

2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the September 20, 2004 Regular Meeting.

gene / Rickard

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).

REPORTS

5. Board President Report

*Walter Das Parale - no sign this year
Script doesn't have the names of trustees*

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

6. Trustee Reports

*Perry - Firefighter memorial dedication
Clio Institute - Trustee Workshop. # mixer*

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

7. Friends of Placentia Library Board of Directors Report

Rickard - no report

8. Placentia Library Foundation Board of Directors Report

*18-19
23, 24, 27*

*\$500
\$1250*

CLAIMS (Items 9 – 12)

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 4652, 4653, 4654, 4656, 4657, 4658, 4659 and 4660 forwarded by Library Director for a total of \$55,281.69.

11. Current Claims and Payroll. (Approve)

Current Claims 4661, 4662, 4663, 4664, 4665, 4666 and 4667 for a subtotal for Current Claims of \$28,682.66; Payrolls #10 (11/10/04) for \$31,513.17 and #11 (11/24/04) for \$31,513.17 for a subtotal for Payrolls of \$63,026.34; for a total of Current Claims and Payroll of \$91,709.00.

12. FY2004-2005 Cash Flow Analysis through October 25, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 13 - 17)

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 September 2004 (Receive & File)
14. Office General Ledger & Check Registers for September 2004 (Receive & File)
15. Acquisitions Report for September 2004 (Receive & File)
16. Collection Agency Report for September 2004 (Receive & File)
17. Gifts Report for September 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 28 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 September 2004. (Receive & File)
- 19. Personnel Report for September 2004. (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for September 2004. (Receive & File)
- 21. Circulation Report for September 2004. (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 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. Letter from James R. Anderson, Law Offices of McFarlin & Anderson, Lake Forest, dated September 21, 2004 regarding Placentia Library District's financial audit for fiscal year 2003-2004. (Receive & File)
- 28. Agenda for Orange County Council of Governments Board of Directors Meeting for August 26, 2004. (Receive & File)

CONTINUING BUSINESS

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

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

30. Travel Authorization: Revision of Travel Authorization approved at the August Board Meeting.

Presentation: Library Director

Recommendation: Amend the Travel Authorization from August 23, 2004 to cover lodging for Roberts and Silberfarb on November 11, 2004 in San Jose; and

Determine the travel arrangements for the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004.

NEW BUSINESS

31. Revision of job description for Library Aide to add provision for working at the Check-out desk under the direct supervision of a Library Clerk.

Presentation: Library Director

Recommendation: Adopt as a first reading the amendment of Placentia Library District Policy 2325, Job Description — Library Aide to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

- 31a. Addition of Notary Public Services at a rate of \$10.00 per signature and Passport Photo Service at a rate of \$10.00 per picture and amendment of the Placentia Library District Fines and Fees Schedule to include the new charges.

Presentation: Library Director

Recommendation: Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Notary Public Services at a cost of \$10.00 per signature; and

Approve as a first reading the amendment of Placentia Library District Policy 2150, Compensation, to include the addition of a five percent hourly adjustment in salary for up to four District-designated Notary Publics as appointed by the Library Director; and

Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Passport Photograph services at a cost of \$10.00 per person; and

Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 P.M.

STAFF REPORTS (Items 32 – 41)

Items 32 – 41 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.

32. Library Director's Report (Minter)

33. Program Committee Report for September 2004 (Roberts)
34. Children's Services Report for September 2004 (Gurkweitz)
35. Placentia Library Literacy Services Report for September 2004 (Roberts)
36. Reference and Adult Services Report for September 2004 (Strazdas)
37. History Room Report for September 2004 (Bell)
38. Placentia Library Web Site Report for September 2004 (Roberts)
39. Technology Report for September 2004 (Shook)
40. Publicity Materials Produced in September 2004. (Millonzi)
41. Safety Committee Minutes for September 2004 (Matas)

CLOSED SESSION

42. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

43. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 22, 2004 at 6:30 P.M.

44. Review of Action Items.

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

45. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 25, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 21, 2004.



PLACENTIA LIBRARY BOARD CALENDAR

October 2004 - September 2005

Oct 2004						
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December

- 27 Library Holiday Hours, Close at 5:00 P.M.
- 28 Library Holiday Hours, Close at 5:00 P.M.
- 29 Library Holiday Hours, Close at 5:00 P.M.
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District
Library Holiday Hours, Close at 5:00 P.M.
- 31 Staff Holiday, New Years Eve Day

January

- 1 Library Closed for New Year's Day/Staff Holiday
- 2 Library Closed /Not Staff Holiday
- 3 7:00 PM Friends Board Meeting, Wood
- 13 7:00 PM Foundation Board Meeting -- Annual Meeting
- 14 ALA Midwinter Meeting, Boston through Jan 19
- 24 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

February

- 7 7:00 PM Friends Board Meeting, Dinsmore
- 20 Library Closed/Not Staff Holiday
- 21 6:30 PM Library Board Meeting
Library Closed/Staff Holiday
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina
- 7 7:00 PM Friends Board Meeting, Shkoler
- 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

Apr 2005						
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Aug 2005						
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Sep 2005						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 20, 2004**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 20, 2004 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio, Peggy Dinsmore and Gaeten Wood; 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 Trustee Candidate Jean Turner.

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

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,
Wood

NOES: None

ABSTAIN: None

ABSENT: None

MINUTES Trustee Wood made a correction to the September 7, 2004 Special Meeting to reflect that she was present for the meeting.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve the Minutes of the August 23, 2004 Regular Meeting and the Minutes of the September 7th, 2004 Special Meeting Minutes as amended.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,
Wood

NOES: None

ABSTAIN: None

ABSENT: None

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

PRESIDENT'S REPORT

President Shkoler welcomed Trustee Candidate Jean Turner to the meeting. Trustee Candidate Turner addressed the Board and expressed her interest in serving the Placentia Library District.

President Shkoler thanked Trustee Wood for the coordination of the Staff Appreciation Dinner on September 9, 2004.

TRUSTEE REPORTS

Trustee Dinsmore reported that she attended Lynn Daucher's presentation on September 18, 2004 and although her presentation was very good, there was no mention of Proposition 1A, which is critical for Local

Government Funding in the upcoming election in November.

Trustee DeVecchio attended the Chamber of Commerce Meeting.

FRIENDS REPORTS

Library Director Minter reported on behalf of Camille Himes, who was absent due to an injury.

Library Director Minter reported that Brenda Benner, Trustee Dinsmore, and Library Director Minter will attend the clio institute Sep 24-25, 2004.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 8 through 11.

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

Claims 4643, 4644, 4645, 4646, 4648 and 4649 forwarded by Library Director for a total of \$34,791.42.

Current Claims 4650 and 4651 for a subtotal for Current Claims of \$7,869.62; Payrolls #8 (10/13/04) for \$31,513.17 and #9 (10/27/04) for \$31,513.17 for a total for Payroll of \$63,026.34; for a total of Current Claims and Payroll of \$70,855.96.

FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for August 2004

Office General Ledger & Check Registers for August 2004

Acquisitions Report for August 2004

Collection Agency Report for August 2004

Gifts Report for August 2004

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 17-26.

Building Maintenance Report for August 2004

Personnel Report for August 2004

Volunteer Report for August 2004

Circulation Report for August 2004

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

Annual Public Library Statistics Report to the State Library of California

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 27-28 as amended.

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Proposition 1A Resolution was approved at the September 7, 2004 Special Meeting and the Resolution is on display at Library main entrance.

Library Director reported that there were no new updates regarding the State and Library Budgets.

POLICY MANUAL

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 1010, Adoptions/Amendments/Reviews of Policies to occur biannually on even numbered years beginning January 2006.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve amended Policy 2000, Executive Officer.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve amended Policy 2060, Jury Duty.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve amended Policy 3085, Disposal of Surplus Property.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file the Introduction and Acknowledgement Form for the Personnel Manual.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt the Placentia Library District Policy Manual as amended September 20, 2004.

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

**TRAVEL
AUTHORIZATION**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve travel for Technical Services Manager, Julie Shook to the Internet Librarian 2004 Preconferences and Conference November 13-17, 2004 in Monterey, CA at a cost not to exceed \$2,397.95 with up to

\$1,140.50 to be charged to the Santiago Library System Staff Development Account and up to \$1,257.45 to be paid by the District.

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

**TELEPHONE
SYSTEM**

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the Library Director to request bids for the replacement of the District's telephone and voice mail system.

STAFF REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to approve Agenda Items 39-46.

Library Director's Report

Program Committee Report for August 2004.

Children's Services Report for August 2004.

Placentia Library Literacy Services Report for August 2004.

Placentia Library Web Site Report for August 2004.

Technology Report for August 2004.

Publicity Materials produced for August 2004.

Safety Committee Minutes for August 2004.

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

CLOSED SESSION

The Regular Library Board Meeting was suspended at 7:20 P.M.

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:25 P.M. to discuss a personnel matter.

The Closed Session ended at 8:00 P.M. No Action was taken.

**AGENDA
PREPARATION**

Agenda Preparation for the October Regular Meeting will be held on Monday, October 25, 2004 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 20, 2004 adjourned at 8:00 P.M.

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Monday, October 25, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



FRIENDS OF PLACENTIA LIBRARY
Board of Directors Meeting
October 4, 2004

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Camille Himes, Nadine Blansett, Brenda Benner, Pat Irot, Barbara Hemmerling, Ginny Sanatar, Virginia Walker, Frances Stoller and Renee Scott. There was no representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

The **Secretary**, Barbara Hemmerling, read the minutes of the September 13, 2004 board meeting. They were approved as read. **Treasurer**, Camille Himes reported a balance of \$11,402.83. **Financial Secretary**, Ginny Sanatar reported \$1,818,80 was deposited in our account in September. There were no bills presented. Even though our bank no longer requires two signatures on our account, Eleanor Rankin and Camille Himes have decided to retain the two signature procedure on our Friends account.

President's Report: 1) Eleanor passed a Thank You note from the staff showing their appreciation for the dinner at Table 10. 2) Reminder of the Dinsmore Retirement Dinner at Alta Vista CC on Thursday November 4 and the Dinsmore Reception in the Literacy area of the library on Sunday November 14 from 1-4 PM. 3) Friends attendance at Trustee's meetings. October 25-Brenda Benner, November 22, Barbara Hemmerling, December 20, Eleanor Rankin. All meetings are at 6:30 PM. 4) Foundation Donor Reception Friday, December 3, 6-8 PM, at Emerald Isle. 5) Money is still being received for the Foundation Annual Giving. 6) Foundation Planned Giving. The initial meeting of this group has been held. It will be a cooperative Library effort with HIS House, Boys and Girls Club of Placentia/Yorba Linda and Placentia Founders Society Bradford House. Brochures will be available to encourage people to donate money to these local groups and to remember them in their legacy gifts. 7) Heritage Day October 10 we will have membership envelopes and information brochures available. The revised brochure will be used if it is completed in time. 8) Friends Annual Meeting Monday, April 11, 2005. Denise Hamilton is confirmed. She will speak at Round Table Women's Club on Wednesday, November 3. 9) Author's Lunch, Saturday, March 5, 2005. Thom Racina and Stephanie Baldwin are confirmed. 10) Citizen of the Year breakfast on Friday December 10 at Alta Vista CC. Camille Himes is our candidate. The Placentia Round Table Women's Club is co-sponsoring Camille. 11) Volunteer, Lillian Bart was injured while working in the Book Store. A plant and card were delivered to her. Camille Himes received a plant and card to cheer her while recovering from a broken foot.

Chair Reports: 1) Bookstore/Volunteers-Pat Irot addressed the issue of selling tapes in the Book Store. The minutes reflected the denial of a motion to pay \$115 to purchase copies of the tapes used at the library story hour. These tapes would then have been sold from the Book Store to interested patrons Eleanor read a letter from Nancy Lone-Tollefson explaining more about this proposal. Pat said Nancy had bought the tapes herself to make them available. The Friends will receive 25% of the sale price: \$2.50 on a \$10.00 tape. A healthy discussion followed this presentation of additional facts. Pat Irot moved that we reimburse Nancy Lone-Tollefson \$115. Nadine Blansett seconded the motion. The motion carried. It was agreed that the Book Store would sell these tapes. Pat Irot moved that items other than used books and tapes can be sold in the Book Store only with board approval. Barbara Hemmerling seconded the motion. The motion carried. Pat said they are continually refreshing the content of the Book Store and hallway sales area. Some of our better books will be used as centerpieces for the Dinsmore Dinner. Eight books were donated to the Haunted House held at the Bradford House. The Silent Auction continues to be well received and profitable.

2) Publicity-Pat Irot has continued to publicize our monthly book sales and the Books 2004 campaign. She has mentioned the need for more volunteers and the opportunity offered by our Silent Auction. She is working with staff to prepare a packet for Emerald Isle residents. Several ideas are being considered to encourage these new Placentia residents to use our library and become volunteers. 3) Second Sunday Book Sales-October- Renee Scott, Frances Stoller; November- Camille Himes, Eleanor Rankin; December - Ginny Sanatar, Virginia Walker. Ginny Sanatar will attempt to get a third person to help each month. Perhaps a new volunteer.

Library Reports: 1) Elizabeth Minter told of a new staff member. Gary Bell has been hired as a Reference Librarian. He is very interested in history and will spend some hours each week in our History Room. Marie Schmidt will give him an historical view of our district through a driving tour. 2) Elizabeth learned of a source that helps libraries get rid of excess books and make a profit while doing so. This would entail packing them in boxes of a specific size (we must purchase the boxes). When there are enough boxes collected they must be delivered to Pico Rivera. We get approximately 37.5% of the proceeds. 3) The phone system is being replaced at this time and will be finished soon. 4) The library will observe special Holiday Hours between Christmas and the New Year. Closed Sunday December 26 and Sunday January 2. The week of Monday, December 27 through Thursday, December 30 the library will be open from 9-5. 5) The chairs in the Children's Department need to be replaced. Perhaps the Friends can help with this cost. 6) Elizabeth asked that the Friends underwrite part of the cost of the Dinsmore Retirement Dinner for up to 15 staff members. Pat Irot moved that the Friends authorize \$30 for a maximum of 15 staff members to attend the Peggy Dinsmore Retirement Dinner: the cost not to exceed \$450. Camille Himes seconded the motion. The motion passed. 7) Elizabeth wondered if the Friends had considered a gift to present at the retirement dinner for Peggy Dinsmore. Pat Irot suggested that we buy a guest book for all to sign as they enter, and then present it to Peggy Dinsmore during the presentations that evening. This idea was unanimously agreed upon. Larine Millonzi reminded Pat Irot that the Notations would be coming out soon and she needed material about the Friends.

