

## AGENDA

### UNUSUAL MEETING

#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, October 24, 2007






5:30 P.M.

Placentia History Room

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

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

To accomplish this goal the Library will:

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

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

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

**CALL TO ORDER**

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

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

Presentation:      Library Director  
Recommendation: Adopt by Motion

4. Oral Communications

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

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

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

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Directors Report. The preliminary minutes of the October 7, 2007, PLFF Board of Directors Meeting are included in the Agenda Book.

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

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

8. Upcoming Trustee meetings and events.

#### CONSENT CALENDAR (Items 9 – 41)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9–41 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

#### MINUTES (Item 9)

9. Minutes of the September 17, 2007 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

#### CLAIMS (Items 10 – 13)

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

No Nonstandard Claims were processed during this report period.

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

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

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

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

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

#### FINANCIAL REPORTS (Items 14 – 19)

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

GENERAL CONSENT REPORTS (Items 20 – 30)

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

STAFF REPORTS (Items 31 – 41)

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

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

#### CONTINUING BUSINESS

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

Presentation: Library Director

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

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

Presentation: Library Director

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

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

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

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

Presentation: Library Director

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

#### NEW BUSINESS

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

Presentation: Manager of Technical Services

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

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

Presentation: Library Director

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

#### ADJOURNMENT

47. Agenda Preparation for the November Regular Meeting, which will be held on Monday, November 19, 2007 at 6:30 P.M.

48. Set date for Library Board Work Session for review of Placentia Library District Policy Manual, Section 4000, Personnel.

49. Review of Action Items.

*thursday before Thanks Giving  
10-11*

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

51. Adjourn

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

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



# Placentia Library Board Calendar

October 2007 - September 2008

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## October

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

## November

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

## December

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

## January

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

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## January

- 12 Cowboy Poetry Workshop, Library Meeting Room (Time to be determined.)
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 21 6:30 PM Library Board Meeting  
Library Closed for Martin Luther King Holiday/Staff Holiday.
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

## February

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 11 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 14 5:30 PM Chamber Mixer
- 18 6:30 PM Library Board Meeting  
3:00 AM Library Closed for Presidents Day/Staff Holiday
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon , ALL TRUSTEES
- 9 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 10 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 13 5:30 PM Chamber Mixer
- 17 6:30 PM Library Board Meeting
- 23 Easter, Library Closed, not staff holiday
- 25 Public Library Association Biennial Conference, Minneapolis, through Mar 29
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

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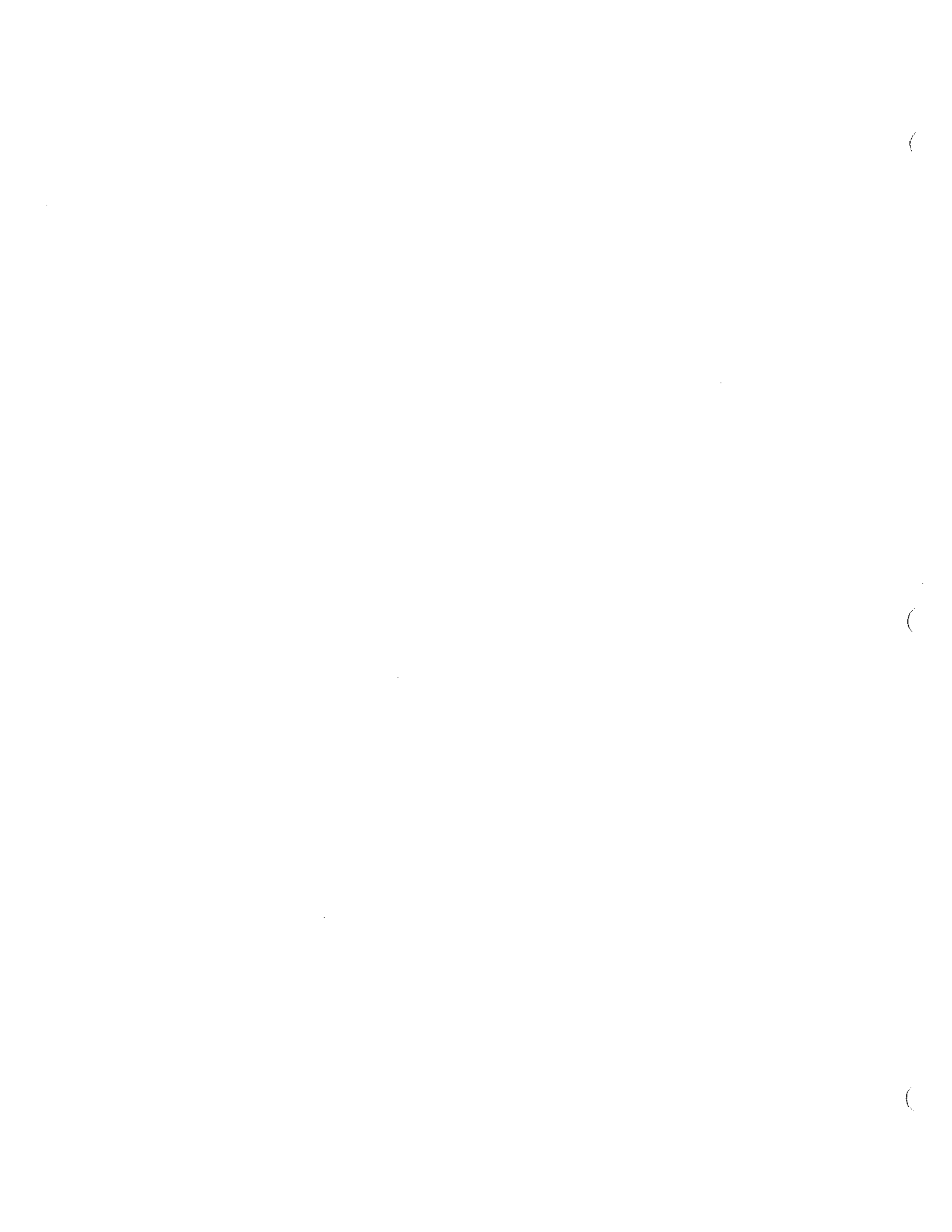
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## April

- 10 5:30 PM Chamber Mixer
- 13 National Library Week through Apr 19  
1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 14 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 8 5:30 PM Chamber Mixer
- 12 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 18 1:00 PM 2nd Sunday Book Sale (3rd Sunday in May)
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

- 26 Library Closed for Memorial Day/Staff Holiday
- 29 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

## June

- 8 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 9 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 12 5:30 PM Chamber Mixer
- 16 6:30 PM Library Board Meeting
- 26 ALA Annual Conference, Anaheim, through July 2  
9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood  
7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day/Staff Holiday
- 13 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 21 6:30 PM Library Board Meeting

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## July

- 22 Friends of Placentia Library Incorporated in 1970
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Irvine Ranch Water District, Trustee Turner

## August

- 10 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 18 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood

## September

- 1 Library Closed for Labor Day/Staff Holiday
- 2 Placentia Library District Established in 1919 by OC Board of Supervisors
- 8 7:00 PM Placentia Library Friends Foundation Board of Directors Meeting
- 11 5:30 PM Chamber Mixer
- 14 Placentia Library Foundation Incorporated in 1994
- 1:00 PM -4:30 PM PLFF 2nd Sunday Book Sale
- 15 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District, Trustee Wood
- 7:15 AM Placentia Chamber of Commerce Breakfast

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PLACENTIA LIBRARY FRIENDS FOUNDATION  
MINUTES OCTOBER 8, 2007

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

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

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

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

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

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

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

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

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

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

#### COMMITTEE CHAIR REPORTS

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

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

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

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

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

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

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

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

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

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

The meeting was adjourned at 8:10.

Barbara Hemmerling, Secretary



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** October 15, 2007

**BACKGROUND**

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

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

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

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

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



*agreement*

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

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

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

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

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

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

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

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

Deleted: annual support for the Library is provided

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

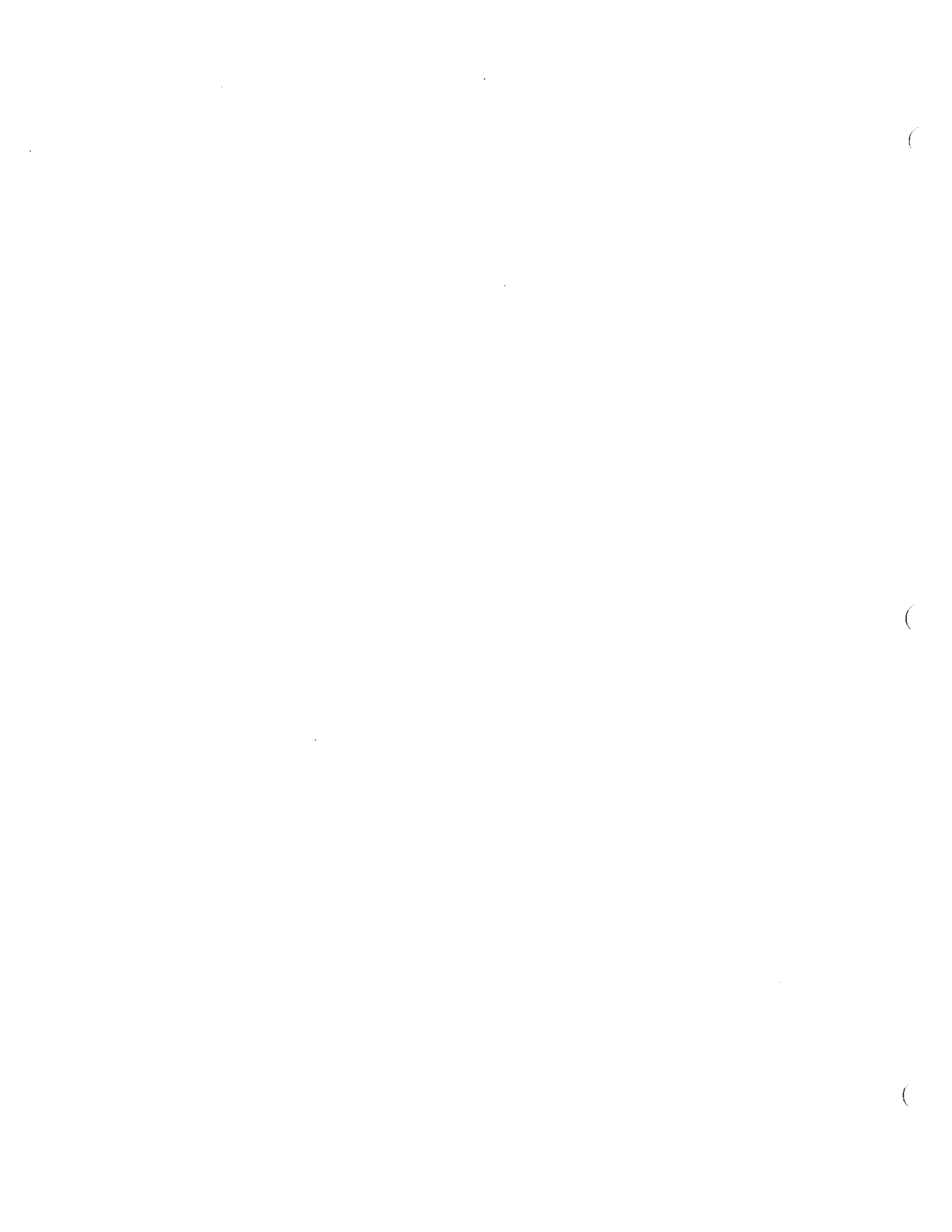
17  
18 **6. Library's Responsibilities.** The Library staff and Trustees may develop  
19 and supervise projects funded by the Friends to ensure compliance with the Library's  
20 mission and purpose. Funds received from the Friends may be expended only for the  
21 purposes for which they are allocated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

Deleted: all Friends projects

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

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

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



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

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

Deleted: first above

PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY FRIENDS  
FOUNDATION

By: \_\_\_\_\_  
Its: Library Director

By: \_\_\_\_\_  
Its: President

By: \_\_\_\_\_  
Its: President, Board of Trustees





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

Trustee Events and Meetings

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



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

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

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

**Members Absent:** None

**Others Present:** Friends Foundation Treasurer Camille Himes

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

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

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

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

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

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

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

Trustee Escobosa had nothing to report at this time.

