

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

December 15, 1999

7:30 P.M.

Library Conference Room

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.*

- 7:32 pm
1. Roll Call *Sumner - Jack* Administrative Assistant
 2. Adoption of Agenda *Cre / Hale*

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the November 17, 1999 Regular Meeting. *Cre / Hale*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

7:35 PM

5. Board President Report

Citizen to you.

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

Gae - Cal State Foundation Asset - LAT OrCo Section
Peggy - Attends Church News + breakfast - w/ Al

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. Library Director Report

Doer - Party
Elected Modbook

The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.

8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative Ellen Parker
Camille Himes

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Stark and Wood
defeat Jones

10. Election of Board Officers:

Incumbents are indicated in parentheses.

President (Shkoler) Nominations
Secretary (Masters) Pay / Gae
Pay / Gae - Feb.
Pay / Gae - Feb.

11. Appointment of Library Board Representatives by the Board President:

Two Representatives to the Placentia Library Foundation Board of Directors (Stark & Wood)

Representative to the Independent Special Districts of Orange County (Wood)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (Wood)

Two Representatives to Placentia Civic Center Authority (Stark & Masters)

12. Selection of Date and Time for Regular Board Meetings for 2000

Presentation: Library Board President

CLAIMS (Items 13 - 16)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 16 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 3837, 3838 and 3839 for a total of \$7,974.18 forwarded by Library Director during this report period.

15. Current Claims and Payroll (Approve)

Current Claims 3840, 3841, 3842, 3843, 3844, 3845 and 3846; and Payrolls 3847 for \$21,520.00 and 3848 for \$21,520.00, for a combined total of Current Claims and Payroll of \$99,728.22.

16. FY1999-2000 Cash Flow Analysis through November 17, 1999 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 17 - 22)

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 - 22 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

17. Financial Reports for November 1999 (Receive & File)
18. Office General Ledger & Check Registers for November 1999 (Receive & File)
19. Acquisitions Report for November 1999 (Receive & File)
20. Overdue Collection Reports for November 1999 (Receive & File)
21. Debit Card System Reimbursement Report for November 1999 (Receive & File)
22. Gifts Report for November 1999 (Receive & File)

GENERAL CONSENT CALENDAR (Items 23 – 32)

Presentation: Library Director
Recommendation: Approve by Motion

Items 23 – 32 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

23. Building Maintenance Report for November 1999 (Receive & File)
24. Personnel Report for November 1999 (Receive, File, and Ratify Appointments)
25. Volunteer Reports for November 1999 (Receive & File)
26. Circulation Report for November 1999 (Receive & File)
27. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 2, 1999 (Receive & File)
28. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
29. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
30. Status Report on Community Development Block Grant (CDBG) Application in the amount of \$55,000 for the *Roof Replacement for Placentia Library* project, submitted to the Orange County Housing Department on October 15, 1999. (Receive & File)
31. Library of California Board actions taken at the November 11-12, 1999 Meeting (Receive & File)
32. Memo to City of Placentia Administrator Robert D'Amato requesting reallocation of the District's share of the Civic Center electric bill (Receive & File)

CONTINUING BUSINESS

NEW BUSINESS

33. Policy Establishing Retirement Recognition Program. The Library Director is recommending that the Board develop and adopt a Retirement Recognition Policy so that the program is part of the District's compensation package.

Presentation: Library Director
Recommendation: Develop and adopt a Retirement Recognition Policy

34. Policy Establishing Library Board Review of all Promotional Materials or Gifts Given to Staff

Presentation: Library Director

Recommendation: Develop and adopt a Policy for Promotional Materials or Gifts Given to Staff

35. Establish the District's Gann Limitation for Fiscal Years 1998-1999 and 1999-2000

Presentation: Library Director

Recommendation: Read Resolution 99-10 by title only; and

Adopt Resolution 99-10; and

Read Resolution 99-11 by title only; and

Adopt Resolution 99-11

STAFF REPORTS (Items 36 - 42)

Items 36 – 42 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

36. Placentia Library Web Site Development Report for November 1999 (Ammar)

37. Program Committee Report for November 1999 (Ammar)

38. Children's Services Report for November 1999 (Smith)

39. Publicity Materials produced for November 1999 (Willauer)

40. Placentia Library Literacy Services Report for November 1999 (Matas)

41. Safety Committee Minutes for November 1999 (Matas)

42. Report on Y2K Preparations for November 1999 (Shook & Goodson)

ADJOURNMENT

43. Agenda Preparation for the January Regular Meeting which will be held on January 19, 2000.

44. Review of Action Items.

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

45. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 15, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 9, 1999.



Placentia Library Board Calendar

December 1999 - November 2000

Dec 1999

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Jan 2000

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Feb 2000

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December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6 7:00 PM Friends Board Meeting, Masters
- 8 5:30 PM Chamber Mixer, Placentia Linda Hospital
- 15 7:30 PM Library Board Meeting
- 23 11:30 AM Retirement Luncheon for Suad Ammar, Alta Vista Country Club
- 24 Library Closed for Holidays through Jan 1

January

- 3 7:00 PM Friends Board Meeting, Wood
- 14 ALA Midwinter, San Antonio, through Jan 19
- 15 8:30 AM -4:30 PM Strategic Planning Workshop -- All Board Members

February

- 5 Advocacy Workshop, Glendale Library
- 7 7:00 PM Friends Board Meeting, Dinsmore
- 15 CSDA Workshop for Elected Officials, Orange County
- 16 7:30 PM Library Board Meeting
- 20 11:30 AM Foundation Board Meeting

March

- 4 10:00 AM -2:00 PM Author's Luncheon, Alta Vista Country Club
- 6 7:00 PM Friends Board Meeting, Shkoler
- 15 5:30 PM Chamber Mixer, Regal Financial Services
- 7:30 PM Library Board Meeting
- 28 Public Library Assoc, Charlotte, NC, through 4/1

April

- 3 7:00 PM Friends Board Meeting, Stark
- 9 National Library Week through Apr 15
- 10 CSDA Government Affairs Day, Sacramento
- 6:30 PM Friends Annual Meeting Program
- SLS/MCLS Annual Meeting
- 11 Library of California Workshop
- 19 7:30 PM Library Board Meeting

Jun 2000

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Placentia Library Board Calendar