Jim Roberts Books 2004 is in need of funds from individuals and organizations. Barbara Hemmerling moved that the Friends donate \$500 to this campaign. Camille Himes seconded the motion. The motion carried.

Next meeting Monday November 1, 2004 7 PM

Barbara Hemmerling, Secretary

MINUTES
PLACENTIA LIBRARY FOUNDATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 7, 2004

CALL TO ORDER

The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on October 7, 2004 at 7:00 P.M. by President Jean A. Lasley.

ROLL CALL

Members Present: President Jean A. Lasley, Secretary M.A. McHenry, Treasurer Richard DeVecchio; Directors William Dooley, Michael Ebenhoch, Nancy Lone-Tollefson, and Eleanore Rankin.

Members Absent: None

Others Present: Administrative Assistant Wendy Goodson, Development Director Laranne Millonzi, and Library Director Elizabeth Minter.

Library Director Minter requested that the Board skip and come back to agenda item, Financial Reports, as Director McHenry and Administrative Assistant Goodson are trying to correct a QuickBooks software problem.

ADOPTION OF AGENDA

It was moved Director Rankin, seconded by Director DeVecchio to adopt the amended agenda.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
 NOES: None
 ABSTAIN: None
 ABSENT: McHenry

MINUTES

It was moved by Director Ebenhoch, seconded by Director Dooley to approve the Minutes of the Regular Meeting of the Board of Directors of July 15, 2004.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
 NOES: None
 ABSTAIN: None
 ABSENT: McHenry

PAYMENT OF BILLS

It was moved by Treasurer DeVecchio, seconded by Director Rankin to Ratify Payment and Receive & File Payment of Bills from July 2004 through September 2004.

AYES: Lasley, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
 NOES: None
 ABSTAIN: None
 ABSENT: McHenry

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 2.

**COMMITTEE
REPORTS:**

INVESTMENT

Library Director Minter reported that the Investment and Finance Committees held their annual review of investments on August 18, 2004. This meeting was conducted by Secretary McHenry. Investment Committee President was absent.

Library Director Minter stated that the Committees chose to close the second SII account. It was also decided that no other changes or transfers were currently needed.

ANNUAL GIVING

Development Director Millonzi reported that the grand total thus far in the campaign was \$11, 721.00, and that follow-up phone calls to current donors were needed.

President Lasley asked Director Ebenhoch to devise and submit a phone script to Development Director Millonzi by Friday, October 15, 2004. Development Director Millonzi will distribute lists of donors to call to the Board by October 15, 2004. In turn, the Board will submit results of phone calls to Development Director Millonzi by Monday, November 1, 2004.

Library Director Minter suggested sending out "Sally packets" to those donors who claim to have not gotten a packet in the mail previously.

PLANNED GIVING

Library Director Minter distributed joint planned giving brochure samples. Library Director Minter reported that she met with the Boys and Girls Club Director, H.I.S. House Director, and Placentia Founders Society regarding the collaborative brochure and all were excited. The Boys and Girls Club of Placentia will mailing the brochure to their mailing list first.

Library Director Minter asked the Board for their commitment in distributing the brochures to various attorneys, accountants, and financial planners.

It was moved by Director Ebenhoch, seconded by Secretary McHenry to approve collaborative agreement with initial expenditures not to exceed \$750.

AYES:	Lasley, McHenry, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES:	None
ABSTAIN:	None
ABSENT:	None

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 3.

President Lasley stated the need and urgency to order planned giving brochures so that they are ready to be distributed at the December 3rd Donor Reception.

It was moved by Director Dooley, seconded by Secretary McHenry that President Lasley appoint a subcommittee to devise a planned giving brochure not to exceed \$1,000.00 to have available by December 3, 2004.

AYES:	Lasley, McHenry, DeVecchio, Dooley, Ebenhoch, Lone-Tollefson, Rankin
NOES:	None
ABSTAIN:	None
ABSENT:	None

**DONOR
RECEPTION/
DONOR
RECOGNITION**

Director Rankin reported that the committee is very excited about the partnership with Emerald Isle for the Donor Reception on December 3, 2004. Emerald Isle contributed \$2,000.00 for the Donor Reception in addition to hosting this event in their clubhouse.

Library Director Minter reported that Emerald Isle will not agree to serve wine on their premises.

Library Director Minter also asked that the committee reconsider its decision about having/not having an author present at the Donor Reception.

SPECIAL PROJECTS

Director Rankin reported that Thom Racina will be the featured author at the 2005 Author's Luncheon. Stephanie Baldwin will serve as Maitre' D.

Library Director Minter suggested the Directors work with Development Director Millonzi in developing the list of businesses to be solicited for sponsorship of the 2005 Author's Luncheon. Solicitation letters are mailed out in early January.

Library Director Minter inquired about the status of the scheduled Baldwin fundraiser on February 12, 2005. After much discussion, it was determined that the Board would be stretched too thin in February; the Baldwin event for February is cancelled.

President Lasley asked that further fundraisers be tabled until the Board meets in January.

Director Rankin thanked the Board for allowing her and Director Lone-Tollefson to attend the AFP Conference on Philanthropy in August.

Placentia Library Foundation Board of Directors, Minutes October 7, 2004, Page 4.

Director Rankin advised President Lasley that according to the Foundation Bylaws, President Lasley is allowed to vote but not make a motion. Director Rankin also suggested that in the January meeting, a subcommittee be developed to revise the Foundation Bylaws.

President Lasley stated that the Foundation should know something by the January meeting regarding Boeing funds.

**FINANCIAL
REPORT**

Secretary McHenry and Library Director Minter reported that due to problems with the accounting software, the board will receive financial statements through September 30, 2004 in the mail.

**AGENDA
PREPARATION**

The next Regular Meeting of the Foundation Board of Directors will be held on Thursday, January 15, 2004 at 7:00 P.M.

ADJOURNMENT

President Lasley adjourned the Regular Meeting of the Board of Directors of the Placentia Library Foundation at 8:35 P.M.

M.A. McHenry, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 25, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
October 25, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	September 23, 2004	4652	15,046.77
	September 23, 2004	4653	8,308.56
	September 23, 2004	4654	7,724.91
	September 30, 2004	4655	4,649.97
	September 30, 2004	4656	274.48
	October 7, 2004	4657	2,430.29
	October 7, 2004	4658	9,838.86
	October 14, 2004	4659	4,957.25
	October 14, 2004	4660	2,050.60
TOTAL BY LIBRARY DIRECTOR			\$ 55,281.69
TOTAL			<u>\$ 55,281.69</u>


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

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

9-29-04

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
N18379A BNY Western Trust Company California Unit - Attn: Helen McNulty 700 South Flower Street - Rm. 500 Los Angeles, CA 90017 (213) 635-6247	September 20, 2004		2200	00		15,046.77		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$15,046.77) 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

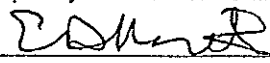
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

9-30-04

APPROVED CLAIMS								
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				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	9-14-04		1400	00		1,830.00		
	56328		2800	00		5,250.20		
						7,080.20		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-21-04		2800	00		86.96		
	05391188009							
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	9/8/04		1400	00		273.26		
	04-9-1234							
	9/14/2004		1400	00		249.50		
	04-9-1283					522.76		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-10-04		1900	00		42.00		
	5057							
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-8-04		0700	00		142.84		
	714-528-1906							
	9-8-04		0700	01		40.75		
	714-528-8236					183.59		
N03825M Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	9-7-04		1800	00		63.06		
	73264							
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	9-16-04		1800	00		118.27		
	630976							
	9-16-04		1800	00		184.08		
	630025					302.35		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-16-04		1800	00		27.64		
	1779135							

The claims listed above (totaling \$8,308.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

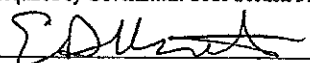
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

9-30-04

APPROVED CLAIMS								
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
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	9-7-04 200409-46		1900	00		15.00		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9-22-04 248658		1800	00		116.09		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NJ 08034-0550	9/15/04 160024		1800	00		52.84		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	9-10-04 24914		1000	00		273.00		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	9-15-04 9538		1800	00		139.99		
N29440 Citizens Business Bank 701 North Haven Ave., Ste. 350 Ontario, CA 91764	10-1-04 03-095		2200	00		7,044.80		
(Need vendor #) Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	9-15-04 17179		1800	00		64.65		
(Need vendor #) Pin Gallery by Sales Guides PO Box 64784 St Paul MN 55164-0784	9-11-04 3528982		1800	00		18.54		

The claims listed above (totaling \$7,724.91) 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

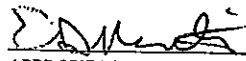
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	9/22/04 October 2004		0300	00		208.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anahelm, CA 92807-1640	June 15, 2004 04-6-751		1400	00		149.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	9/22/04 312083-9		2800	00		443.60		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	9/24/04 366309		1800	00		176.38		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9/21/04 522524		1800	00		481.07		
N05530E Orange County Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	9/20/04 Property Tax Bill 04/05		3700	00		2,916.22		
N06638B Certified Termite & Pest Control, Inc 1860 Miraloma Ave., Ste. F Placentia, CA 92870	9/10/04 2004-001068		1400	00		90.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	9/22/04 X9240		2700	01		47.00		
			1900	00		6.95		
			1800	00		29.95		
			1800	00		53.47		
			1000	00		12.88		
			1800	00		35.45		
						185.70		

The claims listed above (totaling \$4,649.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/30/04
REPORT NO 4656

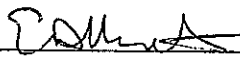
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

10-7-04

APPROVED CLAIMS								
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				Doc Number	SC
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9/27/04 248773		1800	00		11.12		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	9/20/04 October 2004		0300	00		263.36		

The claims listed above (totaling \$274.48) 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

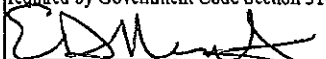
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

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
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	Oct 2004 9686		1800	00		29.50		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	714-524-8408 335-253-2062		0700	08		45.15		
			0700	01		273.03		
						318.18		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9/16/04 523643		1800	00		232.25		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	9/21/04 X8994		1000	00		98.79		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	9/2//04 249943		1400	00		330.93		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	10/5/04 212969 9/29/04 213080		1800	00		253.50		
			1800	00		743.64		
						997.14		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	October 2004		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	9/30/04		1900	00		388.50		

The claims listed above (totaling \$2,430.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,430.29

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/07/04
REPORT NO 4658

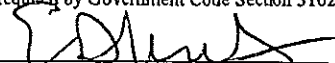
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/22/04 X6509		1800	00		806.51		
N06779K 3M RSP4754 2807 Paysphere Circle Chicago IL 60674-0000	9/2/504 XB06651		1300	00		700.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	Oct-04 062795		1400	00		1,300.00		
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	10/6/04		2200	00		318.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	August 2004		1900	00		585.00	21	
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	Nov 2004 0200410074409		0300	00		6,128.85		

The claims listed above (totaling \$9,838.86) 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 B

Page Total

9,838.86

Placentia Library District
411 E. 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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	9/30/04 24644		1900	00		3,696.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10/9/04 528-8236 10/9/04 528-1906		0700	01		1.28		
			0700	00		157.70		
						158.98		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	10/1/04 Nov-31		1800	00		16.08		
N06685 Honeywell Security Monitoring P.O. Box 5114 Carol Stream, IL 60197-5114	10/7/04 3003518		1400	00		168.09		
N06736A Library Administrator's Digest 320 York Rd Towson MD 21204	9/21/04 1 year		1800	00		45.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	Oct 2004		1803	00		550.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	9/30/04 20040930		1900	00		308.10		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	10/7/04 200410-39		1900	00		15.00		

The claims listed above (totaling \$4,957.25) 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 10/14/04
REPORT NO 4660

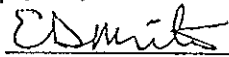
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10/1/04 143494		1900	00		161.10		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/1/04 010-19000-05435		0300	00		647.50		
N29537 Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	10/1/04 90-2004		1900	08		1,000.00		
N23434 Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	10/7/04 476-6837 476-6937		0700	00		66.45		
			0700	08		66.45		
						132.90		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	9-10/2004		2700	01		31.60		
N29025 Video Security Solutions 111 W. Elm St. Anaheim, CA 92805	10/4/04 100704-3		1300	00		77.50		

The claims listed above (totaling \$2,050.60) 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 B

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 25, 2004

TYPE	REPORT NUMBER	AMOUNT
Regular	4661	6,397.90
	4662	3,939.56
	4663	1,350.93
	4664	11,624.32
	4665	3,122.11
	4666	1,225.39
	4667	1,022.45
Subtotal for Regular		28,682.66
Payroll	11/10/2004	31,513.17
	11/24/2004	31,513.17
Subtotal for Payroll		63,026.34
TOTAL CURRENT CLAIMS & PAYROLL		91,709.00

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4661

Placentia Library District
411 E. 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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01861 Salem Press, Inc. P.O. Box 50062 Pasadena, CA 91115-0062	9-24-04 0339251-IN		2400	01		312.48		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	8-31-04/2089453 8-25-04/2135301 10-5-04/2174114 9-27-04/2154191		2400	05		4.95 55.60 20.32 498.67		
						579.54		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Oct-04 5189		1900	00		42.00		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	9-1-04 30097090		2400	01		2,984.90		
N03828F Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	9-25-04/4004356040 10-5-04/4004373250 8-14-04/4004284259 9-14-04/4004284058 8-18-04/4004290063 8-25-04/4004301409 8-27-04/4004305197 9-01-04/4004313117 8-29-04/4004307495 9-19-04/4004344666 9-17-04/4004341759 9-11-04/4004330706 9-12-04/4004331746 9-04-04/4004319146 9-03-04/4004317410		2400	03		20.97 37.12 1,440.19 130.38 23.68 17.20 10.49 5.93 15.09 3.78 29.61 23.71 11.86 61.85 11.83		
						1,843.69		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	9-30-04/5924025P 9-7-04/5883681P		2400	05		319.80 315.49		
						635.29		

