

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, March 21, 2005

6:30 P.M.

Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

**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.*

1. Roll Call

Administrative Assistant

6:32p

Call time  
6:24  
25  
6:48

- 2. Adoption of Agenda *M1 - G.W. M2 - R.D. ASBout B.E*

*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 Ann 5:34*

- 3. Minutes of the February 22, 2005 Regular Meeting and the March 10, 2005 Special Meeting. *M1 - G.W. M2 - J.T*

Presentation: Library Director  
Recommendation: Approve by Motion

- 4. Oral Communications

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

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

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

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

*Edric Return Art Funding*

REPORTS

- 5. Board President Report *CALTHE W/SHOP attendees Saturday March 19, 2005 Chrb/Business Grant / suggested*
- 6. Trustee Reports *B.E. reported on the ideas (Suggested More Publicity Materials for the public / Pro Club and the / Librarians Heron Book Fair / Friends Project) I reported Placentia Dia de las Linternas*
- 7. Friends of Placentia Library Board of Directors Report (Friends Representative) *Remind April 1, 2005 6:30p*
- 8. Placentia Library Foundation Board of Directors Report (Trustee DeVecchio) *April 14, 2005 @ 7p.m. B.E. extended Friends*

*Arrange Great Books Come*

March 17, 2005, 11:35 AM

*Next time take Materials*

*Lherera@sfpl.org (beginning April 11th)*

CLAIMS (Items 9 - 12)

M1 - B.E.  
M2 - G.W.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

9. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

10. Claims forwarded by the Library Director. (Approve)

Claims 4716, 4717, 4718, 4719, 4720 and 4721 forwarded by Library Director for a total of \$30,133.10.

11. Current Claims and Payroll. (Approve)

Current Claims 4711, 4712, 4713, 4714 and 4715 for a subtotal for Current Claims of \$28,544.04; Payrolls #18 (03/02/05) for \$39,286.93 and #19 (13/16/05) for \$37,027.23 for a subtotal for Payrolls of \$76,314.16; for a total of Current Claims and Payroll of \$104,858.20.

12. FY2004-2005 Cash Flow Analysis through February 22, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

M1 - J.T.  
M2 - R.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 - 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

13. Financial Reports for February 2005 (Receive & File)

14. Office General Ledger & Check Registers for February 2005 (Receive & File)

15. Acquisitions Report for February 2005 (Receive & File)

16. Collection Agency Report for February 2005 (Receive & File)

17. Gifts Report for February 2005 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 30)

as amended  
M1 - G.W  
M2 - R.D

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 18. Building Maintenance Report for February 2005. (Receive & File)
- 19. Personnel Report for February 2005. (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for January and February 2005. (Receive & File)
- 21. Circulation Report for February 2005. (Receive & File)
- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 23. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
- 24. Status Report on Partnerships with Community Organizations. (Receive & File)
- 25. Status Report on Active Grant Applications. (Receive & File)
- 26. Poet Laureate Report. (Receive & File)
- 27. Agenda for Orange County Council of Governments Board of Directors Meeting for February 24, 2005 and Minutes of the December 7, 2004 and January 27, 2005 Meetings. (Agenda attachments are available during regular administrative office hours in the District Office). (Receive & File)
- 28. Orange County Emergency Management Organization (OCEMO) 2005 Goals & Objectives. Placentia Library District is a participating agency member of OCEMO. (Receive & File).
- 29. Second Quarter Financial Report for the Global Language Materials Grant Program by the State Library of California as submitted on January 18, 2005. (Receive & File)
- 30. Submission of Public Library Staff Education Program Grant in the amount of \$7,740 to the State Library of California to provide tuition reimbursement for Yesenia Gomez and Wendy Goodson to pursue masters in library science degrees from San Jose State University through the California State University at Fullerton campus. (Receive & File and Ratify Submission)

#8514

cell  
6:49

CONTINUING BUSINESS

- 31. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. The purpose of this item is to permit the Board to discuss the current status of the State of California Budget and the State Library Budget and to authorize any action it deems necessary.

March 17, 2005, 11:35 AM

ORFZ bill	Lib Ass	CSDA
	Apr 20	May 16-17
	NO attendees	NO attendees

*\*Call Fort's  
\$ why/who  
got a cancellation  
on life insurance*

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

- 32. Strategic Planning. The Library Director will present a status report on the search for a facilitator for the process.

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

**NEW BUSINESS**

*JK*

- 33. Review of Personnel Insurance coverage. Personnel Insurance Broker Stormy Waldeck will present a review of all of the insurance policies that he manages on behalf of Placentia Library District. The Board may give him direction about any changes it desires to make in the coverages.

Presentation: Insurance Broker Stormy Waldeck  
Recommendation: Action to be determined by the Library Board of Trustees

- 34. Set Board of Trustee meeting dates for May and June. Several of the Trustees have requested that the May and June meeting dates be changed. *May 23 @ 4p.m  
JUN 15 @ 6:36pm*

Presentation: Library Director  
Recommendation: Set meeting dates for the May and June meetings that fall after the published dates for the meetings.

- 35. Reserve Policy. The Library Director will review the parameters for a Reserve Policy so that the Board of Trustees may set the limits for the initial Policy.

Presentation: Library Director  
Recommendation: Set Reserve goals for each of Placentia Library District's funds; and Authorize the Library Director to prepare a Reserve Policy.

*ascumuh ← JT/RD payroll \$100,000  
GF 75% of current opex GF  
M1 - B.W  
M2 - B.E*

- 36. Preview of Fiscal Year 2005-2006 Budget. The Library Director will make a presentation on the components of the Fiscal Year 2005-2006 Budget and the Board may discuss Budget priorities.

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

*cell 7:19*

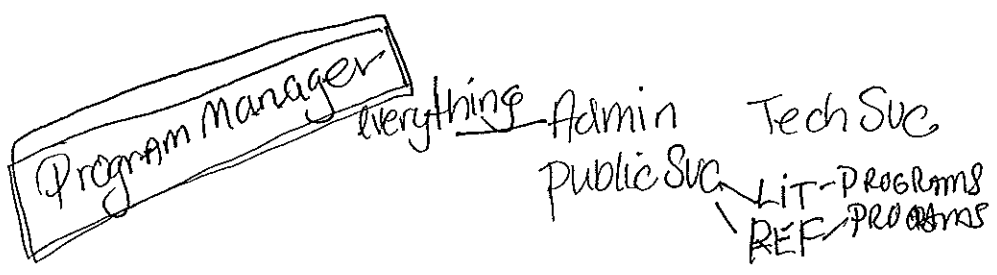
*Stormy  
Li @ 7:30 - Med inflation 5X components of coverage  
- Dental "rewards"  
STD - Recommend to participate in State Disability*

*cell 7:48*

*Break / 8:10 a.m.*

March 17, 2005, 11:35 AM

*8:14 am*



STAFF REPORTS (Items 37 – 46) *m1 - B.E.*  
*m2 - G.W.*

*Items 37 – 46 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

- 37. Library Director's Report for February 2005 (Minter)
- 38. Program Committee Report for February 2005 (Roberts)
- 39. Children's Services Report for February 2005 (Gurkweitz)
- 40. Placentia Library Literacy Services Report for February 2005 (Roberts)
- 41. Reference and Adult Services Report for February 2005 (Strazdas)
- 42. History Room Report for February 2005 (Bell)
- 43. Placentia Library Web Site Report for February 2005 (Roberts)
- 44. Technology Report for February 2005 (Shook)
- 45. Publicity Materials Produced in January and February 2005. (Millonzi)
- 46. Safety Committee Minutes for February 2005 (Matas)

*8:43p.m.*  
← **CLOSED SESSION**

- 47. Closed Session to Discuss a Personnel Matter

*Pursuant to California Government Code Section 54957.8, a closed session will be held for the Board to negotiate a labor contract with an unrepresented employee, the Library Director.*

**ADJOURNMENT**

- 48. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 18, 2005 at 6:30 P.M.
- 49. Review of Action Items.

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

- 50. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 21, 2005 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 17, 2005.



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# Placentia Library Board Calendar

March 2005 - February 2006

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## March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina, ALL TRUSTEES
- 7 7:00 PM Friends Board Meeting, Escobosa substituting for Shkoler
- 10 5:30 PM Chamber Mixer at Nohl Ranch Inn
- 19 9:00 AM CALTAC Leadership Workshop for Trustees, Rosewood Community Center, 5600 Harbor St., Commerce
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District  
7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed/Not Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## April

- 4 7:00 PM Friends Board Meeting, Shkoler substituting for Escobosa
- 10 National Library Week, through April 16
- 11 6:30 PM Friends Annual Meeting featuring Denise Hamilton, City Council Chambers, ALL TRUSTEES
- 14 5:30 PM Chamber Mixer  
7:00 PM Foundation Board Meeting
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District  
7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 2 7:00 PM Friends Board Meeting, DeVecchio
- 12 5:30 PM Chamber Mixer
- 16 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District  
7:15 AM Placentia Chamber of Commerce Breakfast
- 29 Library Closed for Monday Holiday/Not Staff Holiday
- 30 Library Closed for Memorial Day/Staff Holiday

## June

- 6 7:00 PM Friends Board Meeting, Wood
- 9 5:30 PM Chamber Mixer

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## June

- 20 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 14 7:00 PM Foundation Board Meeting
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District

## September

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

## October

- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 13 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 17 6:30 PM Library Board Meeting

Sep 2005						
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May 2005						
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## October

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

## November

- 7 7:00 PM Friends Board Meeting, Escobosa
- 10 5:30 PM Chamber Mixer
- 11 Library Closed for Veterans Day/Staff Holiday
- 21 6:30 PM Library Board Meeting
- 24 Library Closed for Thanksgiving/Staff Holiday

## December

- 2 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6:30 PM -8:30 PM Foundation Donor Reception, Placentia Library
- 5 7:00 PM Friends Board Meeting, DeVecchio
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## January

- 2 7:00 PM Friends Board Meeting, Wood
- 12 5:30 PM Chamber Mixer
- 7:00 PM Foundation Board Meeting
- 16 6:30 PM Library Board Meeting
- 20 ALA Midwinter Meeting, San Antonio, through Jan 25
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## February

- 6 7:00 PM Friends Board Meeting, Turner
- 9 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2005						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 22, 2005  
UNUSUAL DATE**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 22, 2005, 2005 at 6:30 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Pat Irot, Friends of Placentia Library.

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Secretary Wood to adopt the Agenda as amended.

<b>AYES:</b>	Shkoler, Wood, Escobosa, DeVecchio, Turner
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**MINUTES** It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the January 17, 2005 Regular Meeting as amended.

<b>AYES:</b>	Shkoler, Wood, Escobosa, DeVecchio, Turner
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**ORAL COMMUNICATIONS** No members of the public requested to address the Board.

**TRUSTEE REPORTS** President Shkoler reported the he and Secretary Wood attended the Independent Special Library Districts Meeting at Buena Park Library on February 10, 2005. President Shkoler requested that a reserve policy discussion be added to next board meeting agenda.

Trustee Turner reported that she attended the California Special District Association New Board Member Workshop on February 18, 2005

Trustee Escobosa reported that she is healing well from her knee surgery.

**FRIENDS** Pat Irot reminded the Board that the Author's Luncheon is March 5, 2005 with Thom Racina as the featured author and the Friends Annual Meeting is April 11, 2005 with Denise Hamilton as the featured speaker. She also reported that the History Room is hosting a presentation by Yolanda

Alvarez on March 2<sup>nd</sup> with all proceeds going to the Foundation.

**SDRMA**

Special District Risk Management Authority Representative (SDRMA) Sandra Stark presented the Board with a plaque from SDRMA in appreciation for the Placentia Library's dedication to minimizing library liabilities.

**CLAIMS**

It was moved by Secretary Wood and seconded by Trustee DeVecchio to approve Agenda Items 10 through 13.

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Claims 4702,4703,4704,4706,4707,4708,4709 and 4710 forwarded by Library Director for a total of \$56,366.30.

Current Claims 4711, 4712, 4713, 4714, and 4715 for a total of Current Claims of \$28,544.04; Payrolls #18 (3/2/05) for \$39,286.93 and #19 (3/16/05) for \$37,027.23 for a subtotal for Payroll of \$76,314.16; for a total of Current Claims and Payroll of \$104,858.20.

FY2004-2005 Cash Flow Analysis through February 22, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee DeVecchio, and seconded by Trustee Escobosa to receive and file Agenda Items 14 through 18.

Financial Reports for January 2005

Office General Ledger & Check Registers for January 2005

Acquisitions Report for January 2005

Collection Agency Report for January 2005

Gifts Report for January 2005

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



**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Wood and seconded by Trustee Escobosa to receive and file Agenda Items 19-28.

Building Maintenance Report for January 2005

Personnel Report for January 2005

Volunteer Report for January 2005

Circulation Report for January 2005

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Statement of Facts Roster of Public Agencies Filing as submitted to California Secretary of State, January 17, 2005.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**LEGISLATIVE  
ISSUES**

Library Director reported that the Public Library Fund allocation of \$23,000 should be distributed in the next four to six weeks. She also reported that Placentia Library District will be hosting the next Santiago Library System Council Meeting on April 7, 2005 and the California State Librarian, Susan Hildreth will be attending.

**NOTARY PUBLIC  
SERVICES**

It was moved by Trustee Turner and seconded by Secretary Wood to adopt Placentia Library District Policy 2125, Notary Public Services.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**REVISIONS TO  
LIBRARY AIDE,  
CLERK I, CLERK II  
AND LIBRARY  
ASSISTANT  
POSITIONS**

It was moved by Trustee DeVecchio and seconded by Trustee Turner to adopt Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant job descriptions to include the California Notary Public activities.

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

**STRATEGIC  
PLANNING**

Library Director Minter suggested that facilitator Susan Beck, conduct the retreats that would occur over two sets of dates, April 27 & 30, 2005 and July 15 & 16, 2005. The retreat location is unknown at this time but University of California, Los Angeles was mentioned as a venue option.

**STAFF REPORTS**

Library Director's Report

Program Committee Report for January 2005.

Children's Services Report for January 2005.

Placentia Library Literacy Services Report for January 2005.

Reference and Adult Services Report for January 2005.

History Room Report for January 2005.

Placentia Library Web Site Report for January 2005.

Technology Report for January 2005.

Publicity Materials produced for January 2005.

Safety Committee Minutes for January 2005.

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

**CLOSED SESSION  
AGENDA**

No closed session conducted.

**PREPARATION**

Agenda items to be added to the March 21, 2005 are May and June 2005 Board Meeting Dates, Library Reserve Policy. Agenda Preparation for the March Meeting will be held on Monday, March 21, 2005 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:45 P.M.

**MARCH  
MEETING**

The MarchFebruary Regular Library Board Meeting will be held on Monday, March 21, 2005 at 6:30 P.M. in the Library Conference Room.

\_\_\_\_\_  
Gaeten Wood  
Secretary  
Library Board of Trustees

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



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
March 10, 2005**

**CALL TO ORDER**

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on March 10, 2005 at 10:00 A.M.

**ROLL CALL**

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

**Members Absent:** Library Director Minter, Public Services Manager Roberts and Administrative Assistant Wendy Goodson

**Others Present:** None

The Agenda was posted on March 9, 2005 at 6:30 P.M.

**ADOPTION OF  
AGENDA**

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

**AYES:** Shkoler, Wood, Escobosa, DeVecchio, Turner

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Shkoler, Wood

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session began at 10:03 A.M. to discuss a personnel matter.

**ADJOURNMENT**

President Shkoler adjourned the Special Meeting of the Board of Trustees of the Placentia Library District at 10:50 A.M.

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Gaeten Wood  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees





FRIENDS OF PLACENTIA LIBRARY  
Board of Directors Meeting  
March 7, 2005

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Nadine Blansett, Barbara Hemmerling, Virginia Walker, Frances Stoller, Renee Scott, Pat Irot and Camille Himes Betty Escobosa was the representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff. Guests: Carole Fizzard, Susan Petrillo, and Margo Thum.

**Secretary:** Barbara Hemmerling, read the minutes of the February 7, 2005 board meeting. They were approved as corrected. **Treasurer:** Camille Himes reported a balance of \$20,445.00. Camille made a motion to reimburse the committee that managed the Volunteer Reception. The total cost was \$107.80. Barbara Hemmerling seconded the motion. The motion carried. **Financial Secretary:** \$ 4,406.50 was deposited the month of February.

**President' Report:** .1) Trustee's Meeting-February 23 Pat Irot attended and reported on the Friends activities. She said the Trustees are most appreciative of our good works for the Library. Camille Himes will attend the Monday March 21 meeting. 2) Author's Luncheon \$5,470 were made in tips. President Rankin asked for comments about the event. The author was well received by the guests. They enjoyed his talk and purchased a good number of his books. The food was favorably received. Betty Escobosa expressed her regret that the HIS House Boutique conflicted with our event. There were some empty tables and unsold tickets that perhaps were caused by lack of communication. The aprons were deemed very handsome thanks to Renee Scott, Virginia Walker and Jim Walker. We are already looking forward to next year's author. 3) Annual meeting: April 11, 6:30 PM in the City Hall. Elizabeth asked to meet with the committee—Jim Roberts, Eleanor Rankin, Ginny Sanatar. Laranne Millonzi. .

**Nominating Committee:** Virginia Walker introduced our three guests. They have shown an interest in joining the Friends Board of Directors. Each one of them told a little about their background and interests.

**Chair Reports:** 1) Bookstore/Workroom-Pat Irot reported that new shelving is being planned for the Friends areas in the hallway. These shelves would replace the tables and magazine racks that are presently used. The measurements have been taken and a completion date of 6 weeks to 3 months is given. Pat asked that the workers at the Sunday Sales not open the outside door until 1:00 PM., our hours are listed as 1-4. In order to be fair to all we must conform to these. The Volunteer Appreciation coffee was very nicely done. A thank you note from Marge Horrocks was read. Elizabeth was thanked for the beautiful roses she presented to each attendee. 2)

Membership: In Ted's absence, Ellie said she would send a note to the Life Members that ~~did not~~ contribute to this year's campaign. **3) Second Sunday Sale** -A list was passed out that gives the workers through June. **4) Silent Auction**-Nadine Blansett reported \$50 for the February sale.

Library Staff Reports: **1) Elizabeth Minter** -The Library Board is moving ahead on strategic planning. There will be a joint meeting of the Friends Board, Foundation, Trustees and some staff members. This will likely be in July. **2) Several vendors** were contacted about providing new name badges for the volunteers. The best value was \$6.25 per badge with a minimum of 50 ordered. Camille Himes made a motion we allow up to \$350 to obtain these badges. Pat Irot seconded the motion. The motion carried. **3) Elizabeth** requested \$4000 for the Children's Library Fund. This will pay for all of the special activities such as: the Summer Reading Program, weekly educational entertainment during the Summer Reading Program, Camp Library, and Holiday Programs. Pat Irot made a motion that we donate \$4000 to the Children's Department. Camille Himes seconded this. The motion carried. **Jim Roberts:** The second of three Poetry Workshops will be held Saturday, March 12 from 1-3. These are partially funded by the Poets and Writers section of the California Reading/Workshop Program. They have also received matching grants from the California Council for the Humanities. The third workshop will be Saturday April 16 from 1-3. **Laranne Millonzi:** asked all of the volunteers to be sure to record the hours worked. This can be done on the forms in the bookstore or in the workroom.

Meeting adjourned

Barbara Hemmerling, Secretary



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
March 21, 2005

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Library Trustees  
February 28, 2005

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	February 24, 2005	4716	7,514.60
	February 24, 2005	4717	2,101.44
	March 3, 2005	4718	4,701.93
	March 3, 2005	4719	591.05
	March 10, 2005	4720	3,376.93
	March 14, 2005	4721	11,847.15
TOTAL BY LIBRARY DIRECTOR			\$ 30,133.10
TOTAL			<u>\$ 30,133.10</u>

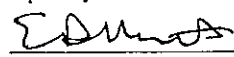
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

3-2-05

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	2-10-05/265-3		0310	00		3,764.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	2-15-05/052-2-210		1400	00		363.77		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	2-17-05/779333		1800	00		142.26		
N06619A Orange County Fire Authority P.O. Box 1828 Orange, CA 92856-0828	2-16-05/S0134535		1700	00		300.00		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	1-4-05 4042998		2400	08		1,153.49		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	2-15-05 010-19000-05435		0300	00		711.30		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Feb 05 Music Time & Story Time		1900	00		540.00	12	
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	3-1-05 to 4-1-05		0300	00		303.19		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	2-16-05/25072 2-16-05/25071		1000 1000	00 00		50.00 186.59 236.59		

The claims listed above (totaling \$7,514.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

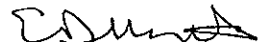
ATTESTED AND/OR COUNTERSIGNED BY

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707  
3-2-05

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct	Objt/ Rev				
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reim 1-31-05 to 2-22-05		2700	07		17.03		
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	2-17-05 11229		1300	00		200.00		
need vendor # Opes, Inc 1543 W. Olympic Blvd #202 Los Angeles CA 90015	12-9-04 120904LB		2400	01		1,532.40		
need vendor # Options Publishing PO Box 1749 Merrimack NH 03054-1749	1-6-05 1154606-1-0		2400	09		88.02		
need vendor # Scholastic Book Fairs 1210 N. Red Gum St Anaheim CA 92806	1-11-05 29655		2400	09		263.99		

The claims listed above (totaling \$2,101.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

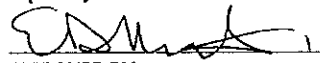
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev				
N01074 The Gas Company PO Box C Monterey Park, CA 91756	2-23-05/05391188009		2800	00		1,804.10		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Mar 05/12 099603 0001		0300	00		51.12		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	2-22-05/312083-9		2800	00		188.49		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	2-16-05/263204		1400	00		107.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	3-1-05 BAP		1900	00		35.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	2-12-05/32021628		1803	00		500.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	2-22-05/X9240		1800	00		1,145.49		
			1900	00		6.95		
						1,152.44		
N29843 E.A.R Tel Teleconsulting 1316 Mauretania St Wilmington CA 90744	2-25-05/11248		4000	00		586.50		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	2-18-05/Spanish Literacy Program		1900	01		277.28	12	

The claims listed above (totaling \$4,701.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

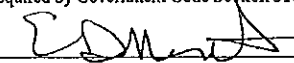
ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	2-18-05 Spanish Literacy Program		1900	01		194.48	1121	
need new vendor # Office Depot Business Services Division PO Box 70025 Los Angeles CA 90074-0025	2-18-05/276512932-001		1800	00		91.47		
need vendor # Showcases 8570 Commerce St 113 Cape Canaveral FL 32920	2-18-05/220837		1800	00		305.10		

The claims listed above (totaling \$591.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

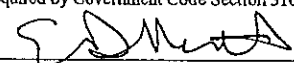
DATE 03/10/05  
REPORT NO 4720

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	2-28-05/25555		1900	00		810.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	3-1-05/100106		1800	00		30.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2-15-05/5777		1900	00		42.00		
N03738C Pitney Bowes Purchase Power PO Box 856042 Louisville, KY 40285-6460	2-24-05/X5830		1803	00		1.16		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	2-2-05/714-223-1698		0700	01		342.70		
	2-7-08/335-253-2062		0700	01		273.63		
	2-4-05/714-524-8408		0700	08		49.75		
						666.08		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	2-24-05/A37747		0700	05		215.50		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	2-23-05/714286		1800	00		89.60		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	2-21-05/X6509		1800	00		222.09		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	3-6-05/062794		1400	00		1,300.00		

The claims listed above (totaling \$3,376.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