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

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

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



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

**CLAIMS**

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

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

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

**FINANCIAL  
REPORTS**

Financial Reports for August 2007

Office General Ledger & Check Registers for August 2007

Acquisitions Report for August 2007

Entrepreneurial Report for August 2007

Collection Agency Report for August 2007

Gifts Report for August 2007

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for August 2007

Personnel Report for August 2007

Volunteer Report for August 2007

Circulation Report for August 2007

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

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

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

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



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

2007 as prepared by Moreland & Associates, CPA.

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

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

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

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

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

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

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

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

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

## STAFF REPORTS

Director's Report for August 2007

Program Committee Report for August 2007

Children's Services Report for August 2007

Placentia Library Literacy Services Report for August 2007

Reference and Adult Services Report for August 2007





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

History Room Report for August 2007

Placentia Library Web Site Report for August 2007

Technology Report for August 2007

Publicity Materials produced for August 2007

Safety Committee Minutes for August 2007

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

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

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

President Shkoler opened and closed the Public Hearing.

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

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

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

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

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

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



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

**LEGISLATIVE  
ISSUES**

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

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

**STAFF  
APPRECIATION  
DINNER**

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

**TRAVEL  
AUTHORIZATIONS**

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

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

**WORD OF MOUTH  
MARKETING TOPIC  
FOR OCTOBER**

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

**POLICY 2030 -  
HOLIDAYS**

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

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

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

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



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

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

**AGENDA  
PREPARATION**

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

**ADJOURNMENT**

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

**NEXT MEETING**

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

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Jean Turner  
Secretary  
Library Board of Trustees

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Al Shkoler  
President  
Library Board of Trustees



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
October 24, 2007

TYPE	REPORT NUMBER	AMOUNT
None		
	TOTAL	

Prepared by: Wendy Goodson





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

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

Prepared by: Wendy Goodson

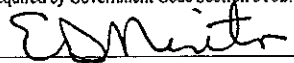
**PAID SEP 21 2007**

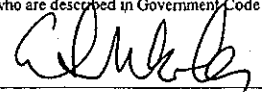
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

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

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

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

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

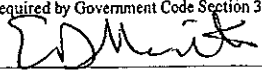
DATE 09/25/07  
REPORT NO 5037

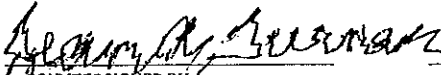
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS					AMOUNT	A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Repl Cat		Doc Number	SC
N00692 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	9-12-07/0023475-IN		0352	00		2,041.00		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	9-20-07/05391188009		2802	00		292.21		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anahelm, CA 92807-1640	9-18-07/07-9-1275		1400	00		134.00		
	9-11-07/07-9-1231		1400	00		338.00		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	8-17-07T6956386		0700	00		472.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	9-17-07/800571		1800	00		42.79		
N05294B Roto Rooter 1183 N. Kraemer Place Anahelm, CA 92806	9-18-07/AN345216		1400	00		216.88		
	9-18-07/AN338295		1400	00		122.50		
	9-17-07/AN333915		1400	00		447.00		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92628	9-13-07/253545		1800	00		147.50		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	9-10-07-2943535		1800	00		132.03		
	8-20-07/2921058		1800	00		668.58		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-14-07/401002277		1800	00		275.07		
	9-14-07/400562713		1800	08		943.65		
	9-14-07/401129662		1800	08		51.64		
	9-14-07/401303864		1800	08		63.11		
	9-7-07/400386588		1800	00		133.43		
	9-7-07/400377529		1800	00		49.50		
						113.11		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	9-5-07/4979515		2400	08		113.95		
						524.74		

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

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

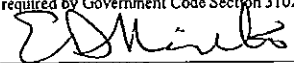
DATE 09/25/07  
REPORT NO 5038

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

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

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

The claims listed above (totaling \$14,314.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

14,314.89

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/25/07  
REPORT NO 5039

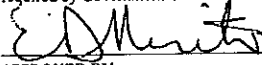
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

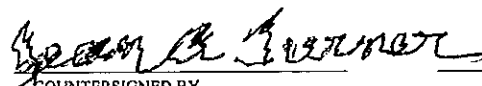
~~PLACENTIA LIBRARY DISTRICT~~

DIRECTOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N30586 HomeIN Magazine 19713 Yorba Linda Blvd Ste 135 Yorba Linda CA 92886	9-18-07/2879		1900	00		540.00		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	9-4-07/Sp Lit		1900	01		229.76		
N31383 Par 6 780 North Euclid St 205 Anahelm CA 92801	9-25-07/22		1300	00		120.00		
Mercury Disposal System 1080 N Batavia St Suite Q Orange CA 92867	9-19-07/11816		1400	00		206.55		
JJ Marketing PO Box 238 Placentia CA 92871	9-6-07/1052		1800	08		238.39		
SRP Computer Solutions 101 S Kraemer Blvd Suite 203 Placentia CA 92870	9-16-07/5050		1900	00		75.00		

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

  
APPROVED BY

  
COUNTERSIGNED BY

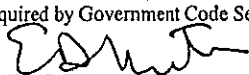
ATTESTED AND/OR COUNTERSIGNED BY

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

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

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

The claims listed above (totaling \$10,568.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

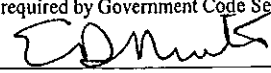
DATE 10/11/07  
REPORT NO 5041

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

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

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

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

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

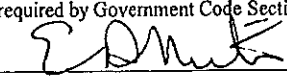
DATE 10/11/07  
REPORT NO 5042

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03828C Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	9-14-07/4006821235		2400	01		128.25		
	9-14-07/4006821234		2400	01		17.99		
	9-14-07/4006821233		2400	01		17.52		
	9-14-07/4006821232		2400	01		39.48		
	9-14-07/4006821231		2400	01		17.96		
	9-14-07/4006821230		2400	01		18.56		
	9-14-07/4006821229		2400	01		18.56		
	9-14-07/4006803864		2400	01		167.06		
	9-14-07/4006803863		2400	01		55.07		
	9-14-07/4006803862		2400	01		123.92		
	9-14-07/4006803861		2400	01		89.87		
	9-14-07/4006803860		2400	01		102.76		
	9-14-07/4006803859		2400	01		57.19		
	9-14-07/4006803858		2400	01		74.28		
	9-14-07/4006803857		2400	01		18.56		
	9-14-07/4006803856		2400	01		18.56		
	9-14-07/4006808333		2400	01		46.25		
	9-7-07/4006766213		2400	01		18.56		
	9-7-07/4006766212		2400	01		343.34		
	9-7-07/4006766210		2400	01		36.04		
	9-7-07/4006766209		2400	01		95.79		
	9-7-07/4006755055		2400	01		35.96		
	9-7-07/4006755054		2400	01		181.57		
	9-7-07/4006755053		2400	01		48.58		
	9-7-07/4006755052		2400	01		129.28		
	9-7-07/4006755051		2400	01		13.64		
	9-7-07/4006755050		2400	01		149.37		
	9-7-07/4006755049		2400	01		34.77		
	9-7-07/4006755048		2400	01		143.75		
	9-7-07/4006755047		2400	01		55.72		
	9-7-07/4006697409		2400	01		164.01		
	9-7-07/4006697408		2400	01		72.47		
	9-7-07/4006697407		2400	01		28.99		
	9-7-07/4006697405		2400	01		73.14		
	9-7-07/4006697404		2400	01		179.61		
	9-7-07/4006697403		2400	01		253.91		
	9-7-07/4006697402		2400	01		17.96		
	9-7-07/4006697401		2400	01		57.55		
	9-7-07/4006697400		2400	01		36.55		
	9-29-07/4006878044		2400	01		74.22		
9-29-07/4006878043		2400	01		140.86			
9-29-07/4006878042		2400	01		117.37			
9-29-07/4006878041		2400	01		117.10			
9-29-07/4006878040		2400	01		86.34			
9-29-07/4006878039		2400	01		28.62			
9-29-07/4006878038		2400	01		60.04			
9-29-07/4006878037		2400	01		17.96			
9-19-07/4006878036		2400	01		15.58			
9-21-07/4006821109		2400	01		35.04			
9-21-07/4006787355		2400	01		21.40			
9-28-07/4006898892		2400	01		20.75			
					3,917.68			

The claims listed above (totaling \$3,917.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT


DATE 10/11/07  
REPORT NO 5043

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

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

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

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

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

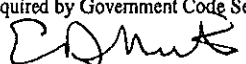
DATE 10/11/07  
REPORT NO 5044

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	9-26-07/AN344830		1400	00		690.04		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anahelm, CA 92816	9-1-07/00297 Aug 07		1900	00		217.00		
	9-30-0/00297 Sep 07		1900	00		925.00		
						<b>1,142.00</b>		
N06686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	9-28-07/403090415		1800	00		57.99		
	9-28-07/402859749		1800	00		48.46		
	9-28-07/402859748		1800	00		32.31		
	9-28-07/402960232		1800	00		33.36		
	9-28-07/402605673		1800	00		33.55		
	9-21-07/402424768		1800	00		20.81		
	9-28-07/402859409		1800	00		140.06		
	9-28-07/402914141		1800	00		361.66		
					<b>728.20</b>			
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: X3104	10-7-07/331731		1400	00		1,425.00		
N06985 Paychex PO Box 4482 Carol Stream IL 60197-4482	9-27-0/20070927		1900	00		248.27		
	10-2-07/422220		1900	08		82.75		
			1900	00		1,018.59		
			1900	08		74.53		
					<b>1,424.14</b>			
N15508 Cosmoslink Internet Services 3 Pointe Dr. Suite 307 Brea, CA 92821	10-7-07/200710-09		1900	00		5.00		
N19847A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10-1-07/166861		1900	00		125.30		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	9-26-07/165309		1800	00		249.59		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: X8389)	10-3-07/Sp Lit Oct 07		1900	00		301.44		

The claims listed above (totaling \$6,090.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT


DATE 10/11/07  
REPORT NO 5045

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N22268 Midwest Tape PO Box 820 Holland OH 43528	9-7-07/1477575		2400	02		8.40		
	9-7-07/1477603		2400	02		1.00		
	9-19-07/5341786		2400	02		315.56		
						324.96		
N23569 Placentia Disposal PO Box 79036 Phoenix AZ 85062-9036	10-1-07/X6916		1001	00		206.92		
N24885A (note address change) Signarama 1092 N Tustin Ave Anaheim, CA 92807	10-8-07/12614		1800	00		349.92		
N25939A Proquest Information and Learning 6216 Paysphere Circle Chicago, IL 60674	9-13-07/91495615		2400	03		4,015.00		
N27838 BBC Audiobooks America PO Box 414190 Boston MA 02241-4190	9-18-07/299581		2400	05		40.00		
	9-10-7/298137		2400	02		59.91		
	9-13-07/298636		2400	05		368.08		
						467.99		
N28089 Moreland & Associates 1201 Dove St Ste 680 Newport Beach CA 92860	10-1-07/State Report 07		1900	00		1,116.00		
N28657 Tumbleweed Press, Inc. 1853 A Avenue Road, #4 Toronto, ON M5M 3Z4 Canada	9-11-07/3957		2400	03		399.00		
N29645 Shawn Robison c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb; 7-28-07to9-29-07		2600	01		15.52		
N29760 Gary Bell c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb; 9/11/2007		2600	01		4.05		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	10-1-07/R115375822		2400	03		5,713.56		
	9-25-07/15368903		2400	01		58.54		
	9-11-07/15342597		2400	01		29.27		
	9-12-07/15346207		2400	01		29.27		
						5,830.64		

The claims listed above (totaling \$12,730.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

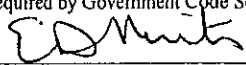
ATTESTED AND/OR COUNTERSIGN

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N30025 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	9-14-07/1083718815		2400	05		358.40		
N30465 SDR Consulting PO Box 580 Placentia CA 92871 22-3863301	9-7-07 - Quarterly		1900	00		150.00		
N30960 Patricia Fellous-Gibbons c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Educ Reimb. Summer 07 Travel Reimb Aug 28 2007		2700	01		82.97		
			2600	00		2.62		
						85.59		
N31427 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-2-07/0124877		0700	01		253.90		
N32052 Georgette Baker 15696 Altamira Drive Chino Hills, CA 91709 x8721	Lapsit - Sep 07		1900	00		400.00	*21	
(need vendor #) MuniFinancial 27368 Via Industrial Suite 110 Temecula, CA 92590	9-30-07/43077		1900	00		5,250.00		
(need vendor #) Counting Technologies 4009 Alegre Way Suite 101 Davis CA 95618	9-26-07/70953		1300	01		99.00		
(need vendor #) Alexander Hernandez c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	Household expense reimb.		1000	00		25.00		
(need vendor #) US Bank PO Box 6343 Fargo ND 58125-6344	Bankcard X3058 Aug-Sep 07		1800	00		899.69		
			1900	00		990.00		
			2400	02		570.86		
			2400	03		937.00		
			2700	00		2,158.40		
			2700	01		110.00		
			4000	00		123.90		
						5,789.85		