December 1999 - November 2000

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Apr 2000						
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April

23 Library Closed for Easter

May

1 7:00 PM Friends Board Meeting, Masters

17 7:30 PM Library Board Meeting

21 Library Closed for Monday Holiday

22 Library Closed for Memorial Day

June

5 7:00 PM Friends Board Meeting, Wood

21 7:30 PM Library Board Meeting

July

4 Library Closed for Independence Day

6 ALA Conference, Chicago, through July 12

19 7:30 PM Library Board Meeting

August

16 7:30 PM Library Board Meeting

September

3 Library Closed for Monday Holiday

4 Library Closed for Labor Day

11 7:00 PM Friends Board Meeting, Dinsmore

20 7:30 PM Library Board Meeting

27 CSDA Conference, Monterey, through Sep. 29

October

2 7:00 PM Friends Board Meeting, Shkoler

14 9:00 AM Heritage Parade

18 7:30 PM Library Board Meeting

November

6 7:00 PM Friends Board Meeting, Stark

15 7:30 PM Library Board Meeting

23 Library Closed for Thanksgiving

Jun 2000						
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Nov 2000						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 17, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 17, 1999 at 7:33 P.M. by President Al Shkoler.

ROLL CALL

Members Present: President Al Shkoler; Secretary Robin Masters, Trustee Peggy Dinsmore; and Library Director Elizabeth Minter.

Members Absent: Trustees Sandra Stark and Gaeten Wood

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson

**ADOPTION OF
AGENDA**

It was moved by Secretary Masters, seconded by Trustee Wood to adopt the Agenda as printed.

AYES: Dinsmore, Masters, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood

MINUTES

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve the Minutes of the October 20, 1999 Regular Meeting as printed.

AYES: Dinsmore, Masters, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood

Trustee Wood arrived at 7:35 P.M.

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board at this time.

**PRESIDENT'S
REPORT**

President Shkoler reported that the Donor Reception on November 5, 1999 was a great success.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter presented information on the Property Tax Allocation of Orange County and the Orange County Investment Pool for November 10, 1999.

Trustee Stark arrived at 7:40 P.M.

TRUSTEES REPORT

Trustee Dinsmore reported on the California Library Association Conference on Nov 12-15, 1999 in Palm Springs. She also reported on some of the meetings she attended during the months of October and November.

Trustee Stark reported that she received notification by fax on November 16, 1999 of the Special District's Workers Compensation Authority meeting to be held on December 6, 1999. Because of such short notice, she would not be able to attend. Trustee Stark recommended Library Director Minter be the representative for the meeting. Library Director Minter explained to the Board that because the meeting notification was received after the Agenda was printed, the request to change representatives must be made by Board Resolution; therefore, a motion to declare an urgent action item must be made and approved by a two thirds vote.

It was moved by Trustee Stark, seconded by Trustee Wood to declare an urgent action item because Trustee Stark will be out of town and unable to represent Placentia Library at the Special District's Workers Compensation Authority on December 6, 1999 meeting.

AYES:	Dinsmore, Masters, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

It was moved by Trustee Stark, seconded by Trustee Wood, to elect Elizabeth Minter as the representative for the SDWCA Meeting on December 6, 1999.

AYES:	Dinsmore, Masters, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

FRIENDS REPORT

The Friends meeting met on November 1, 1999. President Irot reported that the Friend's book sales generated \$1,065.50 in October.

Friend's Director Liz Spring encouraged all the Friends to attend the Donor Reception on November 5, 1999.

Library Director Minter announced the author and illustrator Ruth Heller will be the featured speaker at the Author's Luncheon in March 2000.

The next Friend's meeting is scheduled for December 6, 1999.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to

approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 3823, 3824, 3825, and 3826 forwarded by the Library Director in the amount of \$8,779.48.

Current Claims 3829, 3830, 3831, 3832, 3833, 3834, 3835, and 3836; and Payroll Claims 3827 and 3828 for \$43,040.40, for a combined total of \$72,756.18.

FY1999-00 Cash Flow Analysis through November 17, 1999.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**FINANCIAL
REPORTS**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 13 through 18:

Financial Reports for October, 1999

Office General Ledger & Check Registers for October, 1999

Acquisitions Report for October, 1999

Overdue Collection Report for October, 1999

Debit Card System Reimbursement Report for October, 1999

Gifts Report for October, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to receive and file Agenda Items 19-27:

Building Maintenance Report for October, 1999 (Receive & File)

Personnel Report for October, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for October, 1999 (Receive & File)

Circulation Report for October, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 12, 1999 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Certification of Eligibility and Funding for Fiscal Year 1999-2000 submitted to the State Library of California on October 19, 1999. (Receive & File)

Community Development Block Grant (CDBG) Application in The amount of \$55,000 for the *Roof Replacement for Placentia Library* project, submitted to the Orange County Housing Department on October 15, 1999. (Receive & File and Ratify Submission)

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

**PROPOSED
RESOLUTIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize elimination of Principal Librarian position and salary scale effective December 31, 1999.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Secretary Masters, seconded by Trustee Dinsmore to establish Public Services Manager and Technical Services Manager positions effective January 1, 2000.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-9 by title only.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-9.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt job descriptions for Public Services and Technical Services Manager positions.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Organization Chart and Personnel Allocation for Fiscal Year 1999-2000, effective January 1, 2000.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Stark, seconded by Trustee Wood to waive the publicly advertised search process for the Public Service Manager position.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 43-49:

Placentia Library Web Site Development Report for October, 1999

Program Committee Report for October, 1999

Children's Services Report for October, 1999

Publicity Materials Produced in October, 1999

Placentia Library Literacy Services Report for October, 1999

Safety Committee Minutes for October, 1999

Report on Y2K Preparation for October, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA
PREPARATION**

President Shkoler requested agenda item to discuss "gifts to employees" for the December 15, 1999 Board Meeting.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 17, 1999 adjourned at 8:48 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: December 15, 1999

The Board of Directors of the Friends of the Library met on Monday, December 6, 1999. Robin Masters, Secretary of the Placentia Library Board of Trustees, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

President Irot congratulated Library Director Elizabeth Minter on becoming Placentia's Citizen of the Year.

Treasurer Himes reported the balance on hand is \$5,940. Book sales generated \$633.85 in November.

