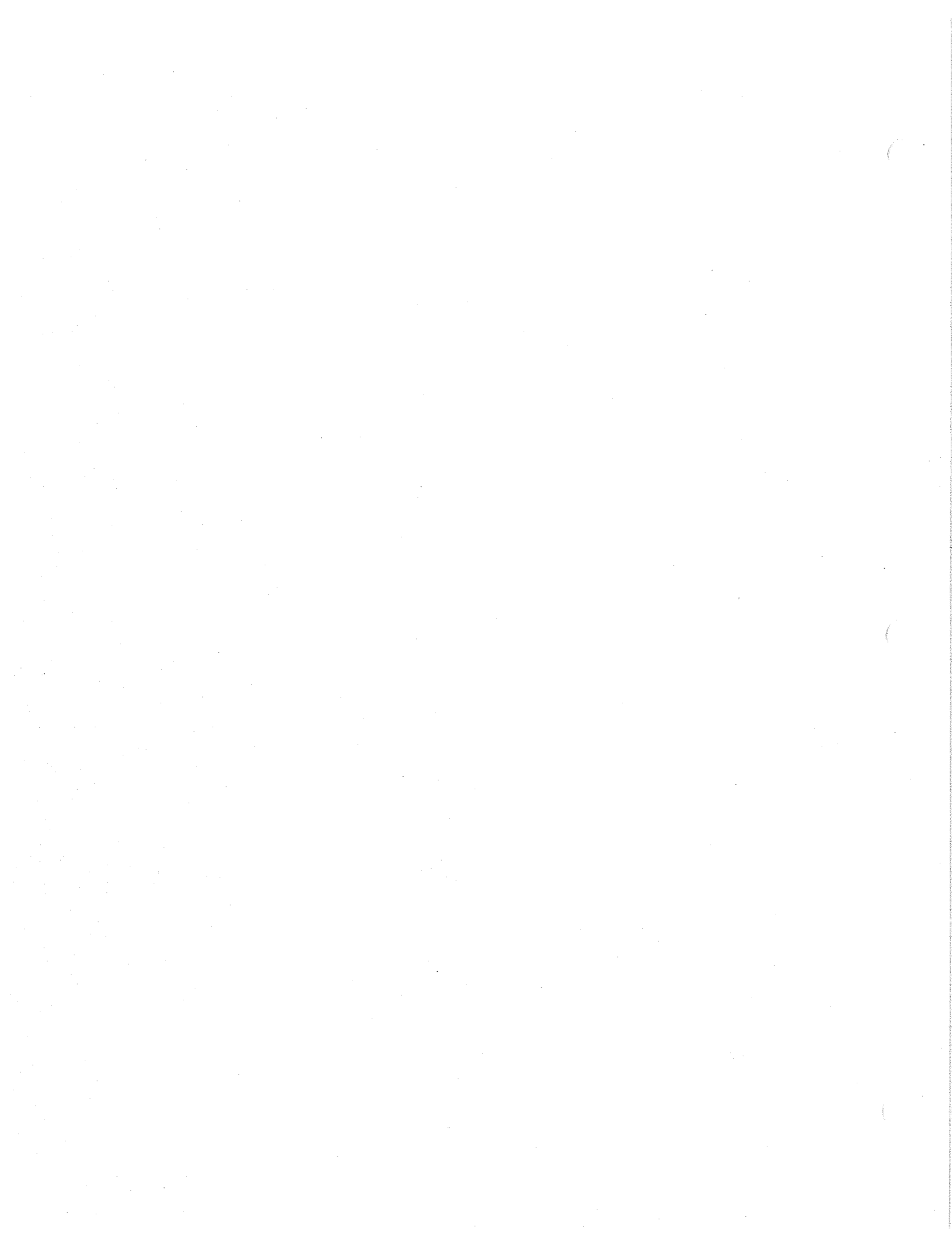
ONGOING PROJECTS

December 30: Examined all the fire extinguishers in the library to be sure they were up to date.

December 21 and December 28: Assigned volunteers to clean out the boiler room.
Continued updating the Emergency Manual

Fiscal year 2008-2009

	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
TOTAL CHECKOUTS	24,670	1,804	5,091	17,283	18,414	16,709	83,971
TOTAL CHECKINS	25,047	9,610	3,151	13,488	17,921	17,944	87,161
Holds Placed	724	119	397	698	649	537	3,124
Patrons Registered	412	0	166	444	380	372	1,774
CIRC BY PLACE OF RESIDENCE							
Placentia Residents	14,658	994	2,992	10,486	10,884	9,533	49,547
Anaheim Residents	2,906	993	637	1,965	2,160	2,036	10,697
Residents outside consortium	6,768	250	1,459	4,930	4,468	5,093	60,244
TYPES OF BORROWERS							
Adult	17,390	1,227	3,656	12,600	13,353	12,203	60,429
Young Adult	349	22	65	220	232	207	1,095
Juvenile	4,500	346	693	2,290	2,783	2,207	61,524
New Borrower	1,531	35	368	1,569	1,315	1,325	6,143
Reciprocal borrowers	2	0	0	0	0	1	3
Gold Members	409	38	123	373	396	434	6,146
Computer Cards						63	63
Other (staff)	479	136	186	263	363	330	1,757
TOTAL BORROWERS	24,660	18,804	5,091	17,317	18,442	16,770	101,084
ATTENDANCE	24,123	0	13,910	14,411	23,957	17,828	94,229
CIRCULATION BY TYPE OF MATERIAL							
Adult Print	6,754	688	1,692	4,717	5,249	5,277	24,377
Juvenile Print	9,960	554	1,953	6,627	6,991	5,687	31,772
Audio	1,222	155	209	1,081	701	722	4,090
Visual	6,250	388	1,002	4,478	4,788	4,510	21,416
Downloadable Audio Books	65	0	64	39	41	5	214
<u>Downloadable e- Books</u>	81	0	16	43	84	22	246
TOTAL CIRCULATION	24,332	1,797	4,936	16,985	17,854	16,223	82,127



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2008-2009	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-08	*				107.50			107.50
Aug-08	*							0.00
Sep-08	*							0.00
Oct-08	*							0.00
Nov-08	*							0.00
Dec-08	*							0.00
Jan-09								0.00
Feb-09								0.00
Mar-09								0.00
Apr-09								0.00
May-09								0.00
Jun-09								0.00
TOTAL		0.00	0.00	0.00	107.50	0.00	0.00	107.50
AVG		0.00	0.00	0.00	107.50	0.00	0.00	21.50

* City Billing Not Received

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	11/19/07	7,016.46	1,150.57	145.15	107.50	0.00	0.00	8,419.68
Nov-07	11/19/07	5,287.29	1,186.18	145.15	107.50	0.00	0.00	6,726.12
Dec-07	02/13/08	4,198.61	1,150.57	145.15	107.50	0.00	7.98	5,609.81
Jan-08	02/13/08	3,118.39	1,150.57	145.15	137.50	0.00	7.84	4,559.45
Feb-08	02/13/08	3,438.09	1,150.57	145.45	1,218.91	0.00	7.82	5,960.84
Mar-08	04/01/08	3,757.21	1,150.57	145.15	107.50	0.00	7.82	5,168.25
Apr-08	10/15/08	3,894.06	1,150.57	145.15	107.50	0.00	7.84	5,305.12
May-08	10/15/08	4,063.65	1,150.57	145.15	107.50	0.00	0.00	5,466.87
Jun-08	10/15/08	6,607.52	1,150.57	145.15	107.50	0.00	0.00	8,010.74
TOTAL		61,512.90	15,297.55	1,725.14	2,979.16	0.00	54.36	81,569.11
AVG		5,126.08	1,274.80	143.76	248.26	0.00	4.53	6,797.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Partnership With Community Organizations for December 2008
DATE: January 20, 2009

There is no activity to report for the month of December 2008.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Gomez, Development Director
SUBJECT: Active Grant Application for December 2008
DATE: January 20, 2009

Received \$13,000.00 from the Klein Family Foundation Grant for 2008 Core Grant-Achieves School Success Project.

Received \$30,000 ^{from} ~~from~~ the California State Library for Literacy Programs.

Families for Literacy
Elli
Adult learner

homework assistance
for children at
his house

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report
DATE: January 20, 2009

Activities Report

Sunday, December 14, 2008

I attended a holiday program at a local church and was introduced to a few community members.