The claims listed above (totaling \$6,397.90) 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 B

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4662

Placentia Library District
411 E. 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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-17-04/G249442		2400	01		48.60		
	9-29-04/G273213		2400	01		51.98		
	9-29-04/G273214		2400	01		173.29		
	9-28-04/G269886		2400	01		47.03		
	9-28-04/G269887		2400	01		51.98		
	9-28-04/G269888		2400	01		138.33		
	9-28-04/G269889		2400	01		136.07		
	10-04-04/H282561		2400	01		70.95		
	9-28-04/G269890		2400	01		180.67		
	9-28-04/G269891		2400	01		432.01		
	9-17-04/G249444		2400	01		42.78		
	9-17-04/G249443		2400	01		16.54		
	9-21-04/G254896		2400	01		82.48		
	9-21-04/G254897		2400	01		19.48		
	9-21-04/G254898		2400	01		273.84		
	9-21-04/G254899		2400	01		156.14		
	9-21-04/G254900		2400	01		76.71		
9-21-04/G254901		2400	01		1,183.99			
10-04-04/H282562		2400	01		18.48			
						3,201.35		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-30-04/A37472		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	9-20-04/90592322		2400	01		8.38		
	9-23-04/90658619		2400	01		82.73		
	9-23-04/90658618		2400	01		32.08		
	9-23-04/90658617		2400	01		17.73		
	9-23-04/90658616		2400	01		49.67		
	9-23-04/90658615		2400	01		17.36		
	9-23-04/90658614		2400	01		13.32		
	9-20-04/90592321		2400	01		25.05		
	9-20-04/90592320		2400	01		67.36		
	9-20-04/90592319		2400	01		32.59		
	9-20-04/90592318		2400	01		39.60		
	9-20-04/90592317		2400	01		11.29		
	9-20-04/90592316		2400	01		24.47		
	9-20-04/90592315		2400	01		51.86		
9-19-04/90548732		2400	01		49.22			
						522.71		

The claims listed above (totaling \$3,939.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
411 E. 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
N03842A	9-16-04/90548731		2400	01		14.74		
Ingram Library Services	9-16-04/90548730		2400	01		33.57		
P.O. Box 502779	9-16-04/90548729		2400	01		15.27		
St. Louis, MO 63150-2779	9-16-04/90548728		2400	01		16.09		
	9-16-04/90548727		2400	01		31.83		
	9-19-04/90548726		2400	01		16.88		
	9-16-04/90548725		2400	01		9.26		
	9-16-04/90548724		2400	01		16.72		
	9-16-04/90548723		2400	01		66.15		
	9-09-04/90449246		2400	01		30.03		
	9-09-04/90449245		2400	01		52.63		
	9-09-04/90449244		2400	01		16.36		
	9-09-04/90449243		2400	01		17.69		
	9-09-04/90431428		2400	01		22.43		
	10-07-04/90860584		2400	01		110.37		
	10-07-04/90860583		2400	01		52.05		
	10-07-04/90860582		2400	01		15.95		
	10-07-04/90860581		2400	01		16.82		
	10-07-04/90860580		2400	01		16.64		
	10-07-04/90860579		2400	01		16.13		
	10-07-04/90851109		2400	01		14.01		
	09-27-04/90698632		2400	01		50.28		
	09-27-04/90698631		2400	01		33.41		
	09-27-04/90698630		2400	01		18.84		
	10-04-04/90798988		2400	01		161.59		
	10-04-04/90798987		2400	01		26.68		
	10-04-04/90798986		2400	01		19.12		
	10-04-04/90798985		2400	01		17.60		
	10-04-04/90798984		2400	01		17.37		
	10-04-04/90798983		2400	01		31.21		
	10-05-04/90819537		2400	01		17.82		
	10-05-04/90819536		2400	01		13.30		
	10-05-04/90801306		2400	01		18.56		
	09-28-04/90712415		2400	01		13.34		
	09-28-04/90712414		2400	01		9.36		
	09-28-04/90712413		2400	01		170.84		
	09-30-04/90743579		2400	01		23.13		
	09-24-04/90661263		2400	01		37.14		
						1,281.21		
N04953								
The McGraw Hill Companies	9-28-04/P284682I04		2400	01		69.72		
PO Box 894190								
Los Angeles, CA 90189-4190								

The claims listed above (totaling \$1,350.93) 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 B _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4664

Placentia Library District
411 E. 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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	9-30-04 1062107660		1900	00		1,303.43		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	10-08-04/13625342 09-21-04/13582195 09-15-04/13566683 09-30-04/13603106		2400	01		559.89 85.20 146.61 3,743.68 4,535.38		
N06737D Facts On File General Post Office P.O. Box 26223 New York, NY 10087-6223	08-31-04/411365		2400	03		1,560.67		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	8-26-04/5604593X		2400	01		406.68		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	9-10-04/3939262		2400	08		1,324.18		
N06914 Inside Prospects, Inc. 4475 Mission Blvd., Ste. 213 San Diego, CA 92109	09-03-04/OC04-2077		2400	01		1,939.50		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	10-14-04/A36357		1800	00		249.98		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	08-30-04/455841 09-13-04/457991		2400	01		179.50 125.00 304.50		

The claims listed above (totaling \$11,624.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

11,624.32

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4665

Placentia Library District
411 E. 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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N22268 Midwest Tape PO Box 820 Holland OH 43528	09-29-04/883253		2400	02		430.83		
	10-06-04/887310		2400	02		769.75		
						1,200.58		
N25939A Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	08-23-04/40014536		2400	01		135.82		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	09-29-04/1879431		2400	01		22.47		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9-14-04 to 10-18-04		2700	01		47.13		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	10-14-04/24955		1000	00		100.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	09-13-04/170190		2400	05		596.25		
	10-05-04/172921		2400	05		203.61		
	09-07-04/169482		2400	05		295.28		
						1,095.14		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	10-13-04/9766		1800	00		121.97		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	09-14-04/572		2400	03		399.00		

The claims listed above (totaling \$3,122.11) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,122.11

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/25/04
REPORT NO 4666

Placentia Library District
411 E. 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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N29483 Elizabeth Toller dba Creative Images by Aunt Betsy 1533 East Ismail Place Placentia, CA 92870 SSN: 557-65-8452	09-29-04/1049		1800	00		150.00		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-12-04/17274		1800	00		100.15		
(need vendor #) p4A.com PO Box 346 Wright Bros Station Dayton OH 45409-0346	09-15-04/6394		2400	03		385.00		
(need vendor #) WGBH 19 Gregory Drive South Burlington VT 05403	08-31-04/00710437		2400	02		42.46		
(need vendor #) Center Point Large Print PO Box 1 Thorndike ME 04986-0001	09-07-04/338075		2400	01		40.05		
(need vendor #) Gary Bell c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	09-25-04 to 10-14-04		2700	01		40.80		
(need vendor #) Thomson Peterson's PO Box 95302 Chicago IL 60694-5302	10-07-04/3476778 09-10-04/3470603 09-04-04/3469636 09-08-04/3469942 09-24-04/3474675		2400 2400 2400 2400 2400	01 01 01 01 01		11.78 12.79 408.99 15.05 18.82		
						466.93		

The claims listed above (totaling \$1,225.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,225.39

Placentia Library District
411 E. 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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Reimb 9-15-04to10-7-04		0900	00		100.00		
			1000	00		41.50		
			1800	00		30.15		
			1800	08		69.16		
			1803	00		386.80		
			2700	01		237.00		
			2700	03		67.00		
			2700	08		55.00		
						986.61		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Office Petty Cash 8/24/04to10-12-04		1800	08		6.54		
			1803	08		9.30		
			2700	01		20.00		
						35.84		

The claims listed above (totaling \$1,022.45) 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 B



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 \$ 31,513.17 on 11 | 10 | 04

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #10

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director

Name and Title

714-528-1925

Phone Number

714-528-8236

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						29,273.73	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	31,513.17
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE		DEPUTY	DATE	

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



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

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

Please Pay \$ 31,513.17 on 11 | 24 | 04

Send To: Bank Name: Wells Fargo Bank
ABA #: 121000248
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #11

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						29,273.73	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	31,513.17
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER			DATE			DEPUTY	DATE	

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

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	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: October 25, 2004

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 October 25, 2004.



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
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

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
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
10/07/04	4657	General by Library Director		2,430.29	381,217.15
10/07/04	4658	General by Library Director		9,838.86	371,378.29
10/14/04	4659	General by Library Director		4,957.25	366,421.04
10/14/04	4660	General by Library Director		2,050.60	364,370.44
10/25/04	4661	General		6,397.90	357,972.54
10/25/04	4662	General		3,939.56	354,032.98
10/25/04	4663	General		1,350.93	352,682.05
10/25/04	4664	General		11,624.32	341,057.73
10/25/04	4665	General		3,122.11	337,935.62
10/25/04	4666	General		1,225.39	336,710.23
10/25/04	4667	General		1,022.45	335,687.78
10/25/04		Payroll to wire 11/10/05		31,513.17	304,174.61
10/25/04		Payroll to wire 11/24/05		31,513.17	272,661.44
					272,661.44

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 25, 2004

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Nov-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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