The claims listed above (totaling \$12,411.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

  
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
October 24, 2007

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

Prepared by: Wendy Goodson

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	10-9-07/07-101375		1400	00		169.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	9-28-07/9583		1900	00		45.00		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	10-13-07/X7330591-OT07		2100	00		183.09		
N03752P AT&T/MCI Dept. LA 21461 Pasadena, CA 91185-1461	9-17-07/T7082313 9-17-07/T7082328		0700	00		794.37		
			0700	01		45.43		
						839.80		
N08686I Office Depot PO Box 70025 Los Angeles CA 90074-0025	10-5-07/403427994 10-5-07/403658462 10-5-07/403801631		1800	00		191.88		
			1800	00		41.32		
			1800	00		112.01		
						345.21		
N06965 Paychex PO Box 4482 Carol Stream IL 60197-4482	10-15-07/424333		1900	00		221.14		
			1900	08		73.71		
						294.85		
N28040 Yesenia Gomez c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Travel Reimb.		2600	01		101.17		
N29656 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-10-07/21074		1800	00		32.33		
N30884 Guadalupe Arreola 1353 W Baker Ave Fullerton CA 92833	10-5-07/Sp Lit		1900	01		201.04	"2"	
(need vendor #) Savance 18292 Middlebelt Livonia MI 48152	10-1-07/2007-101423		1300	00		125.00		
(need vendor #) Proliteracy America 1320 Jamesville Ave Syracuse NY 13210	Annual Mbrship 07		1600	08		129.00		

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGN

Page Total

2,465.49



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

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

Please Pay \$ 47,472.00 on 11 | 7 | 07

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: N03641A

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

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



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

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

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

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

Description:

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641A

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director <sup>EMD</sup>  
**SUBJECT:** Cash Flow Analysis  
**DATE:** October 15, 2007

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2007-2008 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2007-2008 is Attachment B.

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

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2007-2008 through October 24, 2007 and the Property Tax Apportionment Schedule for Fiscal Year 2007-2008.



Home > Property Tax Accounting

Property Tax Accounting

[Apportionment Schedule Letter]

Property Tax Apportionments  
Fiscal Year 2007-2008

APPORTIONMENT	APPORNT. DATE	AVAIL. DATE	COLLECTIONS	PERCENTAGE
PY Sec Taxes & Penalties Non Teeter 1	8/15/2007	8/16/2007	July	
Supplemental 1	8/15/2007	8/16/2007	Collections for July	
PY Sec Taxes & Penalties Non Teeter 2	9/12/2007	9/13/2007	August	
Unsecured 1	9/20/2007	9/21/2007	Collections at 08/31/2007	80% - 85%
Supplemental 2	9/12/2007	9/13/2007	Collections for August	
PY Sec Taxes & Penalties Non Teeter 3	10/10/2007	10/11/2007	September	
Supplemental 3	10/10/2007	10/11/2007	Collections for September	
PY Sec Taxes & Penalties Non Teeter 4	11/14/2007	11/15/2007	October	
Supplemental 4	11/14/2007	11/15/2007	Collections for October	
Secured #1	11/20/2007	11/21/2007	Collections at 11/09/2007	7% - 10%
H/O Property Tax Relief 1	12/10/2007	12/11/2007		15%
Secured #2	12/13/2007	12/14/2007	Collections at 12/07/2007	10% - 15%
PY Sec Taxes & Penalties Non Teeter 5	12/12/2007	12/13/2007	November	
Supplemental 5	12/12/2007	12/13/2007	Collections for November	
Secured #3	12/20/2007	12/21/2007	Collections at 12/14/2007	25% - 30%
ERAF 1	1/3/2008	1/4/2008	For Non-schools: \$277 million + growth	
Sales & Use Tax Compensation 1	1/7/2008	1/8/2008		50% plus Prior Year True-Up
Property Tax In-Lieu of VLF/VLF Swap 1	1/7/2008	1/8/2008		50%
H/O Property Tax Relief 2	1/10/2008	1/11/2008		35%
PY Sec Taxes & Penalties Non Teeter 6	1/16/2008	1/17/2008	December	
Unsecured 2	1/16/2008	1/17/2008	Collections at 12/31/2007	5% - 8%
Supplemental 6	1/16/2008	1/17/2008	Collections for December	
Secured #4	1/24/2008	1/25/2008	Collections at 01/11/2008	1% - 5%
State-Assessed Public Utility & Railroads 1	1/16/2008	1/17/2008	1 <sup>st</sup> Installment Collections	49% - 50%
PY Sec Taxes & Penalties Non Teeter 7	2/13/2008	2/14/2008	January	
Supplemental 7	2/13/2008	2/14/2008	Collections for January	
PY Sec Taxes & Penalties Non Teeter 8	3/12/2008	3/13/2008	February	
Secured #5	3/20/2008	3/21/2008	Collections at 03/09/2008	5% - 7%
Supplemental 8	3/12/2008	3/13/2008	Collections for February	
PY Sec Taxes & Penalties Non Teeter 9	4/16/2008	4/17/2008	March	
Secured #6	4/17/2008	4/18/2008	Collections at 04/11/2008	30% - 35%
Supplemental 9	4/16/2008	4/17/2008	Collections for March	
ERAF 2	5/1/2008	5/2/2008	For Non-schools: \$276 million + growth	
Sales & Use Tax				

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

[Apportionment Schedule Letter]  
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Placentia Library District  
FY2007-2008 General Fund Cash Flow

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

Placentia Library District  
FY2007-2008 General Fund Cash Flow

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

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

	Fiscal Year 2007-2008						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2007*	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
7/31/2007	143,288.46	11,281.85	179,936.72	1,037,037.44	11,008.64	1,382,553.11	345,515.67	
8/31/2007	144,541.01	11,380.47	181,509.63	850,500.39	11,104.87	1,199,036.37	348,535.98	
9/30/2007	144,528.71	11,379.50	181,494.19	706,518.63	11,103.93	1,055,024.96	348,506.33	
10/31/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/30/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/31/2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2/28/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5/31/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6/30/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 2006-2007						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
07/31/06	113,971.05	10,778.51	171,908.95	1,027,689.84	10,517.51	1,334,865.86	307,176.02	
08/31/06	114,419.01	10,820.87	172,584.63	839,652.60	10,558.85	1,148,035.96	308,383.36	
09/30/06	114,887.46	10,865.18	173,291.22	750,624.35	10,602.08	1,060,270.29	309,645.94	
10/31/06	115,364.52	10,910.29	174,010.80	545,230.76	10,646.10	856,162.47	310,931.71	
11/30/06	115,836.48	10,954.92	174,722.68	627,854.80	10,689.65	940,058.53	312,203.73	
12/31/06	116,326.09	11,001.23	175,461.19	1,034,744.25	10,734.83	1,348,267.59	313,523.34	
01/31/07	116,316.17	11,000.29	175,446.22	978,426.84	10,733.91	1,291,923.43	313,496.59	
02/28/07	117,314.54	11,094.71	176,952.11	933,463.67	10,826.04	1,249,651.07	316,187.40	
03/31/07	117,305.50	11,093.86	176,938.48	820,992.07	10,825.21	1,137,155.12	316,163.05	
04/30/07	142,218.47	11,187.07	178,425.10	1,283,067.88	10,916.16	1,625,814.68	342,746.80	
05/31/07	142,207.33	11,186.15	178,410.37	1,266,963.01	10,915.26	1,609,682.12	342,719.11	
06/30/07	143,300.29	11,282.78	179,951.58	1,099,907.16	11,009.55	1,445,451.36	345,544.20	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 2005-2006						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
06/30/05	122,422.78	10,357.21	165,189.49	837,101.17	10,106.39	1,145,177.04	308,075.87	
07/31/05	122,741.64	10,382.49	165,592.69	760,016.26	10,131.05	1,068,864.13	308,847.87	
08/31/05	123,044.94	10,408.15	166,001.88	601,465.37	10,156.09	911,076.43	309,611.06	
09/30/05	123,366.14	10,435.32	166,435.23	629,662.56	10,182.61	940,081.86	310,419.30	
10/31/05	123,699.64	10,463.53	166,885.16	511,382.72	10,210.14	822,641.19	311,258.47	
11/30/05	124,033.15	10,491.74	167,335.11	534,616.78	10,237.67	846,714.45	312,097.67	
12/31/05	124,393.83	10,522.25	167,821.70	861,368.68	10,267.44	1,174,373.90	313,005.22	
01/31/06	111,512.01	10,553.35	168,317.80	977,684.72	10,297.80	1,278,365.68	300,680.96	
02/28/06	111,927.45	10,588.46	168,877.74	942,809.05	10,332.05	1,244,534.75	301,725.70	
03/31/06	112,329.88	10,623.61	169,438.33	885,128.36	10,366.35	1,187,886.53	302,758.17	
04/30/06	112,686.17	10,657.30	169,975.76	1,119,221.16	10,399.23	1,422,939.62	303,718.46	
05/31/06	113,086.59	10,695.17	170,579.77	1,235,981.36	10,436.19	1,540,779.08	304,797.72	
6/30/2006*	113,529.06	10,736.71	171,242.25	1,070,109.11	10,476.72	1,376,093.85	305,984.74	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