The Friends gave the Library a check for \$220. towards Suad Ammars retirement party to help defray the cost for the attending staff.

The Friends gave a check for \$494.44 to the Foundation to pay half of the cost of Notations, the Library newsletter.

Library Director Minter announced author and illustrator Ruth Heller has confirmed she will be the featured speaker at the Author's Luncheon in March.

The next Friends Board meeting is scheduled for Monday, January 3, 2000 at 7:00 P.M. Trustee Wood is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
SUBJECT: Election of Board Officers
DATE: December 15, 1999

BACKGROUND:


The following positions need to be elected:

President (Incumbent is Shkoler, 1 year)

Secretary (Incumbent is Masters, 2 years)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Appointment of Library Board Representatives by the Board President**
DATE: December 15, 1999

BACKGROUND:

The following positions need to be appointed:

Placentia Library Foundation (2 positions – incumbents are Stark and Wood)

Independent Special Districts of Orange County (Incumbent is Wood)


Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Wood)

Placentia Civic Center Authority (2 positions – incumbents are Stark and Masters)

The Board does not need to make an appointment to the Special District Workers Compensation Authority as its term expires this month. If the District is re-elected to the Authority the Board will select its representative. The Special District Workers Compensation Authority special election process will take approximately ninety days.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Selection of Date and Time for Regular Board Meetings for 2000
DATE: December 15, 1999

The current date and time is the third Wednesday at 7:30 P.M.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 15, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
December 15, 1999

DATE	REPORT NUMBER	AMOUNT
November 24, 1999	3837	5,365.38
December 7, 1999	3838	1,960.05
December 7, 1999	3839	648.75
	TOTAL	\$7,974.18

Prepared by : Wendy Goodson

pd 12-3-99

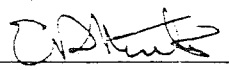
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	11/1/99 524-8408 10/31/99 996-4983		0700	00		13.13		
	TOTAL					24.20		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	11/7/99 , 253-0470 11/7/99 , 253-2062 11/4/99 , 524-8408		0700	01		130.52		
	TOTAL					495.48		
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Dec 1999 010-19000-05435		0300	00		462.50		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90064-5331	Dec 1999 VH1181		0300	00		2,873.92		
N09110 Special Districts Workers Comp 1030 15th Street Suite 300 Sacramento, CA 95814	3rd Qtr 1999-2000 Jan 1, 99- Mar 31, 00		0350	00		918.00		
N03841 Highsmith Inc W5527 Highway 106 PO Box 800 Fort Atkinson WI 53538-0800	9/8/99 & 9/23/99 5812491-001 5812491-002 credit memo		1800	00		178.39		
	10/4/99 5861003-001		1800	00		18.53		
	TOTAL					196.92		
N13034A Omnigrafix Printing 1744 W. Katella Ave. Suite 9 Orange CA 92867	11/3/99, A33671 11/9/99, A33685		1800	00		50.64		
	TOTAL					343.72		
	TOTAL					394.36		

The claims listed above (totaling \$5,365.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY 

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

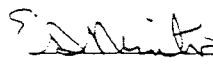
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	Dec 99 0000005182		0300	00		184.26		
N03646 Vision Service Plan - CA PO Box 45210 San Francisco CA 94145-5210	Dec 99 12 099603 0001		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	11/17/99 528-8236 11/17/99 528-1906 11/19/99 253-0470		0700	01		37.23		
			0700	00		132.00		
			0700	02		7.60		
	TOTAL					176.83		
N03651 Vaxie Sanitary Supply PO Box 81006 San Diego CA 92138-1006	11/30/99 40260770 02		1000	00		1,036.93		
N09141 Dick's Lock & Safe 602 W. Chapman Ave #F Placentia CA 92870	11/22/99 81837		1400	00		92.98		
N03738C Pitney Bowes Inc PO Box 85390 Louisville KY 40285-5390	12/16/99 612910		1800	00		96.17		
N06860 Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	11/21/99 6011 05661 8 397 6509		1800	00		176.75		
	TOTAL					176.75		

The claims listed above (totaling \$1,960.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03648A Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	12/1/99 28613		1800	00		25.00		
N06965 Paychex Inc 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	11/25/99 19991125		1900	00		174.35		
N06557 Care Resources Inc 9550 Warner Ave Ste 228 Fountain Valley CA 92708	12/1/99 Dec 99		1900	00		35.00		
N03659F Southern California Water 500 Cameron St Placentia CA 92870	11/22/99 312083-9		2800	00		202.03		
N01074 Southern California Gas PO Box C Monterey Park CA 91756	11/25/99 053 911 8800 9		2800	00		212.37		

The claims listed above (totaling \$648.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
December 15, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3840	10,086.79
	3841	2,365.81
	3842	33,954.78
	3843	4,790.25
	3844	3,651.29
	3845	1,105.89
	3846	733.41
Subtotal for Regular		56,688.22
Payroll	3847	21,520.00
	3848	21,520.00
Subtotal for Payroll		43,040.00
TOTAL CURRENT CLAIMS		99,728.22

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3840

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart PO Box 3488 Williamsport PA 17705	102/8/99 A30698		0700	05		215.50		
N15508 Cosmoslink 3030 Saturn Street Ste 204 Brea CA 92821	12/2/99 9911-98 12/8/99 9911-153		0700	02		19.95		
			1900	00		1,200.00		
	TOTAL					1,219.95		
N14091A Convergent Communications PO Box 92439 Chicago IL 60675 PLEASE NOTE NAME CHANGE	11/24/99 70065281		1300	00		559.54		
N01035 City of Placentia 401 East Chapman Ave Placentia CA 92870	12/7/99 53412 12/7/99 53413 12/7/99 53414		1400	00		1,755.36		
			1400	00		140.62		
			1400	00		2,283.00		
	TOTAL					4,178.98		
N01833 Christensen Electric UNIT 75 PO Box 4800 Portland OR 97208-4800	10/2/99 3117168		1400	00		150.00		
Economic Lighting Systems 12580 Stowe Drive Poway CA 92064	9/28/99 1817-0928-99 11/15/99 1833-1115-99		1400	00		2,658.00		
			1400	00		154.82		
	TOTAL					2,812.82		
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia CA 92870	12/7/99 096836		1400	00		950.00		