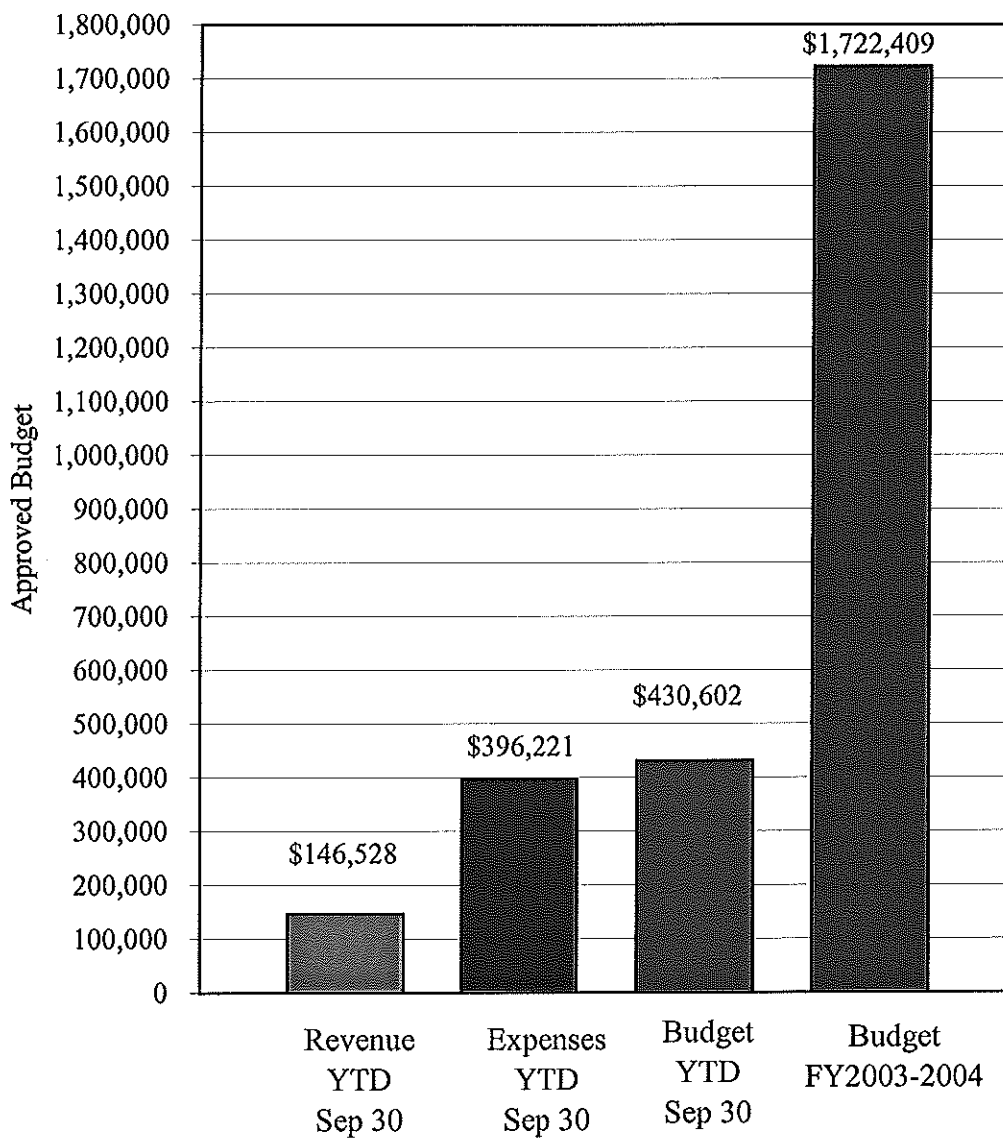
Fiscal Year 2003-2004							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	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 L. JARVIS DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 25, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP 2004	FY2003-2004 SEP 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	13,489.99	0.00	0.00	0.00	1.09%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	13,489.99	0.00	0.00	0.00	1.06%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	53,829.90	0.00	53,829.90	52,712.49	88.25%
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	0.00	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	52,712.49	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	0.00	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	16,611.57	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	0.00	0.00	0.00	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	14,296.23	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	30,907.80	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	15,626.98	0.00	8,254.22	1,377.41	32.56%
6280-01	Final supplemental for prior years	0.00	3,269.35	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	48,000.00	18,896.33	0.00	8,254.22	1,377.41	39.37%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	0.00	0.00	0.00	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	7,748.05	0.00	0.00	
	TOTAL TAXES	1,400,145.00	101,017.52	11,861.73	62,084.12	54,089.90	7.21%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 25, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP 2004	FY2003-2004 SEP 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	1,663.85		820.81	413.55	41.60%
6610-01/02	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00		0.00	0.00	
	TOTAL INTEREST	4,000.00	1,663.85	97,049.39	820.81	413.55	41.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	897.51	0.00	0.00	0.00%
				0.00			
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	3,717.85	0.00	3,717.85	6,659.90	26.56%
6970-01	State - CA Foundation Funds	18,000.00	0.00	897.51	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	0.00		0.00	0.00	0.00%
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	
6970-05	State - Project Grants	6,000.00	0.00	6,659.90	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.00	0.00	0.57	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	3,717.85	0.00	3,717.85	6,660.47	4.17%
				0.00			
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
				0.00			
7670-00	Local Revenue	22,000.00	5,320.32	0.57	1,503.43	1,730.54	24.18%
7670-01	Local Revenue -- Passport	175,000.00	34,808.87	6,660.47	7,416.30	11,446.84	19.89%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	0.00		0.00	7,000.00	
	TOTAL LOCAL REVENUE	212,000.00	40,129.19	-	8,919.73	20,177.38	18.93%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	4,821.91	0.00	0.00	
				37,177.59			
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	8,000.00	0.00	0.00	
				49,999.50			
	FUND 707 TOTAL	1,722,409.00	146,528.41		75,542.51	81,341.30	8.51%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	205,442.27	168,669.33	87,417.65	56,334.36	26.99%
0200	Retirement (Social Security & Pension Contribution)	58,225	16,067.24	12,989.34	7,119.84	4,349.64	27.59%
	Health & Life Insurance/Blue Shield CA	83,667	16,624.55	9,594.40	5,952.75	3,658.14	19.87%
	Long Term Disability/Hartford	4,186	563.39	1,038.45	0.00	527.60	13.46%
	Life Insurance/Fortis & Protective Life	1,814	226.80	550.70	113.40	227.50	12.50%
	Vision Service Plan/VSP	2,870	613.31	591.93	208.00	197.31	21.37%
	Dental/Ameritas	8,938	1,942.50	2,714.70	647.50	1,413.30	21.73%
0300	Total Employee Insurance	101,475	19,970.55	14,490.18	6,921.65	6,023.85	19.68%
0310	Unemployment Insurance	-	358.00	0.00	358.00	0.00	
0350	Workers Compensation - General	13,000	2,319.00	2,182.00	0.00	0.00	17.84%
	TOTAL SALARIES & EMPLOYEE BENEFITS	933,818	244,157.06	198,330.85	101,817.14	66,707.85	26.15%
0700-00	Communications - Telephone	2,000	831.97	249.57	352.21	163.66	41.60%
0700-01	Communications - Modem/Fax	7,800	2,357.49	2,954.76	1,039.35	1,657.29	30.22%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	646.50	215.50	431.00	23.94%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	322.93	640.51	122.69	49.21	21.53%
	Total Communications	14,800	4,158.89	4,491.34	1,729.75	2,301.16	28.10%
0900-00	Food - General Fund	350	262.24	122.23	70.22	122.23	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	30.17	0.00	6.44	0.00	
0090-09	Food - Families for Literacy	500	0.00	124.51	0.00	124.51	
	Total Food	1,100	292.41	246.74	76.66	246.74	26.58%
1000-00	Household Expense	4,250	2,119.84	0.00	611.66	0.00	49.88%
1100-00	Insurance - Liability	12,000	11,126.77	11,120.12	0.00	1,134.14	92.72%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	580.00	300.03	470.00	200.02	19.33%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	6,500.00	12,500.00	0.00	0.00	26.00%
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	7,080.00	12,800.03	470.00	200.02	24.84%
	HVAC	7,500	1,094.14	600.50	723.76	228.00	14.59%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	6,123.43	6,369.74	1,830.00	6,369.74	22.27%
	Plumbing	3,000	462.66	112.83	0.00	105.75	15.42%
	Electrical	4,000	1,004.73	253.58	0.00	0.00	25.12%
	Cleaning Service	16,000	3,500.00	3,300.00	1,300.00	1,100.00	21.88%
	Locksmith	1,000	60.89	0.00	0.00	0.00	6.09%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,158.26	0.00	78.20	0.00	17.82%
1400-00	Total Maintenance of Building & Grounds	68,250	15,604.11	11,159.37	3,931.96	7,803.49	22.86%
1600-00	Memberships - General Fund	3,100	40.00	213.00	40.00	98.00	1.29%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	115.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	155.00	213.00	40.00	98.00	4.25%
1700-00	Miscellaneous Expense - General Fund	-	0.00	4,515.00	0.00	1,935.00	
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	-	0.00	4,515.00	0.00	1,935.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	9,073.61	1,856.35	332.92	1,253.39	75.61%
	Printing	11,500	2,773.79	4,040.98	861.26	1,213.28	24.12%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	37.79	120.00	0.00	0.00	3.44%
	Paper	700	267.73	41.01	180.56	0.00	38.25%
	Drinking Water Service	350	88.50	82.50	29.50	27.50	25.29%
	Other Office Supplies	10,000	5,180.93	2,828.09	1,889.29	1,568.28	51.81%
	Total Office Supply Expense - General Fund	35,650	17,422.35	8,968.93	3,293.53	4,062.45	48.87%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
	Printing	2,000	1,712.25	570.75	0.00	0.00	
	Publications	2,500	0.00	18.00	0.00	18.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	161.19	0.00	145.44	0.00	
	Total Adult Literacy Office Supply Expense	5,500	1,873.44	588.75	145.44	18.00	34.06%
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,129.83	0.00	350.73	
	Total Office Expense	43,650	19,295.79	10,943.22	3,438.97	4,431.18	44.21%
1803-00	Postage Expense - General Fund	4,500	1,000.00	754.11	0.00	764.47	22.22%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,750	1,000.00	754.11	0.00	764.47	21.05%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	105.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,000	3,000.12	2,832.48	0.00	1,625.00	42.86%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	0.00	0.00	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	0.00	0.00	0.00	
	Clipping Service	504	126.00	126.00	42.00	42.00	25.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	1,174.32	1,140.19	66.55	44.58	12.36%
	Advertising (Including WEB Site)	2,000	944.70	45.00	490.00	15.00	47.24%
	Medical Exams	1,200	499.50	110.50	499.50	0.00	41.63%
	Collection Services - Accounts Receivable	2,800	605.44	721.65	37.00	169.17	21.62%
	Audit & Accounting Services	8,600	1,330.00	575.00	1,330.00	575.00	15.47%
	Payroll Preparation	3,600	831.59	524.75	320.07	139.60	23.10%
	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	8,514.74	1,918.35	3,505.69	366.95	56.76%
1900-00	Total Specialized Services - General Fund	114,124	21,227.42	8,745.42	6,325.81	3,012.30	18.60%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	41.48	580.00	0.00	80.00	0.83%
1900-09	Specialized Services - Families for Literacy	500	0.00	680.00	0.00	680.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	134.57	131.78	134.57	131.78	0.90%
	Total Specialized Services	137,624	21,403.47	10,137.20	6,460.38	3,904.08	15.55%
2000-00	Legal Notices - General Fund	650	200.25	192.24	0.00	192.24	30.81%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	200.25	192.24	0.00	192.24	30.81%
2100-00	Rents/Leases-Equipment	700	198.42	350.83	32.33	350.83	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	29,136.37	50,843.30	22,091.57	43,371.65	27.75%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	1,010.45	0.00	1,010.45	0.00	
2400-01	Special Department Expense- Books	175,000	5,907.88	10,604.03	0.00	8,260.91	3.38%
2400-02	Special Department Expense - Video		2,872.32	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic		5,881.25	4,467.55	0.00	2,000.00	
2400-04	Special Department Expense - Periodicals		523.74	489.97	0.00	384.37	
2400-05	Special Department Expense - Audio		0.00	1,924.43	0.00	1,471.01	
2400-07	Special Department Expense - ELLI Grant		0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	428.20	0.00	0.00	0.00	21.41%
2400-09	Special Department Expense - Families for Literacy		0.00	2,606.57	0.00	2,375.98	
	Total Special Department Expense	177,000	16,623.84	20,908.28	1,010.45	14,492.27	9.39%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	75.20	0.00	75.20	0.00	3.01%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	1,021.27	364.70	563.08	343.14	22.69%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	98.00	0.00	0.00	0.00	6.53%
2700-03	Transportation/Travel - Meetings, Board Local	750	31.31	135.00	0.00	135.00	4.17%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	418.40	0.00	373.40	0.00	41.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	34.56	0.00	0.00	
	Total Transportation/Travel - Meetings	11,250	1,669.18	556.58	1,011.68	478.14	14.84%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 20, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 SEP	FY2003-2004 SEP	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	15,244.46	15,560.83	5,250.20	15,560.83	21.17%
	Gas	4,200	424.43	387.41	86.96	55.98	10.11%
	Water	4,250	904.13	999.67	0.00	371.55	21.27%
	Total Utilities	80,450	16,573.02	16,947.91	5,337.16	15,988.36	20.60%
	TOTAL SUPPLIES & SERVICES	693,624	146,637.36	156,179.27	46,242.57	97,691.77	21.14%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	5,426.30	4,244.67	0.00	2,859.37	27.13%
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	5,426.30	4,244.67	0.00	2,859.37	27.13%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	5,426.30	4,244.67	0.00	2,859.37	13.45%
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	1,673,794	396,220.72	358,754.79	148,059.71	167,258.99	23.67%
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	0	0.98
	CLC Summary Object Code 08	16,400	3,230	1,809	648	147	
	FFL Grant Summary Object Code 09	3,150	25	4,575	0	3,531	
	TOTAL LITERACY (Excluding Personnel)	21,050	3,255	7,478	648	3,678	

Placentia Library District
Balance Sheet
As of September 30, 2004

	<u>Sep 30, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	934.15
County Exempt - Savings	8,191.72
General Fund - Checking	12,257.53
General Fund - Savings	2,880.92
Literacy Fund - Savings	8,554.53
Payroll Checking - Wells Fargo	55,362.15
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>131,842.34</u>
Total Current Assets	<u>131,842.34</u>
TOTAL ASSETS	<u><u>131,842.34</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	32,265.79
Total Equity	<u>131,842.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>131,842.34</u></u>

5:00 PM
10/06/04

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,515.94
Cleared Transactions						
Checks and Payments - 36 Items						
Check	8/25/2004	5222	Christopher's Flowers	X	-52.74	-52.74
Check	8/26/2004	5223	Passport Services	X	-115.00	-167.74
Check	8/26/2004	5224	Passport Services	X	-55.00	-222.74
Check	8/26/2004	5225	Passport Services	X	-55.00	-277.74
Check	8/28/2004	5226	Passport Services	X	-55.00	-332.74
Check	8/28/2004	5227	Passport Services	X	-55.00	-387.74
Check	8/29/2004	5228	Passport Services	X	-150.00	-537.74
Check	9/2/2004	5233	Passport Services	X	-55.00	-592.74
Check	9/2/2004	5230	Passport Services	X	-128.65	-721.39
Check	9/2/2004	5229	Passport Services	X	-100.00	-821.39
Check	9/4/2004	5234	Passport Services	X	-128.65	-950.04
Check	9/4/2004	5236	Passport Services	X	-55.00	-1,005.04
Check	9/4/2004	5235	Passport Services	X	-40.00	-1,045.04
Check	9/7/2004	5239	Passport Services	X	-128.65	-1,173.69
Check	9/8/2004	5240	Passport Services	X	-55.00	-1,228.69
Check	9/9/2004	5246	Passport Services	X	-128.65	-1,357.34
Check	9/9/2004	5244	Passport Services	X	-128.65	-1,485.99
Check	9/9/2004	5243	Table 10 Restaurant	X	-980.00	-2,465.99
Check	9/9/2004	5242	Placentia Chamber ...	X	-50.00	-2,515.99
Check	9/9/2004	5245	Passport Services	X	-115.00	-2,630.99
Check	9/11/2004	5248	Passport Services	X	-40.00	-2,670.99
Check	9/11/2004	5247	Passport Services	X	-95.00	-2,765.99
Check	9/13/2004	5253	Passport Services	X	-55.00	-2,820.99
Check	9/13/2004	5249	Passport Services	X	-110.00	-2,930.99
Check	9/13/2004	5250	Passport Services	X	-95.00	-3,025.99
Check	9/13/2004	5252	Passport Services	X	-115.00	-3,140.99
Check	9/13/2004	5251	Passport Services	X	-55.00	-3,195.99
Check	9/14/2004	5254	Passport Services	X	-115.00	-3,310.99
Check	9/15/2004	5256	Passport Services	X	-115.00	-3,425.99
Check	9/15/2004	5255	Passport Services	X	-55.00	-3,480.99
Check	9/16/2004	5257	Passport Services	X	-160.00	-3,640.99
Check	9/18/2004	5258	Passport Services	X	-115.00	-3,755.99
Check	9/20/2004	5259	Passport Services	X	-55.00	-3,810.99
Check	9/21/2004	5261	Passport Services	X	-115.00	-3,925.99
Check	9/21/2004	5260	Passport Services	X	-115.00	-4,040.99
Check	9/30/2004			X	-11.00	-4,051.99
Total Checks and Payments					-4,051.99	-4,051.99
Deposits and Credits - 14 Items						
Deposit	9/1/2004			X	20.00	20.00
Deposit	9/7/2004			X	55.00	75.00
Deposit	9/7/2004			X	55.00	130.00
Deposit	9/8/2004			X	55.00	185.00
Deposit	9/9/2004			X	1,915.95	2,100.95
Deposit	9/11/2004			X	128.65	2,229.60
Deposit	9/13/2004			X	20.00	2,249.60
Deposit	9/14/2004			X	545.00	2,794.60
Deposit	9/16/2004			X	20.00	2,814.60
Deposit	9/16/2004			X	115.00	2,929.60
Deposit	9/20/2004			X	1,764.60	4,694.20
Deposit	9/21/2004			X	55.00	4,749.20
Deposit	9/28/2004			X	55.00	4,804.20
Deposit	9/29/2004			X	95.00	4,899.20
Total Deposits and Credits					4,899.20	4,899.20
Total Cleared Transactions					847.21	847.21
Cleared Balance					847.21	2,363.15