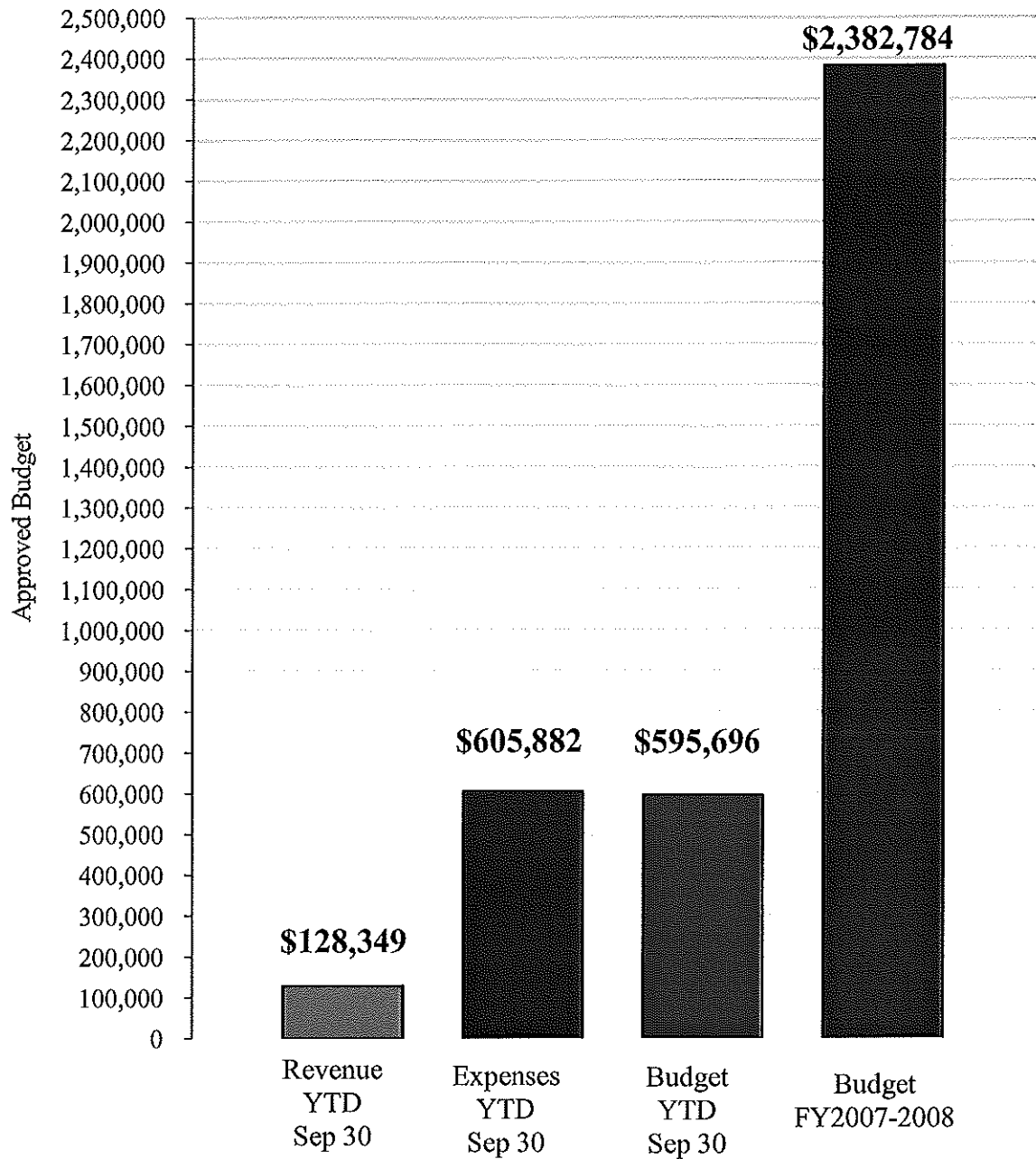


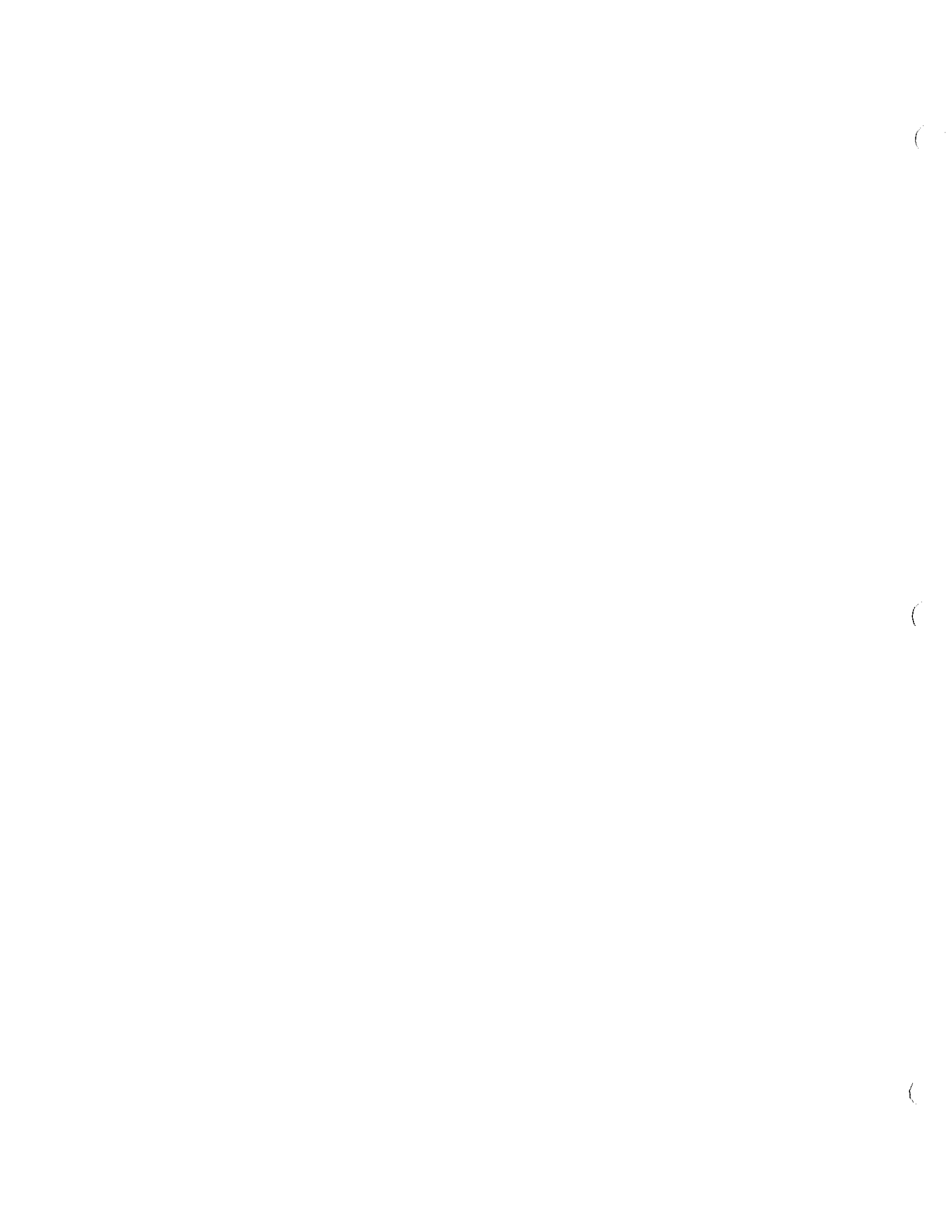


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2007 - 2008

### General Fund Cash Flow





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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
6210-00	Prop. Taxes - current secured	1,665,302.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	21,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	18,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	1,704,302.00	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	67,582.00	53,741.28	53,339.06	53,741.28	53,339.06	79.52%
6230-00	Prop. Taxes - Prior Secured	17,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	17,715.24	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout	0.00	0.00	22,608.66	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	17,000.00	0.00	40,323.90	0.00	0.00	0.00%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	6,500.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	55,250.00	10,976.29	1,334.87	742.06	269.25	19.87%
6280-01	Final supplemental for prior years	0.00	0.00	13,895.25	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	55,250.00	10,976.29	15,230.12	742.06	269.25	19.87%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	0.00	2,626.84	0.00	0.00	0.00%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,852,784.00	64,717.57	111,519.92	54,483.34	53,608.31	3.49%

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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
6610-00	Interest	44,000.00	9,064.02	8,523.68	4,339.15	4,082.87	20.60%
6610-01/02	Interest - old bond fund	0.00	0.00	3,698.76	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	44,000.00	9,064.02	12,222.44	4,339.15	4,082.87	20.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	35,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	57,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - LSTA Grant, HIS House	0.00	0.00	5,000.00	0.00	5,000.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0.00	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	10,000.00	0.00	10,259.00	0.00	7,137.00	
	TOTAL STATE - OTHER GOVERNMENTAL	119,000.00	0.00	15,259.00	0.00	12,137.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	80,000.00	10,956.29	9,521.90	0.00	5,116.31	13.70%
7670-01	Local Revenue -- Passport	250,000.00	33,266.85	24,336.44	0.00	12,970.04	13.31%
7670-02 & 56	Local Revenue -- Non-Gov't Grants & Gifts	20,000.00	10,340.07	12,500.00	0.00	0.00	
	TOTAL LOCAL REVENUE	350,000.00	54,563.21	46,358.34	0.00	18,086.35	15.59%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	2,382,784.00	128,344.80	185,359.70	58,822.49	87,914.53	5.39%

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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
0100-00	Salaries & Wages	1,171,248	314,186.99	297,675.03	88,297.92	87,496.00	26.82%
0200-00	Retirement (Social Security & Pension Contribution)	182,824	24,106.08	23,268.00	6,646.08	6,648.00	13.19%
0301-00	Unemployment Insurance	0	0.00	125.00	0.00	125.00	
0306-00	Health Insurance	105,000	24,927.51	14,705.52	7,150.40	-578.38	23.74%
0308-00	Dental Insurance	11,000	2,852.51	2,769.50	910.84	932.80	25.93%
0309-00	Life Insurance	1,000	1,635.59	473.85	583.49	175.50	163.56%
0310-00	Accidental Death & Dismemberment Insurance	4,052	1,181.17	640.54	369.55	321.13	29.15%
0319-00	Vision Insurance	2,550	545.16	757.36	173.89	235.70	21.38%
	Total Employee Insurance	123,602	31,141.94	19,471.77	9,188.17	1,211.75	25.20%
0350	Workers Compensation - General	8,000	0.00	17,305.37	0.00	2,124.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,485,674	369,435.01	357,720.17	104,132.17	97,479.75	24.87%
0700-00	Communications - Telephone	4,000	387.84	1,526.84	0.00	560.76	9.70%
0700-01	Communications - Modem/Fax	5,200	1,421.61	1,098.65	257.56	302.48	27.34%
0700-02	Communications - Internet/Database	3,800	495.06	0.00	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	0	0.00	0.00	0.00	0.00	#DIV/0!
0700-07	Communications - ELLI Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,400	202.95	256.75	63.93	128.75	14.50%
	Total Communications	14,400	2,507.46	2,882.24	321.49	991.99	17.41%
0900-00	Food - General Fund	500	168.12	98.25	24.81	56.45	33.62%
0900-07	Food - ELLI Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	4,500	100.55	62.23	48.72	0.00	2.23%
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	5,000	268.67	160.48	73.53	56.45	5.37%

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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
1000-00	Household Expense	15,000	4,562.02	1,731.36	3,194.10	1,702.02	30.41%
1001-00	Trash	0	0.00	0.00	0.00	0.00	
	Household and Trash	15,000	4,562.02	1,731.36	3,194.10	1,702.02	
1100-00	Insurance - Liability	13,750	14,923.59	0.00	0.00	0.00	108.54%
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	7,500	1,497.18	871.00	651.09	749.25	19.96%
1300-01	Maintenance of Equipment - General Fund (Computer)	37,500	12,000.00	0.00	6,000.00	0.00	32.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	232.50	0.00	232.50	0.00%
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	45,500	13,497.18	1,103.50	6,651.09	981.75	29.66%
1400-00	HVAC	7,500	2,425.06	1,878.96	1,299.95	1,878.96	32.33%
	Carpet Cleaning	2,750	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	16,000	3,626.88	4,535.11	1,694.09	2,952.78	22.67%
	Plumbing	2,500	331.66	422.58	0.00	0.00	13.27%
	Electrical	7,000	1,055.00	220.00	945.00	220.00	15.07%
	Cleaning Service	18,000	3,900.00	3,900.00	1,300.00	1,300.00	21.67%
	Locksmith	1,000	0.00	73.50	0.00	73.50	0.00%
	Other (Includes Fire Alarm & Extinguishers)	8,000	396.68	3,134.34	0.00	279.00	4.96%
	Total Maintenance of Building & Grounds	62,750	11,735.28	14,164.49	5,239.04	6,704.24	18.70%
1600-00	Memberships - General Fund	4,000	509.00	130.00	85.00	0.00	12.73%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	1,000	30.00	120.00	30.00	0.00	3.00%
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	5,000	539.00	250.00	115.00	0.00	10.78%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	#DIV/0!