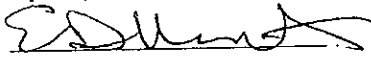


Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	2-24-05/20050224		1900	00		316.50		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	3-3-05/A36503		1800	00		641.11		
	3-8-05/A36511		1800	00		80.81		
						721.92		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	3-7-05/200503-40		1900	00		15.00		
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	2-7-08/594682625		0700	00		65.77		
			0700	08		65.77		
						131.54		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	3-3-05 Apr 2005		0300	00		9,507.75		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	3-1-05/52		1900	08		1,000.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb 1-22-05to3-5-05		2700	01		12.96		
need vendor # Showcases 8570 Commerce St #113 Cape Canaveral FL 32920	3-1-05/221018		1800	00		141.48		

The claims listed above (totaling \$11,847.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
March 21, 2005

TYPE	REPORT NUMBER	AMOUNT
Regular	4722	13,816.74
	4723	1,969.34
	4724	2,052.86
	4725	1,340.12
Subtotal for Regular		19,179.06
Payroll	3/30/2005	35,276.03
	4/13/2005	35,276.03
Subtotal for Payroll		70,552.06
TOTAL CURRENT CLAIMS & PAYROLL		89,731.12

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS							A C's Use Only	
	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	Doc	SC	
			Rev/ BS Acct	Obj/					Rev
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	3-9-05/56705		0700	00		7.24			
			1400	00		3,226.08			
			1800	00		2,283.00			
			2800	00		3,337.04			
						8,853.36			
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	3-9-05/2337281 2-10-05/2307089		2400	05		240.72			
			2400	05		326.70			
						567.42			
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	2-11-05to3-15-05 Petty Cash Checks		1000	08		119.48			
			1800	00		1,035.24			
			1803	00		20.99			
			1900	08		400.00			
			2700	00		180.20			
			2700	01		65.00			
			2700	03		83.00			
			2700	08		25.00			
		1,928.91							
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	1-13-05to3-16-05		1800	00		17.23			
			1803	00		13.65			
			2700	01		60.00			
					90.88				
N03828F Baker & Taylor Books 1205 Paysphere Circle Chicago, IL 60674 *ADDRESS CHANGE IN MARCH 2005	3-2-05/4004661185		2400	03		59.27			
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	3-10-05/568905 2-6-05/U533368 2-10-05/U522152 2-24-05/U550608 2-23-05/U547513 2-25-05/U553107 2-25-05/U553109 2-25-05/U553108 2-28-05/U555192 3-7-08/U567060 3-10-05/U576880 3-8-05/U570533		1800	00		138.35			
			2400	01		15.03			
			2400	01		83.26			
			2400	01		14.94			
			2400	01		60.28			
			2400	01		98.90			
			2400	01		48.44			
			2400	01		1,045.92			
			2400	01		540.28			
			2400	01		43.57			
			2400	01		41.64			
2400	01	186.29							
					2,316.90				

The claims listed above (totaling \$13,816.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc	SC
							Number	
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	3-8-05/U570536		2400	01		106.12		
	3-8-08/U570537		2400	01		151.68		
	3-8-05/U570538		2400	01		226.36		
						<b>484.16</b>		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	2-17-05/93026021		2400	01		59.98		
	2-17-05/93026020		2400	01		16.98		
	2-17-05/93026019		2400	01		10.68		
	2-17-05/93026018		2400	01		17.44		
	2-17-05/93026017		2400	01		16.86		
	2-17-05/93026016		2400	01		10.79		
	2-17-05/93026015		2400	01		15.95		
	2-17-05/93026014		2400	01		15.44		
	2-17-05/93011468		2400	01		15.84		
	2-16-05/93006565		2400	01		37.34		
	2-16-05/93006564		2400	01		16.00		
	2-16-05/93006563		2400	01		9.95		
	2-16-05/93006562		2400	01		30.01		
	2-16-05/93006561		2400	01		83.55		
	2-16-05/93006560		2400	01		16.90		
	2-16-05/93006559		2400	01		16.90		
	2-18-05/93044953		2400	01		253.28		
	2-18-05/93044952		2400	01		105.29		
	2-18-05/93044951		2400	01		103.29		
	2-28-05/93166087		2400	01		64.66		
	2-28-05/93166086		2400	01		15.85		
	2-28-05/93166085		2400	01		69.89		
	2-28-05/93166084		2400	01		47.32		
	2-28-05/93166083		2400	01		32.33		
	2-28-05/93166082		2400	01		34.63		
	2-28-05/93166081		2400	01		8.76		
	2-28-05/93166080		2400	01		14.29		
	2-28-05/93166079		2400	01		30.58		
	2-28-05/93166078		2400	01		16.96		
	2-28-05/93166077		2400	01		4.67		
2-28-05/93166076		2400	01		37.65			
2-28-05/93166075		2400	01		53.98			
3-1-05/93184125		2400	01		48.11			
3-1-05/93184124		2400	01		17.57			
3-1-05/93184123		2400	01		15.42			
3-1-05/93184122		2400	01		16.80			
3-1-05/93184121		2400	01		17.01			
3-1-05/93184120		2400	01		17.59			
3-1-05/93184119		2400	01		10.90			
3-2-05/93218461		2400	01		15.11			
3-2-05/93218462		2400	01		42.63			
						<b>1,485.18</b>		

The claims listed above (totaling \$1,969.34) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
	N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	2-23-05/93110762 2-23-05/93110761 2-23-05/93110760 2-23-05/93110759 2-24-05/93125050 2-22-05/93088257 3-8-05/93302418 3-8-05/93302417 3-8-05/93302416 3-8-05/93302415 3-8-05/93302414 3-8-05/93302413 3-7-08/93279575 3-7-05/93279574 3-7-05/93279573 3-7-05/93279572 3-4-05/03566736		2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400 2400	01 01		17.13 66.67 21.05 17.04 26.43 14.67 124.92 17.37 14.66 16.59 17.45 14.64 85.63 13.69 10.31 17.04 20.47 <b>515.76</b>	
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	2-11-05/91673858		2400	01		23.05		
N29833 Thomson Gale PO Box 95501 Chicago IL 60694-5501	3-3-05/13875758 2-14-05/13845909		2400 2400	01 01		85.20 151.86 <b>237.06</b>		
N06819B American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	1-18-05/07564031		2400	01		78.50		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	1-4-05/4042998		2400	09		1,153.49		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	2-16-05/10312360		2400	01		45.00		

The claims listed above (totaling \$2,052.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
	N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	2-10-05/10050148		2400	01		202.98	
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	2-14-05/188538 2-15-05/188994		2400	01		29.96 187.38 217.34		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	2-24-05to3-2-05 Travel Reimb		2700	01		28.28		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	3-11-05/10899 3-11-05/10900		1300	00		110.00 110.00 220.00		
N29760 Gary Bell c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	3-8-05 Travel Reimb		2700	01		4.46		
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	3-2-05/1089142118 3-2-05/1089142141 3-7-05/1089152929 3-7-05/1089157231 2-15-05/1089078228		2400	05		193.20 52.40 30.80 59.60 38.00 374.00		
need vendor # Paraclete Press PO Box 1568 Orleans MA 02653	12-28-04/307375		2400	02		120.86		
need vendor # Office Depot PO Box 70025 Los Angeles CA 90074-0025	3-4-05/278530414-001 3-4-05/278492416-001		1800	00		19.48 152.72 172.20		

The claims listed above (totaling \$1,340.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



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

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

Please Pay \$ 35,276.03 on 3 | 30 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #20

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	S Cl.
707	707			0100	00						33,036.59	
707	707			200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	35,276.03
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE	DEPUTY		DATE	

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





## County of Orange

# ELECTRONIC FUNDS TRANSFER

### A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 35,276.03 on 4 | 13 | 05

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #20

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B-S ACCT	AMOUNT	SP CD
707	707			0100	00						33,036.59	
707	707			200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	35,276.03
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER			DATE			DEPUTY	DATE	

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** March 21, 2005

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2004-2005 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2004-2005 is Attachment B.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through March 21, 2005.

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			707,872.67
05/24/04	4612	Payroll to wire July 8, 2004		31,154.00	676,718.67
06/16/04	4623	General by Library Director		2,319.00	674,399.67
06/30/04		Payroll to wire 07/21/04		32,653.50	641,746.17
06/30/04		Payroll to wire 08/04/05		32,653.50	609,092.67
06/30/04	4626	General by Library Director		3,205.53	605,887.14
06/30/04	4627	General by Library Director		120.61	605,766.53
07/07/04	4628	General by Library Director		4,795.93	600,970.60
07/07/04	4629	General by Library Director		17,712.52	583,258.08
07/14/04		Library Passport Revenue, Jul	9,800.50		593,058.58
07/14/04		Library Revenue, Jul	1,325.42		594,384.00
07/14/04		Interest Bank of the West	4.45		594,388.45
07/15/04		FY2003-2004 Secured #8	13,489.99	33.72	607,844.72
07/15/04		Supplemental 1985+	3,268.05		611,112.77
07/15/04		Delinquent Supplemental	1,630.01		612,742.78
07/15/04		Delinquent Supplemental Penalties	405.00		613,147.78
07/15/04		Supplemental 1984	1.30		613,149.08
07/15/04	4630	General by Library Director		12,819.81	600,329.27
07/15/04	4631	General by Library Director		636.90	599,692.37
07/19/04		Teeter Plan Delinquent Secured	12,766.29		612,458.66
07/26/04	4632	General		2,818.52	609,640.14
07/26/04	4633	General		4,017.23	605,622.91
07/26/04		Payroll to wire 08/18/05		31,513.17	574,109.74
07/26/04		Payroll to wire 09/01/05		31,513.17	542,596.57
07/27/04	4635	General by Library Director		446.40	542,150.17
07/28/04		Library Passport Revenue, Jul	8,968.85		551,119.02
07/28/04		Library Revenue, Jul	949.15		552,068.17
07/28/04	4634	General by Library Director		2,579.79	549,488.38
08/04/04	4636	General by Library Director		8,170.40	541,317.98
08/04/04	4647	General by Library Director		8,759.92	532,558.06
08/11/04		Supplemental #1	7,372.76		539,930.82
08/11/04	4639	General by Library Director		16,458.41	523,472.41
08/12/04	4638	General by Library Director		3,656.02	519,816.39
08/19/04		Library Passport Revenue, Aug	8,623.22		528,439.61
08/19/04		Library Revenue, Aug	1,573.32		530,012.93
08/19/04		Interest, Bank of the West	3.37		530,016.30
08/20/04		Interest, Jul	835.22	74.05	530,777.47
08/23/04	4640	General		3,844.89	526,932.58
08/23/04	4641	General		3,653.10	523,279.48
08/23/04	4642	General		6,681.06	516,598.42
08/23/04		Payroll to wire 09/15/05		34,309.78	482,288.64
08/23/04		Payroll to wire 09/29/05		32,299.52	449,989.12
08/26/04	4643	General by Library Director		10,975.77	439,013.35
08/26/04	4644	General by Library Director		8,897.41	430,115.94
08/27/04		Passport fee refund on Claim 4640	(31.00)		430,084.94
09/02/04	4645	General by Library Director		2,186.07	427,898.87
09/02/04	4646	General by Library Director		161.35	427,737.52

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/09/04	4648	General by Library Director		4,211.13	423,526.39
09/09/04	4649	General by Library Director		8,359.69	415,166.70
09/20/04	4650	General		2,728.08	412,438.62
09/20/04	4651	General		5,101.54	407,337.08
09/20/04		Payroll to wire 10/13/05		31,513.17	375,823.91
09/20/04		Payroll to wire 10/27/05		31,513.17	344,310.74
09/23/04	4652	General by Library Director		15,046.77	329,263.97
09/23/00	4653	General by Library Director		8,308.56	320,955.41
09/23/04	4654	General by Library Director		7,724.91	313,230.50
09/30/04	4655	General by Library Director		4,649.97	308,580.53
09/30/04	4656	General by Library Director		274.48	308,306.05
09/20/04		Unsecured	53,829.90	134.57	362,001.38
09/20/04		Supplemental #2	8,254.22		370,255.60
09/21/04		Interest, Aug	817.53	66.55	371,006.58
09/13/04		Interest, Bank of the West	3.28		371,009.86
09/13/04		State Library ILL, 5th Quarter	3,717.85		374,727.71
09/13/04		Library Revenue, Sep	1,503.43		376,231.14
09/13/04		Library Passport Revenue, Sep	7,416.30		383,647.44
10/05/04		State Library Literacy Grant	30,000.00		413,647.44
10/05/04		Library Passport Revenue, Sep	8,620.60		422,268.04
10/05/04		State Library ELLI Grant	8,520.00		430,788.04
10/05/04		Library Revenue, Sep	2,031.56		432,819.60
10/05/04		Target Grant	2,000.00		434,819.60
10/05/04		State Library ILL, 1st Quarter	1,496.30		436,315.90
10/07/04	4657	General by Library Director		2,430.29	433,885.61
10/07/04	4658	General by Library Director		9,838.86	424,046.75
10/13/04		Supplemental #3	3,337.05		427,383.80
10/14/04	4659	General by Library Director		4,957.25	422,426.55
10/14/04	4660	General by Library Director		2,050.60	420,375.95
10/25/04	4661	General		6,397.90	413,978.05
10/25/04	4662	General		3,939.56	410,038.49
10/25/04	4663	General		1,350.93	408,687.56
10/25/04	4664	General		11,624.32	397,063.24
10/25/04	4665	General		3,122.11	393,941.13
10/25/04	4666	General		1,225.39	392,715.74
10/25/04	4667	General		1,022.45	391,693.29
10/25/04		Payroll to wire 11/10/05		31,513.17	360,180.12
10/25/04		Payroll to wire 11/24/05		31,513.17	328,666.95
10/27/04		Library Passport Revenue, Oct	7,885.95		336,552.90
10/27/04		Library Revenue, Oct	2,257.48		338,810.38
10/28/04		Interest, Sep	735.10	53.91	339,491.57
11/04/04	4668	General by Library Director		14,852.96	324,638.61
11/04/04	4669	General by Library Director		1,762.09	322,876.52
11/04/04	4670	General by Library Director		7,241.20	315,635.32
11/04/04	4671	General by Library Director		1,865.84	313,769.48
11/17/04		Interest, Oct	756.03	51.77	314,473.74
11/18/04		Supplemental #4	2,779.54		317,253.28

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/22/04	4672	General		19,064.08	298,189.20
11/22/04	4673	General		3,094.00	295,095.20
11/22/04	4674	General		1,292.49	293,802.71
11/22/04	4675	General		52,051.00	241,751.71
11/22/04	4676	General		9,546.73	232,204.98
11/22/04	4677	General		7,518.20	224,686.78
11/22/04	4678	General		5,702.60	218,984.18
11/22/04		Payroll to wire 12/08/04		38,412.06	180,572.12
11/22/04		Payroll to wire 12/22/04		38,412.06	142,160.06
11/23/04		Secured #1	135,653.23	339.13	277,474.16
11/29/04	4679	General by Library Director		5,666.23	271,807.93
11/30/04	4680	General by Library Director		651.00	271,156.93
11/30/04	4681	General by Library Director		3,526.96	267,629.97
11/30/04	4682	General by Library Director		8,104.95	259,525.02
12/01/04	4683	General by Library Director		6,824.00	252,701.02
12/09/04		Secured # 2	193,404.94	483.77	445,622.19
12/09/04		Library Passport Revenue, Nov	12,587.64		458,209.83
12/09/04		Library Revenue, Nov	2,889.03		461,098.86
12/09/04		Homeowners #1	2,582.58		463,681.44
12/09/04	4684	General by Library Director		5,850.94	457,830.50
12/09/04	4685	General by Library Director		4,062.13	453,768.37
12/09/04	4686	General by Library Director		8,410.64	445,357.73
12/20/04		Secured # 3	299,692.60	749.31	744,301.02
12/20/04		Supplemental # 5	10,478.13		754,779.15
12/20/04	4687	General		3,053.75	751,725.40
12/20/04	4688	General		1,872.12	749,853.28
12/20/04	4689	General		6,351.60	743,501.68
12/20/04	4690	General		250.67	743,251.01
12/20/04	4691	General		11,438.67	731,812.34
12/20/04		Payroll to wire 1/5/05		33,632.62	698,179.72
12/20/04		Payroll to wire 1/19/05		33,247.27	664,932.45
12/23/04		Interest, Nov	726.38	45.35	665,613.48
12/23/04	4692	General by Library Director		3,183.44	662,430.04
12/23/04	4693	General by Library Director		1,196.97	661,233.07
01/06/05	4694	General by Library Director		2,279.93	658,953.14
01/06/05	4695	General by Library Director		11,263.61	647,689.53
01/06/05	4696	General by Library Director		88.50	647,601.03
01/10/05		Homeowners #2	6,026.02		653,627.05
01/12/05		Library Passport Revenue, Dec/Jan	10,022.89		663,649.94
01/12/05		Library Revenue, Dec/Jan	3,039.69		666,689.63
01/13/05	4697	General by Library Director		5,261.64	661,427.99
01/13/05	4698	General by Library Director		13,294.61	648,133.38
01/17/05	4699	General		36,041.71	612,091.67
01/17/05	4700	General		2,511.11	609,580.56
01/17/05	4701	General		929.87	608,650.69
01/17/05		Payroll to wire 2/2/05		34,840.84	573,809.85
01/17/05		Payroll to wire 2/16/05		33,247.27	540,562.58

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/05	4702	General by Library Director		9,778.24	530,784.34
01/20/05	4703	General by Library Director		3,230.49	527,553.85
01/20/05		Secured #4	90,617.50	226.54	617,944.81
01/20/05		Unsecured	7,318.65	18.30	625,245.16
01/20/05		Supplemental #6	11,375.01		636,620.17
01/21/05		Interest, Dec.	1,236.20	71.28	637,785.09
01/27/05	4704	General by Library Director		3,534.91	634,250.18
02/03/05	4705	General by Library Director		4,529.58	629,720.60
02/03/05	4706	General by Library Director		13,532.65	616,187.95
02/08/05		State Library, Literacy Grant	29,191.00		645,378.95
02/08/05		Library Revenue, January	3,651.71		649,030.66
02/08/05		Library Passport Revenue, January	12,942.52		661,973.18
02/09/05		Public Utility #1	11,524.07	28.81	673,468.44
02/10/05	4707	General by Library Director		7,740.74	665,727.70
02/10/05	4708	General by Library Director		9,822.70	655,905.00
02/10/05	4709	General by Library Director		518.57	655,386.43
02/16/05		SDAF #1	4,060.00		659,446.43
02/16/05		Supplemental #7	4,740.36		664,186.79
02/17/05	4710	General by Library Director		3,678.42	660,508.37
02/22/05	4711	General		17,370.56	643,137.81
02/22/05	4712	General		2,902.80	640,235.01
02/22/05	4713	General		1,811.38	638,423.63
02/22/05	4714	General		1,137.12	637,286.51
02/22/05	4715	General		5,322.18	631,964.33
02/22/05		Payroll to wire 3/2/05		39,286.93	592,677.40
02/22/05		Payroll to wire 3/16/05		37,027.23	555,650.17
02/24/05	4716	General by Library Director		7,514.60	548,135.57
02/24/05	4717	General by Library Director		2,101.44	546,034.13
02/28/05		Interest, Jan	1,502.27	74.77	547,461.63
03/03/05	4718	General by Library Director		4,701.93	542,759.70
03/03/05	4719	General by Library Director		591.05	542,168.65
03/10/05	4720	General by Library Director		3,376.93	538,791.72
03/14/05	4721	General by Library Director		11,847.15	526,944.57
03/21/05	4722	General		13,816.74	513,127.83
03/21/05	4723	General		1,969.34	511,158.49
03/21/05	4724	General		2,052.86	509,105.63
03/21/05	4725	General		1,340.12	507,765.51
03/21/05		Payroll to wire 3/30/05		35,276.03	472,489.48
03/21/05		Payroll to wire 4/13/05		35,276.03	437,213.45

Placentia Library District  
 Property Tax Apportionments  
 Fiscal Year 2004-2005

Date	Category	Amount
07/19/04	Secured Teeter Actual Final Delinquencies, FY05	2% - 4%
08/13/04	Prior Year Secured Taxes & Penalties #1 Jul	
08/13/04	Supplemental #1 Jul	
09/10/04	Prior Year Secured Taxes & Penalties #2 Aug	
09/18/04	Supplemental #2 Aug	
09/18/04	Unsecured collections at 8/31/04, #1	80% - 85%
10/15/04	Prior Year Secured Taxes & Penalties #3 Sep	
10/15/04	Supplemental #3 Sep	
11/12/04	Prior Year Secured Taxes & Penalties #4 Oct	
11/20/04	Supplemental #4 Oct	
11/25/04	Current secured #1	7% - 10%
12/10/04	Current secured #2	20% - 25%
12/10/04	Homeowners Property Tax Relief	15%
12/10/04	Prior Year Secured Taxes & Penalties #5 Nov	
12/18/04	Current secured #3	10% - 15%
12/18/04	Supplemental #5 Nov	
01/08/05	Homeowners Property Tax Relief	35%
01/14/05	Prior Year Secured Taxes & Penalties #6 Dec	
01/20/05	Current secured #4	4% - 7%
01/20/05	Supplemental #6 Dec	
01/20/05	Unsecured collections at 12/31/04, #2	5% - 10%
02/05/05	State-Assessed Public Utility, #1	49% - 50%
02/10/05	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/05	Supplemental #7 Jan	
03/10/05	Prior Year Secured Taxes & Penalties #8 Feb	
03/18/05	Current secured #5	5% - 7%
03/18/05	Supplemental #8 Feb	
04/08/05	Unsecured collections at 03/31/05, #3	1% - 3%
04/14/05	Prior Year Secured Taxes & Penalties #9 Mar	
04/14/05	Supplemental #9 Mar	
04/19/05	Current secured #6	15% - 20%
05/10/05	Homeowners Property Tax Relief	35%
05/12/05	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/05	Current secured #7	15% - 20%
05/20/05	Supplemental #10 Apr	
05/26/05	State-Assessed Public Utility, #2	49% - 50%
06/10/05	Homeowners Property Tax Relief	15%
06/16/05	Prior Year Secured Taxes & Penalties #11 May	
06/16/05	Prior Year Unsecured	
06/16/05	Supplemental #11 May	
06/16/05	Unsecured collections at 05/31/05, Final	3% - 6%
07/15/05	Current secured final for FY05	1% - 3%
07/15/05	Delinquent Supplemental, FY05	
07/15/05	Prior Year Secured Taxes & Penalties, FY05 #12 Jun	
07/15/05	Supplemental, FY05 #12 Jun	



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 March 21, 2005

	Fiscal Year 2004-2005						
	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
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
31-Oct-04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56
30-Nov-04	120,883.45	10,225.33	163,085.79	474,439.99	9,977.69	778,612.25	304,172.26
31-Dec-04	121,058.44	10,240.13	163,321.88	760,018.61	9,992.13	1,064,631.19	304,612.58
31-Jan-05	121,244.85	10,255.90	163,573.36	741,355.45	10,007.52	1,046,437.08	305,081.63
28-Feb-05	121,456.53	10,273.81	163,858.93	700,519.23	10,024.99	1,006,133.49	305,614.26
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