The claims listed above (totaling \$10,086.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3841

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06819 American Library Association Mbrshp Dept 77-6499 Chiacgo IL 60678-6499	Nov 99 Cyrise Smith Nov 99 Julie Shook		1600	00		210.00		
			1600	00		195.00		
	TOTAL					405.00		
N0392A California Special Districts Assoc 1121 L Street, Ste 508 Sacramento CA 95814	11/17/99 302-1		1600	00		1,000.00		
N20855 National Committee on Planned Giving 233 McCrea St Ste 400 Indianapolis IN 46225	12/3/99 Dec 99 - Dec 00		1600	00		90.00		
N06898A NSFRE 1101 King St Ste 700 Alexandria VA 22314-2967	Dec 99 Jan 00		1600	00		235.00		
N06569 Demco PO Box 8048 Madison WI 53708-8048	12/2/99 721594		1800	00		118.86		
Headset Discounters 1255 Post St Ste 535 San Francisco CA 94109	10/5/99 126240		1800	00		181.95		
Nonprofit Resource Center 1901 E. Fourth St Ste 100 Santa Ana, CA 92705	11/02/99 237		1800	00		85.00		
N06808 CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Dec-Jan 00		1803	00		250.00		

The claims listed above (totaling \$2,365.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,365.81

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3842

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N05608A FedEx PO Box 1140 Memphis TN 38101-1140	11/26/99 7-792-99675		1803	00		16.00		
N20388 First Data Corp 3030 Old Ranch Parkway Ste 400 Seal Beach CA 90740-2752	Dec 99 Pension Contribution		1900	00		29,280.45		
McFarlin & Anderson 23101 Lake Center Dr Ste 120 Lake Forest CA 92630	11/11/99 IEC Project		1900	00		3,750.00		
Nancy Mory 1136 Moro Circle Placentia CA 92870-3078	12/7/99 Nov 99		1900	00		225.00		
Linda Baesler 150 Anned Dr Placentia CA 92870	12/1/99 Oct - Nov 99		1900	00		225.00		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	11/24/99 Nov 99 11/24/99 Nov 99 (Thurs)		1900	00		270.00		02
			1900	00		60.00		02
	TOTAL					330.00		
N06901A Margaret (Peggy) Dinsmore 2108 Rosemont Placentia CA 92870	Nov 99 Travel Reimb		2700	02		113.76		
N02858 Wendy Goodson 411 E. Chapman Ave Placentia CA 92870	Nov - Dec 99 Travel Reimb		2700	01		14.57		

The claims listed above (totaling \$33,954.78) 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 12/15/99
REPORT NO 3843

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06786 Katie Matas 411 E. Chapman Ave Placentia CA 92870	Nov 99 Travel Reimb		2700	08		7.75		
N22027 Performance Technology Group PO Box 26001 Santa Ana, CA 92799-6001	10/31/99 9910012		4000	00		2,795.04		
N03660A Elizabeth D. Minter c/o Placentia Library 411 E. Chapman Ave. Placentia CA 92870	Oct - Dec 99 Petty Cash Reimb		1800	00		39.22		
			1803	00		4.67		
			0700	02		70.00		
			1000	00		81.72		
			1400	00		243.00		
			1800	00		94.98		
			1803	00		72.60		
			1900	08		80.00		
			2700	00		438.99		
			2700	02		110.00		
		2700	03		146.33			
	TOTAL					1,381.51		
N14997 Bernan 4611-F Assembly Drive Lanham MD 20706-4391	10/27/99 2003018		2400	01		51.00		
N06821A Database Publishing Co PO Box 70024 Anaheim CA 92825-0024	11/4/99 23975		2400	01		397.75		
N06897 Information Plus 2812 Exchange St Wylie TX 75098-7006	11/1/99 9928549-IN		2400	01		157.20		

The claims listed above (totaling \$4,790.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,790.25

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3844

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03845A Marshall Cavendish 99 White Plains Rd PO Box 2001 Tarrytown NY 10591-9001	12/15/99 AO-481558		2400	01		853.01		
N09122A National Register Publishing PO Box 7247-0165 Philadelphia PA 19170-0165	8/16/99 180441		2400	01		1,201.97		
N01861 Salem Press Inc PO Box 50062 Pasadena CA 91115-0062	12/1/99 0286048-IN		2400	01		906.40		
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	11/26/99 24387676 11/26/99 24387677 11/26/99 24390561 11/24/99 24343412 11/2/99 23815155 11/1/99 23781196 11/9/99 23942098 11/10/99 23970694 11/10/99 23974998 11/10/99 23970692 11/23/99 24277600 11/23/99 24277597		2400	01		25.96 20.33 16.19 101.65 62.62 320.01 13.09 56.94 23.49 31.16 13.03 5.44		
	TOTAL					689.91		

The claims listed above (totaling \$3,651.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3845

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03842A Ingram PO Box 502779 ST Louis MO 63150-2779	11/23/99 24277596		2400	01		3.53			
	11/23/99 24272889		2400	01		54.55			
	11/24/99 243434111		2400	01		16.95			
	11/26/99 24390562		2400	01		40.63			
	11/26/99 24378678		2400	01		145.24			
	11/23/99 24277598		2400	01		145.74			
	11/23/99 24272886		2400	01		16.35			
	11/23/99 24272886		2400	01		15.56			
	11/23/99 24277595		2400	01		18.02			
	11/23/99 24272891		2400	01		15.27			
	11/23/99 24272890		2400	01		113.87			
	11/23/99 24272887		2400	01		78.33			
	11/23/99 24272885		2400	01		17.14			
	11/23/99 24272884		2400	01		296.07			
	11/12/99 24032236		2400	01		17.34			
	11/10/99 23970691		2400	01		18.23			
	11/10/99 23970693		2400	01		15.03			
	11/9/99 23942097		2400	01		17.68			
	11/9/99 23936350		2400	01		17.21			
	11/9/99 23936349		2400	01		43.15			
	11/9/99 23936348		2400	01					
	TOTAL						1,027.56		

The claims listed above (totaling \$1,105.89) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3846

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03842A Ingram PO Box 502779 ST Louis MO 63150-2779	11/9/99 23936347		2400	01		17.06			
	11/9/99 23936346		2400	01		381.87			
	11/9/99 23936345		2400	01		19.25			
	11/1/99 23781194		2400	01		21.14			
	11/1/99 23781195		2400	01		248.64			
	11/2/99 23815154		2400	01		45.45			
	TOTAL						733.41		