5:00 PM
10/06/04

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 16 Items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	8/9/2004	5200	Jim Gilbert		-300.00	-410.00
Check	9/22/2004	5262	Friends of Placentia...		-80.00	-490.00
Check	9/25/2004	5263	Passport Services		-80.00	-570.00
Check	9/27/2004	5264	Passport Services		-55.00	-625.00
Check	9/27/2004	5265	Passport Services		-55.00	-680.00
Check	9/28/2004	5269	Passport Services		-110.00	-790.00
Check	9/28/2004	5270	Passport Services		-55.00	-845.00
Check	9/28/2004	5268	Passport Services		-95.00	-940.00
Check	9/28/2004	5272	Passport Services		-55.00	-995.00
Check	9/28/2004	5273	Passport Services		-40.00	-1,035.00
Check	9/28/2004	5281	Elizabeth D Minter		-174.00	-1,209.00
Check	9/28/2004	5267	Passport Services		-55.00	-1,264.00
Check	9/28/2004	5266	Passport Services		-55.00	-1,319.00
Check	9/28/2004	5271	Passport Services		-55.00	-1,374.00
Check	9/30/2004	5282	Passport Services		-55.00	-1,429.00
Total Checks and Payments					-1,429.00	-1,429.00
Deposits and Credits - 2 Items						
Deposit	9/9/2004				20.00	20.00
Deposit	9/30/2004				408.35	428.35
Total Deposits and Credits					428.35	428.35
Total Uncleared Transactions					-1,000.65	-1,000.65
Register Balance as of 09/30/2004					-153.44	1,362.50
New Transactions						
Checks and Payments - 10 Items						
Check	10/2/2004	5275	Passport Services		-40.00	-40.00
Check	10/2/2004	5274	Passport Services		-40.00	-80.00
Check	10/4/2004	5276	Passport Services		-55.00	-135.00
Check	10/5/2004	5278	Passport Services		-55.00	-190.00
Check	10/5/2004	5277	Passport Services		-55.00	-245.00
Check	10/5/2004	5279	Passport Services		-115.00	-360.00
Check	10/6/2004	5280	Passport Services		-40.00	-400.00
Check	10/6/2004	5283	Passport Services		-55.00	-455.00
Check	10/6/2004	5284	Passport Services		-55.00	-510.00
Check	10/6/2004	5285	Passport Services		-115.00	-625.00
Total Checks and Payments					-625.00	-625.00
Deposits and Credits - 4 Items						
Deposit	10/3/2004				55.00	55.00
Deposit	10/5/2004				170.00	225.00
Deposit	10/6/2004				40.00	265.00
Deposit	10/6/2004				575.00	840.00
Total Deposits and Credits					840.00	840.00
Total New Transactions					215.00	215.00
Ending Balance					61.56	1,577.50

*EDM
10/6/2004*

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,825.40
Cleared Transactions						
Checks and Payments - 1 Item						
Check	9/9/2004	1526	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 16 Items						
Deposit	9/1/2004			X	35.00	35.00
Deposit	9/2/2004			X	35.00	70.00
Deposit	9/8/2004			X	19.94	89.94
Deposit	9/9/2004			X	20.00	109.94
Deposit	9/11/2004			X	35.00	144.94
Deposit	9/13/2004			X	30.00	174.94
Deposit	9/13/2004			X	30.00	204.94
Deposit	9/19/2004			X	30.00	234.94
Deposit	9/19/2004			X	35.00	269.94
Deposit	9/21/2004			X	19.94	289.88
Deposit	9/21/2004			X	65.00	354.88
Deposit	9/22/2004			X	40.00	394.88
Deposit	9/23/2004			X	60.00	454.88
Deposit	9/28/2004			X	35.00	489.88
Deposit	9/30/2004			X	30.00	519.88
Deposit	9/30/2004			X	1.96	521.84
Total Deposits and Credits					521.84	521.84
Total Cleared Transactions					366.32	366.32
Cleared Balance					366.32	8,191.72
Register Balance as of 09/30/2004					366.32	8,191.72
New Transactions						
Checks and Payments - 1 Item						
Check	10/5/2004	1527	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 3 Items						
Deposit	10/3/2004				30.00	30.00
Deposit	10/6/2004				19.94	49.94
Deposit	10/7/2004				115.00	164.94
Total Deposits and Credits					164.94	164.94
Total New Transactions					9.42	9.42
Ending Balance					375.74	8,201.14

*E. Smith
10/7/2004*

**Placentia Library District
Reconciliation Detail**
General Fund - Checking, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,883.20
Cleared Transactions						
Checks and Payments - 23 Items						
Check	8/24/2004	4923	Friends of National ...	X	-50.00	-50.00
Check	8/28/2004	4924	American Red Cross	X	-75.20	-125.20
Check	8/29/2004	4925	Gem Meats	X	-15.30	-140.50
Check	8/30/2004	4926	Sam's Club	X	-5.68	-146.18
Check	9/1/2004		Bank of the West	X	-123.43	-269.61
Check	9/2/2004		Bank of the West	X	-6.68	-276.29
Check	9/6/2004	4927	Sam's Club	X	-42.11	-318.40
Check	9/8/2004	4928	Rembrandt's Beauti...	X	-30.00	-348.40
Check	9/9/2004	4929	Travel In Style	X	-313.40	-661.80
Check	9/11/2004	4931	Placentia Library G...	X	-2,081.54	-2,743.34
Check	9/11/2004	4930	Placentia Library Di...	X	-1,915.95	-4,659.29
Check	9/13/2004	4932	Kinko's	X	-21.55	-4,680.84
Check	9/14/2004	4933	Elizabeth D Minter	X	-23.57	-4,704.41
Check	9/14/2004	4934	CA Council for the ...	X	-40.00	-4,744.41
Check	9/14/2004	4935	Placentia Chamber ...	X	-35.00	-4,779.41
Check	9/20/2004	4936	Placentia Library Di...	X	-1,764.60	-6,544.01
Check	9/21/2004		Bank of the West	X	-4.50	-6,548.51
Check	9/22/2004	4941	JART	X	-252.30	-6,800.81
Check	9/22/2004	4939	Peninsula Library S...	X	-150.00	-6,950.81
Check	9/23/2004	4942	Postmaster	X	-134.50	-7,085.31
Check	9/23/2004	4943	Placentia Chamber ...	X	-40.00	-7,125.31
Check	9/29/2004	4945	Rembrandt's Beauti...	X	-20.00	-7,145.31
Check	9/29/2004	4946	Rembrandt's Beauti...	X	-20.00	-7,165.31
Total Checks and Payments					-7,165.31	-7,165.31
Deposits and Credits - 35 Items						
Deposit	9/1/2004			X	63.00	63.00
Deposit	9/1/2004			X	30.00	93.00
Deposit	9/2/2004			X	174.30	267.30
Deposit	9/3/2004			X	132.00	399.30
Deposit	9/7/2004			X	1,967.54	2,366.84
Deposit	9/8/2004			X	190.65	2,557.49
Deposit	9/8/2004			X	190.65	2,748.14
Deposit	9/10/2004			X	165.40	2,913.54
Deposit	9/10/2004			X	190.65	3,104.19
Deposit	9/13/2004			X	331.00	3,435.19
Deposit	9/13/2004			X	99.09	3,534.28
Deposit	9/14/2004			X	171.80	3,706.08
Deposit	9/14/2004			X	205.14	3,911.22
Deposit	9/14/2004			X	35.00	3,946.22
Deposit	9/15/2004			X	202.00	4,148.22
Deposit	9/16/2004			X	87.00	4,235.22
Deposit	9/16/2004			X	225.39	4,460.61
Deposit	9/16/2004			X	7.00	4,467.61
Deposit	9/17/2004			X	66.00	4,533.61
Deposit	9/20/2004			X	147.00	4,680.61
Deposit	9/20/2004			X	273.96	4,954.57
Deposit	9/20/2004			X	240.00	5,194.57
Deposit	9/21/2004			X	297.00	5,491.57
Check	9/22/2004	4937	Placentia Chamber ...	X	0.00	5,491.57
Deposit	9/22/2004			X	60.00	5,551.57
Check	9/22/2004	4938	Placentia Chamber ...	X	0.00	5,551.57
Deposit	9/23/2004			X	116.58	5,668.15
Deposit	9/23/2004			X	41.60	5,709.75
Deposit	9/27/2004			X	29.14	5,738.89
Deposit	9/27/2004			X	142.00	5,880.89
Deposit	9/28/2004			X	508.00	6,388.89
Deposit	9/29/2004			X	87.00	6,475.89
Deposit	9/29/2004			X	29.14	6,505.03

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	9/30/2004			X	120.00	6,625.03
Deposit	9/30/2004			X	7.77	6,632.80
Total Deposits and Credits					6,632.80	6,632.80
Total Cleared Transactions					-532.51	-532.51
Cleared Balance					-532.51	12,350.69
Uncleared Transactions						
Checks and Payments - 2 Items						
Check	9/22/2004	4940	ISDOC		-24.00	-24.00
Check	9/29/2004	4944	Sam's Club		-69.16	-93.16
Total Checks and Payments					-93.16	-93.16
Total Uncleared Transactions					-93.16	-93.16
Register Balance as of 09/30/2004					-625.67	12,257.53
New Transactions						
Checks and Payments - 4 Items						
Check	10/4/2004	4947	Sophia's		-100.00	-100.00
Check	10/5/2004	4948	Pat Irot		-28.10	-128.10
Check	10/5/2004	4949	Wendy G. Goodson		-43.55	-171.65
Check	10/6/2004	4950	Rembrandt's Beauti...		-20.00	-191.65
Total Checks and Payments					-191.65	-191.65
Deposits and Credits - 1 Item						
Deposit	10/5/2004				968.48	968.48
Total Deposits and Credits					968.48	968.48
Total New Transactions					776.83	776.83
Ending Balance					151.16	13,034.36

*EWJ
12/7/2004*

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2004**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						15,833.58
Cleared Transactions						
Checks and Payments - 3 Items						
Check	9/8/2004		Bank of the West	X	-30.00	-30.00
Check	9/8/2004		Bank of the West	X	-4.00	-34.00
Check	9/9/2004	1241	Orange County Aud...	X	-16,252.84	-16,286.84
Total Checks and Payments					-16,286.84	-16,286.84
Deposits and Credits - 30 Items						
Deposit	8/31/2004			X	0.00	0.00
Deposit	8/31/2004			X	511.50	511.50
Deposit	9/1/2004			X	510.35	1,021.85
Deposit	9/2/2004			X	418.32	1,440.17
Deposit	9/7/2004			X	495.65	1,935.82
Deposit	9/7/2004			X	175.50	2,111.32
Deposit	9/8/2004			X	399.80	2,511.12
Deposit	9/9/2004			X	408.14	2,919.26
Deposit	9/11/2004			X	342.75	3,262.01
Deposit	9/12/2004			X	2,081.54	5,343.55
Deposit	9/13/2004			X	332.95	5,676.50
Deposit	9/13/2004			X	565.23	6,241.73
Deposit	9/14/2004			X	785.45	7,027.18
Deposit	9/15/2004			X	526.16	7,553.34
Deposit	9/19/2004			X	12,016.30	19,569.64
Deposit	9/19/2004			X	204.05	19,773.69
Deposit	9/19/2004			X	454.25	20,227.94
Deposit	9/19/2004			X	866.30	21,094.24
Deposit	9/20/2004			X	451.10	21,545.34
Deposit	9/21/2004			X	630.90	22,176.24
Deposit	9/22/2004			X	318.45	22,494.69
Deposit	9/23/2004			X	433.15	22,927.84
Deposit	9/27/2004			X	483.00	23,410.84
Deposit	9/27/2004			X	837.00	24,247.84
Deposit	9/27/2004			X	449.45	24,697.29
Deposit	9/28/2004			X	538.68	25,235.97
Deposit	9/28/2004			X	30,000.00	55,235.97
Deposit	9/29/2004			X	351.75	55,587.72
Deposit	9/30/2004			X	408.35	55,996.07
Deposit	9/30/2004			X	6.57	56,002.64
Total Deposits and Credits					56,002.64	56,002.64
Total Cleared Transactions					39,715.80	39,715.80
Cleared Balance					39,715.80	55,549.38
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	9/30/2004	1242	Orange County Aud...		-52,668.46	-52,668.46
Total Checks and Payments					-52,668.46	-52,668.46
Total Uncleared Transactions					-52,668.46	-52,668.46
Register Balance as of 09/30/2004					-12,952.66	2,880.92

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 6 Items						
Deposit	10/3/2004				224.90	224.90
Deposit	10/3/2004				632.70	857.60
Deposit	10/4/2004				559.30	1,416.90
Deposit	10/5/2004				619.10	2,036.00
Deposit	10/6/2004				688.84	2,724.84
Deposit	10/7/2004				265.30	2,990.14
Total Deposits and Credits					2,990.14	2,990.14
Total New Transactions					2,990.14	2,990.14
Ending Balance					<u>-9,962.52</u>	<u>5,871.06</u>

EDW
10/7/2004

5:14 PM
10/06/04

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,552.43
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	9/30/2004			X	2.10	2.10
Total Deposits and Credits					2.10	2.10
Total Cleared Transactions					2.10	2.10
Cleared Balance					2.10	8,554.53
Register Balance as of 09/30/2004					2.10	8,554.53
Ending Balance					2.10	8,554.53