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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
	Library Supplies	22,000	5,907.09	3,983.86	1,350.58	2,541.74	26.85%
	Printing	14,000	5,752.70	2,715.92	5,321.18	2,244.06	41.09%
	[Unassigned]	0	0.00	0.00	0.00	0.00	
	Publications	1,100	564.00	0.00	0.00	0.00	51.27%
	Paper	700	339.71	0.00	297.41	0.00	48.53%
	Drinking Water Service	350	96.00	96.00	32.00	64.00	27.43%
	Other Office Supplies	20,000	8,005.73	2,456.66	3,918.01	971.66	40.03%
1800-00	Total Office Supply Expense - General Fund	58,150	20,665.23	9,252.44	10,919.18	5,821.46	35.54%
1800-07	ELLI Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,000	1,663.24	124.99	420.23	124.99	83.16%
	Publications	2,500	213.00	0.00	0.00	0.00	8.52%
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,000	2,272.93	7,589.46	0.00	5,461.06	75.76%
1800-08	Total Adult Literacy Office Supply Expense	7,500	4,149.17	7,714.45	420.23	5,586.05	55.32%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	0.00%
	Total Office Expense	67,650	24,814.40	16,966.89	11,339.41	11,407.51	36.68%
1803-00	Postage Expense - General Fund	6,800	1,518.99	1,944.28	909.99	1,300.00	22.34%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	150.00	0.00	150.00	0.00	150.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	6,900	1,668.99	1,944.28	1,059.99	1,300.00	24.19%

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

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



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

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

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

OBJECT CODE	DESCRIPTION	FY2007-2008 BUDGETED	FY2007-2008 YTD	FY2006-2007 YTD	FY2007-2008 SEP 2007	FY2006-2007 SEP 2006	FY2007-2008 % REV BUD
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	390.31	0.00	0.00	0.00%
4000-00	Equipment - General Fund	50,000	16,495.31	8,152.45	4,515.22	7,753.73	32.99%
4000-07	Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	5,225.88	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	50,000	21,721.19	8,152.45	4,515.22	7,753.73	43.44%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	50,000	21,721.19	8,152.45	4,515.22	7,753.73	43.44%
5200	PROVISION FOR CONTINGENCIES	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	2,382,784	605,881.82	510,322.08	206,929.42	177,315.42	25.43%
	Spanish Literacy	5,000	1,280.78	251.24	401.44	0.00	25.62%
	ELLI Grant Summary Object Code 07	0	0.00	0.00	0.00	0.00	
	CLC Summary Object Code 08	32,000	15,602.95	11,022.73	1,115.28	6,721.15	48.76%
	FFL Grant Summary Object Code 09	2,000	0.00	0.00	0.00	0.00	0.00%
	TOTAL LITERACY (Excluding Personnel)	39,000	16,883.73	11,273.97	1,514.72	6,721.15	43.29%

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10/18/07  
Accrual Basis

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

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

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

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
COE Directors Fund (Friends)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
COE Friends - Summer Reading	4,120.00	0.00	0.00	0.00	0.00	4,120.00
COE Friends Adult Programming	1,986.09	0.00	0.00	0.00	0.00	1,986.09
COE Interest	32.25	0.00	0.00	0.00	0.00	32.25
COE Life Insur Suplmt(EDM)	139.58	0.00	0.00	0.00	0.00	139.58
COE Meeting Room Income	1,627.00	5.00	0.00	0.00	0.00	1,632.00
COE Passport Chck Reimbursement	9,186.10	1,883.75	0.00	0.00	0.00	11,069.85
COE Test Proctoring Income	507.30	30.00	0.00	0.00	0.00	537.30
GF Bankcard Deposit	0.00	18,019.75	0.00	0.00	0.00	18,019.75
GF Cash Register - Copy/Debit	0.00	68.26	0.00	0.00	0.00	68.26
GF Cash Register - Fines	43.00	5,890.04	0.00	0.00	0.00	5,933.04
GF Cash Register - Lost Items	0.00	553.21	0.00	0.00	0.00	553.21
GF Cash Register - Misc.	0.00	391.30	0.00	0.00	0.00	391.30
GF cash register - Passport Pho	0.00	7,554.00	0.00	0.00	0.00	7,554.00
GF Cash Register - Reserves	0.00	478.80	0.00	0.00	0.00	478.80
GF Copier coinbox	0.00	692.05	0.00	0.00	0.00	692.05
GF County Reimbursements	0.00	3,835.94	0.00	0.00	0.00	3,835.94
GF Deposit Correction Income	0.00	254.00	0.00	0.00	0.00	254.00
GF Interest	0.00	69.51	0.00	0.00	0.00	69.51
GF Miscellaneous Income	0.00	314.77	0.00	0.00	0.00	314.77
GF Non Government Grant	0.00	10,340.07	0.00	0.00	0.00	10,340.07
GF Notary	0.00	1,307.00	0.00	0.00	0.00	1,307.00
GF Passport Revenue	0.00	43,485.53	0.00	0.00	0.00	43,485.53
GF State Library Reimbursements	0.00	7,493.55	0.00	0.00	0.00	7,493.55
LIT Donations	0.00	0.00	585.91	0.00	0.00	585.91
LIT Interest Inc - Savings	0.00	0.00	28.27	0.00	0.00	28.27
PA Wire Transfer from County	0.00	0.00	0.00	342,304.00	0.00	342,304.00
<b>Total Income</b>	<b>19,141.32</b>	<b>102,666.53</b>	<b>614.18</b>	<b>342,304.00</b>	<b>0.00</b>	<b>464,726.03</b>
<b>Expense</b>						
COE Bank fees	11.00	0.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rndg Prgm	2,000.53	0.00	0.00	0.00	0.00	2,000.53
COE Friend's Director's Fund	246.89	0.00	0.00	0.00	0.00	246.89
COE Medical Reimbursement Polic	2,004.64	0.00	0.00	0.00	0.00	2,004.64
COE Meeting Room Maintenance	619.88	0.00	0.00	0.00	0.00	619.88
COE Passport Expenses	12,374.50	0.00	0.00	0.00	0.00	12,374.50
GF Bankcard Service Charge	0.00	798.76	0.00	0.00	0.00	798.76
GF Equipment (400)	0.00	613.97	0.00	0.00	0.00	613.97
GF Food	0.00	20.82	0.00	0.00	0.00	20.82
GF Literacy	0.00	268.01	0.00	0.00	0.00	268.01
GF Office Expense	0.00	1,199.35	0.00	0.00	0.00	1,199.35
GF Patron Credit	0.00	13.90	0.00	0.00	0.00	13.90
GF Transfer to COE	0.00	6,121.65	0.00	0.00	0.00	6,121.65
GF Transfer to GF Savings	0.00	12,982.11	0.00	0.00	0.00	12,982.11
GF Transfers to County	0.00	86,817.67	0.00	0.00	0.00	86,817.67
GF Travel CLC Grant	0.00	341.20	0.00	0.00	0.00	341.20
GF Travel Literacy	0.00	49.40	0.00	0.00	0.00	49.40
GF Travel Staff	52.00	559.15	0.00	0.00	0.00	611.15
GF Travel Trustees	0.00	55.00	0.00	0.00	0.00	55.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	21,030.49	0.00	21,030.49
PA Empl Optional Benefit	0.00	0.00	0.00	442.50	0.00	442.50
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,369.80	0.00	1,369.80
PA Employee Life Insurance	0.00	0.00	0.00	119.64	0.00	119.64
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	63,926.32	0.00	63,926.32
PA Salaries	0.00	0.00	0.00	187,531.90	0.00	187,531.90
<b>Total Expense</b>	<b>17,309.44</b>	<b>109,840.99</b>	<b>0.00</b>	<b>274,420.65</b>	<b>0.00</b>	<b>401,571.08</b>
<b>Net Ordinary Income</b>	<b>1,831.88</b>	<b>-7,174.46</b>	<b>614.18</b>	<b>67,883.35</b>	<b>0.00</b>	<b>63,154.95</b>
<b>Net Income</b>	<b>1,831.88</b>	<b>-7,174.46</b>	<b>614.18</b>	<b>67,883.35</b>	<b>0.00</b>	<b>63,154.95</b>

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10/07/07

## Placentia Library District Reconciliation Detail

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

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

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10/07/07

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

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

*EDW*  
*10/7/2007*

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10/07/07

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

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

*EW*  
10/7/2007

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

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



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10/07/07

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

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

*ESM*  
*10/7/2007*

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

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

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

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

*EW*  
*10/7/2007*

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10/07/07

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

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

*EW*  
10/7/2007

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	\$8,988	581	465	\$0	0	0	\$8,988	581	465	\$40	3	3	\$9,028	584	468
Adult Circulating Non-Fiction	\$9,813	454	444	\$0	0	0	\$9,813	454	444	\$120	5	5	\$9,933	459	449
Adult Reference	\$1,823	25	22	\$0	0	0	\$1,823	25	22	\$0	0	0	\$1,823	25	22
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult on-line databases	\$21,051	5	5	\$0	0	0	\$21,051	5	5	\$0	0	0	\$21,051	5	5
Total Adult Non-Fiction	\$32,687	484	471	\$0	0	0	\$32,687	484	471	\$120	5	5	\$32,807	489	476
TOTAL ADULT PRINT MATERIALS	\$41,675	1065	936	\$0	0	0	\$41,675	1065	936	\$160	8	8	\$41,835	1073	944
Adult Music CDs	\$19	1	1	\$0	0	0	\$19	1	1	\$0	0	0	\$19	1	1
Adult Audio Books (incl. Overdrive)	\$5,563	76	76	\$0	0	0	\$5,563	76	76	\$15	1	1	\$5,578	77	77
Adult DVDs	\$2,959	146	77	\$0	0	0	\$2,959	146	77	\$45	2	2	\$3,004	148	79
TOTAL ADULT NON-PRINT MATERIALS	\$8,541	223	154	\$0	0	0	\$8,541	223	154	\$60	3	3	\$8,601	226	157
TOTAL ADULT MATERIALS	\$50,216	1288	1090	\$0	0	0	\$50,216	1,288	1,090	\$220	11	11	\$50,436	1,299	1,101
Juvenile Fiction	\$2,971	454	325	\$0	0	0	\$2,971	454	325	\$100	12	12	\$3,071	466	337
Juvenile Circulating Non-Fiction	\$288	14	12	\$0	0	0	\$288	14	12	\$0	0	0	\$288	14	12
Juvenile Reference	\$164	1	1	\$0	0	0	\$164	1	1	\$0	0	0	\$164	1	1
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile on-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Junior Non-Fiction	\$452	15	13	\$0	0	0	\$452	15	13	\$0	0	0	\$452	15	13
TOTAL JUVENILE PRINT MATERIALS	\$3,422	469	338	\$0	0	0	\$3,422	469	338	\$100	12	12	\$3,523	481	350
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$249	8	5	\$0	0	0	\$249	8	5	\$37	1	1	\$286	9	6
Juvenile DVDs	\$50	2	2	\$0	0	0	\$50	2	2	\$0	0	0	\$50	2	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$298	10	7	\$0	0	0	\$298	10	7	\$37	1	1	\$335	11	8
TOTAL JUVENILE MATERIALS	\$3,720	479	345	\$0	0	0	\$3,720	479	345	\$137	13	13	\$3,858	492	358
Total Fiction	\$11,959	1035	790	\$0	0	0	\$11,959	1035	790	\$140	15	15	\$12,099	1050	805
Total Non-Fiction	\$33,139	499	484	\$0	0	0	\$33,139	499	484	\$120	5	5	\$33,259	504	489
Total Music CDs	\$19	1	1	\$0	0	0	\$19	1	1	\$0	0	0	\$19	1	1
Total Audio Books	\$5,811	84	81	\$0	0	0	\$5,811	84	81	\$52	2	2	\$5,863	86	83
Total Video DVDs	\$3,008	148	79	\$0	0	0	\$3,008	148	79	\$45	2	2	\$3,053	150	81
TOTAL MATERIALS	\$53,936	1767	1435	\$0	0	0	\$53,936	1767	1435	\$357	24	24	\$54,293	1791	1459

Outstanding Orders as of September 2007

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



Entrepenurial Activities Report  
 Net Revenue Summary  
 September-07

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

Prepared by: Wendy Goodson





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

Adenda Item 18

FY 07-08	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	14	1,041	9	464.90	0
August	14	1,050	2	395.19	0
September	14	1,054	2	274	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>42</b>	<b>3145</b>	<b>13</b>	<b>1134.09</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