The claims listed above (totaling \$733.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

733.41

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3847

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	December 15, 1999 Pay period # 1 December 31, 1999 January 13, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, JANUARY 13, 2000								

The claims listed above (totaling \$21,520.00) 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 COUNTERSIGNED BY

Page Total

21,520.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/99
REPORT NO 3848

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 PLEASE WIRE ON THURSDAY, JANUARY 27, 2000	December 15, 1999 Pay period # 2 January 14, 2000 January 27, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		

The claims listed above (totaling \$21,520.00) 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 COUNTERSIGNED BY _____

Page Total

21,520.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Cash Flow Analysis
DATE: December 15, 1999

BACKGROUND:

General Fund

The Cash Flow Analysis for Fiscal Year 1999-2000 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 1999-2000 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

The second Secured Property Tax distribution is scheduled for December 10. Adequate funds will be available at that time to meet the District's cash flow needs for December, January and February.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through December 15, 1999

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			164,804.90
06/16/99	3762	General		19,320.51	145,484.39
06/16/99	3770	Payroll to wire Jul 1, 1999		21,380.00	124,104.39
06/16/99	3771	Payroll to wire Jul 15, 1999		21,380.00	102,724.39
06/16/99	3772	Payroll to wire Jul 29, 1999		21,380.00	81,344.39
06/24/99	3775	General by Library Director		1,537.98	79,806.41
07/01/99	3773	General by Library Director		4,674.50	75,131.91
07/01/99	3774	General by Library Director		1,742.82	73,389.09
07/06/99		Library Passport Revenue, June	2,846.55		76,235.64
07/06/99		State 321 Grant	1,988.16		78,223.80
07/06/99		Library Revenue, June	1,730.61		79,954.41
07/06/99		State Interlibrary Loan	875.00		80,829.41
07/09/99		Reverse Interest for 5/99	(1,752.84)	(42.97)	79,119.54
07/14/99		Calamity Apportionment	8.77		79,128.31
07/15/99		Secured Final FY98-99	8,812.21	22.03	87,918.49
07/15/99	3776	General by Library Director		903.29	87,015.20
07/15/99	3777	General by Library Director		1,571.86	85,443.34
07/19/99		Supplemental Final FY98-99	1,016.47		86,459.81
07/19/99		Reverse Interest for 6/99	(858.09)	(21.44)	85,623.16
07/21/99		Teeter Secured Current Delinquent	11,120.83	28.55	96,715.44
07/21/99		Supplemental Secured FY98-99	719.86		97,435.30
07/21/99	3778	Payroll to wire August 12, 1999		21,380.00	76,055.30
07/21/99	3779	Payroll to wire August 26, 1999		21,380.00	54,675.30
07/21/99	3780	General		2,012.70	52,662.60
07/21/99	3781	General		18,027.99	34,634.61
07/21/99	3782	General		1,336.99	33,297.62
07/22/99		Supplemental Prior Year Penalties	249.47		33,547.09
07/26/99		Library Passport Revenue, July	1,865.05		35,412.14
07/26/99		Library Revenue, July	1,228.39		36,640.53
07/27/99		Supplemental 1st	1.90		36,642.43
07/29/99	3783	General by Library Director		5,131.90	31,510.53
07/29/99	3784	General by Library Director		5,260.80	26,249.73
08/11/99		Library Passport Revenue, Jul	1,525.25		27,774.98
08/11/99		Library Revenue, Jul	703.39		28,478.37
08/12/99		Interest for 5/99	1,752.84	42.97	30,188.24
08/12/99	3785	General by Library Director		872.56	29,315.68
08/18/99	3786	Payroll to wire September 9, 1999		21,413.00	7,902.68
08/18/99	3787	Payroll to wire September 23, 1999		21,413.00	(13,510.32)
08/18/99	3788	General		35,900.00	(49,410.32)
08/18/99	3789	General		7,763.64	(57,173.96)
08/18/99	3790	General		3,040.44	(60,214.40)
08/18/99	3791	General		752.23	(60,966.63)
08/18/99	3792	General		2,467.17	(63,433.80)
08/18/99	3793	General		1,900.18	(65,333.98)
08/18/99	3794	General		1,380.03	(66,714.01)
08/18/99	3795	General		5,473.83	(72,187.84)
08/19/99		Supplemental 1st Actual	1,036.38		(71,151.46)
08/23/99		Library Revenue, Aug	838.05		(70,313.41)
08/23/99		Library Passport Revenue, Aug	829.00		(69,484.41)
08/26/99		Transfer from Fund 706	90,000.00		20,515.59
08/26/99	3796	General by Library Director		9,814.88	10,700.71
08/26/99	3797	General by Library Director		1,761.27	8,939.44
09/08/99		Library Passport Revenue, Aug	1,501.50		10,440.94
09/08/99		Library Revenue, Aug	713.14		11,154.08