*Edwin E.
10/6/2004*

5:36 PM
10/07/04

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,917.67
Cleared Transactions						
Checks and Payments - 53 Items						
Check	7/14/2004	4281	Angie-An Mai	X	-197.12	-197.12
Check	7/28/2004	4312	Angie-An Mai	X	-325.15	-522.27
Check	8/11/2004	4346	Melissa Manzanarez	X	-24.64	-546.91
Check	8/11/2004	4345	Angie-An Mai	X	-277.19	-824.10
Check	8/25/2004	4382	Hilda Rivera	X	-149.09	-973.19
Check	8/25/2004	4381	Melissa Manzanarez	X	-61.59	-1,034.78
Check	8/25/2004	4355	Gary Bell	X	-70.89	-1,105.67
Check	8/25/2004	4379	Shannon Ford	X	-141.60	-1,247.27
Check	8/25/2004	4369	Beatrice V. Quintanar	X	-328.80	-1,576.07
Check	8/25/2004	4383	Din Thong	X	-266.55	-1,842.62
Check	8/25/2004	4361	Joyce G. Hampton	X	-337.36	-2,179.98
Check	8/25/2004	4384	Soihavy Ton	X	-64.68	-2,244.66
Check	8/25/2004	4356	Dorothy J. Cummings	X	-243.46	-2,488.12
Check	8/26/2004	2034	Donna Siloti	X	-1,539.08	-4,027.20
Check	8/26/2004	2033	Donna Siloti	X	-695.94	-4,723.14
Check	9/8/2004	4418	Placentia Library Di...	X	-19.94	-4,743.08
Check	9/8/2004	4417	Orange County Aud...	X	-240.00	-4,983.08
Check	9/8/2004	4419	Nationwide Retirem...	X	-1,805.76	-6,788.84
Check	9/8/2004	4415	Hilda Rivera	X	-492.97	-7,281.81
Check	9/8/2004	4413	Melissa Manzanarez	X	-36.96	-7,318.77
Check	9/8/2004	4412	Shannon Ford	X	-114.46	-7,433.23
Check	9/8/2004	4411	Kamala Connors	X	-64.68	-7,497.91
Check	9/8/2004	4402	Beatrice V. Quintanar	X	-328.80	-7,826.71
Check	9/8/2004	4395	Alexander Hernandez	X	-214.43	-8,041.14
Check	9/8/2004	4394	Joyce G. Hampton	X	-337.36	-8,378.50
Check	9/8/2004	4393	Esther P. Guzman	X	-278.42	-8,656.92
Check	9/8/2004	4391	Wendy G. Goodson	X	-664.36	-9,321.28
Check	9/8/2004	4389	Jesus Diaz	X	-42.52	-9,363.80
Check	9/8/2004	4388	Gary Bell	X	-70.89	-9,434.69
Check	9/8/2004		Paychex	X	-8,112.63	-17,547.32
Check	9/8/2004		Paychex	X	-16,230.22	-33,777.54
Check	9/8/2004	4414	Melissa Porter	X	-142.42	-33,919.96
Check	9/22/2004	4452	Shannon Ford	X	-130.74	-34,050.70
Check	9/22/2004	4461	Nationwide Retirem...	X	-1,805.76	-35,856.46
Check	9/22/2004		Paychex	X	-16,410.98	-52,267.44
Check	9/22/2004		Paychex	X	-8,691.75	-60,959.19
Check	9/22/2004	4455	Melissa Porter	X	-181.26	-61,140.45
Check	9/22/2004	4420	Gary Bell	X	-1,033.71	-62,174.16
Check	9/22/2004	4421	Dorothy J. Cummings	X	-58.55	-62,232.71
Check	9/22/2004	4456	Evelyn Soqui	X	-405.41	-62,638.12
Check	9/22/2004	4423	Jesus Diaz	X	-402.17	-63,040.29
Check	9/22/2004	4425	Wendy G. Goodson	X	-1,537.05	-64,577.34
Check	9/22/2004	4427	Esther P. Guzman	X	-323.39	-64,900.73
Check	9/22/2004	4428	Joyce G. Hampton	X	-337.36	-65,238.09
Check	9/22/2004	4429	Alexander Hernandez	X	-210.01	-65,448.10
Check	9/22/2004	4436	Beatrice V. Quintanar	X	-328.80	-65,776.90
Check	9/22/2004	4458	Ton Soihavy	X	-55.44	-65,832.34
Check	9/22/2004	4459	Orange County Aud...	X	-240.00	-66,072.34
Check	9/22/2004	4445	Sherri Umali	X	-146.48	-66,218.82
Check	9/22/2004	4448	Angelica Alatorre	X	-344.94	-66,563.76
Check	9/22/2004	4449	Felix Bellamy	X	-98.07	-66,661.83
Check	9/22/2004	4450	Kamala Connors	X	-36.96	-66,698.79
Check	9/22/2004	4460	Placentia Library DI...	X	-19.94	-66,718.73
Total Checks and Payments					-66,718.73	-66,718.73
Deposits and Credits - 2 Items						
Deposit	9/1/2004			X	31,513.17	31,513.17
Deposit	9/15/2004			X	34,309.78	65,822.95
Total Deposits and Credits					65,822.95	65,822.95
Total Cleared Transactions					-895.78	-895.78
Cleared Balance					-895.78	25,021.89

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10/07/04

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 09/30/2004**

Type	Date	Num	Name	Cir	Amount	Balance
Uncleared Transactions						
Checks and Payments - 10 items						
Check	8/25/2004	4380	Angie-An Mai		-30.80	-30.80
Check	9/8/2004	4416	Din Thong		-135.51	-166.31
Check	9/22/2004	4457	Din Thong		-269.29	-435.60
Check	9/22/2004	4454	Melissa Manzanarez		-61.59	-497.19
Check	9/22/2004	4453	Ryan Lighthill		-241.83	-739.02
Check	9/22/2004	4451	Victoria Eley		-394.36	-1,133.38
Check	9/22/2004	4439	Kathryn Rose		-67.49	-1,200.87
Check	9/22/2004	4422	Joy Di Loreto		-620.86	-1,821.73
Check	9/22/2004	2035	Kristen Proffitt		-76.89	-1,898.62
Check	9/22/2004	4440	Norma Sandoval-R...		-60.64	-1,959.26
Total Checks and Payments					-1,959.26	-1,959.26
Deposits and Credits - 1 item						
Deposit	9/29/2004				32,299.52	32,299.52
Total Deposits and Credits					32,299.52	32,299.52
Total Uncleared Transactions					30,340.26	30,340.26
Register Balance as of 09/30/2004					29,444.48	55,362.15
New Transactions						
Checks and Payments - 32 Items						
Check	10/6/2004		Paychex		-16,538.41	-16,538.41
Check	10/6/2004		Paychex		-8,868.64	-25,407.05
Check	10/6/2004	4462	Gary Bell		-1,410.92	-26,817.97
Check	10/6/2004	4463	Dorothy J. Cummings		-114.52	-26,932.49
Check	10/6/2004	4464	Jesus Diaz		-539.64	-27,472.13
Check	10/6/2004	4465	Gail Erwin		-65.25	-27,537.38
Check	10/6/2004	4468	Wendy G. Goodson		-1,537.05	-29,074.43
Check	10/6/2004	4470	Esther P. Guzman		-278.42	-29,352.85
Check	10/6/2004	4471	Joyce G. Hampton		-337.36	-29,690.21
Check	10/6/2004	4472	Alexander Hernandez		-317.81	-30,008.02
Check	10/6/2004	4477	Laura Mitchell		-127.36	-30,135.38
Check	10/6/2004	4480	Kristen Proffitt		-17.41	-30,152.79
Check	10/6/2004	4481	Beatrice V. Quintanar		-323.55	-30,476.34
Check	10/6/2004	4482	Pamela Radeka		-29.13	-30,505.47
Check	10/6/2004	4485	Lena Rodriguez		-56.10	-30,561.57
Check	10/6/2004	4486	Kathryn Rose		-71.71	-30,633.28
Check	10/6/2004	4491	Sherri Umali		-171.62	-30,804.90
Check	10/6/2004	4494	Angelica Alatorre		-221.75	-31,026.65
Check	10/6/2004	4495	Felix Bellamy		-345.09	-31,371.74
Check	10/6/2004	4496	Kamala Connors		-119.90	-31,491.64
Check	10/6/2004	4497	Victoria Eley		-197.12	-31,688.76
Check	10/6/2004	4498	Shannon Ford		-141.60	-31,830.36
Check	10/6/2004	4499	Ryan Lighthill		-241.83	-32,072.19
Check	10/6/2004	4500	Melissa Manzanarez		-98.07	-32,170.26
Check	10/6/2004	4501	Melissa Porter		-129.48	-32,299.74
Check	10/6/2004	4502	Hilda Rivera		-243.22	-32,542.96
Check	10/6/2004	4503	Evelyn Soqui		-185.02	-32,727.98
Check	10/6/2004	4504	Din Thong		-274.78	-33,002.76
Check	10/6/2004	4505	Sothavy Ton		-150.92	-33,153.68
Check	10/6/2004	4506	Orange County Aud...		-240.00	-33,393.68
Check	10/6/2004	4507	Placentia Library Di...		-19.94	-33,413.62
Check	10/6/2004	4508	Nationwide Retirem...		-1,825.76	-35,239.38
Total Checks and Payments					-35,239.38	-35,239.38
Total New Transactions					-35,239.38	-35,239.38
Ending Balance					-5,794.90	20,122.77

*Erin Smith
10/7/2004*

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2004
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	746.05	45	40	624.10	40	38	1,370.15	83	78	0.00	0	0	1,370.15	83	78
Adult Circulating Non-Fiction	715.00	41	31	352.04	22	22	1,067.04	63	53	0.00	0	0	1,067.04	63	53
Adult Reference	761.18	9	5	0.00	0	0	761.18	9	5	0.00	0	0	761.18	9	5
Adult Print Continuations	5,331.08	8	3	0.00	0	0	5,331.08	8	3	0.00	0	0	5,331.08	8	3
Adult Electronic Continuations	2,137.02	33	33	0.00	0	0	2,137.02	33	33	0.00	0	0	2,137.02	33	33
Total Adult Non-Fiction	8,944.28	91	72	352.04	22	22	9,296.32	113	94	0.00	0	0	9,296.32	113	94
TOTAL ADULT PRINT MATERIALS	9,690.33	134	112	976.14	62	60	10,666.47	196	172	0.00	0	0	10,666.47	196	172
Adult Audio/Music	18.56	1	1	0.00	0	0	18.56	1	1	0.00	0	0	18.56	1	1
Adult Audio Books	1,267.57	46	46	0.00	0	0	1,267.57	46	46	0.00	0	0	1,267.57	46	46
Total Adult Audio	1,286.13	47	47	0.00	0	0	1,286.13	47	47	0.00	0	0	1,286.13	47	47
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	42.46	3	1	0.00	0	0	42.46	3	1	0.00	0	0	42.46	3	1
Total Adult Video	42.46	3	1	0.00	0	0	42.46	3	1	0.00	0	0	42.46	3	1
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	1,328.59	50	48	0.00	0	0	1,328.59	50	48	0.00	0	0	1,328.59	50	48
TOTAL ADULT MATERIALS	11,018.92	184	160	976.14	62	60	11,995.06	246	220	0.00	0	0	11,995.06	246	220
Juvenile Fiction	82.73	19	19	0.00	0	0	82.73	19	19	0.00	0	0	82.73	19	19
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	146.61	1	1	0.00	0	0	146.61	1	1	0.00	0	0	146.61	1	1
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	545.61	2	2	0.00	0	0	545.61	2	2	0.00	0	0	545.61	2	2
TOTAL JUVENILE PRINT MATERIALS	628.34	21	21	0.00	0	0	628.34	21	21	0.00	0	0	628.34	21	21
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	628.34	21	21	0.00	0	0	628.34	21	21	0.00	0	0	628.34	21	21
Total Fiction	828.78	62	59	624.10	40	38	1,452.88	102	97	0.00	0	0	1,452.88	102	97
Total Non-Fiction	9,489.89	93	74	352.04	22	22	9,841.93	115	96	0.00	0	0	9,841.93	115	96
Total Audio	1,286.13	47	47	0.00	0	0	1,286.13	47	47	0.00	0	0	1,286.13	47	47
Total Video	42.46	3	1	0.00	0	0	42.46	3	1	0.00	0	0	42.46	3	1
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	11,647.26	205	181	976.14	62	60	12,623.40	267	241	0.00	0	0	12,623.40	267	241

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2004

General Fund Amount	\$12,180.96	Adopt-A-Book Amount	\$1,693.79	TOTAL Amount	\$13,874.75
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ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF SEPTEMBER 2004
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	746.05	43	40	3,291.35	287	177	4,037.40	310	217	674.55	30	30	4,711.95	340	247
Adult Circulating Non-Fiction	715.00	41	31	1,527.53	98	89	2,242.53	139	120	859.05	29	29	3,101.58	168	149
Adult Reference	4,706.80	26	5	676.79	9	8	5,383.59	35	13	410.95	5	4	5,794.54	40	17
Adult Print Continuations	9,041.58	162	157	0.00	0	0	9,041.58	162	157	0.00	0	0	9,041.58	162	157
Adult Electronic Continuations	5,902.02	36	36	0.00	0	0	5,902.02	36	36	0.00	0	0	5,902.02	36	36
Total Adult Non-Fiction	20,365.40	265	229	2,204.32	107	97	22,569.72	372	326	1,270.00	34	33	21,839.72	406	359
TOTAL ADULT PRINT MATERIALS	21,111.45	308	308	5,495.67	374	274	26,607.12	682	543	1,944.55	64	63	28,551.67	746	606
Adult Audio/Music	18.56	1	1	0.00	0	0	18.56	1	1	55.00	3	3	73.56	4	4
Adult Audio Books	1,267.57	46	46	2,043.81	33	33	3,311.38	79	79	0.00	0	0	3,311.38	79	79
Total Adult Audio	1,286.13	47	47	2,043.81	33	33	3,329.94	80	80	55.00	3	3	3,384.94	83	83
Adult Video Educational	0.00	0	0	4,988.49	216	170	4,988.49	216	170	59.95	2	2	5,028.44	218	172
Adult Video Entertainment	42.46	3	1	0.00	0	0	42.46	3	1	196.99	11	11	239.45	14	12
Total Adult Video	42.46	3	1	4,988.49	216	170	5,030.95	219	171	236.94	13	13	5,267.89	232	184
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	1,328.59	50	48	7,032.30	249	203	8,360.89	299	251	291.94	16	16	8,652.83	315	267
TOTAL ADULT MATERIALS	22,440.04	358	356	12,527.97	623	477	34,968.01	981	794	2,236.49	80	79	37,204.50	1,061	873
Juvenile Fiction	115.63	21	21	1,932.23	161	145	2,047.86	182	166	150.33	36	36	2,198.19	218	202
Juvenile Circulating Non-Fiction	0.00	0	0	235.26	14	12	235.26	14	12	0.00	0	0	235.26	14	12
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	293.22	2	2	146.61	1	1	439.83	3	3	0.00	0	0	439.83	3	3
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	692.22	3	3	381.87	15	13	1,074.09	18	16	0.00	0	0	1,074.09	18	16
TOTAL JUVENILE PRINT MATERIALS	807.85	24	24	2,314.10	176	158	3,121.95	200	182	150.33	36	36	3,272.28	236	218
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	615.00	30	29	615.00	30	29
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	1,223.85	65	64	1,223.85	65	64
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	1,319.85	67	66	4,192.17	115	70
TOTAL JUVENILE MATERIALS	3,680.17	72	28	2,314.10	176	158	5,994.27	248	186	1,470.18	103	102	7,464.45	351	288
Total Fiction	861.68	64	61	5,223.58	428	322	6,085.26	492	383	824.88	66	66	6,910.14	558	449
Total Non-Fiction	21,057.62	268	232	2,586.19	122	110	23,643.81	390	342	1,270.00	34	33	24,913.81	424	375
Total Audio	4,158.45	95	51	2,043.81	33	33	6,202.26	128	84	151.00	5	5	6,353.26	133	89
Total Video	42.46	3	1	4,988.49	216	170	5,030.95	219	171	1,460.79	78	77	6,491.74	297	248
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	26,120.21	430	345	14,842.07	799	635	40,962.28	1,229	980	3,706.67	183	181	44,668.95	1,412	1,161

Summary of Current Status of Unique Management Accounts
October 25, 2004

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	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	38	1997	13	2079.85	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/04/2004 11:08 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 09/30/2004

Accounts Submitted	:	1,041	Dollars Submitted	:	96,184.52	Dollars Received	:	35,041.25
Bankruptcies	:	5	Dollars in Bankruptcy	:	457.35	Material Returned	:	13,030.23
Incorrect Addresses	:	125	Dollars in Skips	:	7,537.27	Dollars Waived	:	2,514.88
Placed on Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	64,944.01
Accounts in Process	:	910	Dollars in Process	:	85,449.85	% of Dollars Activated	:	76.00%
# of Accounts Activated	:	675						
% of Accounts Activated	:	74.18%						



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: October 25, 2004
SUBJECT: GIFT REPORT

The following gifts were received from September 1, 2004 through September 30, 2004.