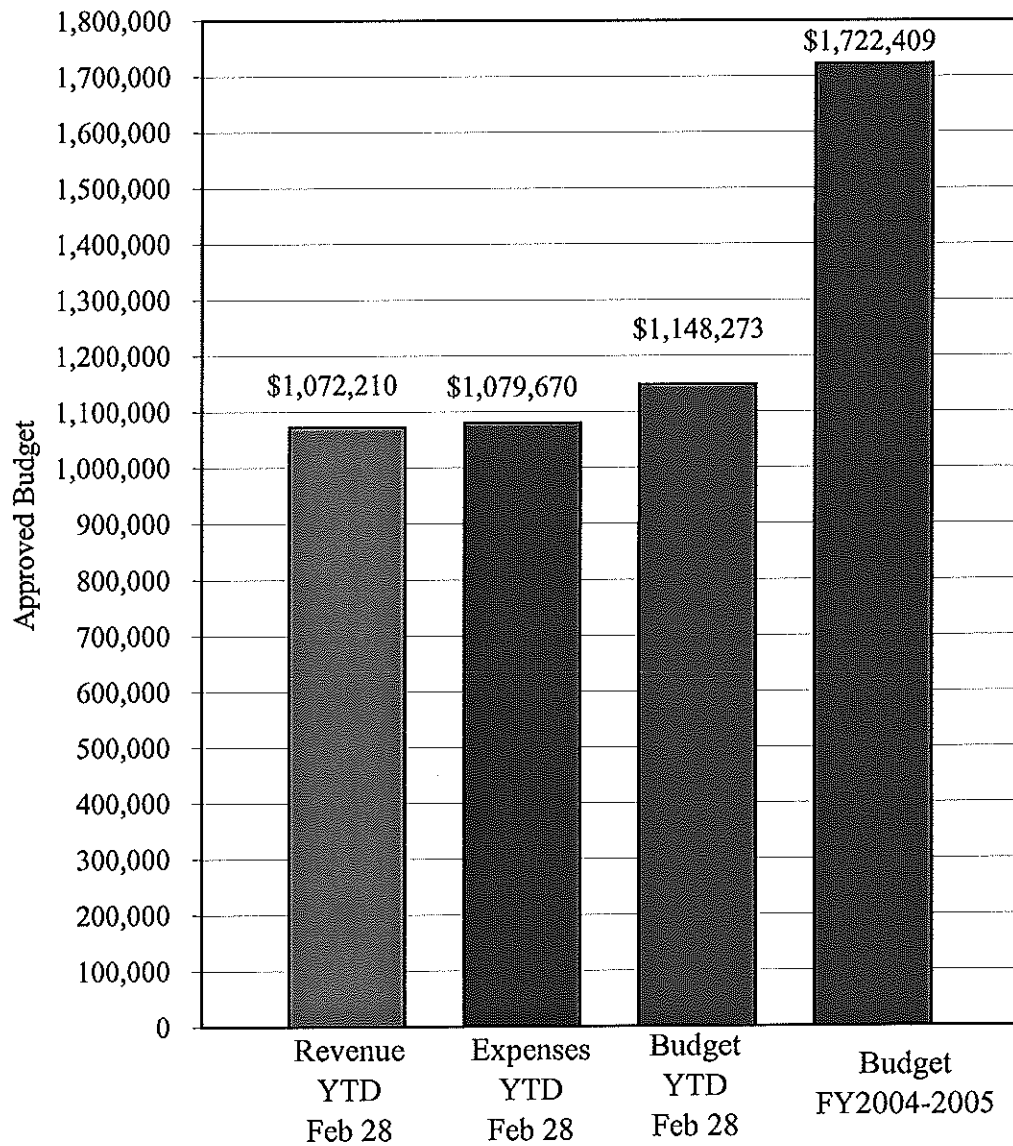
	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2004 - 2005

### General Fund Cash Flow





**PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707**  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 2005	FY2003-2004 FEB 2004	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	732,858.26	660,910.67	0.00	0.00	59.34%
6210-01	Public Utility	22,500.00	11,524.07	11,786.34	11,524.07	11,786.34	51.22%
6210-04	Tecier Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - CURRENT SECURED</b>	<b>1,271,995.00</b>	<b>744,382.33</b>	<b>672,697.01</b>	<b>11,524.07</b>	<b>11,786.34</b>	<b>58.52%</b>
6220	<b>PROP. TAXES - CURRENT UNSECURED</b>	<b>61,000.00</b>	<b>61,148.55</b>	<b>56,521.08</b>	<b>0.00</b>	<b>0.00</b>	<b>100.24%</b>
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Tecier Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - PRIOR SECURED</b>	<b>13,000.00</b>	<b>12,766.29</b>	<b>30,907.80</b>	<b>0.00</b>	<b>0.00</b>	<b>98.20%</b>
6240	<b>TOTAL PROP. TAXES PRIOR UNSECURED</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
6250	<b>TAXES - SPECIAL DISTRICT AUGMENTATION</b>	<b>4,000.00</b>	<b>4,060.00</b>	<b>4,060.00</b>	<b>4,060.00</b>	<b>4,060.00</b>	
6260	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6280-00	Property taxes current supplemental	48,000.00	48,337.07	30,295.09	4,740.36	870.52	100.70%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	0.00	
	<b>TOTAL PROP. TAXES SUPPLEMENTAL - CURREN</b>	<b>48,000.00</b>	<b>51,606.42</b>	<b>34,408.77</b>	<b>4,740.36</b>	<b>870.52</b>	<b>107.51%</b>
6300	<b>PROP. TAXES SUPPLEMENTAL - PRIOR</b>	<b>1,400.00</b>	<b>2,035.01</b>	<b>1,567.37</b>	<b>0.00</b>	<b>0.00</b>	<b>145.36%</b>
6540	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL TAXES</b>	<b>1,400,145.00</b>	<b>875,998.60</b>	<b>800,162.03</b>	<b>20,324.43</b>	<b>16,716.86</b>	<b>62.56%</b>

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 2005	FY2003-2004 FEB 2004	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	6,619.83	3,046.54	1,502.27	729.80	165.50%
6610-01/02	Interest - old bond fund	0.00	0.00	3.77	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	6,619.83	3,050.31	1,502.27	729.80	165.50%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	8,608.60	8,703.95	0.00	0.00	50.64%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	5,214.15	10,666.46	0.00	0.00	37.24%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	59,191.00	51,194.00	29,191.00	0.00	115.62%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	8,520.00	69.00	0.00	69.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.68	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	72,925.15	61,930.14	29,191.00	69.00	81.70%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	19,189.79	15,553.91	3,651.71	3,722.09	87.23%
7670-01	Local Revenue -- Passport	175,000.00	86,868.47	97,076.55	12,942.52	22,877.54	49.64%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	15,000.00	2,000.00	19,003.25	0.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	108,058.26	131,633.71	16,594.23	26,599.63	50.97%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	9.94	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	1,072,210.44	1,005,490.08	67,611.93	44,115.29	62.25%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	416,746.96	448,696.67	59,395.37	31,949.71	54.75%
0200	Retirement (Social Security & Pension Contribution)	106,841	62,905.22	65,780.04	4,478.88	2,874.82	58.88%
	Health & Life Insurance/Blue Shield CA	83,667	24,410.88	28,298.64	7,511.40	3,887.76	29.18%
	Long Term Disability/Hartford	4,186	2,063.28	2,063.28	303.19	0.00	49.29%
	Life Insurance/Fortis & Protective Life	1,814	1,498.40	1,593.75	651.95	95.35	82.60%
	Vision Service Plan/VSP	2,870	1,359.15	1,534.44	405.84	175.29	47.36%
	Dental/Ameritas	8,938	5,130.90	5,906.00	902.70	775.10	57.41%
0300	Total Employee Insurance	101,475	34,462.61	39,396.11	9,775.08	4,933.50	33.96%
0310	Unemployment Insurance	-	0.00	140.00	0.00	140.00	
0350	Workers Compensation - General	13,000	9,683.00	9,683.00	0.00	0.00	74.48%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>982,433</b>	<b>523,797.79</b>	<b>563,695.82</b>	<b>73,649.33</b>	<b>39,898.03</b>	<b>53.32%</b>
0700-00	Communications - Telephone	2,000	767.28	767.28	251.84	0.00	38.36%
0700-01	Communications - Modem/Fax	7,800	5,596.54	6,207.26	654.04	610.72	71.75%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	1,508.50	1,508.50	215.50	0.00	55.87%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	842.27	933.09	10.17	90.82	56.15%
	Total Communications	14,800	8,714.59	9,416.13	1,131.55	701.54	58.88%
0900-00	Food - General Fund	350	198.36	148.94	0.00	(49.42)	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	102.51	102.51	0.00	0.00	
0090-09	Food - Families for Literacy	500	298.27	298.27	0.00	0.00	
	Total Food	1,100	599.14	549.72	0.00	(49.42)	54.47%
1000-00	Household Expense	4,250	1,164.02	1,164.02	0.00	0.00	27.39%
1100-00	Insurance - Liability	12,000	11,120.12	11,120.12	0.00	0.00	92.67%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	941.63	1,054.51	0.00	112.88	31.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	33,530.00	40,030.00	6,500.00	6,500.00	134.12%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	34,471.63	41,084.51	6,500.00	6,612.88	120.95%
	HVAC	7,500	2,265.86	2,571.44	298.00	305.58	30.21%
	Carpet Cleaning	2,750	522.72	522.72	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500	16,552.01	16,552.01	2,060.61	0.00	60.19%
	Plumbing	3,000	1,863.59	1,863.59	0.00	0.00	62.12%
	Electrical	4,000	3,137.41	5,140.51	0.00	2,003.10	78.44%
	Cleaning Service	16,000	7,700.00	8,800.00	1,300.00	1,100.00	48.13%
	Locksmith	1,000	64.50	64.50	0.00	0.00	6.45%
	Other (Includes Fire Alarm & Extinguishers)	6,500	6,262.28	7,533.28	0.00	1,271.00	96.34%
1400-00	Total Maintenance of Building & Grounds	68,250	38,368.37	43,048.05	3,658.61	4,679.68	56.22%
1600-00	Memberships - General Fund	3,100	3,287.00	3,287.00	170.00	0.00	106.03%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	100.00	100.00	60.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	3,387.00	3,387.00	230.00	0.00	92.79%
1700-00	Miscellaneous Expense - General Fund	-	4,711.58	4,711.58	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	4,711.58	4,711.58	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
	Library Supplies	12,000	6,521.73	7,384.90	3,249.54	863.17	54.35%
	Printing	11,500	7,666.87	7,853.28	1,258.65	186.41	66.67%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	268.82	268.82	0.00	0.00	24.44%
	Paper	700	388.53	388.53	41.97	0.00	55.50%
	Drinking Water Service	350	192.50	222.00	29.50	29.50	55.00%
	Other Office Supplies	10,000	7,439.40	7,920.30	2,163.96	480.90	74.39%
1800-00	Total Office Supply Expense - General Fund	35,650	22,477.85	24,037.83	6,743.62	1,559.98	63.05%
1800-07	ELLI Grant Supply Expense	500	255.71	255.71	0.00	0.00	
	Printing	2,000	1,141.50	1,141.50	0.00	0.00	
	Publications	2,500	449.92	449.92	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	0.00	0.00	(641.18)	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,500	1,591.42	1,591.42	(641.18)	0.00	28.93%
1800-09	Supply Expense Families for Literacy	2,000	1,456.99	1,474.24	0.00	17.25	
	Total Office Expense	43,650	25,781.97	27,359.20	6,102.44	1,577.23	59.07%
1803-00	Postage Expense - General Fund	4,500	2,011.47	2,571.82	700.00	560.35	44.70%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	37.00	37.00	0.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150	37.00	37.00	0.00	0.00	
	Total Postage Expense	4,750	2,085.47	2,645.82	700.00	560.35	43.90%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	245.00	280.00	35.00	35.00	58.33%
	Pension Contribution & Operating Expenses	7,000	4,055.88	5,345.13	0.00	1,289.25	57.94%
	Anaheim Consortium Automated Library System	35,000	32,222.53	32,222.53	0.00	0.00	92.06%
	Library Board Consultants & Legal	10,000	19,214.35	19,214.35	0.00	0.00	
	Clipping Service	504	346.00	346.00	0.00	0.00	68.65%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	7,387.68	7,454.39	74.77	66.71	77.77%
	Advertising (Including WEB Site)	2,000	1,367.50	1,507.50	15.00	140.00	68.38%
	Medical Exams	1,200	499.00	499.00	0.00	0.00	41.58%
	Collection Services - Accounts Receivable	2,800	1,326.11	1,586.65	152.15	260.54	47.36%
	Audit & Accounting Services	8,600	5,420.00	5,420.00	0.00	0.00	63.02%
	Payroll Preparation	3,600	1,814.91	2,333.96	632.20	519.05	50.41%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	9,844.04	9,844.04	456.95	0.00	65.63%
1900-00	Total Specialized Services - General Fund	114,124	83,743.00	86,053.55	1,366.07	2,310.55	73.38%
1900-01	Specialized Services - Spanish Literacy	3,000	933.68	1,395.54	0.00	461.86	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	3,860.00	3,860.00	2,173.14	0.00	77.20%
1900-09	Specialized Services - Families for Literacy	500	1,150.00	1,150.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	1,793.58	1,823.05	28.81	29.47	11.96%
	Total Specialized Services	137,624	91,480.26	94,282.14	3,568.02	2,801.88	66.47%
2000-00	Legal Notices - General Fund	650	192.24	192.24	0.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	192.24	192.24	0.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	700	559.74	559.74	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	58,214.38	58,214.38	0.00	0.00	55.44%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	31,259.59	33,953.65	763.09	2,694.06	17.86%
2400-02	Special Department Expense - Video		2,710.79	2,710.79	0.00	0.00	
2400-03	Special Department Expense - Electronic		14,172.19	21,393.69	0.00	7,221.50	
2400-04	Special Department Expense - Periodicals		7,507.58	7,507.58	0.00	0.00	
2400-05	Special Department Expense - Audio		4,550.97	4,644.64	0.00	93.67	
2400-07	Special Department Expense - ELLI Grant		815.73	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	1,811.96	1,811.96	74.95	0.00	90.60%
2400-09	Special Department Expense - Families for Literacy		2,940.65	2,940.65	0.00	0.00	
	Total Special Department Expense	177,000	65,769.46	75,778.69	838.04	10,009.23	37.16%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town						
2700-01	Transportation/Travel - Meetings, Staff Local	2,500	810.70	1,189.70	65.00	379.00	32.43%
2700-02	Transportation/Travel - Meetings, Board Out of Town	4,500	1,789.90	1,801.90	209.95	12.00	39.78%
2700-03	Transportation/Travel - Meetings, Board Local	1,500	0.00	0.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	750	1,020.00	1,020.00	0.00	0.00	136.00%
2700-07	Transportation/Travel - Meetings, ELLI Grant	-	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	22.32	22.32	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	1,000	0.00	0.00	20.00	0.00	
	Total Transportation/Travel - Meetings	11,250	3,695.48	4,086.48	294.95	391.00	32.85%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
March 21, 2005

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 FEB 05	FY2003-2004 FEB 04	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	28,448.85	28,448.85	3,493.88	0.00	39.51%
	Gas	4,200	1,639.39	1,639.39	2,146.10	0.00	39.03%
	Water	4,250	2,216.58	2,393.01	202.93	176.43	52.15%
	Total Utilities	80,450	32,304.82	32,481.25	5,842.91	176.43	40.16%
	TOTAL SUPPLIES & SERVICES	693,624	382,620.27	410,081.07	28,866.52	27,460.80	55.16%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	5,725.84	5,725.84	0.00	0.00	95.43%
4000-00	Equipment - General Fund	20,000	23,954.73	23,040.76	5,666.23	(913.97)	119.77%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	23,954.73	23,040.76	5,666.23	(913.97)	119.77%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	23,954.73	23,040.76	5,666.23	(913.97)	59.36%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,722,409	936,098.63	1,002,543.49	108,182.08	66,444.86	54.35%
	ELLI Grant Summary Object Code 07	1,500	1,094	1,094	0	0	1.99
	CLC Summary Object Code 08	16,400	8,345	8,436	1,697	91	
	FFL Grant Summary Object Code 09	3,150	5,935	5,953	0	17	
	TOTAL LITERACY (Excluding Personnel)	21,050	15,374	15,482	1,697	108	

11:46 AM  
03/16/05  
Accrual Basis

**Placentia Library District**  
**Balance Sheet**  
As of February 28, 2005

	<u>Feb 28, 05</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	545.47
County Exempt - Savings	8,686.34
General Fund - Checking	9,201.04
General Fund - Savings	39,530.24
Literacy Fund - Savings	9,577.16
Payroll Checking - Wells Fargo	2,500.45
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>113,702.04</u>
Total Current Assets	<u>113,702.04</u>
<b>TOTAL ASSETS</b>	<b><u>113,702.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	14,125.49
Total Equity	<u>113,702.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>113,702.04</u></b>

**Placentia Library District**  
**Reconciliation Detail**  
**County Exempt - Checking, Period Ending 02/28/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,782.04
<b>Cleared Transactions</b>						
<b>Checks and Payments - 60 Items</b>						
Check	1/27/2005	5444	Passport Services	X	-55.00	-55.00
Check	1/27/2005	5441	Passport Services	X	-55.00	-110.00
Check	1/27/2005	5442	Passport Services	X	-55.00	-165.00
Check	1/27/2005	5443	Passport Services	X	-55.00	-220.00
Check	1/27/2005	5438	Passport Services	X	-115.00	-335.00
Check	1/27/2005	5439	Passport Services	X	-55.00	-390.00
Check	1/27/2005	5440	Passport Services	X	-55.00	-445.00
Check	1/29/2005	5448	Passport Services	X	-55.00	-500.00
Check	1/29/2005	5447	Passport Services	X	-55.00	-555.00
Check	1/29/2005	5446	Passport Services	X	-55.00	-610.00
Check	1/29/2005	5445	Passport Services	X	-115.00	-725.00
Check	1/30/2005	5449	Passport Services	X	-80.00	-805.00
Check	1/30/2005	5450	Passport Services	X	-55.00	-860.00
Check	1/31/2005	5452	Passport Services	X	-40.00	-900.00
Check	1/31/2005	5451	Passport Services	X	-55.00	-955.00
Check	2/1/2005	5455	Passport Services	X	-80.00	-1,035.00
Check	2/1/2005	5453	Passport Services	X	-55.00	-1,090.00
Check	2/1/2005	5456	Passport Services	X	-230.00	-1,320.00
Check	2/1/2005	5454	Passport Services	X	-55.00	-1,375.00
Check	2/2/2005	5457	Passport Services	X	-55.00	-1,430.00
Check	2/2/2005	5458	Passport Services	X	-55.00	-1,485.00
Check	2/3/2005	5459	Passport Services	X	-40.00	-1,525.00
Check	2/6/2005	5460	Passport Services	X	-55.00	-1,580.00
Check	2/7/2005	5462	Passport Services	X	-55.00	-1,635.00
Check	2/7/2005	5461	Passport Services	X	-55.00	-1,690.00
Check	2/7/2005	5463	Passport Services	X	-55.00	-1,745.00
Check	2/9/2005	5464	Passport Services	X	-55.00	-1,800.00
Check	2/9/2005	5465	Passport Services	X	-40.00	-1,840.00
Check	2/9/2005	5466	RealSantas.com	X	-431.00	-2,271.00
Check	2/9/2005	5467	Passport Services	X	-55.00	-2,326.00
Check	2/10/2005	5472	Passport Services	X	-55.00	-2,381.00
Check	2/10/2005	5471	Passport Services	X	-80.00	-2,461.00
Check	2/10/2005	5470	Passport Services	X	-55.00	-2,516.00
Check	2/10/2005	5469	Passport Services	X	-115.00	-2,631.00
Check	2/10/2005	5468	Kendal Flowers	X	-50.10	-2,681.10
Check	2/12/2005	5473	Passport Services	X	-80.00	-2,761.10
Check	2/12/2005	5474	Passport Services	X	-40.00	-2,801.10
Check	2/14/2005	5477	Passport Services	X	-55.00	-2,856.10
Check	2/14/2005	5476	Passport Services	X	-115.00	-2,971.10
Check	2/14/2005	5475	Passport Services	X	-100.00	-3,071.10
Check	2/15/2005	5481	Passport Services	X	-40.00	-3,111.10
Check	2/15/2005	5479	Floral Supply Syndl...	X	-30.71	-3,141.81
Check	2/15/2005	5480	Passport Services	X	-110.00	-3,251.81
Check	2/15/2005	5478	Kendal Flowers	X	-47.41	-3,299.22
Check	2/16/2005	5483	Passport Services	X	-55.00	-3,354.22
Check	2/16/2005	5482	Passport Services	X	-115.00	-3,469.22
Check	2/17/2005	5484	Passport Services	X	-40.00	-3,509.22
Check	2/17/2005	5485	Passport Services	X	-110.00	-3,619.22
Check	2/19/2005	5493	Passport Services	X	-55.00	-3,674.22
Check	2/19/2005	5492	Passport Services	X	-115.00	-3,789.22
Check	2/19/2005	5491	Passport Services	X	-230.00	-4,019.22
Check	2/19/2005	5490	Passport Services	X	-115.00	-4,134.22
Check	2/19/2005	5488	Passport Services	X	-55.00	-4,189.22
Check	2/19/2005	5487	Passport Services	X	-55.00	-4,244.22
Check	2/19/2005	5489	Passport Services	X	-115.00	-4,359.22
Check	2/22/2005	5494	Passport Services	X	-113.65	-4,472.87
Check	2/23/2005	5497	Passport Services	X	-115.00	-4,587.87
Check	2/23/2005	5495	Passport Services	X	-115.00	-4,702.87
Check	2/23/2005	5496	Passport Services	X	-345.00	-5,047.87
Check	2/28/2005			X	-11.00	-5,058.87
<b>Total Checks and Payments</b>					<b>-5,058.87</b>	<b>-5,058.87</b>

**Placentia Library District**  
**Reconciliation Detail**  
**County Exempt - Checking, Period Ending 02/28/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 16 Items</b>						
Deposit	2/3/2005			X	1,150.00	1,150.00
Deposit	2/3/2005			X	55.00	1,205.00
Deposit	2/7/2005			X	0.00	1,205.00
Deposit	2/7/2005			X	55.00	1,260.00
Deposit	2/9/2005			X	55.00	1,315.00
Deposit	2/14/2005			X	40.00	1,355.00
Deposit	2/14/2005			X	500.00	1,855.00
Deposit	2/14/2005			X	135.00	1,990.00
Deposit	2/16/2005			X	215.00	2,205.00
Deposit	2/17/2005			X	500.00	2,705.00
Check	2/19/2005	5486	Passport Services	X	0.00	2,705.00
Deposit	2/22/2005			X	110.00	2,815.00
Deposit	2/23/2005			X	260.00	3,075.00
Deposit	2/23/2005			X	487.00	3,562.00
Deposit	2/24/2005			X	113.65	3,675.65
Deposit	2/28/2005			X	55.00	3,730.65
Total Deposits and Credits					3,730.65	3,730.65
Total Cleared Transactions					-1,328.22	-1,328.22
Cleared Balance					-1,328.22	453.82
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/27/2004		Wells Fargo Bank		-5.00	-115.00
Check	12/30/2004	5396	Frederick Henry Bur...		-13.35	-128.35
Check	2/24/2005	5499	Passport Services		-55.00	-183.35
Check	2/24/2005	5498	Passport Services		-55.00	-238.35
Check	2/26/2005	5500	Passport Services		-55.00	-293.35
Check	2/26/2005	5501	Passport Services		-115.00	-408.35
Total Checks and Payments					-408.35	-408.35
<b>Deposits and Credits - 1 Item</b>						
Deposit	2/24/2005				500.00	500.00
Total Deposits and Credits					500.00	500.00
Total Uncleared Transactions					91.65	91.65
Register Balance as of 02/28/2005					-1,236.57	545.47
<b>New Transactions</b>						
<b>Checks and Payments - 31 Items</b>						
Check	3/1/2005	5502	Passport Services		-55.00	-55.00
Check	3/1/2005	5503	Passport Services		-110.00	-165.00
Check	3/1/2005	5506	Passport Services		-115.00	-280.00
Check	3/1/2005	5504	Passport Services		-55.00	-335.00
Check	3/2/2005	5505	Passport Services		-80.00	-415.00
Check	3/3/2005	5508	Passport Services		-113.65	-528.65
Check	3/3/2005	5507	Passport Services		-55.00	-583.65
Check	3/3/2005	5509	Passport Services		-115.00	-698.65
Check	3/4/2005	5510	Passport Services		-115.00	-813.65
Check	3/4/2005	5511	Passport Services		-55.00	-868.65
Check	3/5/2005	5516	Passport Services		-55.00	-923.65
Check	3/5/2005	5515	Passport Services		-40.00	-963.65
Check	3/5/2005	5513	Passport Services		-55.00	-1,018.65
Check	3/5/2005	5512	Passport Services		-55.00	-1,073.65
Check	3/5/2005	5514	Passport Services		-55.00	-1,128.65
Check	3/7/2005	5517	Passport Services		-55.00	-1,183.65
Check	3/7/2005	5520	Passport Services		-110.00	-1,293.65
Check	3/7/2005	5522	Passport Services		-110.00	-1,403.65
Check	3/7/2005	5523	Passport Services		-40.00	-1,443.65
Check	3/7/2005	5524	Passport Services		-430.00	-1,873.65
Check	3/7/2005	5519	Passport Services		-55.00	-1,928.65