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

SUMMARY STATUS REPORT

PAGE: 233

MS YESENIA GOMEZ

PLACENTIA LIBRARY DISTRICT

411 EAST CHAPMAN AVENUE

PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

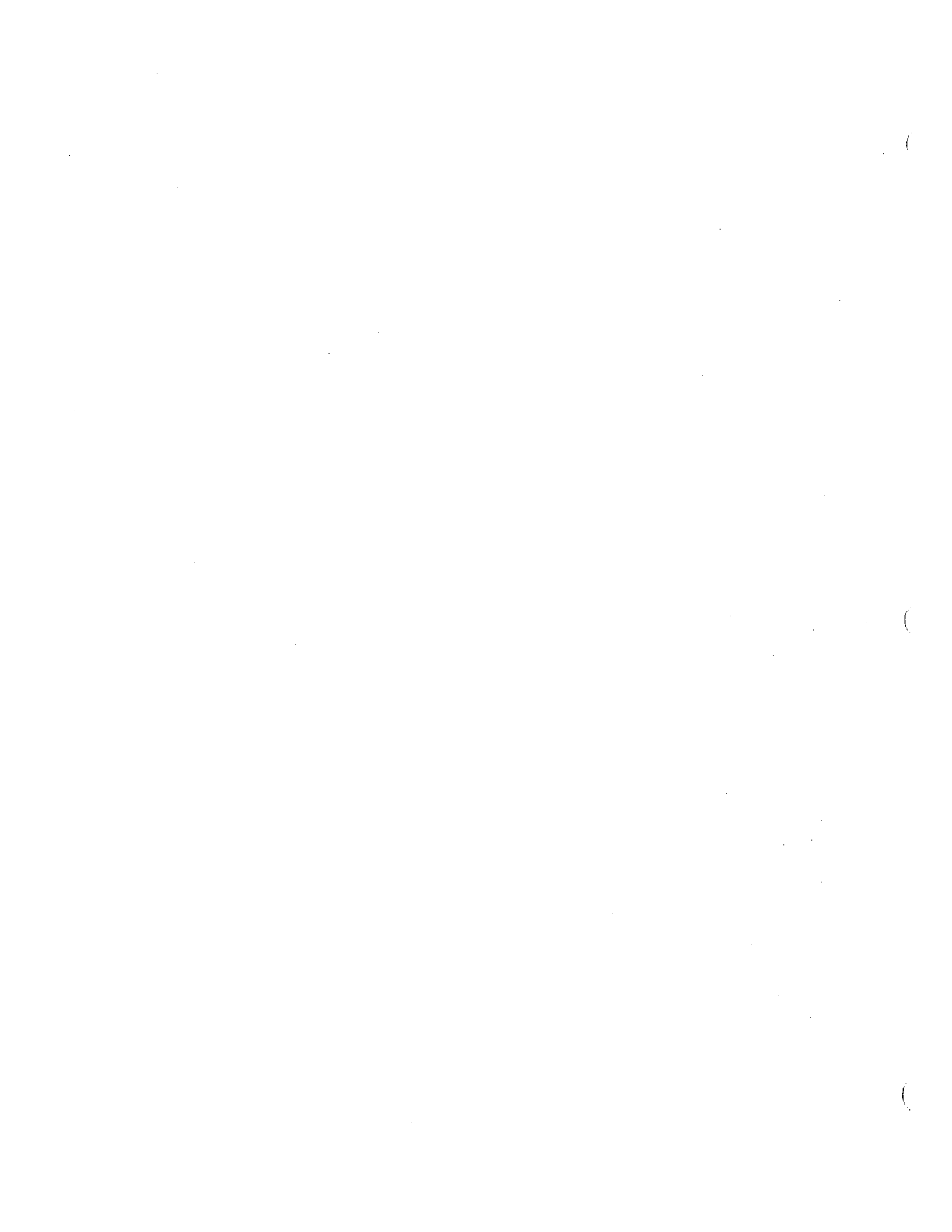
DATES LISTED: 01/01/1900 TO 09/30/2007

Accounts Submitted	: 1,582	Dollars Submitted	: 151,779.87	Dollars Received	: 53,987.11
Bankruptcies	: 13	Dollars in Bankruptcy	: 1,079.61	Material Returned	: 23,016.89
Incorrect Addresses	: 206	Dollars in Skips	: 13,311.40	Dollars Waived	: 5,685.37
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 103,872.58
Accounts in Process	: 1,362	Dollars in Process	: 131,638.02	% of Dollars Activated	: 18.91%
# of Accounts Activated	: 1,054				
% of Accounts Activated	: 77.39%				



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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Building Maintenance Report for September 2007**  
**DATE:** October 10, 2007

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

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

Prepared by: Vernon Napier



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**RESIGNATIONS:**

None

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

Library Clerk I (Full-Time)

**WORKERS' COMPENSATION LEAVE:**

None

**PERFECT ATTENDANCE AWARDS – July 2007 through September 2007**

Yesenia Gomez  
Caroline Gurkweitz  
Alexander Hernandez  
Katherine Matas  
Mary Strazdas  
Ed Strysik

Prepared by: Wendy Goodson

(

( )

( )



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

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

## LITERACY HOURS

September 2007

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

**379**

**Placentia Library District**

**Circulation Report - September 2007**

	September 2007	September 2006	Y-T-D 2007	Y-T-D 2006	Y-T-D % change
1st Time Checkouts	16,527	14,154	65,395	47,942	13.5%
Phone Renewals	827	629	2,589	2,374	8.3%
<u>In-Building Renewals</u>	<u>761</u>	<u>599</u>	<u>2,587</u>	<u>1,685</u>	<u>34.9%</u>
<b>TOTAL CHECKOUTS</b>	<b>18,115</b>	<b>15,382</b>	<b>60,571</b>	<b>52,001</b>	<b>14.1%</b>
On-Time Checkins	18,057	15,316	63,528	54,376	14.4%
<u>Late Checkins</u>	<u>999</u>	<u>853</u>	<u>3,434</u>	<u>3,136</u>	<u>8.7%</u>
<b>TOTAL CHECKINS</b>	<b>19,056</b>	<b>16,169</b>	<b>66,962</b>	<b>57,512</b>	<b>14.1%</b>
Holds Placed	632	494	2,004	1,541	23.1%
Holds Cancelled	11	17	34	60	-76.5%
Holds Filled	493	418	1,539	1,284	16.6%
<b>NEW PATRON REGISTRATIONS</b>	<b>340</b>	<b>323</b>	<b>905</b>	<b>1,039</b>	<b>-14.8%</b>
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	6,541	5,662	20,914	19,031	9.0%
Juvenile Print	7,166	6,278	24,769	21,781	12.1%
Audio	1,200	980	3,327	3,313	0.4%
<u>Visual</u>	<u>4,875</u>	<u>3,714</u>	<u>16,981</u>	<u>11,994</u>	<u>29.4%</u>
<b>TOTAL CIRCULATION</b>	<b>19,782</b>	<b>16,614</b>	<b>65,991</b>	<b>56,119</b>	<b>15.0%</b>
<b>CIRCULATION BY PLACE OF RESIDENCE</b>					
Placentia residents	11,224	9,046	38,274	32,095	16.1%
<i>Placentia residents (as a percentage)</i>	<i>56.7%</i>	<i>54.4%</i>	<i>58.0%</i>	<i>57.2%</i>	
Anaheim residents	3,735	949	11,954	6,763	43.4%
<i>Anaheim residents (as a percentage)</i>	<i>18.9%</i>	<i>5.7%</i>	<i>18.1%</i>	<i>12.1%</i>	
Non-residents (includes Anaheim)	8,558	7,569	27,717	24,024	13.3%
<i>Non-residents (as a percentage)</i>	<i>43.3%</i>	<i>45.6%</i>	<i>42.0%</i>	<i>42.8%</i>	
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	15,194	12,023			
Young Adult	431	295			
Juvenile	3,237	2,776			
New Borrower	1,007	1,124			
Reciprocal borrowers	42	n/a			
Gold Members	545	n/a			
<u>Other (staff)</u>	<u>801</u>	<u>387</u>			
<b>TOTAL ACTIVE BORROWERS *</b>	<b>21,257</b>	<b>16,605</b>			
<b>TOTAL REGISTERED BORROWERS **</b>	<b>33,404</b>	<b>29,927</b>			
<b>ATTENDANCE</b>	<b>51,030</b>	<b>45,032</b>	<b>155,298</b>	<b>134,517</b>	<b>13.4%</b>

\* Active borrowers have used the Library this month

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



**Elizabeth Minter**

**From:** Neil McCormick [neilm@csda.net]  
**Sent:** Monday, October 08, 2007 3:46 PM  
**To:** eminter@placentiallibrary.org  
**Subject:** CSDA e-News for the week of October 8, 2007

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October 8, 2007

**In this issue...**

- [More Protections Given to Special Districts' Ordinances](#)
- [Number Of Bills Signed By The Governor](#)
- [Five More Water Bills Introduced As Deadline Is Extended](#)
- [Generational Diversity Training – Annual Conference Kick-off A Success](#)
- [2007 CSDA 38th Annual Conference – A Rousing Success](#)
- [The CSDA 2007-2008 Board of Directors Have Been Elected](#)
- [District to Give Away Water to Farmers](#)
- [Project Opens Door for Fish](#)

**Employment**

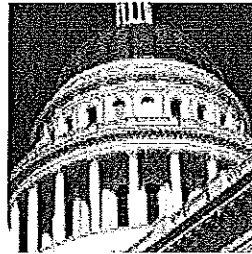
Here are the latest job opportunities posted on the CSDA website:

*Childrens Recreation Coordinator  
 Coachella Valley RPD*

*Administrator of Planning and Public Works  
 Tahoe City PUD*

*Water Distribution Operator in Training*

**More Protections Given to Special Districts' Ordinances**



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

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

**Number Of Bills Signed By The Governor**

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

**Five More Water Bills Introduced As Deadline Is Extended**

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

**Education**

**Generational Diversity Training – Annual Conference Kick-off Generates Interest**

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

**CSDA Calendar**

- Oct 17**  
[Generational Diversity](#)  
*Rancho Cucamonga*
- Oct 19**  
[Staying in Compliance](#)  
*San Diego*
- Oct 25**  
[SDRMA Safety/Claims](#)  
[Education Day](#)  
*Anahelm*
- Nov 1-2**  
[Board Secretary](#)  
[Training](#)  
*Long Beach*
- Nov 1**  
[General Manager](#)  
[Training](#)  
*Camarillo*
- Nov 2**  
[Supervisor Training](#)  
*Camarillo*
- Nov 8**  
[Generational Diversity](#)  
*Sacramento*
- Nov 9**  
[Staying in Compliance](#)  
*Sacramento*

*Elk Grove Water Service*

**Utility Superintendent**  
*Nipomo CSD*

**Safety Compliance Coordinator**  
*Tuolumne Utilities District*

**Environmental Education Coordinator**  
*Monterey Peninsula Regional Park District*

**Membership and Chapters Assistant**  
*California Special Districts Association*

*View the complete list of current employment opportunities here.*

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

**Advertisers**

<b>NEED FINANCING?</b>	<b>Vote BILLYE</b>
<b>CSDA Finance Corporation</b>	<b>800.537.7790</b>
<b>CLICK HERE to get a free quote!</b>	<b>SDRMA</b>

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

**2007 CSDA 38th Annual Conference – A Rousing Success**

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

**Membership**

**The CSDA 2007-2008 Board of Directors Has Been Elected**

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

**In the News**

**District to Give Away Water to Farmers**

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

**Project Opens Door for Fish**

Alameda Creek was once prime habitat for steelhead trout, but nowadays it's emblematic of why the fish is on the federal threatened species list. Instinct leads adult steelhead to swim upstream and spawn, but a 9-foot cement barrier on Alameda Creek near Niles Community Park stops most of them in their path. And for those that get across and reproduce, their offspring often get trapped in quarry ponds, where they can't survive. [Read more of this story...](#)

**Spread the e-News!**

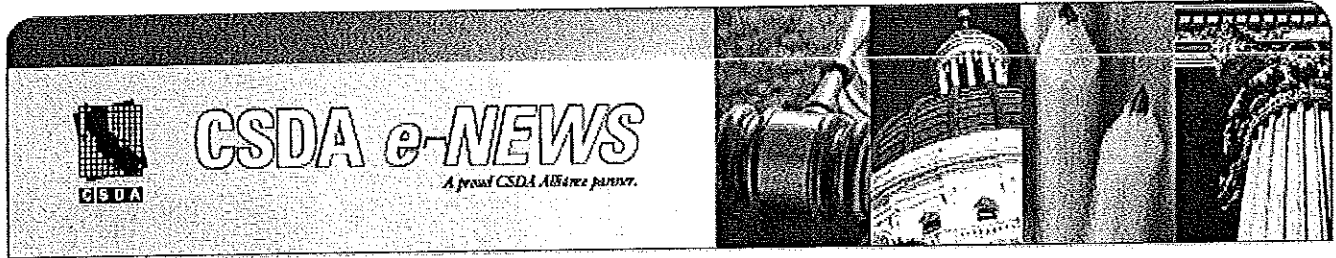
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Laura Labanieh at [LauraL@csda.net](mailto:LauraL@csda.net) or (877) 924-CSDA (2732).