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/09/99	3798	General by Library Director		1,333.65	9,820.43
09/09/99	3799	General by Library Director		373.03	9,447.40
09/15/99	3800	Payroll to wire October 7, 1999		21,413.00	(11,965.60)
09/15/99	3801	Payroll to wire October, 21, 1999		21,413.00	(33,378.60)
09/15/99	3802	Payroll to wire November 4, 1999		21,413.00	(54,791.60)
09/15/99	3803	General		18,774.34	(73,565.94)
09/15/99	3804	General		3,305.83	(76,871.77)
09/15/99	3805	General		1,164.20	(78,035.97)
09/15/99	3806	General		203.00	(78,238.97)
09/17/99		Interest for 6/99	858.09	21.44	(77,402.32)
09/23/99		Unsecured 1st Actual	40,853.61	102.14	(36,650.85)
09/23/99		Supplemental 2nd Actual	3,365.58		(33,285.27)
09/23/99	3807	General by Library Director		4,442.26	(37,727.53)
09/23/99	3808	General by Library Director		1,985.47	(39,713.00)
09/27/99		Canceled check	79.68		(39,633.32)
09/28/99		Transfer from Fund 702	80,000.00		40,366.68
09/28/99		Transfer from Fund 706	10,000.00		50,366.68
09/28/99		State Interlibrary Loan	2,010.96		52,377.64
09/28/99		Library Passport Revenue, Sep	1,830.50		54,208.14
09/28/99		Library Revenue, Sep	1,290.00		55,498.14
09/30/99	3809	General by Library Director		5,327.27	50,170.87
09/30/99	3810	General by Library Director		654.53	49,516.34
10/12/99		State Library Young Adult Grant	10,000.00		59,516.34
10/12/99		Library Passport Revenue, Sep	956.75		60,473.09
10/12/99		Library Revenue, Sep	781.00		61,254.09
10/14/99	3811	General by Library Director		2,211.64	59,042.45
10/14/99	3812	General by Library Director		1,779.14	57,263.31
10/20/99		Interest for 7/99	603.63	14.50	57,852.44
10/20/99	3813	Payroll to wire November 18, 1999		21,520.00	36,332.44
10/20/99	3814	Payroll to wire December 2, 1999		21,520.00	14,812.44
10/20/99	3815	General		8,632.63	6,179.81
10/20/99	3816	General		996.30	5,183.51
10/20/99	3817	General		1,448.09	3,735.42
10/20/99	3818	General		409.33	3,326.09
10/20/99	3819	General		1,425.69	1,900.40
10/20/99	3820	General		5,301.69	(3,401.29)
10/20/99	3821	General		3,620.26	(7,021.55)
10/20/99	3822	General		913.29	(7,934.84)
10/21/99		Supplemental 3rd Actual	1,168.36		(6,766.48)
10/25/99		Gates Computer Equipment Grant	15,763.00		8,996.52
10/25/99		Library Passport Revenue, Oct	1,430.30		10,426.82
10/25/99		Library Revenue, Oct	782.30		11,209.12
10/26/99	3823	General by Library Director		4,512.65	6,696.47
11/04/99	3824	General by Library Director		908.38	5,788.09
11/04/99	3825	General by Library Director		281.91	5,506.18
11/08/99		Library Passport Revenue, Oct	1,620.75		7,126.93
11/08/99		Library Revenue, Oct	1,327.65		8,454.58
11/08/99		State Interlibrary Loan	897.18		9,351.76
11/09/99	3826	General by Library Director		3,076.54	6,275.22
11/17/99	3827	Payroll to wire December 16, 1999		21,520.00	(15,244.78)
11/17/99	3828	Payroll to wire December 30, 1999		21,520.00	(36,764.78)

Placentia Library District
 FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/99	3829	General, Please Pay Immediately		1,927.24	(38,692.02)
11/17/99	3830	General		10,457.88	(49,149.90)
11/17/99	3831	General		1,363.80	(50,513.70)
11/17/99	3832	General		11,138.77	(61,652.47)
11/17/99	3833	General		1,027.57	(62,680.04)
11/17/99	3834	General		140.66	(62,820.70)
11/17/99	3835	General		2,080.75	(64,901.45)
11/17/99	3836	General		1,579.51	(66,480.96)
11/18/99		Supplemental 4th Actual	105.75		(66,375.21)
11/19/99		Library Revenue, Nov	1,103.04		(65,272.17)
11/19/99		Library Passport Revenue, Nov	998.75		(64,273.42)
11/24/99	3837	General by Library Director		5,365.38	(69,638.80)
11/29/99		Secured 1st Actual	97,819.34	244.55	27,935.99
11/29/99		Interest for 8/99	417.81	9.85	28,343.95
12/07/99	3838	General by Library Director		1,960.05	26,383.90
12/07/99	3839	General by Library Director		648.75	25,735.15
12/15/99	3840	General		10,086.79	15,648.36
12/15/99	3841	General		2,365.81	13,282.55
12/15/99	3842	General		33,954.78	(20,672.23)
12/15/99	3843	General		4,790.25	(25,462.48)
12/15/99	3844	General		3,651.29	(29,113.77)
12/15/99	3845	General		1,105.89	(30,219.66)
12/15/99	3846	General		733.41	(30,953.07)
12/15/99	3847	Payroll to wire January 27, 2000		21,520.00	(52,473.07)
12/15/99	3848	Payroll to wire January 13, 2001		21,520.00	(73,993.07)

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 1999-2000

Date	Category	Amount
7/16/99	Current secured final for FY99	1% - 3%
7/20/99	Supplemental, FY99 #12 Jun	
7/21/99	Prior Year Secured Taxes & Penalties, FY99 #12 Jun	
7/22/99	Delinquent Supplemental, FY99	
7/22/99	Secured Teeter Actual Final Delinquencies, FY99	2% - 4%
8/12/99	Prior Year Secured Taxes & Penalties #1 Jul	
8/20/99	Supplemental #1 Jul	
9/16/99	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/99	Supplemental #2 Aug	
9/24/99	Unsecured collections at 8/31/99, #1	80% - 85%
10/14/99	Prior Year Secured Taxes & Penalties #3 Sep	
10/21/99	Supplemental #3 Sep	
11/12/99	Prior Year Secured Taxes & Penalties #4 Oct	
11/19/99	Supplemental #4 Oct	
11/30/99	Current secured #1	7% - 10%
12/10/99	Current secured #2	14% - 18%
12/10/99	Homeowners Property Tax Relief	15%
12/16/99	Prior Year Secured Taxes & Penalties #5 Nov	
12/17/99	Current secured #3	20% - 24%
12/21/99	Supplemental #5 Nov	
1/11/00	Homeowners Property Tax Relief	35%
1/13/00	Prior Year Secured Taxes & Penalties #6 Jan	
1/21/00	Supplemental #6 Dec	
1/21/00	Unsecured collections at 12/31/99, #2	5% - 10%
1/25/00	Current secured #4	3% - 6%
2/8/00	State-Assessed Public Utility, #1	49% - 50%
2/17/00	Prior Year Secured Taxes & Penalties #7 Feb	
2/18/00	Supplemental #7 Jan	
3/16/00	Prior Year Secured Taxes & Penalties #8 Mar	
3/21/00	Supplemental #8 Feb	
3/24/00	Current secured #5	5% - 7%
4/13/00	Prior Year Secured Taxes & Penalties #9 Apr	
4/21/00	Current secured #6	25% - 30%
4/21/00	Supplemental #9 Mar	
5/11/00	Homeowners Property Tax Relief	35%
5/11/00	Prior Year Secured Taxes & Penalties #10 Apr	
5/19/00	Current secured #7	3% - 5%
5/19/00	Supplemental #10 Apr	
5/24/00	State-Assessed Public Utility, #2	49% - 50%
6/9/00	Homeowners Property Tax Relief	15%
6/15/00	Prior Year Secured Taxes & Penalties #11 May	
6/21/00	Supplemental #11 May	
6/23/00	Prior Year Unsecured	
6/23/00	Unsecured collections at 5/31/00, Final	3% - 6%
7/21/00	Current secured final for FY00	1% - 3%
7/21/00	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/21/00	Supplemental, FY00 #12 Jun	
7/24/00	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/25/00	Delinquent Supplemental, FY00	