Monday, December 15, 2008

I met with Mr. Roger Hiles to provide him with the pre-employment paperwork.

I met with the auditors from Macias Gini & O'Connell.

I attended the Library Board of Trustees meeting.

Wednesday, December 17, 2008

I attended the Rotary meeting at Alta Vista Country Club.

I began working on the International City/Council Management Association (ICMA) grant.

I met with Ms. Yesenia Gomez and Mr. Robert Housely to discuss budget matter.

Thursday, December 18, 2008

I met with Mr. Steve Pischel and Mr. Phil Kaplin on a mutual concern.

I attended an Emergency Board Meeting.

I attended the Celtic Christmas program at the Library.

Monday, December 22, 2008

I met with Mr. Alex Hernandez as he begins his first day under his new capacity as the Administrative Assistant.

Tuesday, December 23, 2008

I met with Ms. Joanne Hardy to discuss programming and materials budget matters.

I met with Ms. Lori Worden to discuss scheduling and programming matters.

Monday, December 29, 2008

I met with Ms. Joanne Hardy to discuss a personnel matter.

Tuesday, December 30, 2008

I met with two architects for information that is needed for the ICMA grant.

Monday, January 5, 2009

I had a meeting with the supervisors and the managers.

Tuesday, January 6, 2009

I met with the auditors to answer questions.

I had a meeting with the History Room volunteers – Ms. Pat Irot, Ms. Marie Schmidt and Ms. Pat Jertberg and library staff Ms. Joanne Hardy and Mr. Gary Bell, to discuss the goals and needs for the History Room.

I introduced myself to the Ms. Jeanie Cash, Assistant Superintendent of the Placentia Yorba Linda Unified School District as I picked up their pledge letter for the ICMA grant.

Wednesday, January 7, 2009

I met with Mr. Shawn Robison and Ms. Yesenia Gomez to answer Mr. Robison's questions regarding the part-time position vacated by Mr. Alex Hernandez's promotion.

Monday, January 12, 2009

I introduced Mr. Roger Hiles, the new Library Services Manager, to staff at a welcome reception.

I had a lunch meeting with Ms. Louise Mazerov, Library Director for the Buena Park Library District.

Tuesday, January 13, 2009

I attended the first Adult Book Discussion program.

I attended a special Library Board of Trustees meeting.

Wednesday, January 14, 2009

I met with the supervisors and managers to discuss budget matters.

Thursday, January 15, 2009

I submitted the Library Director article for the PLFF's Notations.

Sunday, January 18, 2009

I met with Mr. Alex Hernandez to discuss a personnel matter.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children's Librarian II
SUBJECT: Children's Services Monthly Activity Report for December, 2008
DATE: January 20, 2009

MONTHLY STATISTICS

Phone reference	16
In person reference/research	587
Total	603

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	51
Story Time I: 6 years & younger	4	20
Story Time II: 6 years & younger	5	81
Pocket Tales: Stories, music, and movement.	3	69
Read to the Dogs event	1	9
P-TAC Meeting	2	11
Winter Wonderland Crafts Workshop	1	40
Tynes Elementary School 2 nd Grade Tour	3	86
Total December 2008	25	367
Total December 2007	30	1,184

Current FY to date	73	4,376
Previous FY to date	174	6,627

STAFF ACTIVITY

December: Children’s staff prepared a holiday-themed display for the large library display case. Coordinated by Brenda Ramirez, items were collected and displayed which highlighted the Christmas, Hanukkah, and Kwanzaa holidays.

Dec. 2: Lori Worden was hired as Children’s Librarian II. Lori is a former children’s librarian at the Fullerton Public Library and Orange County Public Library. Lori was introduced at the Placentia Library Board Meeting on Jan. 15.

Dec. 10: Lori Worden purchased books totalling \$1,000.00 at the Scholastic Books warehouse to be donated to Placentia Community Services for their holiday baskets program for needy families. The money was donated by library donors and the Friends Foundation. Community Services reported that the books were well received and enjoyed by the families.

Dec. 18: Three second grade classes from Tynes Elementary visited the library for a tour and stories in the children’s department. Children’s staff also prepared a bag for each student with a Placentia library pencil, bookmarks, and stickers.

Dec. 20: The children’s staff and P-TAC, the library’s teen advisory council, presented “Winter Wonderland Crafts,” a holiday program for children of all ages which included holiday crafts, holiday music performed by P-TAC members, and refreshments. This program was under the leadership of Coleen Wakai, P-TAC overseer.

ONGOING PROJECTS

The children’s department presented its regular programs during the month of December: Pre-school storytimes; Pocket Tales: Stories & Music; Lap Sit Time; and Read to the Dogs.

NEW PROJECTS AND ACTIVITIES

The Children’s department made plans for two new library programs to begin in 2009:

- 1.) F.I.R.S.T.: Family Interactive Reading and Sharing Time: This is a book discussion group designed for the whole family to participate. Each F.I.R.S.T. program will include reading a story, discussing the book, making a fun craft, and eating a light meal. The children’s department will conduct the F.I.R.S.T.

- program on the 4th Monday of each month, from 6:30 – 8:00 p.m. Stories included will be Pete's a Pizza, Hey, Al, The Paper Crane, Moon Plane, A Chair for My Mother, and Sylvester and the Magic Pebble.
- 2.) Family Game Day : This program will be on the 3rd Saturday of each from, from 2:00 – 4:00 p.m. All ages are welcome to attend to play Wii, Game Cube, and board games. Snacks will be provided.
 - 3.) The Placentia Library was selected to receive a Great Stories Club grant from the American Library Association. This grant was submitted by Brenda Ramirez and Coleen Wakai. This grant will be used to enable remedial students at Valencia High School to participate in book discussion groups.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Literacy / Volunteers
SUBJECT: Literacy / Volunteer Report for December 2008
DATE: January 20, 2009

MONTHLY STATISTICS

Volunteer Hours:

History Room	50 hrs
PLFF	361 hrs
Library (General)	28 hrs
Homework Club	44 hrs
Tutors (ALS)	21 hrs
Total:	464 hrs

STAFF ACTIVITY

Processed 12 volunteer applications;
Contacted 9 potential volunteers;
Processed 4 staff /Friends requests for volunteers;
Contacted Teri Nehbur at H.I.S. House, Dec.10 and 22, 2008;
Contacted CSUF Financial Aid office about Federal Work/Study volunteers (FWS);
Proctored 6 exams for distance learning students;
Revised, along with the Interim Library Services Manager, the CLLS Literacy Grant's budget and staff commitment.

ONGOING PROJECTS

Continued the refocus of library efforts for the 3 CLLS grant programs;
Continued seeking FWS volunteers for the H.I.S. House homework program;

NEW PROJECTS AND ACTIVITIES

Began collaboration with Children's Services to energize FFL services; this included Creating a form for follow-up contact information for parents interested in additional Literacy services, and establishing procedures for distributing FFL give-away books at Children's programs.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Joanne Hardy, Interim Library Services Manager
SUBJECT: Adult Services Monthly Activity Report for December 2008
DATE: JANUARY 20, 2009

MONTHLY STATISTICS

Reference Desk Activity

Phone reference:	230
In person reference/research:	1484
Guest passes:	8
E-mail reference/research:	1
Electronic: databases/internet/catalog instruction:	112
Electronic: computer use:	2899
Technology: computer/printer questions or troubleshooting:	477
In library use: ready reference:	15
In library use (cleanup):	2612
Discipline:	19

STAFF ACTIVITY

Joanne Hardy:

- met with Lori Worden, the new Librarian II leading Children's Services, regarding Children's Services programs, materials selection, and literacy partnership, and other activities.
- submitted publicity on the library's participation in "Imagination Celebration" for the city Quarterly Newsletter.
- participated with the Director in three interview for the Library Services Manager position.
- participated with the Director in consultations with two staff members receiving assignment changes and objectives.
- compiled and contributed information in support of the director's ICMA grant application.
- revised the format for reporting Circulation, Patron Count and Passport Services statistics.
- consulted with three staff members regarding progress toward their assigned Objectives.
- revised, along with the Literacy Coordinator, the CLLS Literacy Grant budget and staff commitment.
- in conjunction with the Circulation supervisor, began preparations for tax form season.