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 02/28/2005**

Type	Date	Num	Name	Cir	Amount	Balance
Check	3/7/2005	5518	Passport Services		-55.00	-1,983.65
Check	3/7/2005	5521	Passport Services		-13.65	-1,997.30
Check	3/8/2005	5525	Passport Services		-67.00	-2,064.30
Check	3/8/2005	5526	Passport Services		-224.00	-2,288.30
Check	3/9/2005	5528	Passport Services		-134.00	-2,422.30
Check	3/9/2005	5527	Passport Services		-127.00	-2,549.30
Check	3/10/2005	5529	Passport Services		-104.00	-2,653.30
Check	3/12/2005	5532	Passport Services		-67.00	-2,720.30
Check	3/12/2005	5531	Passport Services		-67.00	-2,787.30
Check	3/12/2005	5530	Passport Services		-67.00	-2,854.30
Total Checks and Payments					-2,854.30	-2,854.30
<b>Deposits and Credits - 8 Items</b>						
Deposit	3/2/2005				245.00	245.00
Deposit	3/3/2005				170.00	415.00
Deposit	3/5/2005				500.00	915.00
Deposit	3/5/2005				55.00	970.00
Deposit	3/7/2005				3,000.00	3,970.00
Deposit	3/8/2005				273.65	4,243.65
Deposit	3/8/2005				150.00	4,393.65
Deposit	3/9/2005				67.00	4,460.65
Total Deposits and Credits					4,460.65	4,460.65
Total New Transactions					1,606.35	1,606.35
<b>Ending Balance</b>					<b>369.78</b>	<b>2,151.82</b>

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**Placentia Library District  
Reconciliation Detail**  
County Exempt - Savings, Period Ending 02/28/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,845.03
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	1/31/2005	1535	Greg's Carpet & Up...	X	-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Deposits and Credits - 13 Items</b>						
Deposit	2/1/2005			X	30.00	30.00
Deposit	2/1/2005			X	630.00	660.00
Deposit	2/3/2005			X	30.00	690.00
Deposit	2/7/2005			X	19.94	709.94
Deposit	2/10/2005			X	35.00	744.94
Deposit	2/14/2005			X	30.00	774.94
Deposit	2/16/2005			X	30.00	804.94
Deposit	2/22/2005			X	35.00	839.94
Deposit	2/24/2005			X	19.94	859.88
Deposit	2/24/2005			X	70.00	929.88
Deposit	2/28/2005			X	35.00	964.88
Deposit	2/28/2005			X	30.00	994.88
Deposit	2/28/2005			X	1.95	996.83
<b>Total Deposits and Credits</b>					996.83	996.83
<b>Total Cleared Transactions</b>					841.31	841.31
<b>Cleared Balance</b>					841.31	8,686.34
<b>Register Balance as of 02/28/2005</b>					841.31	8,686.34
<b>New Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	3/2/2005	1536	Greg's Carpet & Up...		-155.52	-155.52
Check	3/7/2005	1537	Placentia Library Di...		-3,000.00	-3,155.52
<b>Total Checks and Payments</b>					-3,155.52	-3,155.52
<b>Deposits and Credits - 4 Items</b>						
Deposit	3/1/2005				150.00	150.00
Deposit	3/3/2005				35.00	185.00
Deposit	3/10/2005				35.00	220.00
Deposit	3/10/2005				19.94	239.94
<b>Total Deposits and Credits</b>					239.94	239.94
<b>Total New Transactions</b>					-2,915.58	-2,915.58
<b>Ending Balance</b>					<u>-2,074.27</u>	<u>5,770.76</u>

*Edmund K*  
3/14/05

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**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 02/28/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,004.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 21 Items</b>						
Check	1/20/2005	5020	Association of Fund...	X	-60.00	-60.00
Check	1/23/2005	5021	CSDA	X	-185.00	-245.00
Check	1/24/2005	5022	CALTAC	X	-78.00	-323.00
Check	1/26/2005	5023	State Board of Equ...	X	-3,191.00	-3,514.00
Check	1/27/2005	5025	Bed Broker	X	-439.62	-3,953.62
Check	2/1/2005		Bank of the West	X	-194.14	-4,147.76
Check	2/2/2005	5026	Rembrandt's Beauti...	X	-20.00	-4,167.76
Check	2/3/2005	5027	Placentia Library Dl...	X	-1,150.00	-5,317.76
Check	2/9/2005	5029	Rembrandt's Beauti...	X	-20.00	-5,337.76
Check	2/10/2005	5031	Wal Mart	X	-37.49	-5,375.25
Check	2/10/2005	5032	Placentia Chamber ...	X	-20.00	-5,395.25
Check	2/10/2005	5030	Smart & Final	X	-45.21	-5,440.46
Check	2/14/2005	5033	Placentia Library Dl...	X	-500.00	-5,940.46
Check	2/16/2005	5034	Rembrandt's Beauti...	X	-20.00	-5,960.46
Check	2/17/2005	5035	Placentia Library Dl...	X	-500.00	-6,460.46
Check	2/22/2005	5036	Placentia Library Dl...	X	-487.00	-6,947.46
Check	2/22/2005		Bank of the West	X	-4.50	-6,951.96
Check	2/22/2005	5037	Placentia Library G...	X	-3,736.78	-10,688.74
Check	2/23/2005	5039	Placentia Chamber ...	X	-20.00	-10,708.74
Check	2/23/2005	5038	Rembrandt's Beauti...	X	-20.00	-10,728.74
Check	2/24/2005	5040	Sam's Club	X	-68.56	-10,797.30
<b>Total Checks and Payments</b>					<b>-10,797.30</b>	<b>-10,797.30</b>
<b>Deposits and Credits - 39 Items</b>						
Check	10/14/2004	4955	Wal Mart	X	0.00	0.00
Deposit	2/1/2005			X	252.89	252.89
Deposit	2/2/2005			X	379.00	631.89
Deposit	2/2/2005			X	82.90	714.79
Deposit	2/3/2005			X	344.45	1,059.24
Deposit	2/3/2005			X	29.14	1,088.38
Deposit	2/4/2005			X	210.82	1,299.20
Deposit	2/4/2005			X	30.00	1,329.20
Deposit	2/7/2005			X	167.00	1,496.20
Check	2/7/2005	5028	Office Max	X	0.00	1,496.20
Deposit	2/7/2005			X	156.00	1,652.20
Deposit	2/8/2005			X	102.00	1,754.20
Deposit	2/9/2005			X	237.00	1,991.20
Deposit	2/9/2005			X	77.72	2,068.92
Deposit	2/10/2005			X	58.29	2,127.21
Deposit	2/10/2005			X	122.80	2,250.01
Deposit	2/11/2005			X	349.00	2,599.01
Deposit	2/11/2005			X	40.00	2,639.01
Deposit	2/14/2005			X	232.00	2,871.01
Deposit	2/14/2005			X	245.35	3,116.36
Deposit	2/14/2005			X	58.29	3,174.65
Deposit	2/15/2005			X	60.00	3,234.65
Deposit	2/16/2005			X	2,380.58	5,615.23
Deposit	2/16/2005			X	29.14	5,644.37
Deposit	2/16/2005			X	128.45	5,772.82
Deposit	2/17/2005			X	656.00	6,428.82
Deposit	2/17/2005			X	97.15	6,525.97
Deposit	2/18/2005			X	94.24	6,620.21
Deposit	2/18/2005			X	30.00	6,650.21
Deposit	2/22/2005			X	58.29	6,708.50
Deposit	2/22/2005			X	461.00	7,169.50
Deposit	2/22/2005			X	152.43	7,321.93
Deposit	2/23/2005			X	266.35	7,588.28
Deposit	2/24/2005			X	644.00	8,232.28
Deposit	2/25/2005			X	283.20	8,515.48
Deposit	2/25/2005			X	60.00	8,575.48
Deposit	2/28/2005			X	7.20	8,582.68

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 02/28/2005

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	2/28/2005			X	9.00	8,591.68
Deposit	2/28/2005			X	257.00	8,848.68
Total Deposits and Credits					8,848.68	8,848.68
Total Cleared Transactions					-1,948.62	-1,948.62
Cleared Balance					-1,948.62	10,056.16
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	1/6/2005	5009	Postmaster		-37.00	-37.00
Check	2/24/2005	5041	Michael Kramer		-200.00	-237.00
Check	2/24/2005	5043	Placentia Library Di...		-500.00	-737.00
Check	2/24/2005	5042	Sam's Club		-118.12	-855.12
Total Checks and Payments					-855.12	-855.12
Total Uncleared Transactions					-855.12	-855.12
Register Balance as of 02/28/2005					-2,803.74	9,201.04
<b>New Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	3/2/2005	5044	CALTAC		-78.00	-78.00
Check	3/2/2005	5045	Rembrandt's Beauti...		-20.00	-98.00
Check	3/5/2005	5046	Placentia Library Di...		-500.00	-598.00
Check	3/7/2005	5047	Kinko's		-60.34	-658.34
Check	3/9/2005	5048	Foto Hall		-183.34	-841.68
Check	3/10/2005	5049	Placentia Chamber ...		-15.00	-856.68
Check	3/10/2005	5052	Wendy G. Goodson		-180.20	-1,036.88
Check	3/12/2005	5050	Ursula T. Gibson		-200.00	-1,236.88
Check	3/15/2005	5053	Image Concepts		-673.44	-1,910.32
Check	3/15/2005	5054	Wendy G. Goodson		-20.99	-1,931.31
Total Checks and Payments					-1,931.31	-1,931.31
<b>Deposits and Credits - 1 Item</b>						
Check	3/12/2005	5051	Sam's Club			0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-1,931.31	-1,931.31
Ending Balance					<u>-4,735.05</u>	<u>7,269.73</u>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 02/28/2005**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						24,921.85
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 Items</b>						
Check	2/7/2005	1247	Orange County Aud...	X	-50,999.09	-50,999.09
Check	2/24/2005		Bank of the West	X	-30.00	-51,029.09
Check	2/24/2005		Bank of the West	X	-4.00	-51,033.09
<b>Total Checks and Payments</b>					<b>-51,033.09</b>	<b>-51,033.09</b>
<b>Deposits and Credits - 35 Items</b>						
Deposit	2/1/2005			X	513.00	513.00
Deposit	2/2/2005			X	474.05	987.05
Deposit	2/3/2005			X	661.35	1,648.40
Deposit	2/3/2005			X	29,191.00	30,839.40
Deposit	2/7/2005			X	30.00	30,869.40
Deposit	2/7/2005			X	526.90	31,396.30
Deposit	2/7/2005			X	376.55	31,772.85
Deposit	2/7/2005			X	772.70	32,545.55
Deposit	2/9/2005			X	618.65	33,164.20
Deposit	2/10/2005			X	499.60	33,663.80
Deposit	2/14/2005			X	822.00	34,485.80
Deposit	2/14/2005			X	122.95	34,608.75
Deposit	2/14/2005			X	224.80	34,833.55
Deposit	2/14/2005			X	666.73	35,500.28
Deposit	2/16/2005			X	570.65	36,070.93
Deposit	2/16/2005			X	444.50	36,515.43
Deposit	2/16/2005			X	665.33	37,180.76
Deposit	2/22/2005			X	8,348.41	45,529.17
Deposit	2/22/2005			X	372.60	45,901.77
Deposit	2/22/2005			X	759.50	46,661.27
Deposit	2/23/2005			X	455.05	47,116.32
Deposit	2/23/2005			X	3,736.78	50,853.10
Deposit	2/23/2005			X	851.00	51,704.10
Deposit	2/24/2005			X	110.00	51,814.10
Deposit	2/24/2005			X	736.40	52,550.50
Deposit	2/24/2005			X	693.55	53,244.05
Deposit	2/24/2005			X	6,000.00	59,244.05
Check	2/24/2005		Bank of the West	X	0.00	59,244.05
Deposit	2/28/2005			X	9.07	59,253.12
Deposit	2/28/2005			X	510.00	59,763.12
Deposit	2/28/2005			X	753.70	60,516.82
Deposit	2/28/2005			X	527.95	61,044.77
Deposit	2/28/2005			X	3,208.66	64,253.43
Deposit	2/28/2005			X	528.05	64,781.48
Deposit	2/28/2005			X	860.00	65,641.48
<b>Total Deposits and Credits</b>					<b>65,641.48</b>	<b>65,641.48</b>
<b>Total Cleared Transactions</b>					<b>14,608.39</b>	<b>14,608.39</b>
<b>Cleared Balance</b>					<b>14,608.39</b>	<b>39,530.24</b>
<b>Register Balance as of 02/28/2005</b>					<b>14,608.39</b>	<b>39,530.24</b>
<b>New Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Check	3/9/2005	1248	Orange County Aud...		-43,862.77	-43,862.77
<b>Total Checks and Payments</b>					<b>-43,862.77</b>	<b>-43,862.77</b>

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 02/28/2005**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Cir</u>	<u>Amount</u>	<u>Balance</u>
<b>Deposits and Credits - 17 items</b>						
Deposit	3/1/2005				756.35	756.35
Deposit	3/1/2005				180.00	936.35
Deposit	3/2/2005				1,091.08	2,027.43
Deposit	3/3/2005				952.45	2,979.88
Deposit	3/5/2005				401.65	3,381.53
Deposit	3/5/2005				7,394.38	10,775.91
Deposit	3/8/2005				693.15	11,469.06
Deposit	3/8/2005				1,447.30	12,916.36
Deposit	3/8/2005				1,078.35	13,994.71
Deposit	3/8/2005				1,213.43	15,208.14
Deposit	3/8/2005				593.65	15,801.79
Deposit	3/9/2005				500.00	16,301.79
Deposit	3/9/2005				453.35	16,755.14
Deposit	3/10/2005				80.43	16,835.57
Deposit	3/10/2005				752.80	17,588.37
Deposit	3/10/2005				21,402.00	38,990.37
Deposit	3/10/2005				4,242.94	43,233.31
<b>Total Deposits and Credits</b>					<b>43,233.31</b>	<b>43,233.31</b>
<b>Total New Transactions</b>					<b>-629.46</b>	<b>-629.46</b>
<b>Ending Balance</b>					<b>13,978.93</b>	<b>38,900.78</b>

*Erin Munk  
3/14/05*

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03/14/05

## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 02/28/2005

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,268.29
<b>Cleared Transactions</b>						
<b>Checks and Payments - 64 Items</b>						
Check	12/29/2004	4784	Ryan Lighthill	X	-61.59	-61.59
Check	1/26/2005	4873	Nationwide Retirem...	X	-1,855.76	-1,917.35
Check	1/26/2005	4865	Angie-An Mai	X	-117.03	-2,034.38
Check	1/26/2005	4842	Joyce G. Hampton	X	-258.93	-2,293.31
Check	1/26/2005	4863	Angelica Alatorre	X	-271.02	-2,564.33
Check	1/26/2005	4855	Mauricio Rojas	X	-57.07	-2,621.40
Check	1/26/2005	4841	Esther P. Guzman	X	-278.45	-2,899.85
Check	1/26/2005	4835	Jesus Diaz	X	-527.00	-3,426.85
Check	1/26/2005	4854	Lena Rodriguez	X	-110.25	-3,537.10
Check	1/26/2005	4851	Beatrice V. Quintanar	X	-323.65	-3,860.75
Check	1/26/2005	4850	Margaret Puentes	X	-42.52	-3,903.27
Check	2/3/2005	2039	Mauricio Rojas	X	-57.07	-3,960.34
Check	2/9/2005	4910	Angie-An Mai	X	-277.19	-4,237.53
Check	2/9/2005	4911	Melissa Manzanarez	X	-86.24	-4,323.77
Check	2/9/2005	4912	Melissa Porter	X	-142.42	-4,466.19
Check	2/9/2005	4914	Evelyn Soqui	X	-335.39	-4,801.58
Check	2/9/2005	4919	Nationwide Retirem...	X	-1,938.45	-6,740.03
Check	2/9/2005	4916	Ton Sothavy	X	-123.20	-6,863.23
Check	2/9/2005	4917	Orange County Aud...	X	-267.00	-7,130.23
Check	2/9/2005	4918	Placentia Library Di...	X	-19.94	-7,150.17
Check	2/9/2005	4909	Ryan Lighthill	X	-98.55	-7,248.72
Check	2/9/2005	4908	Shannon Ford	X	-373.08	-7,621.80
Check	2/9/2005	4907	Kamala Connors	X	-24.64	-7,646.44
Check	2/9/2005	4906	Angelica Alatorre	X	-147.84	-7,794.28
Check	2/9/2005	4897	Mauricio Rojas	X	-427.82	-8,222.10
Check	2/9/2005	4896	Lena Rodriguez	X	-110.25	-8,332.35
Check	2/9/2005	4893	Beatrice V. Quintanar	X	-305.28	-8,637.63
Check	2/9/2005	4886	Alexander Hernandez	X	-343.83	-8,981.46
Check	2/9/2005	4884	Joyce G. Hampton	X	-219.52	-9,200.98
Check	2/9/2005	4883	Esther P. Guzman	X	-278.45	-9,479.43
Check	2/9/2005	4878	Gail Erwin	X	-126.35	-9,605.78
Check	2/9/2005	4877	Jesus Diaz	X	-511.05	-10,116.83
Check	2/9/2005	4876	Joy Di Loreto	X	-485.33	-10,602.16
Check	2/9/2005	4875	Dorothy J. Cummings	X	-275.74	-10,877.90
Check	2/9/2005	4874	Gary Bell	X	-1,412.46	-12,290.36
Check	2/9/2005		Paychex	X	-9,181.53	-21,471.89
Check	2/9/2005		Paychex	X	-18,314.10	-39,785.99
Check	2/9/2005	4913	Hilda Rivera	X	-421.16	-40,207.15
Check	2/22/2005		Paychex	X	-20,622.41	-60,829.56
Check	2/23/2005	4955	Shannon Ford	X	-252.88	-61,082.44
Check	2/23/2005	4954	Kamala Connors	X	-185.05	-61,267.49
Check	2/23/2005		Paychex	X	-9,229.33	-70,496.82
Check	2/23/2005	2040	Yesenia Gomez	X	-1,208.62	-71,705.44
Check	2/23/2005	2041	Wendy G. Goodson	X	-1,400.78	-73,106.22
Check	2/23/2005	4953	Angelica Alatorre	X	-184.79	-73,291.01
Check	2/23/2005	2043	Katherine L. Matas	X	-1,226.73	-74,517.74
Check	2/23/2005	4958	Melissa Manzanarez	X	-98.07	-74,615.81
Check	2/23/2005	4959	Melissa Porter	X	-135.95	-74,751.76
Check	2/23/2005	2046	Julie Shook	X	-1,548.72	-76,300.48
Check	2/23/2005	2047	Toby Silberfarb	X	-791.29	-77,091.77
Check	2/23/2005	2048	Estella A. Wnek	X	-1,061.60	-78,153.37
Check	2/23/2005	2049	Manuel Perez	X	-860.66	-79,014.03
Check	2/23/2005	4965	Placentia Library Di...	X	-19.94	-79,033.97
Check	2/23/2005	4921	Gary Bell	X	-1,412.46	-80,446.43
Check	2/23/2005	4922	Dorothy J. Cummings	X	-249.95	-80,696.38
Check	2/23/2005	4944	Lena Rodriguez	X	-110.25	-80,806.63
Check	2/23/2005	4924	Gail Erwin	X	-126.35	-80,932.98
Check	2/23/2005	4963	Sothavy Ton	X	-123.20	-81,056.18
Check	2/23/2005	4930	Joyce G. Hampton	X	-258.93	-81,315.11
Check	2/23/2005	4931	Alexander Hernandez	X	-358.45	-81,673.56
Check	2/23/2005	4964	Orange County Aud...	X	-267.00	-81,940.56
Check	2/23/2005	4940	Margaret Puentes	X	-42.52	-81,983.08

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03/14/05

**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 02/28/2005**

Type	Date	Num	Name	Clr	Amount	Balance
Check	2/23/2005	4941	Beatrice V. Quintanar	X	-213.00	-82,196.08
Check	2/23/2005	4956	Ryan Lighthill	X	-264.17	-82,460.25
Total Checks and Payments					-82,460.25	-82,460.25
<b>Deposits and Credits - 6 Items</b>						
Deposit	2/2/2005			X	34,840.84	34,840.84
Deposit	2/16/2005			X	33,247.27	68,088.11
Check	2/23/2005	4929	Esther P. Guzman	X	0.00	68,088.11
Check	2/23/2005	2045	Manuel Perez	X	0.00	68,088.11
Deposit	2/23/2005			X	11,804.77	79,892.88
Check	3/9/2005	5021	Tax Deferred Servic...	X	0.00	79,892.88
Total Deposits and Credits					79,892.88	79,892.88
Total Cleared Transactions					-2,567.37	-2,567.37
Cleared Balance					-2,567.37	9,700.92
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 18 Items</b>						
Check	11/3/2004	4562	Diane Eddington		-67.49	-67.49
Check	11/17/2004	4644	Hubert Chim		-95.24	-162.73
Check	12/29/2004	4786	Christina Perez		-61.59	-224.32
Check	1/26/2005	4869	Din Thong		-700.33	-924.65
Check	2/3/2005		Wells Fargo Bank		-25.00	-949.65
Check	2/9/2005	4915	Din Thong		-585.37	-1,535.02
Check	2/23/2005	4967	Tax Deferred Servic...		-1,452.30	-2,987.32
Check	2/23/2005	4966	Nationwide Retirem...		-973.07	-3,960.39
Check	2/23/2005	4962	Din Thong		-357.48	-4,317.87
Check	2/23/2005	4961	Evelyn Soqui		-190.47	-4,508.34
Check	2/23/2005	4960	Hilda Rivera		-391.23	-4,899.57
Check	2/23/2005	4957	Angie-An Mai		-277.19	-5,176.76
Check	2/23/2005	4945	Mauricio Rojas		-229.24	-5,406.00
Check	2/23/2005	4933	Terrie Loewer		-31.89	-5,437.89
Check	2/23/2005	4923	Jesus Diaz		-511.05	-5,948.94
Check	2/23/2005	2044	Laranne Millonzi		-974.31	-6,923.25
Check	2/23/2005	2042	Esther P. Guzman		-218.16	-7,141.41
Check	2/23/2005	4920	Lynn Baden		-59.06	-7,200.47
Total Checks and Payments					-7,200.47	-7,200.47
Total Uncleared Transactions					-7,200.47	-7,200.47
Register Balance as of 02/28/2005					-9,767.84	2,500.45
<b>New Transactions</b>						
<b>Checks and Payments - 29 Items</b>						
Check	3/9/2005	2050	Angelica Alatorre		-221.75	-221.75
Check	3/9/2005	2051	Tax Deferred Servic...		-1,452.30	-1,674.05
Check	3/9/2005	4976	Gary Bell		-1,412.46	-3,086.51
Check	3/9/2005	4977	Dorothy J. Cummings		-114.56	-3,201.07
Check	3/9/2005	4978	Jesus Diaz		-517.89	-3,718.96
Check	3/9/2005	4979	Gail Erwin		-126.35	-3,845.31
Check	3/9/2005	4984	Esther P. Guzman		-218.16	-4,063.47
Check	3/9/2005	4985	Joyce G. Hampton		-219.52	-4,282.99
Check	3/9/2005	4986	Alexander Hernandez		-354.24	-4,637.23
Check	3/9/2005	4988	Terrie Loewer		-37.21	-4,674.44
Check	3/9/2005	4994	Beatrice V. Quintanar		-318.40	-4,992.84
Check	3/9/2005	4997	Lena Rodriguez		-134.96	-5,127.80
Check	3/9/2005	4998	Mauricio Rojas		-297.85	-5,425.65
Check	3/9/2005	5008	Shannon Ford		-244.73	-5,670.38
Check	3/9/2005	5009	Ryan Lighthill		-352.07	-6,022.45
Check	3/9/2005	5010	Angie-An Mai		-255.64	-6,278.09
Check	3/9/2005	5011	Meilssa Manzanarez		-98.07	-6,376.16
Check	3/9/2005	5012	Christina Perez		-73.92	-6,450.08
Check	3/9/2005	5013	Melissa Porter		-207.16	-6,657.24
Check	3/9/2005	5014	Hilda Rivera		-403.20	-7,060.44
Check	3/9/2005	5015	Evelyn Soqui		-223.03	-7,283.47