[education calendar here.](#)

**FAQ**

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

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



## Number Of Bills Signed By The Governor

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

### **AB 1260 (Caballero)**

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

### **SB 343 (Negrete McLeod)**

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

### **SB 964 (Romero) Vetoed**

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

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## More Protections Given to Special Districts' Ordinances

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

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

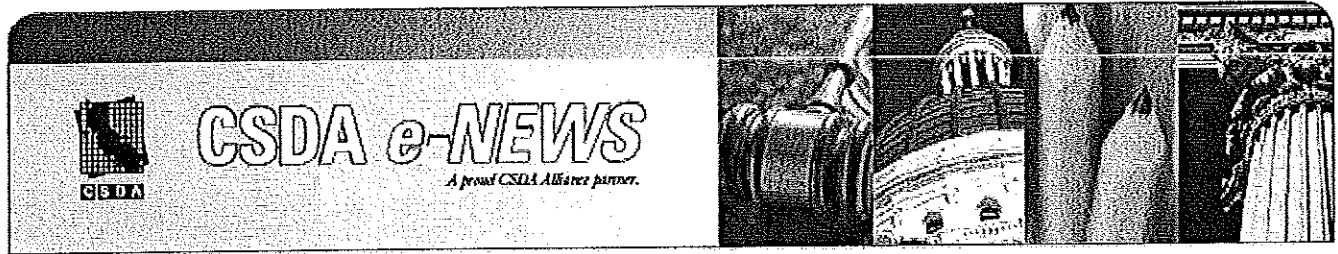
The missing portion was raised by a member district that was served with a referendum petition. The petition cited only the portion that was the point of contention, rather than the entire ordinance which places the ordinance into context. If 9147 was part of the required sections that is listed in 9340,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

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

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## 2007 CSDA 38th Annual Conference – A Rousing Success

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

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

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

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

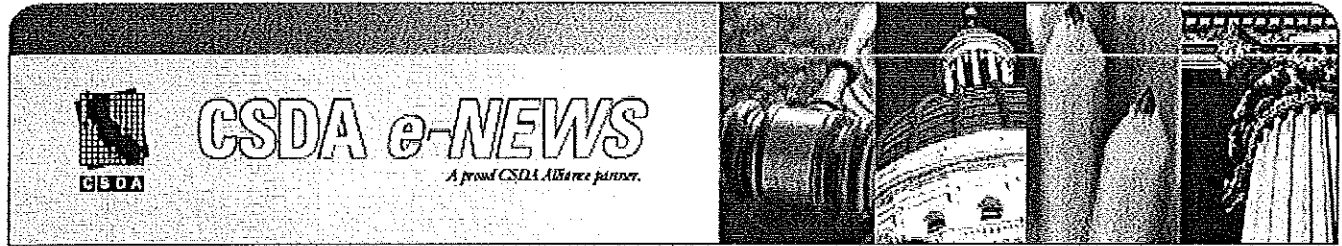
Devon Harris was the final Super Session speaker for the conference and, as a 3 time Olympian, he offered a riveting presentation in which he challenged the CSDA audience to focus, to set goals, to train, to believe and to persevere.

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

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

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

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

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

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

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

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

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

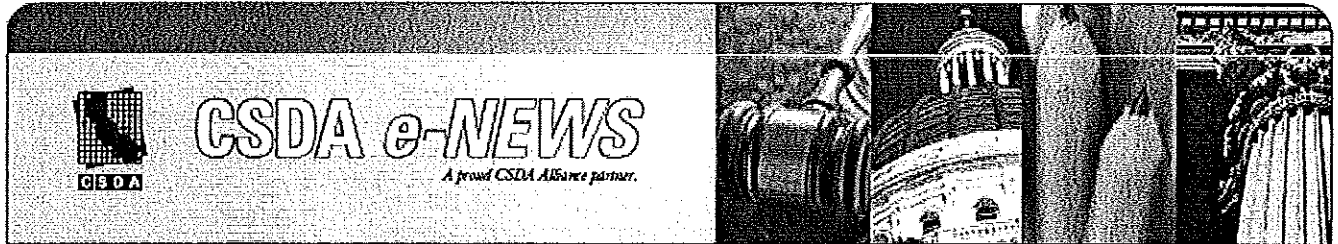
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**Elizabeth Minter**

**From:** Neil McCormick [neilm@cdda.net]  
**Sent:** Monday, September 24, 2007 3:55 PM  
**To:** eminter@placentallibrary.org  
**Subject:** CSDA e-News for the week of September 24, 2007

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September 24, 2007

**In this issue...**

- [Water Storage Legislation Gets Fleshed Out ...](#)
- [... As Healthcare Reform Waits For More Detail](#)
- [More Regulations from the ARB](#)
- [CSDA Announces Award Winners to be Honored at 2007 Annual Conference in Monterey](#)
- [Are You and Your District Among the Best in California? Here is Your Chance to Prove It!](#)
- [Water-Wastewater and Hazards Forum: Impacts of Climate Change and Earthquakes on Facility Design, Disaster Preparedness, and Recovery Planning](#)
- [2008 CSDA Committee Selection Process Underway ...](#)
- [Volunteers Clear Trash in Waterways](#)
- [Air Districts Wants Engines Registered](#)

**Employment**

- Here are the latest job opportunities posted on the CSDA website:
- [Administrator of Planning and Public Works Tahoe City PUD](#)
- [Water Distribution Operator in Training](#)

**Water Storage Legislation Gets Fleshed Out ...**



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

**... As Healthcare Reform Waits For More Detail**

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

**More Regulations from the ARB**

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

**Education**

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

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

**CSDA Calendar**

- Oct 1  
[General Manager Training Monterey](#)
- Oct 1  
[Strategic Planning for Special Districts Monterey](#)
- Oct 1  
[Board Member Training Monterey](#)
- Oct 1-4  
[CSDA Annual Conference & Exhibitor Showcase Monterey](#)
- Oct 17  
[Generational Diversity Rancho Cucamonga](#)
- Oct 19  
[Staying in Compliance San Diego](#)
- Oct 25  
[SDRMA Safety/Claims Education Day Anaheim](#)
- Nov 1-2  
[Board Secretary](#)

Elk Grove Water Service

Utility Superintendent  
Nipomo CSD

Safety Compliance  
Coordinator  
Tuolumne Utilities District

Environmental Education  
Coordinator  
Monterey Peninsula  
Regional Park District

Membership and  
Chapters Assistant  
California Special Districts  
Association

Finance Director  
Calaveras County Water  
District

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

Read about this year's winners...

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

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

**Membership**

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

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

**2008 CSDA Committee Selection Process Underway ...**

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

**In the News**

**Volunteers Clear Trash in Waterways**

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

Nov 1  
**General Manager Training**  
Camarillo

Nov 2  
**Supervisor Training**  
Camarillo

Nov 8  
**Generational Diversity**  
Sacramento

Nov 9  
**Staying in Compliance**  
Sacramento

View the complete education calendar here.

**FAQ**

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

Click here to learn the answer!

### **Air District Wants Engines Registered**

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

### **Spread the e-News!**

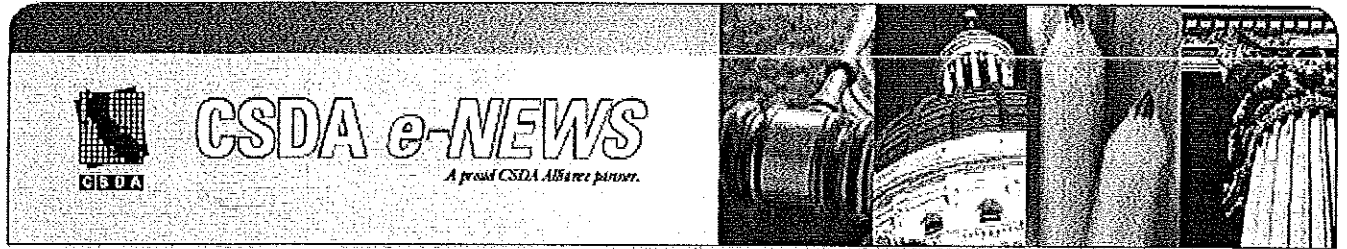
If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses – that ensures they'll begin receiving CSDA e-News every week. For more information, contact Laura Labanieh at [LauraL@csda.net](mailto:LauraL@csda.net) or (877) 924-CSDA (2732).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.2732

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





## Has Your District Used a SLON?

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

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

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

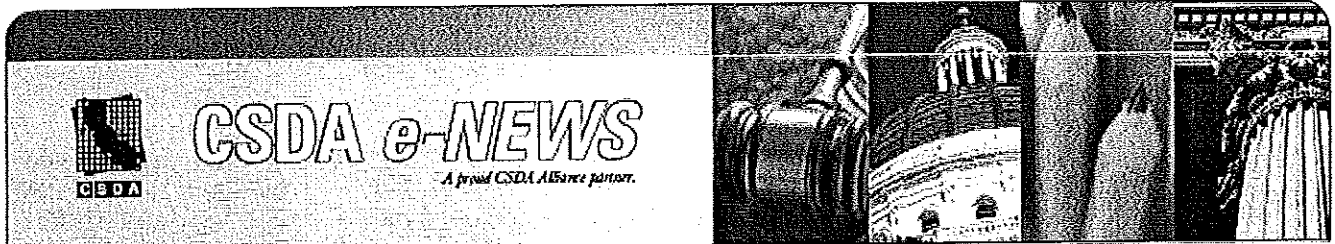
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**Elizabeth Minter**

**From:** Neil McCormick [neilm@csda.net]  
**Sent:** Monday, September 17, 2007 3:39 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA e-News for the week of September 17, 2007

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



September 17, 2007

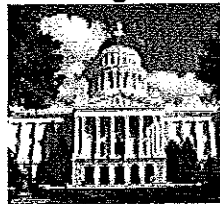
**In this Issue...**

- [The Legislative Session Ends ...](#)
- [... As Two Special Sessions Are Called](#)
- [Legislature Wraps Up Key Bills of Interest to CSDA](#)
- [Has Your District Used a SLON?](#)
- [Register for CSDA Fall Workshops](#)
- [2008 CSDA Committee Selection Process Underway ...](#)
- [Park District Secures Water for Shadow Cliffs Lake](#)
- [District Considers Steps to Cut Outdoor Water Use](#)

**Employment**

- Here are the latest job opportunities posted on the CSDA website:
- [Environmental Education Coordinator  
Monterey Peninsula Regional Park District](#)
  - [Membership and Chapters Assistant  
California Special Districts Association](#)
  - [Finance Director  
Calaveras County Water](#)

**The Legislative Session Ends ...**



The 2007 Legislative session came to end early Wednesday last week, at around 3:30 a.m., in the usual flurry of last-minute deals and legislative maneuvering. Regular session has been adjourned until January 7, 2008. Despite the last push on hundreds of bills, two major pieces remained outstanding at the time the gavel fell to close session: healthcare reform and water storage. Assembly Bill 8, Assembly Speaker Fabian Nunez's healthcare reform bill, was passed Tuesday after one and a half hours of debate, despite a promised veto by the governor. And as soon as the bill was passed, it was vetoed, setting the stage for the governor to call two special sessions dealing with these two issues.

**... As Two Special Sessions Are Called**

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

**Legislature Wraps Up Key Bills of Interest to CSDA**

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

**Has Your District Used a SLON?**

Securitized limited obligation notes (SLONs) allow special districts to borrow up to \$2 million to be paid back from designated revenues, over 10 years. Because SLONs are considerably secure and less expensive than promissory notes, they are a great funding mechanism for special districts. [Read more about SLONs...](#)

**Education**

**Register for CSDA Fall Workshops**

**CSDA Calendar**

- Oct 1  
[General Manager Training  
Monterey](#)
- Oct 1  
[Strategic Planning for Special Districts  
Monterey](#)
- Oct 1  
[Board Member Training  
Monterey](#)
- Oct 1-4  
[CSDA Annual Conference & Exhibitor Showcase  
Monterey](#)
- Oct 19  
[Staying in Compliance  
Spring Valley](#)
- Oct 25  
[SDRMA Safety/Claims Education Day  
Anaheim](#)
- Nov 1-2  
[Board Secretary Training  
Long Beach](#)
- Nov 1

**District**

**Assistant General Counsel**  
San Diego County Water Authority

**Office Manager**  
Crestline Village Water District

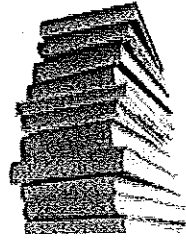
**Public Works Director**  
City of Tracy

**Executive Director**  
Elk Grove Economic Development Corporation

View the complete list of current employment opportunities here.

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

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



Training  
Camarillo

Nov 2  
Supervisor Training  
Camarillo

View the complete education calendar here.