- began a comparative evaluation of two vendors of the online Los Angeles Times (ProQuest vs. NewsBank), and an assessment of the AquaBrowser contract, in preparation for contract renewals.

Librarians and Library Assistants completed and prepared for future book discussions and programs:

Gary Bell: "Celtic Christmas" brought 83 attendees to the library. Gary enhanced the program with a display and a bibliography of books on and about Dylan Thomas and the Christmas traditions of Wales.

Nadia Dallstream: the program "Egypt – Land of the Pharaohs", presented by Bowers Museum, is scheduled for Thursday, February 19, 7:00 – 8:00.

Gary Bell: on Tuesday May 12 will lead a book discussion of *Oil*, the title upon which the movie *There Will Be Blood* was based.

Toby Silberfarb: scheduled the March program on the topic of personal finance in a recession.

Kathy Staymates: created and published bibliographies promoting the library's collections in psychology and philosophy. The bibliographies also feature excellent websites in each area.

ONGOING PROJECTS

In consultation with the reference desk staff, Hardy began the reorganization of materials kept at the desk, the elimination of dated resources, and the streamlining of files.

Hardy met with the Library's poet laureate, Meredith Lasko, on Dec. 22 to discuss and design poetry programs for the coming calendar year. Ms. Lasko will participate in the Imagination Celebration by presenting a program consistent with the theme "Spark Your Imagination @ The Library".

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for December 2008
DATE: January 20, 2009

MONTHLY STATISTICS

Visitors to History Room in December 2008	1
Visitors to History Room in December 2007	6

STAFF & VOLUNTEER ACTIVITY

- Three new titles were added to the History Room book collection.
- An intern application was submitted to the San Jose State University, School of Library Science at Cal State Fullerton to secure an intern for the History Room. The Placentia Library District application of employment was attached.
- Gary has been searching for grants relating to local history.
- The CNN interview with former Library Director Elizabeth Minter was requested and presented for viewing by Jeanette Contreras.
- Gary telephoned local authors Larry de Graaf, Clairee Tynes, Joanne di Matteo, Joanne Keating Velasco, Jeanette and Mike Gardner, Margo Palmgren and Gabriela Kalias inviting them to the library's annual Christmas program on December 18th. Gabriela Kalias and Joanne di Matteo attended.
- Marie Schmidt represented the History Room at the City Council Meeting on December 2nd. She spoke of our city's history, reminding the Council of the 82nd anniversary of the incorporation of Placentia.
- Pat Irot attended the meeting of the Orange County Historical Society. She suggests that Phil Brigandi be contacted for the PLFF author's luncheon.

ONGOING PROJECTS

As part of the library's ongoing project of giving local schools portraits of their namesakes, the portrait of Gualberto Valadez was presented to Valadez school on December 10. The Ruby Drive School will be the next school to receive a portrait.

NEW PROJECTS AND ACTIVITIES

Space is being created on the interior wall directly outside the History Room for historic photos and the banners depicting the Yorba brands of 1857 which used to hang in the main lobby.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for December 2008
DATE: January 20, 2009

MONTHLY STATISTICS

Online database usage:

	December 2008	December 2007		Y-T-D 2008-9	Y-T-D 2007-8	Y-T-D change
Ancestry.com	92	3		362	58	304
Chilton Library (Automobiles)	5	2		48	39	9
General Reference Center Opposing Viewpoints (sub.ends Nov 30, 2008 not renewed)	22	45		127	415	-288
Newsbank	23	36		585	364	221
L.A Times	0	6		48	44	4
Wall Street Journal (cancelled Nov. 1, 2008)						
Heritage Quest	372	1036		8,856	24,736	-15,880
Learning Express (Learn a test)	16	5		101	82	19
Novelist	13	1		99	10	89
Tumblebooks	352	258		1,475	2,396	-921
MorningStar	37	43		856	600	256
Reference USA	9	33		173	298	-125
Value Line	134	167		702	3,615	-2,913
	1075	1635	0	13432	32657	-19225

Website traffic for December 2008:

In December 2008 we had 15,057 visitors to our website. In December 2008 there were 40,214 page hits. A yearly comparison is not available due to the website redesign.

STAFF ACTIVITY

- The web-based catalog crashed over the Christmas holiday. Anaheim staff restored as much of our customized settings as they could. All of the holdings information is available for the public.

ONGOING PROJECTS

- Jesus and Katie continue to update Library events on the website.
- Jesus continues to maintain the outside electronic sign.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Selection of Date for the Regular Board Meeting for March 2009
DATE: January 20, 2009

BACKGROUND

On December 18, 2008, the Library Board of Trustees approved the dates and time for Regular Board Meetings for the 2009 Year. There was a schedule conflict with a Board member for the March 2009 meeting and the Board requested that the date for the March 2009 meeting be determined at a later date.

Alternative dates for the Library Board of Trustees to consider include:

- Monday, March 9, 2009
- Tuesday, March 10, 2009
- Tuesday, March 24, 2009
- Monday, March 30, 2009

← 6:30 PM

RECOMMENDATIONS

Select a date from the above alternatives for the March 2009 Library Board of Trustees meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Issues and a Review of the Status of the State Budget and State Library Budget
DATE: January 20, 2009

BACKGROUND

Agenda Item 29 contains information about current legislation affecting independent special districts and libraries.

- Congress passed a new lead testing law that will go into effect on February 10, 2009 and will have a direct impact on libraries. The law would “require public, school, academic and museum libraries to either remove all their books or ban all children under 12 from visiting the facilities.” Libraries have been asked not to take any actions until further directions from the American Library Association.

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

The Trustees may want to report on any contact that they have had with Federal, California or Orange County Legislators.

RECOMMENDATIONS

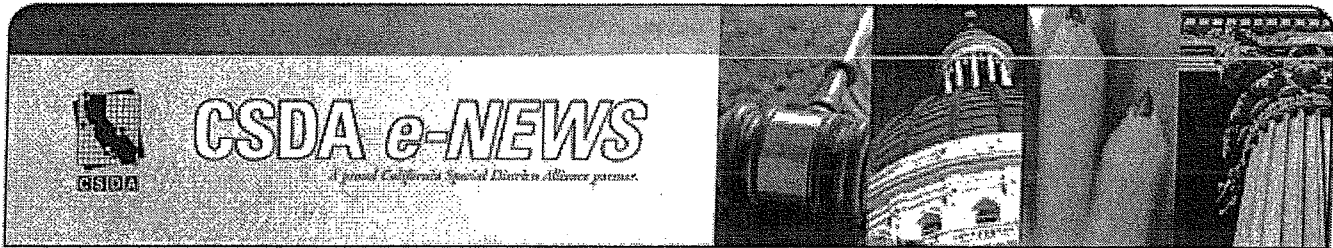
Action to be determined by the Library Board of Trustees.



Jeanette Contreras

From: Neil McCormick [neilm@csgda.net]
Sent: Monday, December 15, 2008 1:03 PM
To: wgoodson@placentialibrary.org
Subject: CSGDA e-News for the week of December 15, 2008

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



December 15, 2008

In this issue...

- [Governor Says State Heads Toward 'Financial Armageddon'](#)
- [Board Member Compensation](#)
- [CSGDA Co-Hosts State of the Santa Ana River Watershed Conference](#)
- [GASB 45 Program Now Available](#)
- [Even Monkeys Fall from Trees](#)
- [The Special District Leadership Foundation Celebrates Three New Special District Administrators](#)
- [Sacramento Firefighters Give up Pay Raise](#)
- [Simulated Port Disaster Challenges Responders](#)

Employment

Here are the latest job opportunities posted on SpecialDistrictCareers.com:

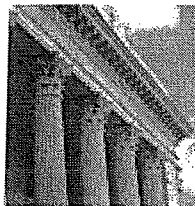
Utility Operations Crew Chief
 North Tahoe Public Utility District

Operations - Marina, Store & Cafe
 Fallen Leaf Community Services District

General Manager
 Oceano Community Services

CSGDA wishes everyone a happy holiday. The e-News will be off the next two weeks and will return the week of January 5, 2009. Special alerts pertaining to the state budget and/or pertinent legislation will be sent out if necessary.