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03/14/05

## Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 02/28/2005

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/9/2005	5016	Din Thong		-253.20	-7,536.67
Check	3/9/2005	5017	Sothavy Ton		-104.72	-7,641.39
Check	3/9/2005	5018	Orange County Aud...		-267.00	-7,908.39
Check	3/9/2005	5019	Placentia Library Di...		-19.94	-7,928.33
Check	3/9/2005	5020	Nationwide Retirem...		-973.07	-8,901.40
Check	3/9/2005	5007	Kamala Connors		-141.64	-9,043.04
Check	3/9/2005		Paychex		-8,416.25	-17,459.29
Check	3/9/2005		Paychex		-17,255.61	-34,714.90
Total Checks and Payments					-34,714.90	-34,714.90
<b>Deposits and Credits - 2 Items</b>						
Deposit	3/2/2005				39,286.93	39,286.93
Deposit	3/16/2005				37,027.23	76,314.16
Total Deposits and Credits					76,314.16	76,314.16
Total New Transactions					41,599.26	41,599.26
<b>Ending Balance</b>					<b>31,831.42</b>	<b>44,099.71</b>

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3/14/05



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03/14/05

**Placentia Library District**  
**Reconciliation Detail**  
Literacy Fund - Savings, Period Ending 02/28/2005

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						9,574.96
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	2/28/2005			X	2.20	2.20
Total Deposits and Credits					2.20	2.20
Total Cleared Transactions					2.20	2.20
Cleared Balance					2.20	9,577.16
Register Balance as of 02/28/2005					2.20	9,577.16
Ending Balance					2.20	9,577.16

*Row K*  
*2/14/05*



ACQUISITIONS REPORT FOR THE MONTH OF FEBRUARY 2005  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,556.33	132	98	0.00	0	0	1,556.33	132	98	393.62	17	17	1,949.95	149	115
Adult Circulating Non-Fiction	1,860.35	77	74	0.00	0	0	1,860.35	77	74	174.75	9	9	2,035.10	86	83
Adult Reference	1,246.55	10	8	0.00	0	0	1,246.55	10	8	15.00	1	1	1,261.55	11	9
Adult Print Continuations	90.00	2	2	0.00	0	0	90.00	2	2	0.00	0	0	90.00	2	2
Adult Electronic Continuations	9,626.19	10	10	0.00	0	0	9,626.19	10	10	0.00	0	0	9,626.19	10	10
Total Adult Non-Fiction	12,823.09	99	94	0.00	0	0	12,823.09	99	94	189.75	10	10	13,012.84	109	104
TOTAL ADULT PRINT MATERIALS	14,379.42	231	192	0.00	0	0	14,379.42	231	192	583.37	27	27	14,962.79	258	219
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,262.85	20	20	0.00	0	0	1,262.85	20	20	64.00	1	1	1,326.85	21	21
Total Adult Audio	1,262.85	20	20	0.00	0	0	1,262.85	20	20	64.00	1	1	1,326.85	21	21
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,262.85	20	20	0.00	0	0	1,262.85	20	20	64.00	1	1	1,326.85	21	21
TOTAL ADULT MATERIALS	15,642.27	251	212	0.00	0	0	15,642.27	251	212	647.37	28	28	16,289.64	279	240
Juvenile Fiction	898.59	79	75	0.00	0	0	898.59	79	75	0.00	0	0	898.59	79	75
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	9.95	1	1	9.95	1	1
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	151.86	1	1	0.00	0	0	151.86	1	1	0.00	0	0	151.86	1	1
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	151.86	1	1	0.00	0	0	151.86	1	1	9.95	1	1	161.81	2	2
TOTAL JUVENILE PRINT MATERIALS	1,050.45	80	74	0.00	0	0	1,050.45	80	74	9.95	1	1	1,060.40	81	75
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	1,050.45	80	74	0.00	0	0	1,050.45	80	74	9.95	1	1	1,060.40	81	75
Total Fiction	2,454.92	211	171	0.00	0	0	2,454.92	211	171	393.62	17	17	2,848.54	228	188
Total Non-Fiction	12,974.95	100	95	0.00	0	0	12,974.95	100	95	199.70	11	11	13,174.65	111	106
Total Audio	1,262.85	20	20	0.00	0	0	1,262.85	20	20	64.00	1	1	1,326.85	21	21
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	16,692.72	331	286	0.00	0	0	16,692.72	331	286	657.32	29	29	17,350.04	360	315

OUTSTANDING ORDERS AS OF FEBRUARY 28, 2005

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	\$13,520.40		\$156.31	\$13,676.71

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF FEBRUARY 2005  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	10,364.80	767	646	3,291.35	267	177	13,656.15	1,034	823	1,991.82	89	89	15,647.97	1,123	912
Adult Circulating Non-Fiction	16,496.41	777	754	1,527.53	98	89	18,023.94	875	843	2,622.78	111	109	20,646.72	986	952
Adult Reference	13,265.98	177	89	676.79	9	8	13,942.77	186	97	559.35	13	12	14,502.12	199	109
Adult Print Continuations	16,953.52	315	310	0.00	0	0	16,953.52	315	310	0.00	0	0	16,953.52	315	310
Adult Electronic Continuations	22,735.88	76	76	0.00	0	0	22,735.88	76	76	0.00	0	0	22,735.88	76	76
Total Adult Non-Fiction	69,451.79	1345	1229	2,204.32	107	97	71,656.11	1,452	1,326	3,182.13	124	121	74,838.24	1,576	1,447
TOTAL ADULT PRINT MATERIALS	79,816.59	2112	2112	5,495.67	374	274	85,312.26	2,486	2,149	5,173.95	213	210	90,486.21	2,699	2,359
Adult Audio/Music	37.12	2	2	0.00	0	0	37.12	2	2	160.00	10	10	197.12	12	12
Adult Audio Books	6,876.15	142	138	2,043.81	33	33	8,919.96	175	171	183.98	3	3	9,103.94	178	174
Total Adult Audio	6,913.27	144	140	2,043.81	33	33	8,957.08	177	173	343.98	13	13	9,301.06	190	186
Adult Video Educational	626.52	41	22	4,988.49	216	170	5,615.01	257	192	89.95	5	5	5,704.96	262	197
Adult Video Entertainment	2,381.78	143	65	0.00	0	0	2,381.78	143	65	1,456.99	74	74	3,838.77	217	139
Total Adult Video	3,008.30	184	87	4,988.49	216	170	7,996.79	400	257	1,546.94	79	79	9,543.73	479	336
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	9,921.57	328	227	7,032.30	249	203	16,953.87	577	450	1,890.92	92	92	18,844.79	669	522
TOTAL ADULT MATERIALS	89,738.16	2,440	2,339	12,527.97	623	477	102,266.13	3,063	2,579	7,064.87	305	302	109,331.00	3,368	2,881
Juvenile Fiction	2,416.51	239	181	2,014.46	180	155	4,430.97	419	336	475.73	75	75	4,906.70	494	411
Juvenile Circulating Non-Fiction	9,982.81	45	42	265.73	17	15	10,248.54	62	57	54.90	3	3	10,303.44	65	60
Juvenile Reference	29.68	1	1	0.00	0	0	29.68	1	1	0.00	0	0	29.68	1	1
Juvenile Print Continuations	1,480.33	15	5	146.61	1	1	1,626.94	16	6	0.00	0	0	1,626.94	16	6
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	11,891.82	62	49	412.34	18	16	12,304.16	80	65	54.90	3	3	12,359.06	83	68
TOTAL JUVENILE PRINT MATERIALS	14,308.33	301	230	2,426.80	198	171	16,735.13	499	401	530.63	78	78	17,265.76	577	479
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	608.85	35	35	608.85	35	35
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	1,195.00	60	57	1,195.00	60	57
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	1,803.85	95	92	1,803.85	95	92
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	4	0.00	0	0	2,872.32	48	4	1,899.85	97	94	4,772.17	145	98
TOTAL JUVENILE MATERIALS	17,180.65	349	234	2,426.80	198	171	19,607.45	547	405	2,430.48	175	172	22,037.93	722	577
Total Fiction	12,781.31	1,006	827	5,305.81	447	332	18,087.12	1,453	1,159	2,467.55	164	164	20,554.67	1,617	1,323
Total Non-Fiction	81,343.61	1,407	1,278	2,616.66	125	113	83,960.27	1,532	1,391	3,237.03	127	124	87,197.30	1,659	1,515
Total Audio	9,785.59	192	144	2,043.81	33	33	11,829.40	225	177	439.98	15	15	12,269.38	240	192
Total Video	3,008.30	184	87	4,988.49	216	170	7,996.79	400	257	3,350.79	174	171	11,347.58	574	428
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	106,918.81	2,789	2,336	14,954.77	821	648	121,873.58	3,610	2,984	9,495.35	480	474	131,368.93	4,090	3,458

Summary of Current Status of Unique Management Accounts  
March 21, 2005

Agenda Item 16

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	8	683	7	842.49	0
November	10	690	3	432.85	0
December	16	697	4	523.01	0
January	17	707	6	757.4	0
February	11	724	7	1055.3	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>100</b>	<b>5498</b>	<b>40</b>	<b>5690.9</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

ATED: 03/01/2005 9:55 AM TC

SUMMARY STATUS REPORT

PAGE: 129

MS JULIE SHOOK

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 02/28/2005

Accounts Submitted	:	1,103	Dollars Submitted	:	101,919.70	Dollars Received	:	38,731.63
Bankruptcies	:	6	Dollars in Bankruptcy	:	515.69	Material Returned	:	13,030.23
Incorrect Addresses	:	134	Dollars in Skips	:	8,334.64	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	69,287.32
Accounts in Process	:	962	Dollars in Process	:	90,168.17	% of Dollars Activated	:	76.84%
# of Accounts Activated	:	724						
% of Accounts Activated	:	75.26%						



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: March 21, 2005  
SUBJECT: GIFT REPORT

The following gifts were received from February 1, 2005 through February 28, 2005.

**ADOPT A BOOK DONATIONS**

Richard & Phyllis DeVecchio  
Kenneth & Wendy Goodson  
Larry & Janny Ong  
Brian & Peggy Yamaguchi  
Hugh & Gae Wood  
Bear State  
First American

\$425.00

**BOOK ENDOWMENT DONATIONS**

Hugh & Gae Wood  
Bequest for Rea McDonald

\$75.00

**GENERAL FUND DONATIONS**

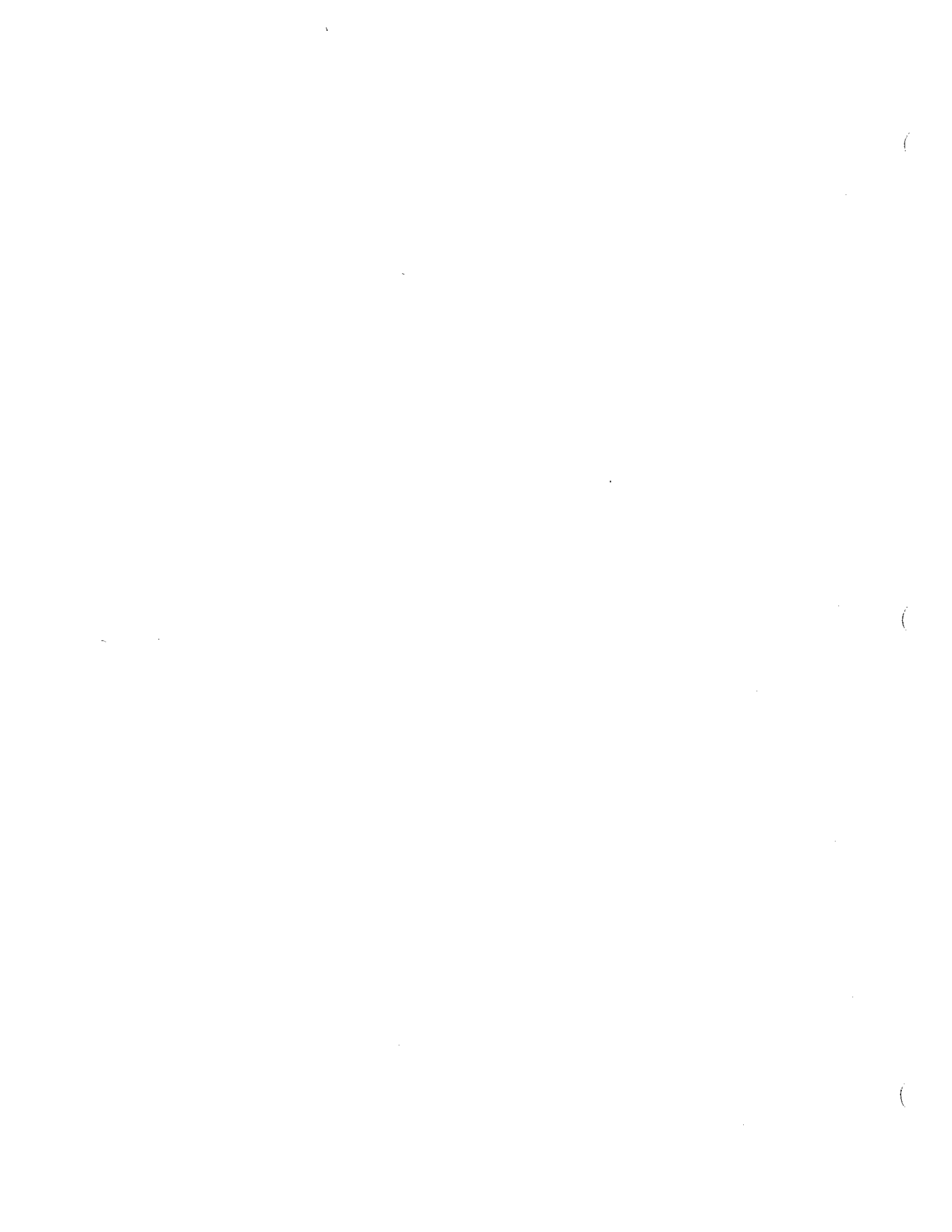
Florence Purdy  
Donna & Robert Graf  
Dale Goodman Trust  
JoAnn Nelson  
Law Offices of Pasquale Caiazza  
Book Worms West, Raytheon

\$789.00

**TOTAL DONATIONS:** \$1,289.00

<b>TOTAL ALL DONATIONS</b>	<b>\$1,289.00</b>
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Prepared By: Wendy Goodson





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Building Maintenance Report for February 2005  
**DATE:** March 21, 2005

**HVAC:** No service calls in February.  
**Plumbing:** 2/6/05 – Fixed toilet leak in public women’s handicap stall.  
**Electrical:** 1/13/05 - Relamp light in staff women’s restroom.  
**Carpet Cleaners:** 2/25/05 – Cleaned Meeting Room carpet.  
**General Contractor:** No service call in February.  
**Locksmith:** No service calls in February.  
**Telephone:** 2/17/05 – Installed and programmed recorder software.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Personnel Report for February 2005  
**DATE:** March 21, 2005

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

None

**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator *LM*

SUBJECT: Volunteer Report for Months of January & February 2005

**CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)**

REGULAR	FY04/05 Jan&Feb	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	16.00	77.00	Sep-95	924.00
Backes, Theresa	12.00	48.50	Jun-98	461.25
Barnett, Joan	0.00	8.00	Oct-04	8.00
Bart, Lillian	14.00	48.00	May-01	441.75
Bass, Donna	5.00	5.00	Jul-05	7.00
Benner, Brenda	8.00	11.50	Jul-04	11.50
Blansett, Nadine	49.50	197.75	Mar-03	438.50
Boelman, Marge	6.00	15.75	Apr-01	191.75
Botha, Jill	0.00	2.00	Nov-01	66.00
Britton, JoAnn	6.75	43.75	Jul-04	43.75
Byrne, Joyce	16.00	48.00	Apr-04	53.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	14.00	67.25	Jun-98	633.50
Davis, Sandy	18.00	72.00	Jul-03	173.00
Dell, Lyla	0.00	69.50	Aug-98	309.00
Farkas, Theodore	6.00	7.00	?	57.00
Fioroni, Pete	6.00	62.00	Mar-97	380.00
Fisher, Jack	0.00	6.75	Apr-04	12.25
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	21.00	69.00	Oct-93	2,248.78
Frazeo, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	16.25	74.00	Feb-96	448.25
Haagen, John	4.75	16.25	Jan-00	119.50
Hathaway, Eugenia	6.00	28.00	Nov-03	56.00
Hemmerling, Barbara	25.50	106.75	Sep-95	839.75
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	5.00	6.00	Jul-03	12.00
Horrocks, Marjorie	10.00	32.00	Oct-95	324.00
Irot, Pat	60.00	242.50	Feb-96	3,839.50
Jertberg, Pat	22.75	72.25	Apr-98	2,042.50
Lee, Wilma	0.00	6.25	Feb-04	13.25
Loewer, Terrie	25.75	89.00	Jun-04	93.50
Lone-Tollefson, Nancy	57.75	261.25	Jan. 03	566.00
Lord, Audrey	0.00	0.00	Jul-00	390.75
Marchant, Liz	6.00	9.00	Feb-05	9.00
Minter, Fred	5.00	5.00	Dec-05	5.00
Minter, Peggy	0.00	12.00	Dec-05	12.00
Myers, Claire	22.25	82.00	Oct-95	1,406.50
Nakamura, Nobu	16.00	46.50	Sep-04	46.50
Olson, Bob	8.00	28.00	Sep-95	526.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	35.00	140.00	May-02	728.50
Rodriguez, Carmen	16.00	58.00	Feb-00	341.50
Salem, Rose	10.00	56.00	Oct-00	357.75
Sanatar, Ginny	5.00	6.00	Mar-02	123.50
Sandoval, Gerry	16.00	56.00	Aug-02	228.00
Schafer, Ruth	8.00	50.00	Jun-04	58.00
Schlichter, Alan	15.50	15.50	Oct-93	898.00
Schmidt, Marie	26.00	91.00	Apr-98	754.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Scott, Renee	6.00	7.00	Dec-05	7.00
Segovia, Inez	20.00	84.00	Jun-03	205.50
Shaw, Dixie	2.00	7.00	May-94	224.50
Silverman, Pat	16.00	66.00	Jul-03	168.00
Stoller, Frances	6.00	7.00	Dec-05	7.00
Thum, Margo	28.00	108.00	Nov-03	170.00
Tollefson, Jerry	0.00	6.50	Jul-03	37.00
Tooley, Marita	2.00	2.00	Jan-05	2.00
Tramison, Betty	1.00	8.50	Aug-04	8.50
Walker, Jim	0.00	0.00	Nov-03	1.50

Walcek, John	0.00	0.00	Dec-04	6.00	Agenda Item 20 Page 2 of 5
Walker, Virginia	6.00	7.00	Mar-99	7.00	
Williams, Ben	2.00	2.00	Jan-05	2.00	
Wymer, Betty	23.00	73.75	Jan-96	1,111.25	
Zamora, Mary	0.00	0.00	Jan-04	8.50	
<b>TOTAL</b>	<b>732.75</b>	<b>2830.00</b>		<b>23,010.03</b>	

**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	Jan&Feb	YTD			Jan&Feb	YTD	
Alvarado, Catalina	0.00	3.25	3.25	Aakash, Misty	0.00	15.50	15.50
Barlow, Stacey	0.00	4.50	4.50	Ngo, Kathy	0.00	31.75	31.75
Becker, Alyssa	0.00	8.25	9.25	Nguyen, Kevin	0.00	18.25	18.25
Beshay, Andrew	0.00	11.00	11.00	Ning Zing, Dan	0.00	9.00	9.00
Bhattacharya, Ankur	0.00	23.00	46.50	Ong, Cindy	0.00	9.00	9.00
Bishtawi, Stephen	6.00	26.00	42.00	Pestoor, Jaclyn	0.00	8.50	16.50
Bianco, Justin	0.00	4.00	36.50	Peters, Lezi	0.00	20.75	30.25
Blaine, Ami	0.00	4.00	14.00	Peters, Tim	0.00	18.25	27.75
Blehm, Nathan	0.00	10.50	10.50	Piol, Nick	0.00	8.00	48.00
Boden, Emily	0.00	24.25	28.25	Rivera, Ruben	0.00	35.00	40.00
Born, Ashley	0.00	6.25	24.25	Rodriguez, Jose	14.00	14.00	14.00
Cerpa, Lizbeth	0.00	4.50	4.50	Runyan, Nicole	0.00	7.00	7.00
Cha, Sally	0.00	22.00	22.00	Ryang, Michelle	0.00	13.25	30.50
Chao, Rebecca	0.00	44.50	55.50	Salvary, Vanessa	2.00	5.00	5.00
Chau, Thomas	24.00	24.00	24.00	Sevilla, Martin	0.00	31.00	31.00
Choi, Eric	22.00	22.00	22.00	Sharp, Kristina	0.00	16.25	28.25
Chen, Shaw-Ming	0.00	11.50	11.50	Shaw, Vishwa	0.00	4.50	4.50
Chun, Andrea	20.00	54.25	123.00	Soetijoso, Agnes	20.00	66.00	66.00
De La Cruz, Natalie	24.00	24.00	24.00	Suh, Stacy	20.00	60.25	90.75
Dita, Alex	10.50	30.50	30.50	Syed, Kiren	0.00	20.75	46.25
Downs, Chantal	2.00	19.00	19.00	Tan, Hannah	0.00	1.00	44.00
Drake, Catherine	0.00	7.00	7.00	Tasnim, Sara	0.00	14.00	20.25
Erbacher, Matt	0.00	5.00	5.00	Tat, Trung	14.50	38.50	112.25
Esquivel, Gilberto	0.00	28.00	41.00	Thibault, Peter	0.00	8.50	10.50
Florez, Stephanie	0.00	2.75	5.75	Thibault, Timothy	0.00	10.50	14.50
Ford, Chris	22.00	0.00	54.25	Thornley, Mikayla	0.00	2.00	2.00
Francis, Lucy	0.00	11.00	11.00	Titus, Tanya	0.00	4.00	4.00
Hadi, Maria	0.00	10.00	10.00	Tjoarman, Arlene	0.00	85.25	110.75
Hariri, Nick	0.00	29.00	30.00	Valerio, Ricardo	0.00	0.00	30.00
Hernandez, Brenda	0.00	18.00	18.00	Vasquez, Michelle	0.00	3.25	3.25
Ibarra, Estefania	0.00	39.00	54.00	Vo, Jadeson	0.00	11.50	20.25
Israel, Emily	0.00	19.25	22.25	Vo, Jasmine	0.00	11.50	21.25
Jani, Eddie	0.00	37.25	59.25	Wang, Melody	20.00	38.50	43.50
Karan, Gaurav	6.00	44.00	44.00	White, Chris	0.00	19.25	20.25
Khattar, Saijal	0.00	43.50	57.50	Wiggins, Katie	0.00	40.00	40.00
Lee, Jessica	0.00	41.00	46.00	Wu, Jaime	0.00	9.25	14.75
Lee, Kenneth	0.00	48.00	57.25	Yeh, Bryce	0.00	6.00	25.25
Martinez, Chris	0.00	26.25	40.00	Zuniga, Jazmin	0.00	10.00	38.00
<b>TOTAL</b>	<b>136.50</b>	<b>790.25</b>	<b>1128.25</b>	<b>TOTAL</b>	<b>90.50</b>	<b>677.75</b>	<b>1096.75</b>