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 December 15, 1999

	Fiscal Year 1999-2000						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99						0.00	0.00
31-Jan-00						0.00	0.00
29-Feb-00						0.00	0.00
31-Mar-00						0.00	0.00
30-Apr-00						0.00	0.00
31-May-00						0.00	0.00
30-Jun-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

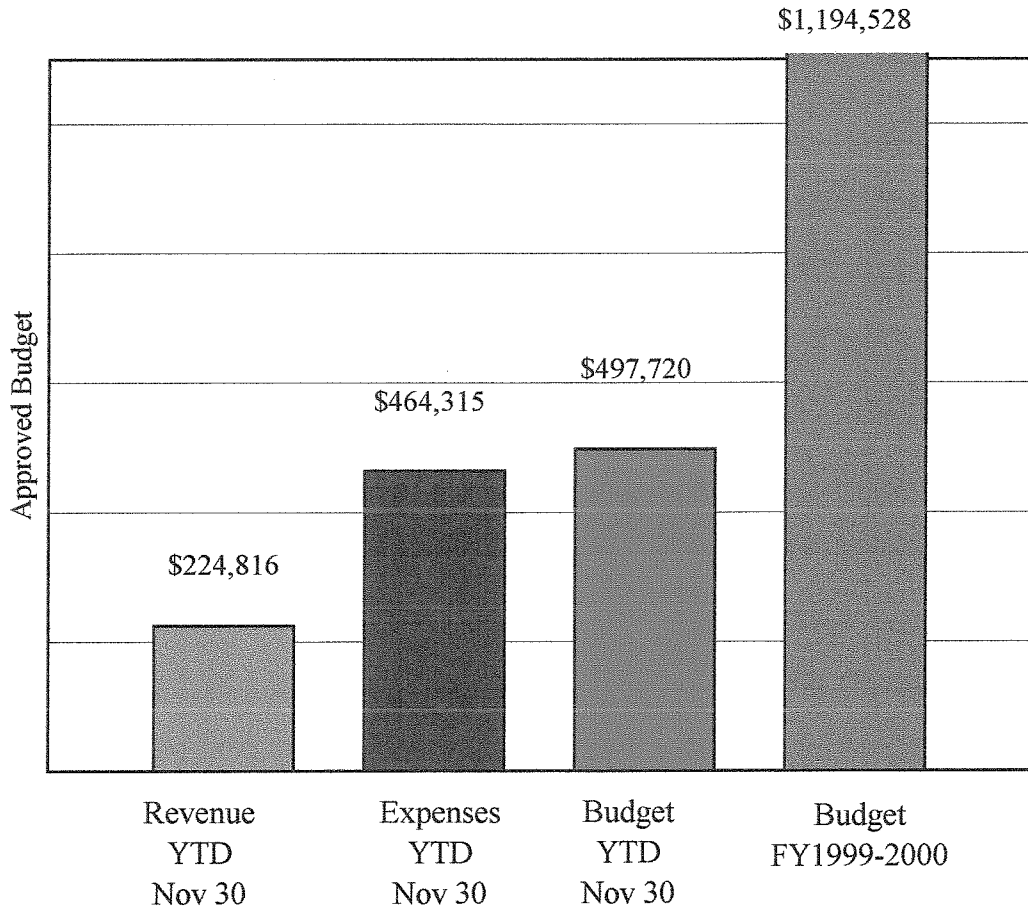
	Fiscal Year 1998-1999						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17
28-Feb-99	48,317.16	3,111.06	21,116.89	240,267.04	7,474.87	320,287.02	80,019.98
31-Mar-99	48,532.03	3,124.89	21,210.67	276,464.48	7,508.11	356,840.18	80,375.70
30-Apr-99	48,741.56	3,138.03	21,304.73	381,943.00	7,539.69	462,667.01	80,724.01
31-May-99	83,944.83	3,151.12	116,393.57	232,977.87	7,571.13	444,038.52	211,060.65
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
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 1999-2000

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 15, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	NOV 1999	NOV 1998	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	97,819.34	89,155.61	97,819.34	89,155.61	11.96%
6210-01	Public Utility	24,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	97,819.34	89,155.61	97,819.34	89,155.61	11.62%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	0.00	39,094.29	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	20,060	11,120.83	10,950.23	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,812.21	8,714.72	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,060	19,933.04	19,664.95	0.00	0.00	99.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	40,853.61	0.00	0.00	0.00	3713.96%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	24,500	1,144.03	3,743.31	105.75	163.54	4.67%
6280-01	Final supplemental for prior years	0	5,550.41	778.40	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	6,694.44	4,521.71	105.75	163.54	27.32%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	719.86	780.95	0.00	0.00	89.98%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	300	249.47	270.35	0.00	0.00	
	TOTAL TAXES	978,700	166,269.76	153,487.86	97,925.09	89,319.15	16.99%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
December 15, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 NOV 1999	FY 1998-1999 NOV 1998	FY 1999-2000 % REV BUD
6610-00	Interest	12,800	1,021.44	957.41	417.81	341.69	7.98%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	12,800	1,021.44	957.41	417.81	341.69	7.98%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	3,783.14	2,679.86	897.18	819.21	47.29%
6970-01	State - CA Foundation Funds	88,450	8.77	0.00	0.00	0.00	0.01%
6970-02	State - CA Literacy Campaign	8,800	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	1,988.16	0.00	0.00	0.00	
6970-05	State - Project Grants	0	10,000.00	0.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	15,780.07	2,679.86	897.18	819.21	14.99%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,500	10,497.57	4,846.33	2,430.69	1,550.41	46.66%
7670-01	Local Revenue -- Passport	45,000	15,404.40	0.00	2,619.50	0.00	34.23%
7670-02	Local Revenue -- Non-Gov't. Grants & Gifts	14,698	15,763.00	0.00	0.00	0.00	107.25%
	TOTAL LOCAL REVENUE	82,198	41,665	4,846	5,050.19	1,550.41	50.69%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	79.68	3.46	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	224,815.92	161,974.92	104,290.27	92,030.46	18.82%