Governor Says State Heads Toward 'Financial Armageddon'



Last week, Governor Arnold Schwarzenegger announced that California is "heading toward a financial Armageddon." The governor revealed new state budget deficit projections, now at \$41.8 billion through June 2010, thanks mostly to sharp declines in revenue. Schwarzenegger also unveiled a "clock" counting California's

growing budget deficit as lawmakers fail to act. It includes a counter showing the deficit rising \$470 each second, which works out to \$40 million each day. [Read more about the current budget situation...](#)

Board Member Compensation

Would you like to know where in the California Codes it authorizes your board members to be compensated and by how much? Introducing CSGDA's *Special Districts: Compensation for Directors and Trustees*, a reference guide to the government codes and laws that govern the compensation of special district board members. [Read more about this guide...](#)

Education

CSGDA Co-Hosts State of the Santa Ana River Watershed Conference

CSGDA is pleased to co-host the State of the Santa Ana River Watershed: Overcoming Boundaries Conference, January 29, 2009 at the Ontario Convention Center, held by One Water



CSGDA Calendar

January 15-16
How to be an Effective Board Member
 Sacramento

January 29-30
Board Secretary/Clerk Training
 Fresno

February 26-27
How to be an Effective Board Member
 Fresno

March 5-6
How to be an Effective Board Member
 Riverside

March 19-20
Board Secretary/Clerk Training
 Monterey

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

FAQ

What is the difference between a Regular Member of CSGDA and

District

One Watershed (OWOW). [Read more about this conference...](#)

Utility Services Manager
Otay Water District

Membership

Collection System Maintenance Worker
East Palo Alto Sanitary District

Special Districts GASB 45 Trust Program Now Available to CSDA Members

In the next year or two, most special districts will have to begin complying with the GASB 45 (Government Accounting Standards Board Statement 45) on retiree healthcare benefits. In anticipation of this new federal standard, CSDA has joined with PARS (Public Agency Retirement Services) to offer special districts the Special Districts GASB 45 Trust Program. [Read more about the Special Districts GASB 45 Program...](#)

an Associate Member?

[Learn the answer here!](#)

General Manager
Santa Cruz Consolidated Emergency Communications Center

Even Monkeys Fall from Trees, by Doug Lipp - Autographed Books Available

Doug Lipp, consultant, author and former head of training at Disney Studio's Walt Disney University, was a very popular keynote speaker at the CSDA 2008 Annual Conference. Doug shared customer service strategies and insights from his book, *Even Monkeys Fall from Trees*, with our conference attendees. *Even Monkeys Fall from Trees* is a great resource for HR departments and customer service staff and is still available through the CSDA Bookstore. [Read more...](#)

Customer Service Representative
Citrus Heights Water District

Invasive Species Program Manager
Confidential Company

Public Outreach Specialist
Confidential Company

Special District Leadership Foundation

Water Production Specialist
La Puente Valley County Water District

The Special District Leadership Foundation Celebrates Three New Special District Administrators

The Special District Administrator (SDA) certification is a voluntary designation sought by individuals who strive to be the best. On December 2, during the Association of California Water Agencies (ACWA) Annual Conference in Long Beach, California, three individuals passed the Special District Administrator examination and became certified. [Read more about the SDA certification...](#)



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

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

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In the News

Sacramento Firefighters Give up Pay Raise

The Sacramento Metropolitan Fire District's union voted to forgo a scheduled pay increase this year, hoping the move would stave off station closures and layoffs as the district reels from the recession. [Read more of this story...](#)

Simulated Port Disaster Challenges Responders

This is only a drill. A fire engulfs a giant cargo ship in the Port of Hueneme, sending flames and a plume of smoke that

 <p>CSDA Career Center www.csdacareercenter.com</p>	 <p>PARS IRS Approved GASB 45 Trust www.pars.org</p>	<p>threatens to drift over populated areas nearby. What do you do? About 50 men and women wrestled with that scenario over a few hours Wednesday during a real-time drill at the Oxnard Harbor District. Read more of this story...</p>
 <p>UCM UTILITY COST MANAGEMENT LLC</p>	<p>Spread the e-News! If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Travis Wills at Travisw@csda.net or (877) 924-CSDA (2732).</p>	

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REGULATION

Lead testing law won't apply to thrift stores

Federal regulators say secondhand stores won't be required to test children's merchandise for lead.

By Alana Samuels
January 9, 2009

After a barrage of complaints, federal regulators shifted gears Thursday and said they would no longer require that used children's clothing, toys and other items sold at secondhand stores be tested for lead.

Thrift and consignment store operators had protested that they couldn't afford to pay for the testing, and that doing so would require them to stop selling some goods or even go out of business.



New safety rules for children's...

"I am praising God I am so happy," said Trish Taylor, owner of Reruns for Wee Ones, a resale store in Fairfield, Ohio. "I would have had to close down; my employees would be without jobs."

Officials with the Consumer Product Safety Commission initially said that thrift stores couldn't sell any clothes, toys or other merchandise for children younger than 12 that had not been tested for lead starting Feb. 10, as required by the Consumer Product Safety Improvement Act passed by Congress last year.

ADS BY GOOGLE

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Under the Nile Clearance
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www.PureInfant.com

required to certify that those products meet the new lead limits . . . or new toy standards."

Commission members Thomas Moore and Nancy Nord could not be reached for comment. But a statement issued by the commission suggested the retreat was driven by practical concerns.

"The agency intends to focus its enforcement efforts on products of greatest risk and largest exposure," the statement said.

Although testing is not required, agency spokeswoman Julie Vallese emphasized that secondhand shops cannot sell products that exceed the lead limits and should avoid products that may contain lead. That may mean, for example, that such shops need to be more vigilant about recall notices. It became illegal to sell recalled products on Aug. 14, 2008, the day the measure was signed into law.

Despite the commission's action, some merchants and manufacturers remain confused

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5. Iran's Ahmadinejad says Israel faces 'doomed end'
6. Patrick McGoohan dies at 80; TV's 'Secret Agent' and 'Prisoner'
7. Review: Biggie's long shadow is well cast in 'Notorious'
8. Ricardo Montalban dies at 88; 'Fantasy Island' actor
9. Aircraft mishaps involving birds run in hundreds
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about the new law and their potential liability.

"If the intention is not to throw a small store owner in jail, why don't they just change the law to make it read that way?" said Cynthia Brookman, who owns two consignment stores in Virginia.

Commission officials say they cannot change the actual law -- that's up to Congress -- and have discretion only over how it is enforced.

Thursday's guidance didn't please everyone. Children's clothing manufacturers still have to comply with the law, which means that small businesses that make children's clothing must pay to get their clothing tested or close their doors. Toy makers also must still comply.

The American Apparel and Footwear Assn. is lobbying the commission to rule that components of clothing be tested before the products are made. That would save clothing makers valuable time and money, said Stephen Lamar, the organization's executive vice president. The association also hopes to extend the Feb. 10 deadline to give businesses some breathing room.

Most big merchants and manufacturers say they can handle the cost of compliance. But Stephanie Wood of Ojai, who owns a clothing line called "Can You Dig It? Organic Apparel," says she will be forced to close shop. Wood's line is made from organically grown cotton and dyed with eco-friendly fiber reactive dyes, but she'll still be required to pay \$15,000 to test her line, a cost she can't afford in the current economy.

Publishers and libraries say that they, too, make products that are not dangerous to children but will have to be tested under the current interpretation of the law. Allan Adler, vice president for legal and government affairs at the Assn. of American Publishers, says that only one children's book has been recalled in the last 20 years because of its lead content -- and that book had a metallic spiral binding.

"When the Feb. 10 deadline comes, we're going to see books taken off shelves of classrooms, libraries and bookstores," Adler said.

alana.semuels@latimes.com

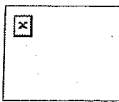
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Bicycle your way to fitness



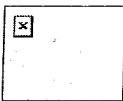
The first steps: Set a realistic training schedule, then get on your bike and go.

2009 inaugural balls



Take a peek at the sites where Barack Obama and his supporters will be partying.

Hot Property



Rock artist Beck has lowered the price on his Malibu beach home.

Best & Worst: Golden Globes



Tina Fey vs. the haters, Megan Fox steals the pre-show and Colin Farrell's softer side. **Photos Arrivals | Scorecard**



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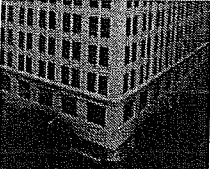
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Road to the inauguration



On the eve of Barack Obama's presidency, the Times chronicles a country in transition.