**TOTAL Library Volunteer Hours** 959.75  
**TOTAL Literacy Volunteer Hours** 2084.00

**TOTAL VOLUNTEERS HOURS** 3043.75

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

	Regular/Temp.Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
February	376.75	359.75	492.00	496.25	617.00	600.00	534.00	1472.00
March	377.25	399.00	340.00	489.25	622.50	600.00	767.00	1275.75
April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

	FY04/05	FY04/05
July	948.25	1,008.00
August	696.25	684.00
September	482.00	704.00
October	487.75	684.00
November	461.00	1,458.00
December	400.75	1,075.00
January	X	X
February	959.75	2,084.00
March		
April		
May		
June		
	<u>4435.75</u>	<u>7,697.00</u>

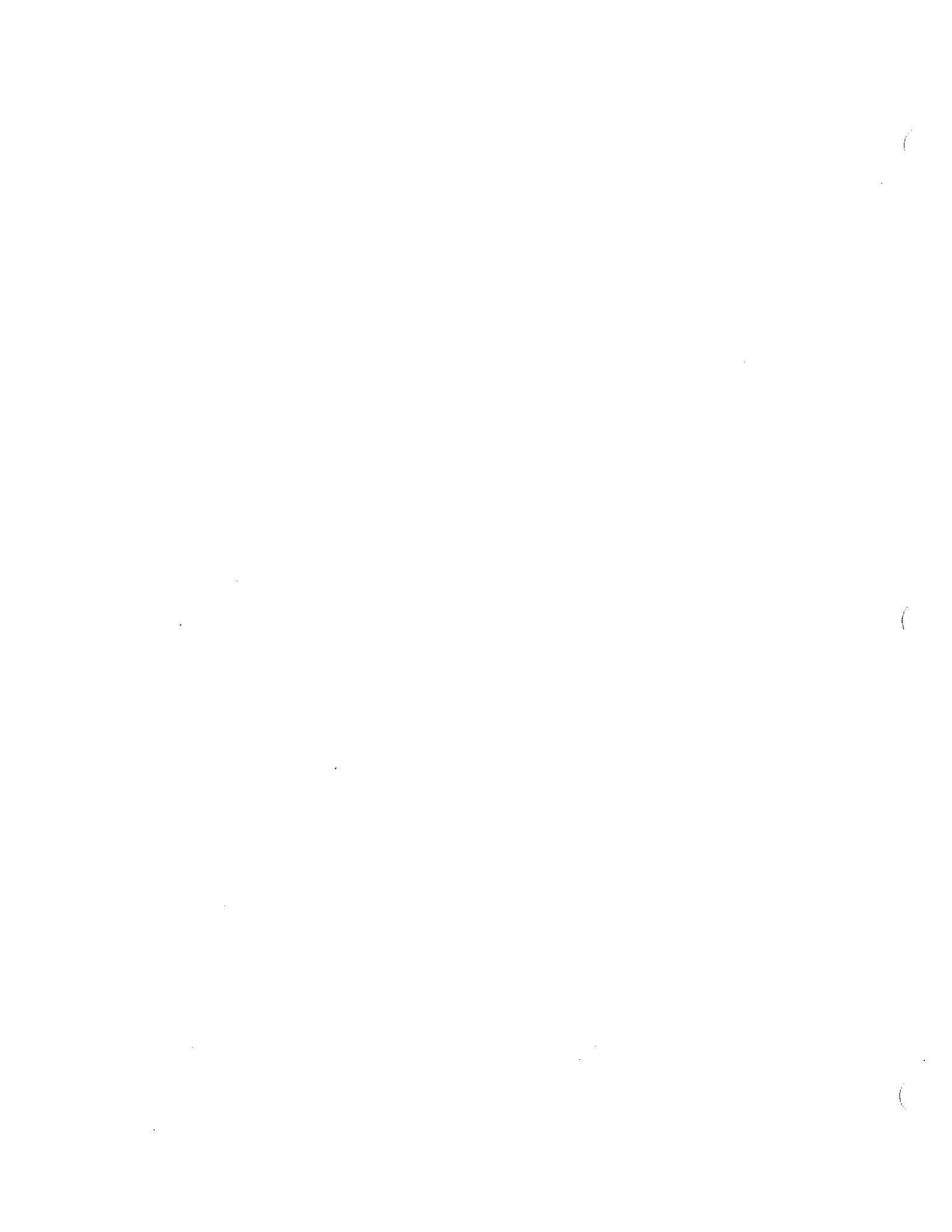
## CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 Jan&Feb	FY04/05 YTD	Cumulative		FY04/05 Jan&Feb	FY04/05 YTD	Cumulative
Aguirre, Alyssa	12.00	48.00	88.00	Go, Jonathon	12.00	23.00	23.00
Ahahechi, Maryam	12.00	42.00	42.00	Gonzales, Rosemarie	12.00	24.00	24.00
a LaTorre, Angelica	-	-	154.00	Goodman, Dale	52.00	52.00	3,493.00
Ansigt, Ronals	-	8.00	8.00	Grisso, Norma	12.00	15.00	21.00
Araujo, John	-	30.00	30.00	Guerrero, Christine	12.00	48.00	126.00
Azadi, Joe	12.00	44.00	60.00	Guerrero, Lavone	12.00	48.00	132.00
Azizan, Sarah	-	-	40.00	Hamacher, Holly	12.00	42.00	126.00
Babinski, Barbara	-	-	3.00	Hatch, Bill	12.00	48.00	183.00
Bales, Emily	-	39.00	20.00	Hatch, Katie	12.00	47.00	97.00
Becker, Alyssa	24.00	39.00	39.00	Hawkins, Christina	12.00	47.00	122.00
Behmaram, Roxana	12.00	50.00	50.00	Healey, Kathleen	12.00	48.00	324.00
Belekjian, Maria	-	12.00	120.00	Heer, Kim	12.00	48.00	341.00
Bello, Dominic	12.00	52.00	126.00	Henao, Stephanie	12.00	48.00	102.00
Bennett, Amanda	12.00	46.00	46.00	Herrera, Elizabeth	-	36.00	36.00
Bennett, Kevin	12.00	46.00	46.00	Hernandes, Melissa	-	-	50.00
Bernardino, Maria	12.00	48.00	144.00	Hernandez, Maria	12.00	54.00	198.00
Blarsi, Courtney	12.00	38.00	38.00	Hilleweart, Heather	12.00	48.00	126.00
Bowers, Cretia	-	-	20.00	Holmes, Nancy	12.00	48.00	48.00
Bowley, Jessika	12.00	18.00	36.00	Howell, Anne	-	18.00	102.00
Brackett, Jim	-	6.00	159.00	Hsieh, Lambert	12.00	48.00	48.00
Broderick, Shannon	12.00	42.00	100.00	Hsu, Iris	12.00	48.00	48.00
Brzovic, Kathy	12.00	48.00	137.00	Humple, Phyllis	8.00	28.00	206.00
Cadambi, Aruna	-	-	44.00	Hutain, Jenny	12.00	48.00	85.00
Callaway, Sean	12.00	48.00	90.00	Hutton, Katherine (Kate)	12.00	48.00	342.00
Castillo, Alicia	12.00	22.00	60.00	Jensen, Ryan	12.00	36.00	36.00
Cerpa, Lizbeth	12.00	23.00	23.00	Harris, Michelle	12.00	46.00	46.00
Cha, Sally	12.00	48.00	138.00	Hassan, Zeenat	12.00	21.00	21.00
Chandrasekaram, Vinolie	-	-	64.00	Henri, Chase	12.00	33.00	33.00
Chang, Sirena	12.00	20.00	20.00	Ho, Brandon	12.00	21.00	21.00
Charles, Vicki	12.00	21.00	21.00	Hutton, Katherine (Kate)	-	30.00	324.00
Chen, April	-	-	177.00	Jeon, Ashley	12.00	42.00	83.00
Chen, Wen	-	36.00	120.00	Johnstone, Deborah	12.00	33.00	33.00
Cheng, Elsen	24.00	78.00	146.00	Kaiser, Kelly	-	-	150.00
Cho, Jason	12.00	22.00	22.00	Kamat, Rujvi	12.00	48.00	84.00
Choi, Eric	12.00	22.00	23.00	Kao, Elaine	12.00	36.00	92.00
Choi, Eugene	12.00	42.00	84.00	Kapur, Melea	24.00	48.00	48.00
Chow, Nicole	12.00	21.00	21.00	Khamphanh, Molly	12.00	48.00	132.00
Christensen, Alan	12.00	25.00	25.00	Komreich, Seth	-	-	32.00
Chun, Andre	12.00	21.00	21.00	Kreger, Kenneth	-	36.00	36.00
Coffee, Nancy	12.00	12.00	403.00	Krisinger, Elizabeth	-	-	78.00
Connors, Kamala	12.00	30.00	30.00	Lampason, Caylan	12.00	33.00	33.00
Corbo, Leonora	12.00	47.00	47.00	Lee, Al	40.00	64.00	64.00
Delgado, Ana	12.00	48.00	48.00	Lee, Joshua	12.00	48.00	48.00
Dhanak, Shayona	12.00	23.00	23.00	Leon, Philip	12.00	32.00	32.00
Diaz, Cynthia	-	-	52.00	Leslie, Sandra	12.00	48.00	336.00
Diaz, Monica	-	-	70.00	Lewis, Kim	24.00	48.00	48.00
Donofrio, Susan	12.00	48.00	183.00	Lien, Kevin	12.00	21.00	21.00
Draper, Krispa	-	18.00	168.00	Lin, Joyce	12.00	48.00	48.00
Dudrey, Kristin	12.00	48.00	102.00	Lo, Tiffany	12.00	25.00	25.00
Eckels, Krys	12.00	48.00	138.00	Loi, Nelly	24.00	81.00	81.00
Economou, Christina	12.00	48.00	132.00	Lopez, Grace	32.00	51.00	52.00
Elmore, Sylvia	12.00	38.00	122.00	Lukito, Cory	12.00	48.00	48.00
Espinoza, Veronica	12.00	33.00	33.00	Lukito, Kevin	12.00	48.00	48.00
Farilla, Dawn	12.00	48.00	49.00	Mai, Angie	24.00	24.00	60.00
Finley, Virginia	12.00	48.00	138.00	Malno, Arielle	12.00	42.00	42.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Malkowicz, Edward	24.00	84.00	388.00
Flores, Jose	12.00	25.00	25.00	Manzanarez, Melissa	24.00	90.00	90.00
Flores, Stephanie	12.00	21.00	21.00	Marquez, George	24.00	48.00	48.00
Ford, Shannon	24.00	48.00	48.00	Marquez, Jeff	12.00	42.00	84.00
Gardner, Jeanette	-	-	87.00	Marllaro, Diane	-	-	564.00
Gimby, Walter	-	36.00	82.00	Massaro, Lauren	12.00	48.00	132.00



Literacy Hours continued

REGULAR	FY04/05 Jan&Feb	FY04/05 YTD	Cumulative	REGULAR	FY04/05 Jan&Feb	FY04/05 YTD	Cumulative
McBain, Frances	12.00	48.00	126.00	Shah, Sweny	-	-	132.00
McBentez, Kathy	12.00	48.00	212.00	Shan, Kheyati	-	24.00	69.00
McGrath, Patricia	12.00	48.00	121.00	Sie, Melanie	12.00	22.00	22.00
Mehla, Ami	-	24.00	60.00	Siwanto, Patricia	12.00	21.00	21.00
Mesgina, Nahom	12.00	19.00	19.00	Skimizu, Ken	24.00	96.00	537.00
Miller, Michelle	-	24.00	69.00	Smith, Alex	12.00	32.00	22.00
Min, Nara	-	6.00	58.00	Smith, Allie	8.00	40.00	40.00
Montoya, Tania	-	24.00	80.00	Smith, Annie	8.00	40.00	40.00
Myers, Emily	-	-	150.00	Soetijoso, Agnes	16.00	52.00	52.00
Navarro, Nicole	-	24.00	114.00	Soqui, Evelyn	24.00	140.00	140.00
Negoranek, Rachel	-	24.00	53.00	Speakman, Sarah	12.00	42.00	117.00
Negrete, Adriana	-	24.00	61.00	Stutts, Lisa	-	18.00	67.00
Nguyen, Martin	12.00	88.00	88.00	Stuvert, Judith	-	60.00	67.00
Nguyen, Minh	12.00	48.00	48.00	Sun, Ying	12.00	23.00	23.00
Nguyen, Thien	24.00	70.00	70.00	Sze, Kelly	24.00	72.00	72.00
Nguyen, Tyler	-	24.00	80.00	Tan, Hannah	-	22.00	22.00
Olson, Shawn	24.00	61.00	61.00	Tat, Trung	-	24.00	35.00
Ortiz, Cynthia	24.00	48.00	48.00	Thomas, Peggy	-	24.00	143.00
Osoria, Jonathan	12.00	42.00	90.00	Thompson, Amanda	12.00	21.00	21.00
Patel, Vani	12.00	42.00	132.00	Thong, Din	20.00	110.00	110.00
Pelto, Ernest	12.00	42.00	325.00	Todker, Reka	-	24.00	36.00
Perez, Christina	12.00	42.00	42.00	Todker, Vanita	12.00	48.00	88.00
Porter, Melissa	24.00	92.00	210.00	Ton, Sothavy	20.00	97.00	97.00
Precht, Jeanette	12.00	48.00	205.00	Trapp, Andrew	12.00	33.00	33.00
Renno, Carolyn	12.00	43.00	91.00	Trotter, Cynthia	12.00	42.00	189.00
Reynoso, Tanya	12.00	36.00	36.00	Trujillo, Mark	24.00	136.00	136.00
Rivera, Felleny	-	-	76.00	Truong, Christine	-	-	123.00
Rivera, Hilda	20.00	64.00	232.00	Valenzuela, Sarah	-	24.00	24.00
Rodriguez, Elizabeth	24.00	54.00	54.00	Veltre, Robin	-	21.00	43.00
Rodriguez, Kenia	-	110.00	120.00	Vo, Jadeson	12.00	23.00	23.00
Rosas, Henry	48.00	62.00	110.00	Vo, Jasmine	12.00	29.00	49.00
Ross, Charlotte	-	18.00	21.00	Vo, Martin	12.00	17.00	17.00
Sabo, Melissa	-	-	42.00	Vukovick, Kathy	-	24.00	40.00
Salvary, Vanessa	12.00	28.00	28.00	Vyas, Ushima	12.00	22.00	22.00
Schaal, Linda	12.00	42.00	255.00	Weimer, MacKenzie	12.00	42.00	75.00
Schultz, Laurie	12.00	46.00	46.00	White, Debi	12.00	33.00	33.00
Sgobba, Jackie	-	18.00	180.00	Wright, Sydney	12.00	42.00	81.00
				Yang, Jonathon	12.00	39.00	39.00
				Yu, Lilian	-	24.00	30.00
<b>Total</b>	<b>2,084.00</b>	<b>7,281.00</b>	<b>21,422.00</b>				



Placentia Library District  
Circulation Report  
March 21, 2005

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 February	FY03-04 February
1st Time Checkouts	105,952	94,061	12.64%	13,978	11,813
Phone Renewals	10,341	14,809	-30.17%	930	2,318
In-Building Renewals	2,694	3,501	-23.05%	327	265
TOTAL RENEWALS	13,035	18,310	-28.81%	1,257	2,583
TOTAL CHECKOUTS	118,987	112,371	5.89%	15,235	14,396
On-Time Checkins	113,789	97,520	16.68%	14,172	12,080
Late Checkins	7,838	7,802	0.46%	897	907
TOTAL CHECKINS	121,627	105,322	15.48%	15,069	12,987
Holdings Placed	4,340	1,994	117.65%	457	415
Holdings Cancelled	298	53	462.26%	22	4
Holdings Filled	3,466	2,736	26.68%	433	376
Patrons Registered	2,624	2,700	-2.81%	343	360
Titles Added	2,765	3,529	-21.65%	316	198
Volumes Added	3,155	3,694	-14.59%	371	241
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	50,041	47,378	5.62%	6,100	5,710
Juvenile Print	53,524	51,409	4.11%	7,042	6,996
Total Print	103,565	98,787	4.84%	13,142	12,706
Audio	7,830	5,837	34.14%	984	925
Visual	14,194	9,149	55.14%	1,891	1,231
Total Audio Visual	22,024	14,986	46.96%	2,875	2,156
TOTAL CIRCULATION	125,589	113,773	10.39%	16,017	14,862
Placentia Circulation	74,833	70,689	5.86%	9,090	8,651
%Placentia Circulation	59.59%	62.13%		56.75%	58.21%
Anaheim/Yorba Linda Circulation	21,427	19,414	10.37%	2,851	2,983
%Anaheim/Yorba Linda Circulation	17%	17.06%		18%	20.07%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	90,958	79,239	14.79%	11,771	10,584
Young Adult	1,963	1,988	-1.26%	233	206
Juvenile	22,172	23,237	-4.58%	2,605	2,912
New Borrower	8,445	8,256	2.29%	1,057	1,014
Non Resident	0		N/A	0	0
Other (staff)	1,819	1,875	-2.99%	237	147
TOTAL ACTIVE BORROWERS	125,357	114,595	9.39%	15,903	14,863
TOTAL REGISTERED BORROWERS	156,786	147,541	6.27%	20,672	16,599
ATTENDANCE	268,880	268,022	0.32%	32,863	31,126
Adult Reference-In Building	11,382	7,142	59.37%	1,718	1,025
Adult Reference-Telephone	1,454	1,166	24.70%	191	139
Children's Reference-In Building	9,566	4,589	108.46%	1,543	903
Children's Reference-Telephone	173	193	-10.36%	30	12
Total Adult Reference	12,836	8,308	54.50%	1,909	1,164
Total Children's Reference	9,739	4,782	103.66%	1,573	915
Total In Building Reference	20,948	11,731	78.57%	3,261	1,928
Total Telephone Reference	1,627	1,359	19.72%	221	151
TOTAL REFERENCE	22,575	13,090	72.46%	3,482	2,079



'PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/20	5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50	0.00	8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63	0.00	0.00	0.00	7,489.62
Oct-02	10/11/02	0.00	1,195.57	650.63	0.00	0.00	8.17	1,854.37
Nov-02	11/15/02	0.00	1,461.17	650.61	107.50	0.00	16.35	2,235.63
Dec-02	12/13/03	0.00	1,150.57	650.63	537.50	0.00	0.00	2,338.70
Jan-03	01/16/03	0.00	1,632.69	650.63	0.00	0.00	8.15	2,291.47
Feb-03	02/11/03	0.00	1,269.07	762.39	0.00	0.00	0.00	2,031.46
Mar-03	03/17/03	0.00	1,177.30	762.39	107.50	0.00	10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45	0.00	7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50	0.00	7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
<b>TOTAL</b>		<b>60,482.41</b>	<b>15,906.61</b>	<b>8,144.34</b>	<b>1,444.45</b>	<b>0.00</b>	<b>81.17</b>	<b>86,058.98</b>
<b>AVG</b>		<b>5,040.20</b>	<b>1,325.55</b>	<b>678.70</b>	<b>120.37</b>		<b>6.76</b>	<b>7,171.58</b>

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	0.00	5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Feb-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Mar-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
Apr-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
May-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
Jun-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
<b>TOTAL</b>		<b>44,284.89</b>	<b>15,613.08</b>	<b>7,494.22</b>	<b>3,026.71</b>	<b>0.00</b>	<b>72.48</b>	<b>70,491.38</b>
<b>AVG</b>		<b>3,690.41</b>	<b>1,301.09</b>	<b>624.52</b>	<b>252.23</b>	<b>0.00</b>	<b>6.04</b>	<b>5,874.28</b>

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Oct-04	12/14/04	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Nov-04	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Dec-04	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>21,283.19</b>	<b>8,145.26</b>	<b>4,405.83</b>	<b>985.00</b>	<b>0.00</b>	<b>50.57</b>	<b>34,869.85</b>
<b>AVG</b>		<b>4,256.64</b>	<b>1,357.54</b>	<b>734.31</b>	<b>164.17</b>	<b>0.00</b>	<b>8.43</b>	<b>5,811.64</b>

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04	1,050.08	189.00	0.00	1,239.08	619.54
May-04	1,106.24	189.00	0.00	1,295.24	647.62
Jun-04	1,177.42	204.00	0.00	1,381.42	690.71
TOTAL	12,780.44	2,208.00	0.00	14,988.44	7,494.22
AVG	1,065.04	184.00	0.00	1,249.04	624.52

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	1,177.42	196.50	0.00	1,373.92	686.96
Oct-03	1,364.88	211.50	0.00	1,576.38	788.19
Nov-03	1,401.08	204.00	0.00	1,605.08	802.54
Dec-03	1,263.33	189.00	0.00	1,452.33	726.17
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	7,587.65	1,224.00	0.00	8,811.65	4,405.83
AVG	1,264.61	204.00	0.00	1,468.61	734.30

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58		447.04	1,127.26
Jun-03	382.24	234.40	63.58		447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04	213.54	270.54	60.56	0.00	505.44	1,050.08
May-04	213.54	270.54	60.56	0.00	561.60	1,106.24
Jun-04	284.72	270.54	60.56	0.00	561.60	1,177.42
TOTAL	3,060.74	3,096.18	726.72	0.00	5,566.80	12,450.44
AVG	255.06	258.02	60.56	0.00	463.90	1,037.54

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	284.72	270.54	60.56	0.00	561.60	1,177.42
Oct-03	355.90	330.66	60.56	0.00	617.76	1,364.88
Nov-03	379.98	345.50	65.80	0.00	609.80	1,401.08
Dec-03	337.76	310.95	65.80	0.00	548.82	1,263.33
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,927.80	1,768.67	373.84	0.00	3,517.34	7,587.65
AVG	321.30	294.78	62.31	0.00	586.22	1,264.61