ADOPT A BOOK DONATIONS

Charles L. Jarusek	A & Jean Pappas
Francis S. DeCormier	Gary & Pamela Mauss
Weng Hoo	Scalia Family Trust
Diane Morgan	Lois Jones
Mildred Donoghue	Chaiya & Javier Ortiz
Helen & Bernard Brown	Claire & Charles Meyers
Marie Tourne	Brian & Peggy Yamaguchi
J.Peter & B.J. Brombach	Jerry & Nancy Tollefson

TOTAL ADOPT A BOOK DONATIONS: \$955.72

BOOK ENDOWMENT FUND

Robin Masters	Richard & Margie Simmermacher
James & Virginia Walker	Eleanore Rankin

TOTAL BOOK ENDOWMENT FUND \$285.00

GENERAL FUND DONATIONS

Russel & Pamela Brooks	Harol Lee
Darcy & Karen Andelin	Norman & Marlene Rudie
L&F Rich	North Orange County Glass
Sumi Okura	Hal & Judith Wightman
Edwin Tracy	Robert Hecker
Brian Reese	Margaret Gonzalez
Edward & Suzanne Hart	John & Ruth Anderson
JR & Florence McGillivray	Richard and Susan Johnson
Howard & Harriett Rubin	Linda Wilson Trust
Helen Cartwright	Don & Jill Martinez
Sandra Bartok	Donna & Bob Hicks

Joy & Tia Price	Joann Jones
Lawrence & Diane Millonzi	John & Patricia Hayes
JRA Construction	Larry & Kathy Law
J.Peter & BJ Brombach	Lois Cherness
Cindy Roberts	James & Norma Bardwell
Frances Stoller	Ronald & Mary Hayes
Guy & Carol Ehrich	Chen Lee
Arlene Grace	Donald & Jan Livezey
Nelson & JoAnn Woodard	Daryl Gutting
Dave Cattelino	William Schluter
Usahben Devalia	Michael & Jenna Preston
Ben & Carolyn Johnson	Janet Genow
Heung & Chong Kim	Charles & Patricia Hause
Marlene Tan	Susan Toman
Kevin & Lorraine Padilla	Allen & Shirley Baker
Reverend Glenn Miller	Roger & Donna Kiste
Peggy Kawamura	Effie Woo
Collen Delmay Thomas	Peter & Helen Dalquist
Nancy Lone	Brenda Garcia
Nadine & Craig Lauru	William & M.Yvonne Mitchell
Richard & Peggy Wilson	Jean Murphy
Yu Chen & Chih Hui Chang	Gerald Simmons
Leland & Mary Castner	Michael & Margaret Zella
Bonnie Carren	Jose & Catalina Dela Torre
Jean Campbell	Charles & Helen Brain
Rosemary Koenig	Takeo & Kay Yamada
CTS Appliance	RA Sweet Trust
Joy & AW Appleby	Frances Blemker Family Trust
Don A Vee Chrysler Jeep	Hospice Care of California
Mark & Lisa Qental	Supan Detailing Services
Steve Sonye & Associates	Anna Irot
Suad Ammar	Lynda & David Baker
Stephen & Janice Kilian	Chris & Diane Bluemle
Roberts & Pauline Arrieta	Fullerton Yorba Linda Ralphs
Robert & Maria Anderson	Charles & Mindah Glatstein
Barbara Sipe	Sallie Mitchell
Riley & Rosa Kelson	Katherine Suiter
Joan Nemsgern	Dr Yash & Ua Manchanda

TOTAL GENERAL FUND DONATIONS: \$6,481.90

TOTAL ALL DONATIONS **\$7,722.62**

Prepared By: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Building Maintenance Report for September 2004
DATE: October 25, 2004

HVAC: 9/3/04 – Replaced filters, Chiller timing programmed and reset.
Plumbing: 9/22/04 – Replaced bobber faucet spout. Recommend replacing entire unit.
Electrical: No service calls in September.
Exterminator: 9/10/04 - Treated interior for pests.
Carpet Cleaners: 09/24/04 – Clean Meeting Room carpet.
Locksmith: No service calls in September.
Telephone: Disseminated Request for Proposal to vendors for replacement/upgrade of current telephone system. See Attachment A.

Prepared by: Wendy Goodson

Request for Proposals - Telephone System

The deadline for submission of sealed bids in response to this RFP is 5:00 p.m., November 3, 2004. Sealed bids will be opened and reviewed by Wendy Goodson and witnessed by Elizabeth D. Minter, Library Administration.

Site visits can be scheduled with Library Administration through October 28, 2004.

Description of System:

- Accommodate up to 8 outside lines
- Accommodate up to 30 telephones
- Capacity to auto forward to cell phones
- Ability to maximize storage of numbers and speed dialing on individual phones
- Headsets and other accessories to maximize staff functionality and ease
- Wireless capability throughout the library
- Capability of dedicated lines to specified extensions
- Ability to access software through Administrative Assistant's computer, not a separate computer
- Ability to manage changes in timing for public service hours and announcements
- Ability of prerecorded information/messages to default to times
- Ease of changing administrative messages
- Reactivate/reconnect ceiling speakers so that announcements can be heard even if someone is on the phone at the Reference or Circulation Desks
- Ability to play music from CD on the announcement system

IMPLEMENTATION, INSTALLATION, PROGRAMMING, TRAINING, AND MAINTENANCE

1. Vendor shall ensure that the hardware and software and all of its parts and components are new and unused and deliver, unpack and install the hardware and software at the Placentia Library District.
2. Vendor shall provide all implementation services including, without limitation, initializing programs, establishing necessary databases, creating

tables, and determining the initial assignment of all station equipment applications, administration levels, and features as required in collaboration with the Placentia Library Administration to include the Library Director, Technical Services Manager and the library's data, voice, and internet vendors to implement fully all features and aspects of the system.

3. Vendor shall conduct site visits and inspections as necessary of the Placentia Library District and acknowledge in writing that the installation site is suitable for effective installation and operation of the hardware and software or notify the Placentia Library District, in writing, in what respect the library does not comply with such requirements.
4. Vendor shall provide all applicable administration and end-user and operator training of new features and provide periodic refresher classes.
5. Vendor shall provide all reference manuals, booklets, pamphlets, and other training materials specific to Placentia Library District.
6. Vendor shall provide the ability to remotely administer system from a centralized location.
7. Vendor shall demo all old telecommunications hardware and related debris to include wiring and cable from the telephone/electrical workroom at project completion.
8. Vendor shall provide emergency service at a preferred labor rate once warranty has expired.
9. Vendor shall provide maintenance for a period of 24 months once warranty has expired.
10. Vendor shall perform all work to include installation on Fridays with a completion date of no later than December 22, 2004.

Please provide the following information:

1. Pricing
2. Project timeline and completion date
3. Response time for emergency service
4. Southern California experience
5. List of References including contact names and phone numbers
6. Location of maintenance office

Placentia Library is open to the public:

Sunday 1pm-5pm
Monday – Wednesday 9am-9pm
Thursday 10am-6pm
Saturday 9am-5pm

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for September 2004
DATE: October 25, 2004

RESIGNATIONS:

None

APPOINTMENTS:

Gary Bell, Reference Librarian, Full-time.
Jesus Diaz, Library Clerk, Part-time.
Wendy Goodson, Administrative Assistant, Full-time.

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

PERFECT ATTENDANCE AWARDS FOR JULY 2004-SEPTEMBER 2004:

Caroline Gurkweitz -- 4 hours vacation
Alex Hernandez -- 2 hours vacation
Katie Matas -- 4 hours vacation
Shawn Robison -- 2 hours vacation
Mary Strazdas -- 4 hours vacation



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator



SUBJECT: Volunteer Report for Month of September 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 September	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	8.00	22.00	Sep-95	859.00
Backes, Theresa	8.50	24.50	Jun-98	437.25
Bart, Lillian	4.00	16.00	May-01	409.75
Benner, Barbara	0.00	3.50	Jul-04	3.50
Blansett, Nadine	12.00	62.00	Mar-03	302.75
Boelman, Marge	0.00	0.00	Apr-01	176.00
Botha, Jill	0.00	0.00	Nov-01	64.00
Britton, JoAnn	7.50	24.50	Jul-04	24.50
Byrne, Joyce	8.00	8.00	Apr-04	13.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	11.50	34.00	Jun-98	600.25
Davis, Sandy	10.00	30.00	Jul-03	131.00
Dell, Lyla	17.75	41.50	Aug-98	281.00
Doezie, Debra	0.00	0.00	Jan-04	39.00
Farkas, Theodore	0.00	0.00	?	50.00
Fioroni, Pete	5.00	10.00	Mar-97	328.25
Fisher, Jack	1.25	3.25	Apr-04	8.75
Fisher, Lora	1.25	1.25	Aug-04	1.25
Fitzgerald, Joan	12.00	21.00	Oct-93	2,200.75
Frazeo, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	6.00	20.00	Feb-96	404.25
Haagen, John	4.25	4.25	Jan-00	107.50
Hathaway, Eugenia	2.00	10.00	Nov-03	38.00
Hemmerling, Barbara	12.50	38.75	Sep-95	771.75
Henderson, Jan	2.00	2.00	Oct-03	11.00
Himes, Camille	0.00	0.00	Jul-03	5.00
Horrocks, Marjorie	4.00	10.00	Oct-95	302.00
Irot, Pat	39.00	107.00	Feb-96	3,704.00
Jertberg, Pat	15.50	21.50	Apr-98	1,091.75
Lee, Wilma	2.50	5.00	Feb-04	12.00
Loewer, Terrie	14.75	48.00	Jun-04	55.50
Lone-Tollefson, Nancy	39.00	104.00	Jan. 03	408.75
Lord, Audrey	0.00	0.00	Jul-00	390.75
Myers, Claire	12.50	35.00	Oct-95	1,359.50
Nakamura, Nobu	8.50	8.50	Sep-04	8.50
Olson, Bob	2.00	10.00	Sep-95	508.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	22.00	54.00	May-02	642.50
Rodriguez, Carmen	8.00	22.00	Feb-00	305.50
Salem, Rose	10.00	26.00	Oct-00	327.75
Sanatar, Ginny	0.00	0.00	Mar-02	117.50
Sandoval, Gerry	8.00	18.00	Aug-02	190.00
Schafer, Ruth	10.00	30.00	Jun-04	38.00
Schmidt, Marie	15.00	33.00	Apr-98	696.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Segovia, Inez	12.00	30.00	Jun-03	151.50
Shaw, Dixie	1.00	3.00	May-94	221.50
Silverman, Pat	10.00	24.00	Jul-03	126.00
Thum, Margo	14.00	28.00	Nov-03	90.00
Tollefson, Jerry	2.00	2.00	Jul-03	32.50
Tramison, Betty	2.50	3.50	Aug-04	3.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	0.00	0.00	Mar-99	145.25
Wymer, Betty	9.25	25.25	Jan-96	1,063.25
Zamora, Mary	0.00	0.00	Jan-04	8.50
TOTAL	395.00	1024.25		19,607.75