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GOVERNOR'S REMARKS

01/15/2009

Governor Arnold Schwarzenegger Delivers State of the State Address

GOVERNOR SCHWARZENEGGER: Thank you very much. Thank you. Thank you very much, Lieutenant Governor Garamendi, for the nice introduction. Chief Justice George, President Pro-tem Steinberg, Speaker Bass, Senate Republican Leader Cogdill, Assembly Republican Leader Villines, members of the legislature, ladies and gentlemen.

First of all, I want to congratulate the four that have been responsible for creating, really, the Martin Luther King holiday. So I want to say thank you because Martin Luther King has been a great hero who has given his life for justice and for equality and has been a great inspiration not only to Americans but to people all over the world. So congratulations to all of them. Let's give them a hand, again, for the great work that they have done. (Applause)

I also want to take this opportunity to just thank a few people, because all this hard work is not done just by me or the Horseshoe, there are a lot of people involved. First of all I want to say thank you very much to my wife and the First Lady of California for her extraordinary work on the Women's Conference or on promoting earned income tax credit or the volunteers, California Volunteers, or the Hall of Fame or the California Museum and the list goes on and on and on. Let's give her a great hand for the great work that she is doing. (Applause)

Then I also want to take this opportunity to say thank you to my staff that has been working so tirelessly, not only during the day but sometimes at night and on the weekends and so on and especially also my Chief of Staff Susan Kennedy. Thank you very much for all the great work that all of you are doing. Thank you. (Applause)

And I also want to say thank you to the staffs of the legislature, because we are not by ourselves down there; you guys, you have terrific staff, hardworking staff that come down there and work with us also again many hours during days, nights and weekends, so we want to say thank you also to them for all of that. (Applause)

Now, we meet in times of great hope for our nation, although we hear the drumbeat of news about bailouts, bankruptcies and Ponzi schemes, the nation with great anticipation is also awaiting the inauguration of a new president. Our nation should be proud of President-elect Obama's election and what it says to the world about American openness and renewal.

You know, President Reagan used to tell about a letter that he got from a man who said that you can go and live in Turkey but you can't become a Turk. You can go and live in Japan but you can't become Japanese. And he went through various different countries like that but the man said anyone from any

corner of the world can come to America and become an American. (Applause)

I know that we know that any American child now also, no matter what corner of the world his father or mother comes from, can even become president of the United States. What a wonderful national story for us. This nation rightfully feels the hope of change.

Californians, of course, desire change here in their own state as well. Yet they have doubts, if that is possible, because for months in the face of a crisis we have been unable to reach agreement on the largest budget deficit in our history. We are in our third special session and we have declared a fiscal emergency and every day that goes by makes the budget problem that much harder to solve.

As a result of all of this, California, the eighth largest economy in the world, faces insolvency within weeks. The legislature is currently in the midst of serious and good faith negotiations to solve this crisis, negotiations that are being conducted in the knowledge that we have no alternative but to find agreement.

The importance of the negotiations' success goes far beyond the economic and human impact. People are asking if California is governable. They wonder about the need of a Constitutional convention. They don't understand how we could have let political dysfunction paralyze our state for so long. In recent years they have seen more gridlock in Sacramento than on our roads, if that is possible.

I will not give the traditional state of the state address here today because the reality is that our state is incapacitated until we solve the budget crisis. The truth is that California is in a state of emergency.

Addressing this emergency is the first and most important and greatest thing that we must do for the people of California. The \$42 billion deficit is a rock upon our chest and we cannot breathe until we get it off. It doesn't make any sense for me to talk here today and stand in front of you and talk about education or infrastructure or water or health care reform and all of those things, when we have this huge budget deficit. I will talk about my vision for all of those things and much more as soon as we get the budget done. So no, I did not come here to deliver the normal list of accomplishments and proposals. I came just simply to encourage this body to continue the hard work that you are doing behind closed doors. I know we're going to get it done.

There is a context, of course and a history to the negotiations that are underway. It is not that California is ungovernable; it is that for too long we have been split by ideology. Conan's sword could not have cleaved our political system in two as cleanly as our own political parties have done. Over time ours has become a system where rigid ideology has been rewarded and pragmatic compromise has been punished. And where has this led us? I think you would agree that in recent years California's legislature has been engaged sometimes in civil war. Meanwhile, the needs of the people became secondary. Our citizens do not believe that we in government are in touch with their needs.

Now, these needs are not unreasonable, may I remind you. At the end of the day most people do not require a great deal from their government. They expect just simply the fundamentals. They want to live in safety, they want good education for their children, they want jobs, they want to breathe clean air, they want water when they turn on the faucet, they want electricity when they turn on the switch and they want those things delivered efficiently and economically.

One of the reasonable expectations that the public has of government is that it will produce a sound and balanced budget. That is what the legislative leaders are struggling to do right now. There is no course left for us but this; to work together, to sacrifice together and to think of the common good and not our individual good.

Now, of course no one wants to take money from our gang fighting programs or from Medi Cal or from

education. Of course not. No one wants to pay more taxes or fees. But each of us has to give up something, because our country is in an economic crisis and our state simply doesn't have the money.

In December we even had to suspend funding that affects 2,000 plus infrastructure projects that were already underway. So now the bulldozers are silent. The nail guns are still. The cement trucks are parked. This disruption has stopped work on levees and housing and schools and roads, on everything. It has thrown thousands and thousands of people out of work at a time when our unemployment rate is rising and when people really need the jobs. How could we have let something like this happen?

I know that everyone in this room wants to hear again the sound of construction. No one wants unemployment checks replacing paychecks. So I'm encouraged that meaningful negotiations are underway. And as difficult as the budget will be, good things can come out of it. Because in spite of the budget crisis, when we have worked together in the past, we have passed measures, extraordinary measures that move the state and even the country forward.

When a budget agreement is reached, when some of the raw emotions have passed, I will send the legislators the package of legislative goals and proposals that the Governor traditionally sends. These proposals are sitting on my desk right now.

And let me tell you, I have big plans for this state. They include action on the economy, on water, the environment, education and healthcare reform, government efficiency and reform, job creation and the list goes on and on.

But our first order of business is to solve the budget crisis. And talking about budget, I have a great idea going forward. As you know, for the last 20 years of budgeting only four budgets have been on time. So if you don't mind, let me just make a little suggestion. We should make a commitment that the legislators and the Governor too, lose per diem expenses and our paychecks for every day that the budget goes past the constitutional deadline which is June 15th. I mean, you have to admit this is a brilliant idea and look at the happy faces I see now. I love that.

I mean, if you call a taxi and the taxi doesn't show up, you don't have to pay the driver. So if the people's work doesn't get done, I think the people's representatives shouldn't get paid either. That is common sense in the real world.

And, of course, I will send you some other reforms as well. I thought that this line would get a great applause in this hall but I understand why not.

Let me close by saying something about the fires of 2008. At one point I got a phone call that we had 875 wildfires burning all at the same time. I said to myself, how could we deal with this? The next morning I got another phone call: Governor, there are now 2014 fires burning all at the same time, the largest number on record. Imagine, 2000 plus fires. What a huge challenge. But every one of those fires was put out. And you know why? Because we have the best trained and the most selfless and the toughest firefighters in the nation. Let's give them a big hand. (Applause)

Thirteen of whom lost their lives. They gave their lives for this state. Think about that. They gave their lives for this state.

Ladies and gentlemen, the courageous example of those firefighters should not be lost in us. In our own way we too must show courage in serving the public.

Ladies and gentlemen, let this be the year of political courage. Let us be courageous for the people. Let us be courageous for the common good of California. Let us resolve the budget crisis so that we can get

on with the people's work.