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-02	8.00	8.00	2.00	0.00		16.00	34.00
Aug-02	8.00	8.00	2.00	0.00		16.00	34.00
Sep-02	8.00	8.00	2.00	0.00		16.00	34.00
Oct-02	8.00	8.00	2.00	0.00		16.00	34.00
Nov-02	8.00	8.00	2.00	0.00		16.00	34.00
Dec-02	8.00	8.00	2.00	0.00		16.00	34.00
Jan-03	8.00	8.00	2.00	0.00		16.00	34.00
Feb-03	8.00	8.00	2.00	0.00		24.00	42.00
Mar-03	8.00	8.00	2.00	0.00		24.00	42.00
Apr-03	8.00	8.00	2.00	0.00		24.00	42.00
May-03	8.00	8.00	2.00	0.00		16.00	34.00
Jun-03	8.00	8.00	2.00	0.00		16.00	34.00
TOTAL	96.00	96.00	24.00	0.00		216.00	432.00
AVG	8.00	8.00	2.00	0.00		18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	8.00	2.00	0.00		16.00	34.00
Aug-03	8.00	8.00	2.00	0.00		16.00	34.00
Sep-03	8.00	8.00	2.00	0.00		16.00	34.00
Oct-03	8.00	8.00	2.00	0.00		16.00	34.00
Nov-03	8.00	8.00	2.00	0.00		16.00	34.00
Dec-03	8.00	10.00	2.00	0.00		20.00	40.00
Jan-04	6.00	8.00	2.00	0.00		16.00	32.00
Feb-04	6.00	9.00	2.00	0.00		18.00	35.00
Mar-04	6.00	9.00	2.00	0.00		18.00	35.00
Apr-04	6.00	9.00	2.00	0.00		18.00	35.00
May-04	6.00	9.00	2.00	0.00		20.00	37.00
Jun-04	8.00	9.00	2.00	0.00		20.00	39.00
TOTAL	86.00	103.00	24.00	0.00		210.00	423.00
AVG	7.17	8.58	2.00	0.00		17.50	35.25

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-03	8.00	9.00	2.00	0.00		22.00	41.00
Aug-03	8.00	8.00	2.00	0.00		20.00	38.00
Sep-03	8.00	9.00	2.00	0.00		20.00	39.00
Oct-03	10.00	11.00	2.00	0.00		22.00	45.00
Nov-03	9.00	10.00	2.00	0.00		20.00	41.00
Dec-03	8.00	9.00	2.00	0.00		18.00	37.00
Jan-04	0.00	0.00	0.00	0.00		0.00	0.00
Feb-04	0.00	0.00	0.00	0.00		0.00	0.00
Mar-04	0.00	0.00	0.00	0.00		0.00	0.00
Apr-04	0.00	0.00	0.00	0.00		0.00	0.00
May-04	0.00	0.00	0.00	0.00		0.00	0.00
Jun-04	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	51.00	56.00	12.00	0.00		122.00	241.00
AVG	8.50	9.33	2.00	0.00		20.33	40.17



## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, March 11, 2005 2:04 PM  
**To:** eminter@placentalibrary.org  
**Subject:** [Norton AntiSpam] CSGDA Legislative Update - March 11, 2005

CSGDA Legislative Information

### **America's infrastructure receives near-failing grade**

On Wednesday, the American Society of Civil Engineers released its *2005 Report Card for America's Infrastructure* giving the nation a near failing grade for the deteriorating condition of its infrastructure systems and facilities. Since its last report card was released in 2001, America's infrastructure received a cumulative grade of D, a slip from its previous grade of D+. "If we value our quality of life, then sustained, adequate investment in public infrastructure is mandatory," said Don LaBelle, Board Member of the California Infrastructure Coalition and Director of Public Works for Alameda County. In 2003 the state Department of Finance estimated an investment need of \$54.2 billion over a 5-year period for state infrastructure alone. Local infrastructure investment need could potentially cost billions of dollars more. For example, the state's drinking water infrastructure needs \$17.5 billion over the next 20 years and wastewater infrastructure has \$14.4 billion in needs.

The report's conclusions illustrate that the California Infrastructure Coalition's mission - building support for dedicated and consistent sources of funding sufficient to sustain California's vital infrastructure facilities and systems - is one of the most important challenges facing both California's policymakers and its residents. For more information on the national report card, visit CIC's website at [www.calinfrastructure.org](http://www.calinfrastructure.org). The California Infrastructure Coalition, of which CSGDA is an active member, is a non-profit, broad-based organization that advocates for dedicated and consistent sources of funding to sustain California's vital infrastructure.

### **State Democrats unveil water quality package**

Also Wednesday, Senate President Perata (D-Oakland) joined other Senate Democrats, the League of Conservation Voters and Water Keepers and representatives from the Natural Resources Defense Council at a press conference to unveil a package of bills "to help protect water quality, strengthen the public's right to know about quality of water, streamline water quality programs, and toughen enforcement of water quality laws." The bills they introduced would effect changes ranging from the composition of regional water boards to water availability, quality and affordability; from San Joaquin River restoration to non-point source pollution. All of the relevant bills are Senate Bills, and are numbered 113, 350, 646, 729, 771, 820 and 1070.

### **Institute for Local (Self) Government celebrates 50 years**

The Institute for Local Government (formerly the Institute for Local Self Government) is celebrating 50 years of service this year. Aside from changing their name, the Institute, which works on issues including ethics in public service and civic engagement, is commemorating the occasion by releasing several new ethics manuals, launching a collaborative governance initiative and creating a new Legacy

Program. The new ethics resources explain ethics law principles in easy-to-understand language and summarize the legal requirements for transparency in public agency processes, and like all Institute materials can be accessed for free on their website ([www.ilsg.org](http://www.ilsg.org)) or purchased for a nominal fee. The Institute has also established the Collaborative Governance Initiative as part of its effort to promote public confidence in local government. The goal of the Collaborative Governance Initiative is to help local officials navigate the growing number of options available for community engagement that can maximize the public's connection with its local officials. For more information on the program you can contact Terry Amsler at [tamsler@cacities.org](mailto:tamsler@cacities.org) or 916/658-8263. Lastly, if you're looking for a way to make an enduring contribution to good local government at a statewide level, you will want to consider the Institute's Legacy Program. In 2004, the Institute's board of directors established an endowment fund as a way of providing individual local officials with a way to support the Institute's ongoing efforts in support of good government at the local level. The Institute's endowment, known as the Legacy Fund, accepts individual contributions, surplus campaign funds and bequests. The Institute is a 501(c)(3) organization, so individual donations are tax-deductible. For more information, contact the Institute's Executive Director, JoAnne Speers, at [speersj@cacities.org](mailto:speersj@cacities.org) or 916/658-8233.

### **New 'In Pertinent Part' summary available**

A new 'In Pertinent Part' summary is now available in the [CSDA Members' website](#). 'In Pertinent Part' is an occasional series of informal, special district-specific summaries of documents from and about government. This latest publication is a summary of "Assessing the Benefit of Benefit Assessments: A Citizen's Guide to the Benefit Assessment in California, Second Edition." The publication explains the history and use of benefit assessments in the state, and can serve as a resource for any district that is considering a benefit assessment as a revenue option. If you need to know the information, but don't have enough hours in the day to read the original document, go to the 'Member Services' section of the [CSDA Members' website](#) and look under 'Free Publications.'

### **Government Affairs Day – Save the date!**

On May 16-17, special district officials and officers will descend on Sacramento as part of CSDA's Government Affairs Day to make sure all state legislators are aware of the issues that matter to all special districts this year. A number of high-profile speakers have been invited, and several breakout sessions will review topics such as public pension reform, special district reform and ERAF III. Be sure to mark the date on your calendar, as you will not want to miss this important event.

### **Legislative Updates available by email for all member agencies' officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing [gneill@csgda.net](mailto:gneill@csgda.net). Also, past Legislative Updates are available in the 'Legislation & Action' section of the [CSDA members' website](#).

CSDA...keeping special districts informed!

1112 I Street, Suite 200 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.csda.net](http://www.csda.net)

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Friday, March 04, 2005 2:27 PM  
**To:** eminter@placentalibrary.org  
**Subject:** [Norton AntiSpam] CSGDA Legislative Update - March 4, 2005

CSGDA Legislative Information

### Pension reform proposal on the street

With all the glitz of a Hollywood movie premiere, on Tuesday the Governor hit the streets (in his Hummer no less) to kick off his signature gathering drive to qualify **The Fair and Fiscally Responsible Public Employee Retirement Act** for the presumed special election this November. Among other things, the initiative would close all defined benefit retirement plans (e.g. CalPERS) to new state and local government employees as of July 1, 2007, allowing such employees to be eligible only for defined contribution plans (e.g. 401(k)). As the Governor was promoting his initiative, a Special Session Assembly Committee held an informational hearing on ACA 1X by Assembly Member Keith Richman (R-Northridge), which is almost identical to the initiative supported by the Governor. During that hearing, one of the most hotly debated issues focused on language contained in the ballot title and summary prepared by the Attorney General for the initiative that was cleared for circulation this week. In that summary, the Attorney General clearly stated that the initiative would prohibit death and disability benefits, a point strongly disputed by both Assembly Member Richman and Department of Finance Director Tom Campbell. During their testimony, both Richman and Campbell told the committee that they and the Governor are "open" to any and all counter-proposals from the Legislature, so long as they produce the savings to "taxpayers at both the state and local level." While critical of the Legislature's failure to offer constructive alternatives, Senate President Don Perata (D-Oakland) announced yesterday that Senate Democrats (maybe Assembly Democrats too) will introduce their "pension reform" proposals next week. In the end, it appears the Governor is employing the same strategy he used last session relative to workers' compensation reform, wherein he supported an initiative drive and at the same time challenged the Legislature to work with him toward a resolution similar to his initiative. Time will tell if his strategy works a second time. Stay tuned...

### Special district governance bill set for hearing

Senate Bill 393 by Senator Deborah Ortiz (D-Sacramento) relating to special district governance will be heard in the Senate Local Government Committee on April 6. CSGDA has assumed an "Oppose, Unless Amended" position on the bill, which contains many of the same provisions from her legislation that failed passage last year in the Senate Appropriations Committee (SB 1272).

### CSG code rewrite comments needed soon

Now is the time to raise any concerns that you have with the proposed language that would rewrite the Community Services District enabling codes. Senate Local Government Committee Staff Director Peter Detwiler and the working group have made every effort to make this a consensus bill, and want to be sure that the proposed language is agreeable to every stakeholder, most importantly CSGDs themselves. **If you represent a community services district, we urge you to look at the proposed language, which you can find alongside a table of contents for the current law in the 'Legislation & Action' section of the CSGDA members' website or by calling us toll-free, 877/924-CSGDA.** If you identify any reason you will not be able to write a letter in support of the bill, please contact us immediately so we can resolve your issues. You can either call the number above or email [gneill@csgda.net](mailto:gneill@csgda.net). We need to hear from you by **March 10** at the very latest.

**Legislative Updates available by email for all member agencies' officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing [gneill@cdda.net](mailto:gneill@cdda.net). Also, past Legislative Updates are available in the 'Legislation & Action' section of the [CSDA members' website](#).

CSDA...keeping special districts informed!  
1112 I Street, Suite 200 \* Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 fax  
(877) 924-CSDA \* [www.cdda.net](http://www.cdda.net)

## Elizabeth Minter

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**From:** gneill@csgda.net  
**Sent:** Monday, February 28, 2005 3:43 PM  
**To:** eminter@placentalibrary.org  
**Subject:** [Norton AntiSpam] CSGDA Legislative Update - February 28, 2005

CSGDA Legislative Information

### **AB 1234 - New local government ethics bill introduced**

In the flurry of bills introduced before last week's deadline, Assembly Member Salinas (D-Salinas) introduced AB 1234, a local government sunshine measure. The bill as introduced would require all local governments, cities, counties and special districts, to adopt a written policy for board member compensation and reimbursement. It would also mandate ethics training for all local officials and for employees designated by the board by January 1, 2007, and then once every two years thereafter. The training could be administered by the district, or the district could identify online courses, conferences, or seminars that fulfill the requirements. The training, similar to the ethics training required for state legislators, would cover conflict of interest regulations, campaign contribution rules, and the use of public resources. This good governance, or 'sunshine,' bill deals with some of the same issues as Senator Ortiz's SB 393, as reported in the last Legislative Update, but in a less restrictive, more inclusive format. (If you missed that one, you can find it in the 'Legislation & Action' section of the [CSGA members' website](#).) You can find the text of both bills by clicking on 'Bill Information' at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

### **CSG code rewrite progresses to 2nd draft**

The working group that, with Senate Local Government Committee Staff Director Peter Detwiler's significant assistance, has been rewriting the codes that govern community service districts, has finished the second draft. Now is the most important time to raise any concerns that you have with the drafted language. Peter and the working group have made every effort to make this a consensus bill, and we want to make sure that the proposed language is agreeable to every stakeholder, most importantly CSGs! If you represent a community services district, we urge you to look at the proposed language, which you can find alongside a table of contents for the current law in the 'Legislation & Action' section of the [CSGA members' website](#) or by calling us toll-free, 877/924-CSGA. If you identify any reason you will not be able to write a letter in support of the bill, please contact us immediately so we can resolve your issues. You can either call the number above or email [gneill@csgda.net](mailto:gneill@csgda.net). We need to hear from you **by March 10**.

### **California Infrastructure Coalition 'Eye on Infrastructure' newsletter now available**

CSGA members now have access to the California Infrastructure Coalition's 'Eye on Infrastructure' newsletter. You can find it in the 'Member Services' section of the [CSGA members' website](#). Be sure to check back monthly for the current issue of this informative publication.

### **Legislative Updates available by email for all member agencies' officials and employees**

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSGA or by emailing [gneill@csgda.net](mailto:gneill@csgda.net). Also, pas Legislative Updates are available in the 'Legislation & Action' section of the [CSGA members' website](#) ([www.csgda.net](http://www.csgda.net), click on 'Members Section').

**Elizabeth Minter**

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**From:** David Cordero [dcordero@mwdoc.com]  
**Sent:** Wednesday, March 16, 2005 5:38 PM  
**To:** David Cordero  
**Subject:** SB 393 (Ortiz): Request for opposition letters  
**Importance:** High

Dear Managers and Legislative Coordinators,

Attached is a legislative alert from the Association of California Water Agencies (ACWA) requesting letters of opposition to special district reform bill SB 393 (Ortiz). Letters should be sent to the Senate Local Government Committee, each committee member, Senator Ortiz, and ACWA. In order to register your agency's opposition to SB 393 and have it included in the committee analysis for the hearing, you will need to submit your letter by Wednesday afternoon, March 30.

In addition to the alert letter, I have also attached a copy of SB 393 and ACWA's staff analysis of the bill.

If you have any questions, please do not hesitate to contact me.

-David

<<sla05-03 sb393.doc>> <<sb\_393\_bill\_20050217\_introduced.pdf>> <<05-0316 SB 393 (Ortiz) ACWA Analysis.doc>>

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David J. Cordero  
Director of Government Affairs  
Municipal Water District of Orange County  
Direct: (714) 593-5012  
Phone: (714) 963-3058  
Fax: (714) 964-5930  
dcordero@mwdoc.com  
www.mwdoc.com

## Association of California Water Agencies (ACWA) Analysis of SB 393 (Ortiz)

### SB 393– Special Districts

**Author:** Ortiz

**Introduced:** 2/17/05

**Amended:**

**Sponsor:**

**Supporters:**

**Opposition:**

**Assigned to:** Ron Davis

**Current Position:** NYC

**Summary:** This bill would require audits to be performed in accordance with government auditing standards for financial and compliance audits and would impose various other requirements on these audits, thus imposing a state-mandated local program. The bill would require the Controller to review the audits under specified procedures and would make an annual appropriation to the Controller from the General Fund of up to \$600,000 for that purpose.

Would require the governing boards of special districts to conduct legal and ethics orientation sessions that governing board members would be required to attend, if they choose to receive compensation for their activities.

Would also establish whistle-blower protections for members or employees who make protected disclosures of improper governmental activities, as specified.

Would define the meetings for which compensation may be paid to members of governing boards of special districts and would limit travel expenses, as specified.

Would require that for members who first take office on or after January 1, 2006, participation in group life insurance and health and welfare benefits shall be on a self-pay basis and provide that those members may not receive retirement benefits from the district.

Existing law provides that compensation of members of the governing board of any water district may not exceed \$100 per day for attendance at meetings subject to a 5% annual adjustment. This bill would repeal those provisions.

#### **Summary of Amendments:**

**Impact on ACWA Members:** Unknown, potential increased cost for making available on an annual basis legal and ethics training for board members. Would require that board members that first take office after January 1, 2006 participate in group life insurance and health and welfare benefits on a self pay basis only.

**Staff Comments:** This is Senator Ortiz's much anticipated special district reform legislation. SB 393 is similar to the April 27, 2004 version of SB 1272 with a couple of significant changes. SB 393 would limit compensation for special district board members to \$150.00 per meeting rather

than the \$100.00 per meeting in SB 1272. The bill still limits the number of meetings for which a board member may be reimbursed to 6 meetings unless the agency serves more than 2 million people or if the special district's annual total expenditures for general purpose transactions exceeds \$100 million. Those agencies may reimburse up to 10 meetings.

In general, SB 393 still assumes that the state is better equipped to make local decisions affecting local communities that are served by special districts. The bill still singles out special districts and treats them differently than cities, counties, and school districts. Public service by special district representatives is by every measure as important as public service provided by those elected to represent, schools, cities and counties.

SB 393 calls for the State Controller to have primary responsibility for implementing and overseeing special district financial and compliance audits. The audits are to be in compliance with Governmental Accounting Standards Board (GASB). The Controller will need to prepare an audit guide to be used in preparing these audits. Staff is concerned that the audit guide will become outdated unless updated annually based on GASB. Staff recommends an amendment to require that the Audit Guide to be kept current with GASB standards or in the alternative to provide that the GASB updates control over the Controller's Audit Guide.

The new oversight role for the State Controller that will cost over \$600,000.00 in general fund and constitutes an unfunded mandate. ACWA will aggressively work against this cost rolling over into a fee for service imposed on special districts.

SB 393 would enact new, duplicative whistle-blower protection requirements for special districts, beyond those required for other local governments. Existing law already provides protections for employees reporting whistleblower complaints in both the Labor Code and Government Code. Also, SB 393 would establish new unfunded mandate for County Auditors who are unnecessarily saddled with the task of investigating special district whistle-blower allegations, a task already performed by the county district attorney and county grand juries who will remain responsible for those investigations for all other local governments. This language should be deleted.

By limiting the number and narrowly defining the types of meetings in which a special district board member may be compensated or reimbursed, constrains their ability to participate in key business opportunities on behalf of their customer owners. Again, SB 393 targets special district elected directors apart from all other locally elected officials, placing impediments on their ability to conduct business on behalf of their district. Additionally, SB 393 would prohibit special districts from paying for health or retirement benefits to members of their governing board members that begin their service after January 1, 2006. The benefits now offered are not excessive and the expense, as compared to the entire operational costs for these districts, is minimal. It is an appropriate compensation for the services rendered to the public. Finally, city, county, and school district governing board members will continue to receive the benefits. There is no compelling reason to restrict the benefits offered to special district governing board members and in particular to treat them differently than other local government officials. This provision should be amended out of the bill so that special district can retain the ability to pay for health, welfare, and retirement benefits for board members.



While SB 393 would provide some helpful standards for financial controls and reporting, the legislation would limit the amount of reimbursement for travel to the amounts permitted to state employees, again targeting special districts for dissimilar treatment among all other local government entities including cities, counties and school districts.

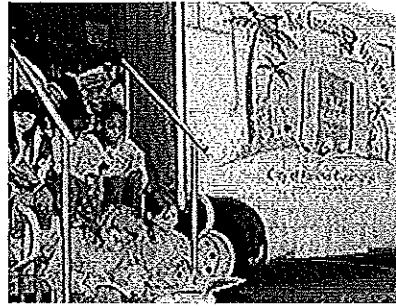
SB 393 would require special district governing body members to complete a course in ethics training within the first year of election to office and once every two years thereafter. ACWA has historically supported reasonable new requirements in the area of legal and ethical training.

Assembly Member Salinas, Chair of the Assembly Local Government Committee, has introduced AB 1234 a reform bill that applies to cities and counties as well as special districts.

## 2005 Legislative Priorities

### Priorities

- Advocate for increased funding of the Public Library Foundation (PLF) program and oppose any reductions beyond the 2004/05 budget level.
- Encourage development of and appropriate levels of funding for resource sharing programs among all types of libraries, both for current programs and new and alternative models.
- Support passage of the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006 on the June 2006 ballot.
- Protect local property taxes and oppose further shifts of revenues to the State, such as the Educational Revenue Augmentation Fund (ERAF). Support legislation that restores funds that were already diverted as a result of the state property tax shift.



### State

- Encourage support for all types of libraries including public, academic, school and special libraries, County law libraries and the California State Library.
- Work with other library organizations such as CSLA and CCCLL on legislative issues of mutual interest.
- Actively monitor and oppose legislation that jeopardizes open access to information in any format.
- Actively monitor and oppose legislation that jeopardizes the confidentiality of library patron information.
- Support the most beneficial implementation of the Teleconnect Fund and actively monitor the review of universal service by the CPUC.
- Monitor and oppose attempts to enact computer transaction laws detrimental to library operations.


### Federal

- Advocate for funding the Library Services and Technology Act (LSTA) at at least \$300 million.
- Actively monitor and oppose legislation that jeopardizes open access to information in any format.
- Actively monitor and oppose legislation that jeopardizes the confidentiality of library patron information, including certain provisions of the USA PATRIOT Act
- Support the most beneficial implementation of universal service and library connectivity discount provisions (Telecommunications Act of 1996).

*Revised and recommended by the CLA Legislative Committee, October 15, 2004*

*Approved by the CLA Executive Committee, November 12, 2004*

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 21, 2005

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

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

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and has continued this FY.
- ♦ Last year, PLLS had its first two interns from Troy Tech. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started in November.
- ♦ The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, and they continued in January.
- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January.







TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 21, 2005

**SUBJECT: Poet Laureate.**

The Program Committee met with Meredith Laskow, Poet Laureate of the Placentia Library District, twice since the last Library Board Meeting.

Ms. Laskow provided us information on how to apply for mini grants from Poets and Writers Magazine, and we have submitted a grant for a poetry program on February 26 featuring Michael Kramer. The title of his workshop is: "From the Mundane to the Sublime: How to Take the stuff of Ordinary Lives and Make it Poetry." Nine people attended the poetry workshop. The last poetry workshop was held on March 12 and nine people attended. The next poetry workshop is scheduled for April 16.

We plan to continue to outreach at local senior centers this calendar year and plan a possible poetry event during National Poetry Month in April 2005.







orange county council of governments  
**Regular Meeting of the**  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, February 24, 2005  
9:00 a.m. – 11:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

<u>AGENDA ITEM</u>	<u>STAFF</u>	<u>PAGE</u>
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Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Richard Dixon)

- Richard Dixon, Chair, District 13
- Art Brown, Vice-Chair, District 21
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Gus Ayers, District 15
- Vacant*, District 16
- Lou Bone, District 17
- Vacant*, District 18
- Robert Hernandez, District 19
- Marilyn Poe, District 20
- John Beauman, District 22
- Debbie Cook, District 64

- Vacant*, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Ferryman, OCSD
- Cathy Green, OCTA (*not activated*)
- Chris Norby, SCAG-County Rep. (*not activated*)
- Miguel Pulido, SCAQMD – Cities Representative (*not activated*)
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

**II. OATH OF OFFICE**

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

- cities
- Aliso Viejo
- Anahelm
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa Margarita
- San Clemente
- San Juan Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda
- County of Orange
- agencies
- Costa Mesa Sanitary District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Los Aliso Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area Sewer District
- Serrano Water District
- Silverado-Modjeska Park & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor Agency

### III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

### IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- A. Minutes from December 7, 2004 and January 27, 2005 (Clerk of the Board) 05

Recommended Action: Approve minutes.