**Membership**

**2008 CSDA Committee Selection Process Underway ...**

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

**FAQ**

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

Click here to learn the answer!

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<b>CSDA Finance Corporation</b>	800.537.7790
<u>CLICK HERE to get a free quote!</u>	<b>SDRMA</b>

**Park District Secures Water for Shadow Cliffs Lake**

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

**District Considers Steps to Cut Outdoor Water Use**

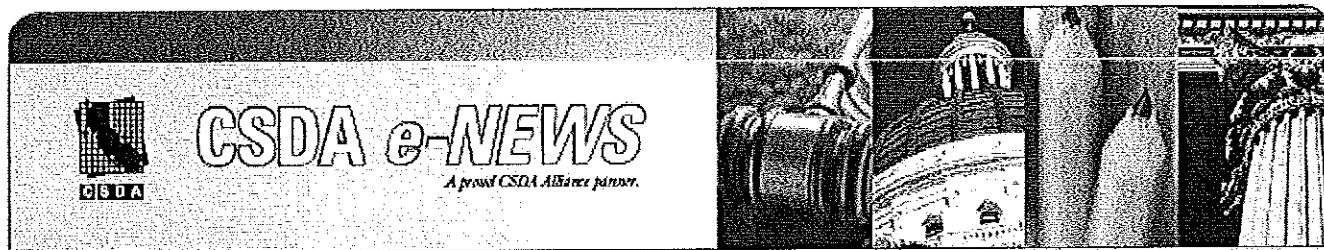
With a long-term drought and a recent court decision shrinking the Inland water supply, one water district might ask large-scale users to change the way they care for their landscaping. Read more of this story...

**Spread the e-News!**

If you know of board members or employees from your district who would benefit from receiving CSDA e-News, simply reply to this email and send us their names, titles and email addresses — that ensures they'll begin receiving CSDA e-News every week. For more information, contact Laura Labanieh at LauraL@csda.net or (877) 924-CSDA (2732).







## ... As Two Special Sessions Are Called

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

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

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

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

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## CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2007-2008	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-07	07/23/07	5,584.05	1,150.57	136.67	645.55	0.00	0.00	7,516.84
Aug-07	08/22/07	7,054.77	1,440.22	136.67	117.20	0.00	0.00	8,748.86
Sep-07	10/02/07	7,492.80	2,316.02	145.15	107.50	0.00	15.06	10,076.53
Oct-07	01/00/00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>20,131.62</b>	<b>4,906.81</b>	<b>418.49</b>	<b>870.25</b>	<b>0.00</b>	<b>15.06</b>	<b>26,342.23</b>
<b>AVG</b>		<b>6,710.54</b>	<b>1,635.60</b>	<b>139.50</b>	<b>290.08</b>	<b>0.00</b>	<b>5.02</b>	<b>8,780.74</b>

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2006-2007	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-06	219.34	69.00	0.00	288.34	144.17
Aug-06	219.34	54.00	0.00	273.34	136.67
Sep-06	219.34	54.00	0.00	273.34	136.67
Oct-06	219.34	54.00	0.00	273.34	136.67
Nov-06	219.34	54.00	0.00	273.34	136.67
Dec-06	219.34	54.00	0.00	273.34	136.67
Jan-07	219.34	54.00	0.00	273.34	136.67
Feb-07	219.34	54.00	0.00	273.34	136.67
Mar-07	219.34	54.00	0.00	273.34	136.67
Apr-07	219.34	54.00	0.00	273.34	136.67
May-07	219.34	54.00	0.00	273.34	136.67
Jun-07	219.34	54.00	0.00	273.34	136.67
TOTAL	2,632.08	663.00	0.00	3,295.08	1,647.54
AVG	219.34	55.25	0.00	274.59	137.30

TOTAL DOLLARS SPENT

FY2007-2008	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-07	219.34	54.00	0.00	273.34	136.67
Aug-07	219.34	54.00	0.00	273.34	136.67
Sep-07	236.30	54.00	0.00	290.30	145.15
Oct-07	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00
Mar-08	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00
TOTAL	674.98	162.00	0.00	836.98	418.49
AVG	224.99	54.00	0.00	278.99	139.50

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2007-2008	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-07	84.44	69.10	65.80	0.00	0.00	219.34
Aug-07	84.44	69.10	65.80	0.00	0.00	219.34
Sep-07	86.94	76.56	72.80	0.00	0.00	236.30
Oct-07	0.00	0.00	0.00	0.00	0.00	0.00
Nov-07	0.00	0.00	0.00	0.00	0.00	0.00
Dec-07	0.00	0.00	0.00	0.00	0.00	0.00
Jan-08	0.00	0.00	0.00	0.00	0.00	0.00
Feb-08	0.00	0.00	0.00	0.00	0.00	0.00
Mar-08	0.00	0.00	0.00	0.00	0.00	0.00
Apr-08	0.00	0.00	0.00	0.00	0.00	0.00
May-08	0.00	0.00	0.00	0.00	0.00	0.00
Jun-08	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	255.82	214.76	204.40	0.00	0.00	674.98
AVG	85.27	71.59	68.13	0.00	0.00	224.99

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER


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

TIME BY TYPE OF WORKER

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

Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 15, 2007

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

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

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










TO: Elizabeth Minter, Library Director

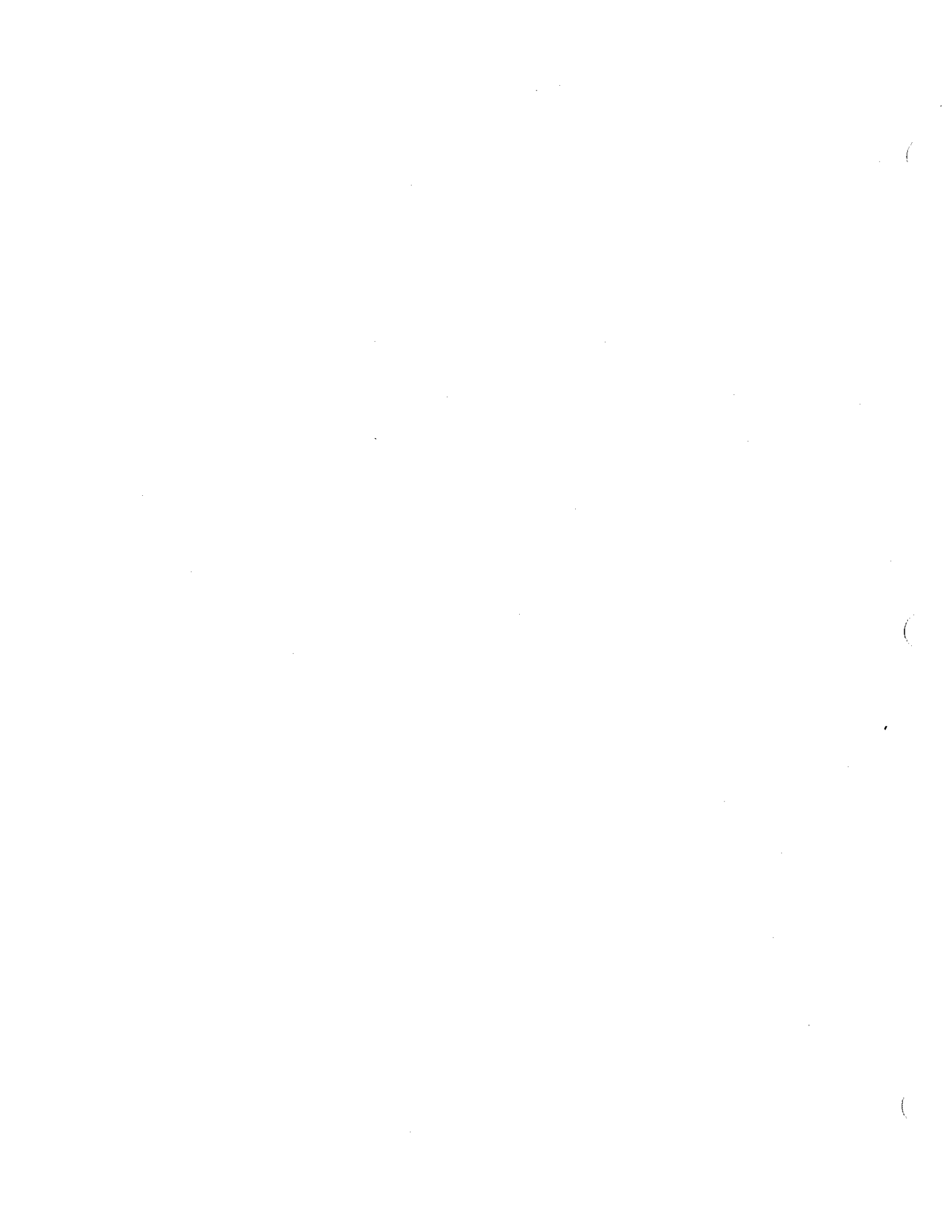
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : October 15, 2007

**SUBJECT: Poet Laureate.**

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**BACKGROUND:**

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

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

**RECOMMENDATION:**

Receive & File



# Placentia Dist

## 2006-07 California Public Library Survey

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

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

## THE FIELDS BELOW ARE FOR CSL USE ONLY

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



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

**Population and Outlets #201-212**

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

**Library Staff #251-259**

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

per week - not hours)

**Income - for Operational Expenses #301-314**

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

## THE FIELDS BELOW ARE FOR CSL USE ONLY

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

**Income - for Capital Outlay #315-319**

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

**Standard Operating Expenditures #401-414**

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

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

(#606+#607+#608)

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

**Non-English Languages Held #751-778**

Print Materials HELD as of June 30

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

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

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

**Electronic Services #857-866**

857	Took advantage of CA Teleconnect subsidies during this report year.	No	No
858	Took advantage of federal E-RATE subsidies during this report year.	No	No

**Electronic Resources Usage**

859	Users of Public Internet Computers (per year)	38,109	31,930
864	Does your library use the Radio Frequency Identification (RFID) system for circulation?	No	No

**THE FIELDS BELOW ARE FOR CSL USE ONLY**

865	GPTERMS (#27+#46) from Bookmobiles and Outlets table respectively	19	19
866	Total Square Feet for Administration Entity	22,800	

**Mobile Libraries #1-33**

If no mobile libraries then leave blank.

**FIELDS IN GREEN ARE FOR CSL USE ONLY**

- 1 FSCS\_ID
- 2 LIBRARY\_ID
- 3 LIB\_CODE
- 4 Short\_Name
- 5 Bookmobile Name:
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:

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

**Library Outlet #1-50**

Library Outlet

FIELDS IN GREEN ARE FOR CSL USE ONLY

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



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

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

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

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

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





Librarian Katie Matas was awarded a thirty-year pin.

The total cost was \$953.00.

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

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

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

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

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

Not raising sufficient funding.

📖 There is never a perfect time. There is always competition. Voters are fatigued.

📖 Not staying on message.

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

📖 Job sharing

📖 Abbreviated work schedule for full time benefits, kick in at 30 hours per week instead of 40

📖 Flexible work schedules

📖 Parent/child school activities

📖 Work from home

📖 Gradual return to work

📖 Use of sick time for care-giving

📖 Consideration of pets

📖 New hire welcome kit

📖 Suggestion box

📖 Recognition program

📖 Discounted gym membership

📖 Discounts on district services

📖 Paid time off for community service

📖 Dry-cleaning pick up service

📖 Donating sick leave and/or vacation to other employees

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

📖 Policy -- the public has the right to know the public's business.

📖 Documents used by a public agency should be considered to be public documents, with some limited exceptions.

📖 Independent special districts are subject to the public records act.

📖 Public records defined

“Any writing containing” -- includes video and sound recordings

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

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

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

Records stored electronically are included.

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

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

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

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

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

- 📖 Responding to the Request

- \*Immediate response

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

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

- 📖 Expressly disclosable records

- \*Public official employment contracts.

- \*Form 700's under the Political Reform Act

- \*Agendas & Minutes

- 📖 Express exemptions

- \*preliminary drafts, notes

- \*utility customer data

- \*Personnel, medical files

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

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

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

Activities Report:

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





PLFF Donor Reception.

Oct 1-4

California Special Districts Conference, Monterey

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

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

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

Not realizing that 2/3rds is harder to achieve than a simple majority.

Didn't have strong committed leadership with single-minded focus;

Trying to do it on their own, on the cheap.