Thank you very much. Thank you. (Applause)

MORE STATE OF THE STATE REMARKS

01/8/08 - 2008 State of the State Address

01/9/07 - Transcript of Governor Arnold Schwarzenegger's State of the State Address as Delivered

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Training Authorization for Placentia Library District Staff.
DATE: January 20, 2009

BACKGROUND

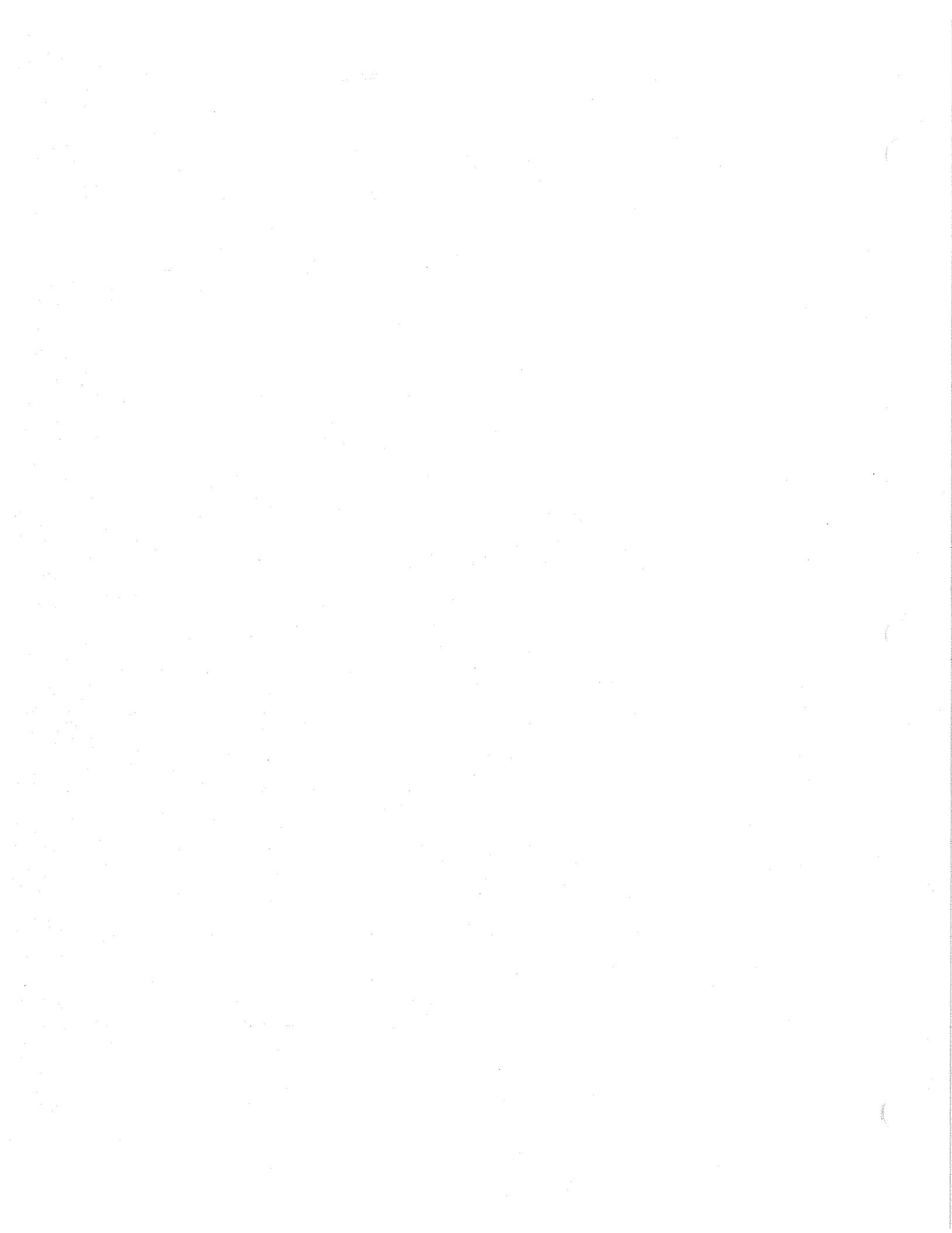
The responsibilities of the Management Analyst position are currently handled by Mr. Robert Housley, Finance Director of the Midway Sanitary District. During this time, Ms. Yesenia Gomez has accepted the commitment to assist Mr. Housley and ensure the District's claims are being processed and paid in a timely manner and that the District's budget is balanced and in accordance with all regulations. It is necessary to provide Ms. Gomez with training opportunities during the transitional period and while Mr. Housley is still available to assist the District.

Workshop information is attached.

RECOMMENDATIONS

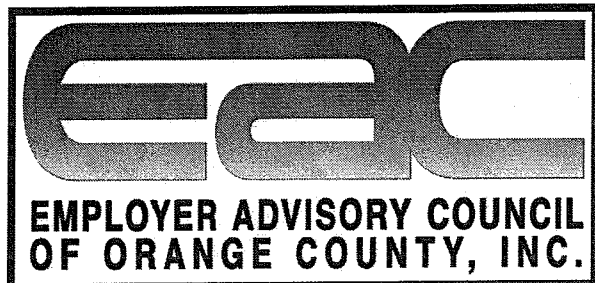
- 1) Authorize the Library Director and library staff, Yesenia, to attend the Employer Advisory Council of Orange County, Inc.'s "New Law Updates for 2009" workshop on January 22, 2009 at the Hyatt Garden Grove.
- 2) Authorize the Library Director to attend the "Coping with the Turbulent Winds of Redevelopment" workshop on February 5, 2009 at Turnip Rose.
- 3) Authorize library staff, Yesenia Gomez to attend the "Cash Handling Training Course" workshop on February 18, 2009 at the Huntington Beach Central Library and Cultural Center.
- 4) Authorize library staff, Yesenia Gomez, to attend the "Introduction to Quickbooks" workshop on March 29, 2009 at the Santiago Canyon College.

*Richard
Jean*



NEW LAW UPDATES FOR 2009

Are you keeping abreast of all the new state and federal labor and judicial decisions that will affect you in 2009?



JANUARY 22, 2009

THIS WORKSHOP IS HELD ONE TIME ONLY

EACH YEAR!

SPEAKERS:

**R. CRAIG SCOTT &
ANITA YORK**

Workshop Date:	Thursday, January 22, 2009
Times:	7:30 a.m. – 8:00 a.m. Check in & Full Buffet Breakfast 8:00 a.m. to 11:00 a.m. Workshop
Location:	Hyatt Garden Grove, 11999 Harbor Blvd., Garden Grove (Harbor Blvd. at Chapman) - Terrace Room, South Tower
Cost:	\$65 per person, member company \$85 per person, non-member company

As you know the cost of noncompliance or litigation can be very high and it is essential for companies to stay informed about the law, new developments and important trends. To help you meet this challenge, we will once again be presenting our annual NEW LAWS UPDATE.

Our speakers will be employment law attorneys R. Craig Scott and Anita York from the firm of Scott & Whitehead. They will share information and insights on new legislation and key court decisions. Craig always provides a comprehensive handout and this year will be no exception. With the recent changes in FMLA, meal and rest periods and other important areas, you cannot afford to miss this program. Updates will address such issues as:

- ❖ New wage and hour requirements applicable to all employers who “contract with clients or customers to supply workers to perform services”
- ❖ Changes in minimum pay for certain exempt workers
- ❖ New penalties applicable to improper or inaccurate release agreements
- ❖ Passport Cards for Identification on I-9 form
- ❖ Prohibitions on text messaging and emailing while driving
- ❖ Guidelines regarding what an employer can and cannot prohibit with respect to “political speech” in the workplace
- ❖ IRS standard mileage rate change
- ❖ Mandatory Earned Income Tax Credit Notice

In addition to these and several other statutory updates, the status of the recent meal and break period rules will be discussed in detail, as well as other important case law changes. Finally, as you may have heard, the Department of Labor has finally issued its new regulations related to medical leaves, family care leaves and various leaves of absence related to military personnel and their family members. While these rules are mandatory for employers with 50 or more employees, they provide important guidance that may prove helpful and instructive to all employers.

EAC OC offers five workshops per year as a Certificate Program, with 2.75 credits per workshop from the Human Resources Certificate Institute (HRCI) which is affiliated with the PHR and SPHR. The workshops must be prepaid and will start in February 2009. Please go to our website for all the information and registration form at www.eacorangecounty.com.

REGISTRATION INFORMATION

Anyone is welcome to attend our seminars; whether a member of the EAC or not. We encourage **Owners, CFOs, Controllers, Human Resource, Employee Benefits and Payroll Professionals** to attend our meetings.

EACOC Membership is a Company membership, so anyone and everyone in your company can attend at the Member price. If your Company is not a member, consider investing \$95 in annual dues and save up to \$200 for 2009 workshops. For a Membership application and information go to our website at www.eacorangelcounty.com.