- B. Report on the OCCOG TAC (Tracy Sato, OCCOG TAC Chair) 15

Recommended Action: Receive report.

- C. Air Quality Report (Annabel Cook) 21

Recommended Action: Receive report.

### V. PRESENTATIONS

- A. Measure M Extension (Monte Ward, OCTA Strategic Advisor and Special Projects Manager) 25

Recommended Action: Receive report.

- B. United States Green Building Council (Bruce Hostetter, USGBC 27 Chair, Advocacy Committee Orange County Chapter)

Recommended Action: Receive report.

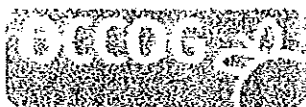
### VI. REPORTS

- A. Report on Federal Advocacy (Chair Dixon) 63

Recommended Action: Receive and file.

- B. Report from OCCOG Chair (Chair Dixon) 65

Recommended Action: Receive and file.



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

December 7, 2004

A regular meeting of the Orange County Council of Governments was called to order at 9:12 a.m. by Chair Lou Bone at the Tustin Community Center, 300 Centennial Way, Tustin, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Brown.

Chair Bone adjourned the meeting at 9:13 a.m., due to lack of a quorum, to the next regular meeting, to be held on Thursday, January 27, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

IV. PRESENTATION

Following adjournment, those OCCOG members remaining in attendance heard a presentation entitled, "Logistics & Distribution – A Presentation on Transportation and Goods Movement" by Dr. John Husing, Economics & Politics, Inc.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board at 10:03 a.m. following the presentation.

PRESENT:

Lou Bone, Chair, District 17  
Richard Dixon, Vice-Chair, District 13  
(Arrived at 9:35 a.m.)  
Cathryn DeYoung, District 12  
Tod Ridgeway, District 14  
(Arrived at 9:17 a.m.)  
Gus Ayer, District 15  
Marilynn Poe, District 20  
Art Brown, District 21  
Bev Perry, District 22  
Debbie Cook, District 64

Susan Katsaros (Alternate), University Rep.  
Al Hollinden, Private Sector

ABSENT:

Alta Duke, District 18  
Richard Chavez, District 19  
Bill Campbell – County At-Large  
Denis Bilodeau, OCTA  
Chris Norby, SCAG-County Rep.  
Bill Craycraft, SCAQMD – Cities Representative

Tim Keenan, Cities At-Large  
Phil Anthony, ISDOC  
(Arrived at 9:37 a.m.)  
Peter Herzog, OCD, LOCC  
Jim Ferryman (Alternate), OCSD  
Dave Swerdlin, TCAs  
(Arrived at 9:25 a.m.)

Jim Silva, SCAQMD – County Representative

VACANT:

District 16

Note: A quorum was reached at 9:17 a.m.

## II. PUBLIC COMMENTS

There were no public comments.

## III. CONSENT CALENDAR

It was moved by Board Member Brown and seconded by Board Member Perry, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Duke, Chavez, Campbell, Bilodeau, Norby, Craycraft, and Silva absent from the meeting.

### A. Minutes from October 28, 2004, Board Meeting

Action: Approved minutes as amended on page 4, with Board Members Cook, Keenan, and Hollinden, and Alternate Katsaros abstaining on the minutes due to their absence from the meeting.

Item #2 on page 4, line 2, to read:.....January 28-30, 2005.

Item #7 on page 4, line 1, to read: Board Member McCracken.

### B. Report on the OCCOG TAC

Action: Received report.

### C. Air Quality Report

Action: Received report.

## V. ACTION ITEMS

### A. Appoint Private Sector Representative

Vice-Chair Dixon provided background information on this item.

Action: Board Member DeYoung moved, Board Member Keenan seconded, and the motion carried unanimously, that the Board appoint Kristine Thalman, Chief Executive Officer of the Orange County Chapter of the Building Industry

Association, pursuant to the recommendations of the OCCOG Private Sector Representative Recommendation Subcommittee.

Board Member DeYoung suggested adding a third ex-officio Board seat for the purpose of expanding participation by non-profit organizations.

Annabel Cook responded that a Bylaws amendment would be required in order to add a third ex-officio Board seat. She further indicated that such an amendment would require a super majority vote of the Board, and Bylaw amendments are typically agendized for discussion and subsequent action at the General Assembly meeting.

Chair Bone requested that this issue be agendized for discussion at the next regular Board meeting.

**B. Approve the Reallocation of Reduce Orange County Congestion Funding**

Annabel Cook provided background information on this item.

Vice-Chair Dixon suggested sending a status letter to member cities explaining the funding process.

Chair Bone reported that he has a meeting scheduled with Congressman Chris Cox and would like to take a status report to him at that meeting.

Action: Board Member Poe moved, Board Member Perry seconded, and the motion carried unanimously, that the Board approve the reallocation of ROCC funding.

**VI. REPORTS**

**A. Report on Federal Advocacy**

Vice-Chair Dixon provided background information on this item, and reported on the Healthy Waterways Initiative through the Federal Health and Human Services 2005 Fiscal Year budget. He indicated that OCCOG has received notification that it has been allocated \$200,000 for Urban Runoff.

Board Member Ridgeway reported that the Orange County Sanitation District and the County are working on Urban Runoff as a joint project, with the County as the lead agency.

Board Member DeYoung commended staff and the consultants for their hard work in securing funding for this program.

Action: Receive and file.

**B. Rivers and Mountain Conservancy Outreach**

Matt Henkes provided background information on this item, indicating that the focus of the second workshop is on new criteria and an update of proposed changes to the RMC Proposition 40 Program, as well as getting other agencies, groups, and stakeholders involved, such as CalTrans.

Action: Receive and file.

**C. Report from OCCOG Chair**

1. Chair Bone reported that several Board members are leaving OCCOG, and recognized Al Hollinden, Tim Keenan, and Bev Perry and thanked them for their time and efforts devoted to OCCOG.

Board Member Perry introduced John Beaman, who will be the new OCCOG District 22 representative.

Board Member Keenan commended OCCOG for their visionary voices of Orange County, in addition to efforts with SCAG. He indicated that he hopes that OCCOG will continue to be an advocate for the voices of Orange County.

Board Member Hollinden discussed the importance of regional issues and indicated that he is proud of the continued efforts that OCCOG has made.

2. Chair Bone reported that staff will provide a 2005 calendar at the next OCCOG Board meeting. He asked staff to poll members for the best date and time for regular meetings.
3. Chair Bone reported that OCCOG Board members have been invited to attend the Leadership Symposium in Lake Arrowhead on January 14-16, 2005.
4. Chair Bone reported that no one has come forward with interest regarding the OCCOG leadership positions for next year. The following Board members expressed interest as follows:

Richard Dixon – Chair  
Art Brown – Vice-Chair

**VII. MATTERS FROM BOARD MEMBERS**

No matters were discussed.

**VIII. MATTERS FROM MEMBER AGENCIES**

No matters were discussed.

**IX. MATTERS FROM STAFF**

1. Annabel Cook reported that new Board members have ten days to appoint an alternate as per the By-Laws.
2. Annabel Cook wished the Board and staff a happy holiday season.
3. Chair Bone introduced newly-elected Tustin Council Member Jerry Amante.

X. ADJOURNMENT

Chair Bone adjourned the meeting at 10:43 a.m. to the next regular meeting, to be held on Thursday, January 27, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

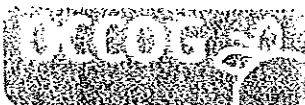
\_\_\_\_\_  
CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
CLERK OF THE BOARD







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

January 27, 2005

A regular meeting of the Orange County Council of Governments was called to order at 9:11 a.m. by Chair Lou Bone at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Ferryman.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Deputy Clerk of the Board.

PRESENT:

Lou Bone, Chair, District 17  
Richard Dixon, Vice-Chair, District 13  
Paul Glaab (Alternate), District 12  
Gus Ayer, District 15  
Art Brown, District 21  
John Beauman, District 22  
Debbie Cook, District 64  
Phil Anthony, ISDOC  
Jim Ferryman, OCSD

ABSENT:

Tod Ridgeway, District 14  
Robert Hernandez, District 19  
Marilynn Poe, District 20  
Bill Campbell – County At-Large  
Peter Herzog, OCD, LOCC  
Chris Norby, SCAG-County Rep.  
Jim Silva, SCAQMD – County Representative  
Dave Swerdlin, TCAs  
Owen Holmes, University Representative

VACANT:

District 16  
District 18  
Cities At-Large  
OCTA  
SCAQMD – Cities Representative

II. OATH OF OFFICE

The Deputy Clerk of the Board administered the Oath of Office to Paul Glaab; City of Laguna Niguel, District 12, and Kristine Thalman, Orange County Building Industry Association, Private Sector Representative.

### III. PUBLIC COMMENTS

There were no public comments.

### IV. CONSENT CALENDAR

It was moved by Board Member Dixon and seconded by Board Member Brown, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Ridgeway, Hernandez, Poe, Campbell, Herzog, Norby, Silva, Swerdlin and Holmes absent from the meeting.

#### A. Minutes from December 7, 2004, Board Meeting

Action: Approved minutes.

#### B. Report on the OCCOG TAC

Action: Received report.

#### C. Air Quality Report

Action: Received report.

### V. ACTION ITEMS

#### A. Election of Board Chair and Vice-Chair for 2005

Action: Chair Bone nominated Vice-Chair Richard Dixon for Chair of the OCCOG Board for 2005. Nominations were closed on a motion by Board Member Brown, seconded by Board Member Beauman. Vice-Chair Dixon was unanimously elected Chair.

Action: Chair Dixon nominated Board Member Brown for Vice-Chair of the OCCOG Board for 2005. Nominations were closed on a motion by Board Member Ferryman, seconded by Board Member Anthony. Board Member Brown was unanimously elected Vice-Chair.

#### B. Adoption of OCCOG Board Meeting Dates for Calendar Year 2005

Action: Vice-Chair Brown moved, Board Member Glaab seconded, that the Board adopt the OCCOG Board meeting calendar, retaining the date of the fourth Thursday of each month, with the Board not meeting in July and December.

Annabel Cook indicated that OCCOG staff would poll Board Members to ascertain whether the third Thursday of the month would be a preferred meeting date, considering several Board Members have requested a different meeting date.

## VI. REPORTS

### A. Report on OCCOG Board Configuration and an Additional Ex Officio Seat

Annabel Cook reported that the structure of the OCCOG Board of Directors is designated in Section 4 of the Joint Powers Agreement establishing OCCOG. That section specifically calls for two ex officio Board Members. Since the addition of a third Board Member is likely a substantive change, to make a change to the Board structure, requires an addendum to the JPA. Such an addendum would require the signatures of all 55 members of OCCOG, who would thereby be acknowledging and agreeing to the amendment.

Board Member Cook requested, Board Member Anthony seconded, that OCCOG staff review the OCCOG JPA and make a recommendation on amendments that would create a less specific and more general JPA. Then details could be approved within the OCCOG Bylaws, a process that is more acceptable to most public organizations.

Recommended Action: Receive and file.

### B. Rivers and Mountain Conservancy Outreach

Matt Henkes reported that the second of the Rivers and Mountains Conservancy (RMC): Proposition 40 Funding workshops took place on Tuesday, January 25, 2005. This workshop focused on proposed changes to the RMC Proposition 40 program criteria and allowed stakeholders, such as Caltrans and OCTA, an opportunity to share ideas.

Recommended Action: Receive and file.

### C. Report from OCCOG Chair

Chair Dixon distributed a document for the State League of California Cities Housing, Community and Economic Development Policy Committee pertaining to housing issues, including Housing Opportunity Elements and Specific Housing Plans. Chair Dixon requested that Board Members preview this document and provide input to the State League.

Chair Dixon requested that Board Members make recommendations for future meeting items and OCCOG discussions:

1. Board Member Thalman requested that the following issues be consider for discussion or exploration during the year: a survey of infrastructure and infill; and, a continuation of the Inter-Regional Partnership. Board Member Thalman also reported that the Building Industry association would be traveling to Washington D.C. in April 2005.

2. Board Member Beauman discussed the important of the three-legged stool approach that would cover housing, infrastructure and police and fire services.
3. Board Member Ayer requested that OCCOG evaluated opportunities related to an Orange County Conservancy, similar to that of the Lower Los Angeles and San Gabriel Rivers and Mountains Conservancy. Board Member Ayer indicated that OCCOG is in a good position to build partnerships. This was reiterated by Board Member Anthony, who mentioned the work of the Santa Ana River Watershed Alliance.

VII. MATTERS FROM BOARD MEMBERS

No matters were discussed.

VIII. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

IX. MATTERS FROM STAFF

1. Annabel Cook distributed materials related to the South Coast Air Quality Management District's legislative program for 2005.
2. Michael Gold informed the Board that OCCOG was panning a federal funding advocacy trip in March 2005.

X. ADJOURNMENT

Chair Dixon adjourned the meeting at 10:17 a.m. to the next regular meeting, to be held on Thursday, February 24, 2005, beginning at 9:00 a.m., at the Orange County Sanitation District; 10844 Ellis Avenue, Fountain Valley, California.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

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CLERK OF THE BOARD

# Orange County Emergency Management Organization (OCEMO)

## 2005 GOALS & OBJECTIVES

### COMMUNICATION

It is the desire of OCEMO to improve communication flow at all levels of government, for both routine and emergency situations. This will be done through discussion, training and exercises throughout the year.

- Implement and test the JIMS forms during EOC activations and exercises throughout the year.
- Develop written procedures for schools districts and special districts regarding reporting during emergency situations.
- Maintain 75% participation in the monthly OA 1 and OA 2 Radio tests.
- Increase the flow of information among all local jurisdictions.

### PARTICIPATION

Increase participation of OCEMO members, especially the Representative Board, at all OCEMO sponsored events. This will include regular meetings, training opportunities and committees.

- Update the sub-committees purposes to meet the changing needs of OCEMO and the Operational Area.
- Ensure the monthly OCEMO agenda includes informative speakers and presentations.
- Include new training opportunities throughout the year to members of OCEMO.
- Conduct an annual outreach/training opportunity for all members of OCEMO.

### ACCOUNTABILITY

Establish regular and routine communications between all committees and sub-committees to OCEMO. The Executive Council will work closely with the OA staff to uphold the intent of the Operational Area Agreement.

- OCEMO and all sub-committees shall provide a summary of meeting activities and attendance records within one month of any meeting to the Executive Council.
- Meeting summaries will be published in the OCEMO Communicator and will serve as a record of all meetings.
- Summaries and attendance records will be held on file by OA staff and made available as requested to any OCEMO member.

### UPDATE/REVIEW

Update and maintain current OCEMO membership and contact information. Review regulatory changes and develop methods of compliance.

- Re-establish the OCEMO Membership Sub-committee as needed to update and maintain contact lists.
- Review regulatory changes and utilize the monthly OCEMO meetings to discuss methods of compliance and develop protocols for all local jurisdictions.



Quarterly Financial Report

Quarter	1 <sup>st</sup> Jul, Aug, Sep	<input checked="" type="checkbox"/>
	2 <sup>nd</sup> Oct, Nov, Dec	<input checked="" type="checkbox"/>
	3 <sup>rd</sup> Jan, Feb, Mar	<input type="checkbox"/>
	4 <sup>th</sup> Apr, May, Jun	<input type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Grant Award I.D.: 40-6185

Fiscal Year: 2004-2005

Project title: Global Language Materials Grant Program

Grantee: Placentia Library District

Send ORIGINAL (please sign in blue ink) and two copies to:

California State Library  
 Budget Office - LSTA  
 P.O. Box 942837  
 Sacramento, CA 94237-0001

Telephone: (714) 528-1925 ext203 Fax: (714) 528-8236 E-mail: eminter@placentialibrary.org

Completed by: James A. Roberts, M.Ed.

Title: Public Services Manager/Literacy Coordinator

Signature: *James A. Roberts*

Date: Jan. 18, 2005

	Current Approved Budget (1)	1 <sup>st</sup> Quarter (2)	2 <sup>nd</sup> Quarter (3)	3 <sup>rd</sup> Quarter (4)	4 <sup>th</sup> Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 <sup>th</sup> Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b.	\$6,000	\$1,532	\$0	\$0	\$0	\$1,532	\$0	\$0	\$4,468
c.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f.	\$6,000	\$1,532	\$0	\$0	\$0	\$1,532	\$0	\$0	\$4,468

a. Salaries and Benefits  
 b. Materials  
 c. Operating Expenses  
 d. Equipment  
 e. Indirect Costs  
 f. Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

Quarterly Financial Report

(Show approved budget modifications on this page)

Project Title: \_\_\_\_\_

Grantee: \_\_\_\_\_

Grant Award I.D.: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Approval Date of Modification: \_\_\_\_\_

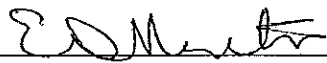
Budget Category	Previous Budget	Budget Adjustment	Current Budget
a. Salaries and Benefits	\$0	\$0	\$0
b. Materials	\$0	\$0	\$0
c. Operating Expenses	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0
e. Indirect Costs	\$0	\$0	\$0
f. Total	\$0	\$0	\$0

**NOTE:** Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.



**CALIFORNIA STATE LIBRARY**  
**Public Library Staff Education Program**  
**Fiscal Year 2005/2006**  
**Application for Grant Funds**

On behalf of the (*Library Name*) Placentia Library District, I will accept a grant award under the **Public Library Staff Education Program** for the staff members listed below. I agree to administer this award according to the guidelines for administration and payment of funds under this program, which appear on page iii of the 2005/06 Guidelines and Application packet. I understand that all funds must be expended by June 30, 2006, or returned to the State Library, and that all LSTA grant reporting requirements must be met. I also verify that each of the staff members listed have been employed at the library for at least one calendar year, or have been continuously employed by a California public library for the past year.

(Signed)  Mar 1, 2005  
*Library Director or Authorized Representative* *Date*

(Printed) Elizabeth D. Minter, Library Director  
*Name and Title*

Library Placentia Library District

Mailing Address 411 East Chapman Avenue  
Placentia CA 92870

Telephone Number 714-528-1925x203 Fax Number 714-528-8236

<u>Staff Members Seeking Tuition Reimbursement</u>	<u>Total Tuition Reimbursement Requested</u>
1. Yesenia Gomez	\$ 3,870
2. Wendy Goodson	\$ 3,870
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
Total amount requested:	\$ 7,740
Optional Indirect Fee (10%):	\$ 774
Total Requested:	\$ 8,514



**CALIFORNIA STATE LIBRARY  
PUBLIC LIBRARY STAFF EDUCATION PROGRAM  
STUDENT APPLICATION FORM**

(Handwritten applications will not be accepted.)

Please check one:

- I am a past recipient continuing my studies.
- I am a new applicant.

1. Name: Yesenia Gomez

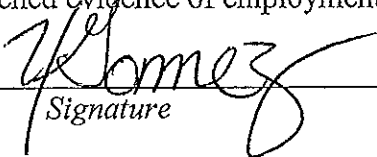
2. Library Mailing Address: 411 E Chapman Ave Placentia, CA 92870

Email address: ygomez@placentialibrary.org

Telephone number: (714) 528-1925 ext.218

3. Please complete and sign the statement below.

To the best of my knowledge, the information I have presented in this application is accurate. Also, I have been employed by my present employer for at least one year, or, I have been employed at my current library for less than one year but was employed by another California public library up to the time at which I took my present job, and have attached evidence of employment with my prior employer during the past year.

  
Signature

3/1/05  
Date

4. Employer: Placentia Library District

If applicable, list branch:

Employment at this library began on (month/year):

5. I am working: (check one)

X Full Time \_\_\_\_\_ Part Time

6. If you are working part-time, please list the approximate number of hours worked per week: \_\_\_\_\_

7. Please check the library school program you are currently attending. Please note this information is used to calculate your award.

San Jose State University:

San Jose Campus/No. CA Program  
Southern California Program

      
  X  

University of California, Los Angeles

Out-of-State: (List the name of the library school and phone number.)

\_\_\_\_\_

8. List the library courses for which you *anticipate* you will be seeking tuition reimbursement, and the number of units per course. Any courses taken outside of the library school are **not** eligible for reimbursement although they may be applied toward the credits needed for your degree or certificate.  
*(The information you provide on the number of courses and unites to be taken must be as accurate as possible since it is used in determining potential award amounts.)*

COURSE # AND TITLE: \_\_\_\_\_ # OF UNITS:

*Summer Session 2005:*

- |                                     |   |
|-------------------------------------|---|
| 1. LIBR 200 Information and Society | 3 |
| 2.                                  |   |
| 3.                                  |   |

COURSE # AND TITLE: # OF UNITS

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*Fall Session 2005:*

- |  |   |
|--|---|
| 1. LIBR 202 Information Retrieval                    | 3 |
| 2. LIBR 204 Information Organizations and Management | 3 |
| 3.   |   |
| 4.   |   |

*(Winter Inter-Session 2006, if applicable)*

1.

*Spring Session 2006:*

- |   |   |
|---|---|
| 1. LIBR 248 Beginning Cataloging and Classification | 3 |
| 2. LIBR 210 Reference and Information Services      | 3 |
| 3. LIBR 283 Marketing                               | 3 |
| 4.  |   |

9. Estimated semester/quarter and year of graduation: Spring 2008

10. On the following page, please write an essay/statement describing your interest and commitment to public library work. **NOTE:** You must use the form appearing on page 5. Your essay must fit on the one page form and be typewritten using at minimum a 12-point typeface. Failure to follow these instructions will result in disqualification of your application. Since your essay undergoes a "blind review", make sure your name does not appear anywhere on the essay.

Please attach your recommendation letters immediately after this page.

## 10. ESSAY DESCRIBING YOUR INTEREST AND COMMITMENT TO PUBLIC LIBRARY WORK

My career at the Library started in a very interesting way. In the beginning I was a volunteer for English Language and Literacy Intensive (ELLI) Program. Later I was hired as the ELLI Assistant. A few of my duties included tutoring adults and children, providing classroom assistance to teachers at various schools, providing bilingual services to parents and translating documents.

When I was a month away from graduating from California State University, Fullerton with a B.S. in Human Services, I was offered a full time position as the Circulation Supervisor. I was not sure if I wanted to take the position because my goal was to go to back to school to get a Masters in Social Work. Little did I know that taking this job was going to provide me with so many opportunities. I am glad I took the position as the Circulation Supervisor because I have gained a tremendous amount of knowledge and experience. I have been able to work with the public which I enjoy doing so much.

Working at the Library has also helped me realize how much more I can do to help under-served people, especially the Hispanic community. That is why I am interested in public Library work. I know that with the skills and the knowledge I gain from Library school, I will be able to better serve the Hispanic community. I believe that if more bilingual services are available and are provided to the Hispanic community, we would be able to better serve them and we could increase the utilization of Library services by Hispanics.

Many times the parents are not present when children come to the library. That is why my goal is to provide outreach to the Hispanic community and to get the parents to accompany their children to the Library. Many children come to the Library only because their school has a field trip. I want that to change; I want the parents to feel welcome and to find someone who speaks their language. I want to be able to answer questions that the parents have. I want to be able to give back to the community and I feel that attending Library school will enable me to accomplish my goal. The more I learn the more I can do for the community.