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05 September	FY04/05 YTD	Cumulative		FY04/05 September	FY04/05 YTD	Cumulative
Alvarado, Catalina	0.00	3.25	3.25	Nguyen, Kevin	0.00	18.25	18.25
Barlow, Stacey	1.00	1.00	1.00	Ning Zing, Dan	0.00	9.00	9.00
Becker, Alyssa	0.00	8.25	9.25	Ong, Cindy	0.00	9.00	9.00
Beshay, Andrew	1.00	1.00	1.00	Pestoor, Jaclyn	0.00	8.50	16.50
Bhattacharya, Ankur	0.00	23.00	46.50	Peters, Lezi	0.00	20.75	30.25
Bishtawi, Stephen	2.00	2.00	18.00	Peters, Tim	0.00	18.25	27.75
Bianco, Justin	0.00	4.00	36.50	Piol, Nick	0.00	8.00	48.00
Blaine, Ami	0.50	2.50	12.50	Rivera, Ruben	7.00	35.00	40.00
Blehm, Nathan	0.00	10.50	10.50	Runyan, Nicole	0.00	7.00	7.00
Boden, Emily	0.00	24.25	28.25	Ryang, Michelle	5.00	13.25	30.50
Born, Ashley	0.00	6.25	24.25	Salvary, Vanessa	2.00	2.00	2.00
Lizbeth Cerpa	3.00	3.00	3.00	Sevilla, Martin	5.00	5.00	5.00
Cha, Sally	0.00	22.00	22.00	Sharp, Kristina	0.00	16.25	28.25
Chao, Rebecca	0.00	44.50	55.50	Shaw, Vishwa	0.00	4.50	4.50
Chen, Shaw-Ming	0.00	11.50	11.50	Soetijoso, Agnes	10.00	10.00	10.00
Chun, Andrea	6.50	16.50	85.25	Suh, Stacy	7.25	18.50	49.00
Dita, Alex	3.50	3.50	3.50	Syed, Kiren	0.00	20.75	46.25
Downs, Chantal	3.00	3.00	3.00	Tan, Hannah	0.00	1.00	44.00
Drake, Catherine	3.00	3.00	3.00	Tasnim, Sara	0.00	14.00	20.25
Erbacher, Matt	0.00	5.00	5.00	Tat, Trung	0.00	24.50	97.75
Esquivel, Gilberto	6.00	22.00	35.00	Thibault, Peter	0.00	8.50	10.50
Florez, Stephanie	0.00	2.75	5.75	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.50	9.50	9.50	Thornley, Mikayla	0.00	2.00	2.00
Hadi, Maria	0.00	10.00	10.00	Titus, Tanya	0.00	4.00	4.00
Hariri, Nick	0.00	29.00	30.00	Tjoarman, Arlene	0.00	85.25	110.75
Hernandez, Brenda	7.00	15.00	15.00	Valerio, Ricardo	0.00	0.00	30.00
Ibarra, Estefania	0.00	39.00	54.00	Vasquez, Michelle	0.00	3.25	3.25
Israel, Emily	0.00	19.25	22.25	Vo, Jadeson	0.00	11.50	20.25
Jani, Eddie	0.00	37.25	59.25	Vo, Jasmine	0.00	11.50	21.25
Karan, Gaurav	7.00	7.00	7.00	Wang, Melody	0.00	13.50	18.50
Khattar, Saijal	0.00	43.50	57.50	White, Chris	0.00	19.25	20.25
Lee, Jessica	0.00	41.00	46.00	Wiggins, Katie	1.00	1.00	1.00
Lee, Kenneth	0.00	48.00	57.25	Wu, Jaime	0.00	9.25	14.75
Martinez, Chris	0.00	26.25	40.00	Yeh, Bryce	0.00	6.00	25.25
Misty, Aakash	0.00	15.50	15.50	Zuniga, Jazmin	0.00	10.00	38.00
Ngo, Kathy	5.75	20.75	20.75				
TOTAL	49.75	583.75	867.50	TOTAL	37.25	459.00	877.50
TOTAL Library Volunteer Hours			482.00				
TOTAL Literacy Volunteer Hours			704.00				
TOTAL VOLUNTEERS HOURS			1186.00				

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								
November								
December								
January								
February								
March								
April								
May								
June								
	<u>2126.50</u>				<u>2,396.00</u>			

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 September	FY04/05 YTD	Cumulative		FY04/05 September	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	18.00	58.00	Hutain, Jenny	6.00	18.00	55.00
Araujo, John	6.00	18.00	18.00	Hutton, Katherine (Kate)	6.00	18.00	312.00
Azadi, Joe	8.00	24.00	24.00	Jeon, Ashley	6.00	12.00	53.00
Azizan, Sarah	-	-	40.00	Johnstone, Deborah	3.00	3.00	3.00
Babinski, Barbara	3.00	3.00	3.00	Kaiser, Kelly	-	-	150.00
Bates, Emily	6.00	14.00	14.00	Kamat, Rujvi	6.00	18.00	54.00
Belekjian, Maria	-	12.00	120.00	Kao, Elaine	6.00	6.00	42.00
Bello, Dominic	12.00	18.00	84.00	Khamphanh, Molly	6.00	18.00	102.00
Bennett, Amanda	6.00	14.00	14.00	Kornreich, Seth	-	-	32.00
Bennett, Kevin	6.00	14.00	14.00	Kreger, Kenneth	6.00	18.00	18.00
Bernardino, Maria	6.00	18.00	114.00	Krisinger, Elizabeth	-	-	78.00
Bowers, Cretia	-	20.00	20.00	Lampason, Caylan	3.00	3.00	3.00
Brackett, Jim	-	6.00	159.00	Lee, Joshua	6.00	18.00	18.00
Broderick, Shannon	-	-	56.00	Leslie, Sandra	6.00	18.00	306.00
Brzovic, Kathy	6.00	18.00	108.00	Lin, Joyce	6.00	18.00	18.00
Cadambi, Aruna	-	-	44.00	Lukito, Cory	6.00	18.00	18.00
Callaway, Sean	6.00	18.00	60.00	Lukito, Kevin	6.00	18.00	18.00
Castillo, Alicia	-	-	40.00	Mai, Angie	-	36.00	36.00
Cha, Sally	6.00	18.00	108.00	Maino, Arielle	6.00	18.00	18.00
Chandrasekaram, Vinolie	-	-	64.00	Malkowicz, Edward	12.00	24.00	328.00
Chen, April	-	-	177.00	Manzanarez, Melissa	12.00	30.00	30.00
Chen, Wen	6.00	18.00	102.00	Marquez, Jeff	6.00	18.00	60.00
Cheng, Elsen	6.00	6.00	86.00	Marlaro, Diane	-	-	564.00
Choi, Eugene	6.00	18.00	60.00	Massaro, Lauren	6.00	18.00	102.00
Coffee, Nancy	-	-	397.00	McBain, Frances	6.00	18.00	96.00
Corbo, Leonora	6.00	17.00	17.00	McBentz, Kathy	6.00	18.00	182.00
de LaTorre, Angelica	-	-	154.00	McGrath, Patricia	6.00	18.00	91.00
Diaz, Cynthia	-	-	52.00	Mehta, Ami	6.00	18.00	54.00
Diaz, Monica	-	-	70.00	Miller, Michelle	6.00	18.00	63.00
Donofrio, Susan	6.00	18.00	153.00	Min, Nara	6.00	18.00	52.00
Draper, Krispa	6.00	18.00	168.00	Montoya, Tania	6.00	18.00	74.00
Dudrey, Kristin	6.00	18.00	72.00	Myers, Emily	-	-	150.00
Eckels, Krys	6.00	18.00	108.00	Navarro, Nicole	6.00	18.00	108.00
Economou, Christina	6.00	18.00	102.00	Negoranek, Rachel	6.00	18.00	47.00
Elmore, Sylvia	4.00	12.00	96.00	Negrete, Adriana	6.00	18.00	55.00
Espinoza, Veronica	3.00	3.00	3.00	Nguyen, Martin	6.00	18.00	60.00
Fanilla, Dawn	6.00	19.00	19.00	Nguyen, Minh	6.00	18.00	18.00
Fintley, Virginia	6.00	18.00	110.00	Nguyen, Tyler	6.00	18.00	74.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Osoria, Jonathan	6.00	18.00	66.00
Gardner, Jeanette	-	-	87.00	Patel, Vani	6.00	18.00	108.00
Gimby, Walter	6.00	18.00	64.00	Pelto, Ernest	6.00	18.00	301.00
Goodman, Dale	-	-	3,441.00	Porter, Melissa	12.00	36.00	144.00
Guerrero, Christine	6.00	18.00	96.00	Precht, Jeanette	6.00	18.00	181.00
Guerrero, Lavone	6.00	18.00	102.00	Renno, Carolyn	6.00	18.00	63.00
Hamacher, Holly	6.00	18.00	96.00	Rivera, Felleny	6.00	18.00	70.00
Hatch, Bill	6.00	18.00	153.00	Rivera, Hilda	12.00	36.00	180.00
Hatch, Katie	6.00	17.00	67.00	Rodriguez, Kenia	-	-	120.00
Hawkins, Christina	6.00	18.00	92.00	Ross, Charlotte	7.00	21.00	21.00
Healey, Kathleen	6.00	18.00	294.00	Sabo, Melissa	-	-	42.00
Heer, Kim	6.00	18.00	311.00	Schaal, Linda	6.00	18.00	231.00
Henaio, Stephanie	6.00	18.00	72.00	Schultz, Laurie	6.00	18.00	18.00
Herrera, Elizabeth	6.00	18.00	18.00	Sgobba, Jackie	6.00	18.00	180.00
Hernandes, Melissa	-	-	50.00	Shah, Sweny	-	-	132.00
Hernandez, Maria	6.00	24.00	168.00	Shan, Kheyali	6.00	18.00	63.00
Hilleweart, Heather	6.00	18.00	96.00	Skimizu, Ken	12.00	36.00	481.00
Holmes, Nancy	6.00	18.00	18.00	Smith, Allie	6.00	18.00	18.00
Howell, Anne	6.00	18.00	102.00	Smith, Annie	6.00	18.00	18.00
Hsieh, Lambert	6.00	18.00	18.00	Speakman, Sarah	6.00	15.00	96.00
Hsu, Iris	6.00	18.00	18.00	Stults, Lisa	6.00	18.00	67.00
Humple, Phyllis	4.00	12.00	186.00	Stuvert, Judith	12.00	60.00	60.00

Literacy Hours continued

REGULAR	FY04/05 September	FY04/05 YTD	Cumulative	REGULAR	FY04/05 July	FY04/05 YTD	Cumulative
Tan, Hannah	6.00	16.00	16.00				
Tat, Trung	6.00	18.00	29.00				
Thomas, Peggy	6.00	18.00	137.00				
Thong, Din	20.00	40.00	40.00				
Todker, Reka	6.00	18.00	30.00				
Todker, Vanita	6.00	18.00	58.00				
Ton, Sothavy	16.00	36.00	36.00				
Trotter, Cynthia	6.00	18.00	165.00				
Truong, Christine	-	-	123.00				
Valenzuela, Sarah	6.00	18.00	18.00				
Veltre, Robin	6.00	15.00	37.00				
Vukovick, Kathy	6.00	18.00	234.00				
Weimer, MacKenzie	6.00	18.00	61.00				
White, Debi	3.00	3.00	3.00				
Wright, Sydney	6.00	18.00	57.00				
Yu, Lilian	6.00	18.00	24.00				
Total	704.00	2,079.00	16,056.00				



Placentia Library District
Circulation Report
October 25, 2004

Agenda Item 21

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 September	FY03-04 September
1st Time Checkouts	39,087	38,594	1.28%	12,319	11,995
Phone Renewals	5,323	4,672	13.93%	675	1,898
In-Building Renewals	790	1,465	-46.08%	267	498
TOTAL RENEWALS	6,113	6,137	-0.39%	942	2,396
TOTAL CHECKOUTS	45,200	44,731	1.05%	13,261	14,391
On-Time Checkins	42,363	40,320	5.07%	12,230	11,272
Late Checkins	2,513	2,741	-8.32%	654	938
TOTAL CHECKINS	44,876	43,061	4.21%	12,884	12,210
Hold Placed	1,803	543	232.04%	646	181
Hold Canceled	80	23	247.83%	32	8
Hold Filled	1,364	1,133	20.39%	475	358
Patrons Registered	1,006	812	23.89%	362	360
Titles Added	604	639	-5.48%	162	185
Volumes Added	709	686	3.35%	179	195
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	19,763	18,438	7.19%	5,926	6,523
Juvenile Print	20,097	20,510	-2.01%	5,795	6,099
Total Print	39,860	38,948	2.34%	11,721	12,622
Audio	2,958	2,405	22.99%	967	945
Visual	4,948	3,206	54.34%	1,612	1,099
Total Audio Visual	7,906	5,611	40.90%	2,579	2,044
TOTAL CIRCULATION	47,766	44,559	7.20%	14,300	14,666
Placentia Circulation	29,192	28,821	1.29%	8,634	9,014
%Placentia Circulation	61.11%	64.68%		60.38%	61.46%
Anaheim/Yorba Linda Circulation	7,574	6,452	17.39%	2,306	2,588
%Anaheim/Yorba Linda Circulation	16%	14.48%		16%	17.65%
TYPES OF ACTIVE BORROWERS					
Adult	34,057	29,807	14.26%	10,384	10,105
Young Adult	798	787	1.40%	218	263
Juvenile	8,735	9,353	-6.61%	2,361	2,699
New Borrower	3,457	3,754	-7.91%	1,129	1,313
Non Resident	0	0	N/A	0	0
Other (staff)	650	809	-19.65%	201	304
TOTAL ACTIVE BORROWERS	47,697	44,510	7.16%	14,293	14,684
TOTAL REGISTERED BORROWERS	56,425	54,703	3.15%	19,133	18,520
ATTENDANCE	90,180	86,147	4.68%	32,240	30,056
Adult Reference-In Building	3,409	2,324	46.69%	1,328	950
Adult Reference-Telephone	482	436	10.55%	211	172
Children's Reference-In Building	2,722	851	219.86%	1,075	489
Children's Reference-Telephone	50	47	6.38%	16	31
Total Adult Reference	3,891	2,760	40.98%	1,539	1,122
Total Children's Reference	2,772	898	208.69%	1,091	520
Total in Building Reference	6,131	3,175	93.10%	2,403	1,439
Total Telephone Reference	532	483	10.14%	227	203
TOTAL REFERENCE	6,663	3,658	82.15%	2,630	1,642

PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/02	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
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

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
TOTAL		44,284.89	15,613.08	7,494.22	3,026.71	0.00	72.48	70,491.38
AVG		3,690.41	1,301.09	624.52	252.23	0.00	6.04	5,874.28

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		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
TOTAL		10,488.37	2,301.14	1,401.97	517.50	0.00	21.74	14,730.72
AVG		5,244.19	1,150.57	700.99	258.75	0.00	10.87	7,365.36



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	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00
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	2,380.94	423.00	0.00	2,803.94	1,401.97
AVG	1,190.47	211.50	0.00	1,401.97	700.99

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	0.00	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
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	569.44	511.02	121.12	0.00	1,179.36	2,380.94
AVG	284.72	255.51	60.56	0.00	589.68	1,190.47