REGISTER VIA

WEBSITE www.eacorangelcounty.com

EMAIL info@eacorangelcounty.com

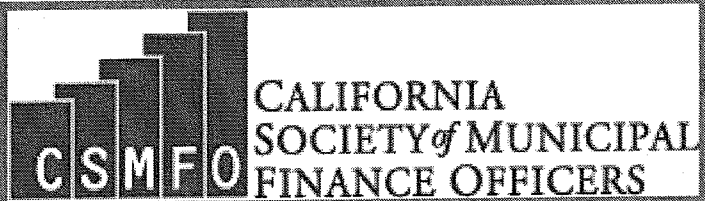
TELEPHONE 714-890-0008 FAX 714-890-5865

MAIL: EAC OC, 16033 Bolsa Chica Road #104-615, Huntington Beach, CA 92649

EAC OC WORKSHOP	Names Attending:
Payment with your registration is requested	
This workshop is not a Certificate Workshop for HRCI	
WORKSHOP DATE:	January 22, 2009
COMPANY NAME:	_____
CONTACT EMAIL:	_____
\$65 per person Member	Amount due # _____ X \$65 = _____
\$85 per person Non Member	Amount due # _____ X \$85 = _____
The easiest way to reserve and pay is online at www.eacorangelcounty.com	
Check payable to EACOC enclosed	Mail to: EAC, 16033 Bolsa Chica #104-615 Huntington Beach, CA 92649
Visa, MasterCard, American Express	Card# _____ Exp / Sec # _____ Zip Code _____
Cardholder:	_____
Signature of Cardholder	_____
Email receipt	_____

Cancellation Policy: No refunds(s) unless we receive written notice of cancellation in our office 72 hours prior to the event. Please send via email to info@eacorangelcounty.com

NEXT WORKSHOP – this is the first in a series of five workshops that are approved for HRCI certification. To participate in the series, you must register in advance.
You can also attend this workshop as a general workshop.
Managing Leaves of Absence - February 19 in Garden Grove & February 24 in Laguna Hills



Dedicated to Excellence in Municipal Financial Management

CSMFO Orange County Chapter Presents

Coping with the Turbulent Winds of Redevelopment

Bill Morgan of Diehl, Evans and Company will provide a review of current trends in Redevelopment. Bill will discuss the California Budget crisis, pass-through agreements, eminent domain, time limits on Redevelopment, prevailing wages and dealing with foreclosures in your community. Bill has over 30 years of experience in providing accounting and consulting services to Redevelopment agencies and is author of the firm's Redevelopment Handbook. Join us for this timely topic.

Bill Morgan, CPA
Director of Consulting Services
Diehl, Evans & Company, LLP

The Turnip Rose
300 South Flower St. Orange (714)978-7021
THURSDAY, February 5 , 2009 @ 11:45 AM

To register for the February 5, 2009 CSMFO OC Chapter luncheon, detach & return this portion with your payment.
RSVP by email (will save you the extra \$3 at the door)

Make checks payable to CSMFO by January 30, 2009 to:
Carol Jacobs, CSMFO OC Chapter Chairperson
City of Stanton, 7800 Katella Avenue, Stanton CA 90680

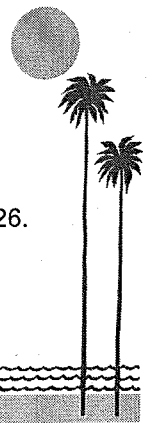
Cost for members, non-members and guests:
\$32 per person for payments received by Friday 1/30/09
\$35 per person for payments received after Friday 1/30/09, or registration at the door

If you have any questions, please e-mail Carol Jacobs at cjacobs@ci.stanton.ca.us or call her at (714) 890-4226.
NO SHOWS WILL BE INVOICED.

Enclosed is a check payable to **CSMFO** in the amount of \$ _____ for _____ person(s).

Attendees: 1. _____ 2. _____
3. _____ 4. _____
5. _____

City, County, District, Agency : _____



Offered through the Public Treasury Institute

City of Huntington Beach & CMTA
Division IX Invite You and Your Staff
to:

February 18, 2009

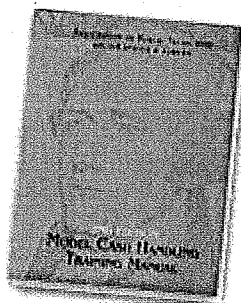
ASSN OF PUBLIC TREASURERS'

CASH HANDLING TRAINING COURSE



Click Link Below to Register Today

ABOUT THIS COURSE



The City of Huntington Beach and CMTA Division IX are pleased to host the Association of Public Treasurers' four-hour Cash Handling Workshop. This workshop, offered through the Public Treasury Institute, is designed to train finance and treasury officials, cash supervisors and handlers in proper cash handling techniques. Each participant will receive four hours of cash handling training instruction, the APT Cash Handling Certificate of Completion and a copy of the APT Model Cash Handling Manual. **To register, click here today!**

ABOUT THE TRAINER

Anthony Francisco, CPFA, has taught cash handling training courses to treasurers and cash handling staff for over 10 years. He is the main author of the APT Cash Handling Manual and certification course and currently chairs the APT Cash Handling Committee.

Anthony has served as Finance Director for the City of Norman, OK since 1996 where he oversees the City's budget, accounting, treasury, management information systems, debt administration, investment, printing services, utility customer service, payroll and purchasing functions. He also serves as City Treasurer and Controller. Anthony has a Masters of Public Administration with Specialization in State and Local

COURSE DETAILS

February 18, 2009

Session 1:
8:00am-Noon OR

Session 2:
1:00pm-5:00pm

*Huntington Beach
Central Library &
Cultural Center*

*7111 Talbert
Avenue between
Goldenwest
and Gothard)
HB 92648*

Space is Limited!

**CLICK HERE to
reserve your seat**

\$ 75.00 Before Jan 2,
2009
\$ 95.00 After Jan 2,
2009

Space is limited for this very popular cash handling workshop. We recommend you sign as soon as possible to secure

Government Financial Management; a BA in Urban Studies; and has done further study in Public Policy at the Lyndon B. Johnson School of Public Affairs at the University of Texas-Austin.

your seat!

INTERESTED IN FUTURE COURSES?

Email <http://www.cmta.org/events.shtml> for information on upcoming Division IX programs. For information about other courses offered through the Public Treasury Institute or to host this course in your community, please email the Public Treasury Institute at seminars@publictreasuryinstitute.com or call 301 229-6566.



**PUBLIC
TREASURY
INSTITUTE**
OF NORTH AMERICA, LLC

INTRODUCTION TO QUICKBOOKS

Topics include: navigating QuickBooks' forms, lists and centers; chart of accounts; set-up and lists for customers, vendors, and items; invoices & cash sales receipts; accounts receivable & payable management; check and credit card transactions; managing your cash account; receiving & depositing payments; end of period reports, income statement, and balance sheet. Prerequisites: Accounting For Non-Accountants class and MS Windows skills is recommended. A \$20 material fee is payable in class.

Fee: \$99

The DG Group

Event #15301

1 Session

Sunday

3/29/09

9:00AM-5:00PM

Santiago Canyon College B-106

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discussions of Placentia Library District Policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.
DATE: January 20, 2009

BACKGROUND

The Placentia Library District provides certain employee benefits to all regular employees including full-time and part-time employees. These benefits include:

- Vacations – Policy #2020
- Holidays – Policy #2030
- Sick Leave – Policy #2040
- Bereavement – Policy #2050
- Jury Duty – Policy #2060
- Vehicle Cost Reimbursement – Policy #2100
- Health and Welfare – Policy #2110
- Educational Assistance – Policy #2120
- Advancement of Wages – Policy #2140

work
Study Session
Feb 17
5:00 study Session
6:30 Reg Mtg

These benefits will require funding throughout the fiscal years for all employees who work a regular shift of 20-40 hours per week. An estimate of benefits based on current part-time employees of the District, those working 20-39 hours per week, will cost the District approximately \$36,000 per year. This cost does not include policy numbers 2100, 2120 and 2140 and a Cost of Living Adjustment (COLA). Most libraries do not provide benefits to part-time employees and those that do provide them have been grandfathered into the system.

In addition, the current Placentia Library District personnel manual does not provide a clear definition of part-time status. It is necessary for the Policy to encompass a definition that provides the employees with an understanding of part-time status. The definition needs to include the business necessity component enabling the District to fluctuate hours based on business necessity.

Typically part-time employees work fewer hours in a day or during a work week than full-time employees. They may also be those who only work during certain parts of the year. Federal law defines a part-time employee as one who works less than 1,000 hours a year for the same employer. This annual total averages out to about 17.5 hours per week. Businesses hire part-time workers to fulfill a high function that does not necessarily require their continuous presence and employers take advantage of the availability of skilled workers to meet their business needs.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

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THE WALL STREET JOURNAL.
WSJ.com

PAGE ONE | JANUARY 15, 2009

Folks Are Flocking to the Library, a Cozy Place to Look for a Job

Books, Computers and Wi-Fi Are Free, But Staffs Are Stressed by Crowds, Cutbacks

By JIM CARLTON

TRACY, Calif. -- The financial crisis has caused a lot of withdrawals at the public library.

A few years ago, public libraries were being written off as goners. The Internet had made them irrelevant, the argument went. But libraries across the country are reporting jumps in attendance of as much as 65% over the past year, as newly unemployed people flock to branches to fill out résumés and scan ads for job listings.

Other recession-weary patrons are turning to libraries for cheap entertainment -- killing time with the free computers, video rentals and, of course, books.

Last Friday, there was a particularly long waiting list of 157 to check out the popular vampire novel "Twilight," by Stephenie Meyer, from a branch of the Stockton-San Joaquin County Library here in Tracy. This central California town has been ravaged by mortgage foreclosures, and area libraries report a surge of traffic. Shamika Miller huddled over a laptop at the Tracy branch. Laid off from her job as a bookkeeper at Home Depot more than a year ago, Ms. Miller, 29 years old, says she has visited the library "if not every day, every other day" since October to check job listings with her computer.

"I come here, first of all, because it's a free Wi-Fi spot," says Ms. Miller, who supports a 10-year-old daughter on her unemployment compensation. And, she says, "there's something about the library that helps you think, at least for me."

At the Ferguson Library in Stamford, Conn., "it's not unusual for us to have 40 or 50 reserves on a popular book," says spokeswoman Linda Avellar. At the Randolph County Public Library in Asheboro, N.C., a 25% increase in visitors over the past six months from a year ago has been hard on 14-year-old carpeting that officials say needs to be replaced now rather than in six years, as planned.

This isn't the first time library attendance has spiked in a downturn. The 1987

and 2001 recessions saw similar jumps, librarians say. But few people thought that libraries would again be in such favor after so much information flooded the Web.

One big draw: Most libraries have put in free computer and Wi-Fi service. And they've begun stocking DVDs and videogames. With the recession weighing on them, "people recognize what a great value the public library is," says Jim Rettig, president of the American Library Association in Chicago.

Librarians are turning into job counselors -- and even social workers -- as they have to deal with a sometimes-desperate new class of patrons. "They are frustrated, overwhelmed and thought they would not be job hunting again in their lives," says Jan Perrier, head of reference and adult services at the Roxbury Public Library in Succasunna, N.J. "I had one woman just so overwhelmed she sat in front of the PC and cried."

Many jobless people are reporting to the library as they used to report to the office. Career books are in particularly great demand at the Morris County Library in Whippany, N.J. "The shelves are bare," says Lynne Olver, chief librarian there. She says attendance in "Career Resource Seminars" that the library has held for many years jumped to 745 in 2008, from 472 in 2007.

Others come in to escape their troubles for a while. Wesley Martin on Friday tapped his hands to the beat of a hip-hop video he was watching on one of the Tracy library's computers. "This is just a chance for me to get out of my house," said the 33-year-old, who lost his job at a discount store a month ago.

The sheer numbers of jobless visitors are overwhelming some libraries at a time of funding cuts by cash-strapped local agencies. The library in Winter Park, Fla., reports a 25% increase in checkouts of its books and other materials over the past 15 months, even as its budget for stocking new items has been cut 12%.

Some libraries are cutting their hours, reducing staff or even being closed altogether because of budget problems. The Schenectady County Public Library in Schenectady, N.Y., says it has had no money to replace four librarians who have left in the past two years. "As a result, we recently found that it is taking up to five days to reshelv books, as just one tiny example of the impact," says Karen Bradley, a reference librarian there.

The Randolph County library in North Carolina can't afford to replace those rugs: "We are just going to have to live with the worn carpet for now," says Suzanne Tate, the library's director. An average of 230 people a day line up to use the library's 27 computers. To help manage the traffic, the library has taken to bumping users off if they try to stay on for more than the one-hour limit.

But the patrons keep coming. "Many times a day there is a line of people waiting to get on one of our three computers," says Mary Wright, director of the Marks-Quitman County Library in Marks, Miss., who says many of the new patrons are laid-off workers from nearby casinos.

Tracy library officials have ordered nine more Internet-access computers. For now, patrons have to line up at a kiosk to make a reservation to use one of the 11 existing terminals, says Kathleen Buffleben, the supervising librarian.

At a checkout counter nearby in the Tracy library, Brandon Perry, 24, and his fiancée, Chardenac Van Rooter, 21, were applying for library cards Friday to aid in their job searches. The couple, who were with their 1-year-old daughter, said they support themselves largely on part-time restaurant work by Mr. Perry, who was laid off as a heavy-equipment operator at a ski resort a year ago. On top of their other troubles, the couple said they were forced to move into a homeless shelter a few weeks ago after a relative's home where they were staying was foreclosed on.

"Now," says Mr. Perry, "we just want to go to Hawaii. We don't have a computer, so we'll start coming here to find a job there."

Write to Jim Carlton at jim.carlton@wsj.com

Printed in The Wall Street Journal, page A1

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To: Library Board of Trustees
From: Jerry Tollefson
Subject: Financial reports, accounting procedures, and treatment of tax dollars received

1/12/09

Some months ago I asked this question of several Trustees, "Why does the Balance Sheet, presented at monthly Trustee meetings, fail to include the Library funds on deposit in various numbered accounts with the County of Orange?" The November 30, 2008 Balance Sheet excluded these accounts totaling \$779,133.93.

Further questions about the financial operations of the Library---

1. The Balance Sheet as of November 30, 2008 reflected a net income in the equity section of \$87,884.69. Yet the report to the Trustees did not include an Income Statement supporting that figure, as required under generally accepted accounting principles.

2. Why is the \$779,133.93 on deposit in the County of Orange when the Placentia Library District is a stand alone organization?

a. According to the Certified Audit Report, the Library District has an investment policy authorizing investment in the local government investment policy administered by the County of Orange. This statement, and because you have six other bank accounts, indicates that as a District you can receive the tax money and invest it in something other than the OCIP.

3. The Board of Trustees must adopt an annual budget by resolution of the Board of Trustees. Any transfers that alter the total appropriations (expenditures) must be approved by the Board of Trustees.

The District is required to maintain budgetary controls to ensure compliance with the legal provisions embodied in the appropriated budget.

a. A review of the monthly reports to the Trustees does not include a comparison between what has been budgeted and what has been expended.

b. It appears that a cash flow budget is necessary. When the question was asked, "Why do you carry cash balances of almost a million dollars at all times?" The answer was, "We need that to pay the bills until the next tax receipts come in." The next question is, "How do you know that, without a cash flow budget?" This reflects the required expenses by month, which then gives you the required cash on a monthly basis until the next taxes are paid.

c. The CPA's report for 6/30/07 does include a budget that showed the District having a net loss of \$1,276,318 for the year ending 6/30/07, but the District ended up a plus \$137,046., not very good planning by the Trustees. It did have one expenditure in the budget called contingency \$1,233,844.

4. Accounting---

The audit report states that the County of Orange performs all accounting functions and acts as a fiduciary agent.

a. Where are the accounting reports that are prepaid by the County of Orange?

b. An organization with the gross income in excess of 2 million dollars normally would have a staff member with business experience to oversee the business functions and prepare the financial reports that the Board of Trustees should have.

c. It appears that the County is paying the bills after the Librarian approves and sends them to the County. And yet the District has bank accounts that could be used to pay the bills, eliminating a step and saving the cost the County charges, \$18,000.

5. One final question, "Why is someone paid \$11,000 for pension fund operation and management?"