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

December 15, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 NOV 1999	FY 1998-1999 NOV 1998	FY 1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	218,769.00	210,414.00	39,780.00	41,494.00	40.74%
0200	Retirement (Social Security & Pension Contribution)	75,695	16,716.00	16,180.00	3,046.00	3,175.00	22.08%
	Health Insurance/Blue Shield CA	32,880	10,633.16	9,149.09	(760.72)	3,517.76	32.34%
	Long Term Disability/CNA	2,690	744.57	892.49	186.72	180.31	27.68%
	Vision Service Plan/VSP	2,225	980.65	843.10	196.13	191.10	44.08%
	Dental/Ameritas	5,205	2,312.50	2,128.59	0.00	436.90	44.43%
0300	Total Employee Insurance	43,000	14,670.88	13,013.27	(377.87)	4,326.07	34.12%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	918.00	2,568.00	0.00	1,284.00	17.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	251,073.88	242,175.27	42,448.13	50,279.07	37.98%
0700-00	Communications - Telephone	2,600	927.53	860.54	309.94	168.10	35.67%
0700-01	Communications - Modem/Fax	4,400	1,428.13	1,650.60	63.93	239.26	32.46%
0700-02	Communications - Internet/Database	5,000	4,212.91	1,423.97	407.99	76.26	84.26%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	862.00	1,271.46	431.00	0.00	16.71%
0700-07	Communications - 321 Grant	0	0.00	340.06	0.00	0.00	
0700-08	Communications - Adult Literacy	800	203.17	147.47	0.00	53.92	25.40%
	Total Communications	17,960	7,633.74	5,694.10	1,212.86	537.54	42.50%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,750	1,865.74	1,794.41	701.84	0.00	49.75%
1100-00	Insurance - Liability	7,000	6,820.51	4,996.38	0.00	0.00	97.44%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 15, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 NOV 1999	FY1998-1999 NOV 1998	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	843.73	1,998.68	0.00	1,038.17	28.12%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	8,591.63	0.00	4,375.00	0.00	71.60%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	9,435.36	1,998.68	4,375.00	1,038.17	62.90%
	HVAC	5,500	1,634.97	1,278.43	117.42	0.00	29.73%
	Carpet Cleaning	500	1,741.00	0.00	0.00	0.00	348.20%
	Groundskeeping, City of Placentia	28,000	17,282.09	6,758.43	1,796.10	0.00	61.72%
	Plumbing	1,200	807.01	62.00	207.01	0.00	67.25%
	Electrical	4,500	1,222.29	1,710.00	0.00	285.00	27.16%
	Cleaning Service	11,700	4,750.00	4,750.00	950.00	950.00	40.60%
	Locksmith	200	58.66	73.72	0.00	0.00	29.33%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	11,000	219.50	86.99	0.00	(798.00)	2.00%
1400-00	Total Maintenance of Building & Grounds	62,600	27,715.52	14,719.57	3,070.53	437.00	44.27%
1600-00	Memberships - General Fund	2,750	777.00	0.00	90.00	0.00	28.25%
1600-07	Memberships - 321 Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	0.00	95.00	0.00	0.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	777.00	95.00	90.00	0.00	24.09%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

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

December 15, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 NOV 1999	FY 1998-1999 NOV 1998	FY 1999-2000 % EXP BUD
	Library Supplies	7,000	3,191.61	595.26	484.90	260.02	45.59%
	Printing	9,300	3,011.38	326.77	50.64	0.00	32.38%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	103.46	473.87	0.00	0.00	10.35%
	Paper	1,200	535.74	273.75	53.44	0.00	44.65%
	Drinking Water Service	300	75.00	124.75	25.00	24.95	25.00%
	Other Office Supplies	4,000	4,269.70	1,795.51	434.87	203.74	106.74%
1800-00	Total Office Supply Expense - General Fund	22,800	11,186.89	3,589.91	1,048.85	488.71	49.07%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	703.23	0.00	0.00	0.00	
	Publications	0	475.00	0.00	475.00	0.00	
	Paper	50	50.74	0.00	50.74	0.00	
	Other Office Supplies	550	0.00	404.31	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,225	1,228.97	404.31	525.74	0.00	38.11%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	12,415.86	3,994.22	1,574.59	488.71	47.71%
1803-00	Postage Expense - General Fund	4,700	1,760.60	288.65	257.30	0.00	37.46%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	32.00	0.00	0.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	1,760.60	320.65	257.30	0.00	36.68%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 NOV 1999	FY1998-1999 NOV 1998	FY1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	105.00	35.00	0.00	25.00%
	Pension Contribution & Operating Expenses	7,500	4,205.57	0.00	0.00	0.00	56.07%
	Anaheim Consortium Automated Library System	40,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	4,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	138.84	138.84	34.71	0.00	33.06%
	Interest Allocation & Tax Collection Charges	350	421.62	76.00	14.50	9.04	120.46%
	Advertising (Including WEB Site)	4,000	0.00	733.74	0.00	733.74	0.00%
	Medical Exams	500	52.50	157.50	0.00	0.00	10.50%
	Collection Services - Accounts Receivable	2,400	855.17	86.62	283.78	0.00	35.63%
	Audit & Accounting Services	4,500	3,775.00	3,700.00	830.00	0.00	83.89%
	Payroll Preparation	2,500	1,035.87	932.30	265.45	167.95	41.43%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	5,000	4,498.59	1,081.16	840.00	377.24	89.97%
1900-00	Total Specialized Services - General Fund	71,590	15,088.16	7,011.16	2,303.44	1,287.97	21.08%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,400	0.00	320.63	0.00	222.89	0.00%
	Total Specialized Services	74,990	15,088.16	7,331.79	2,303.44	1,510.86	20.12%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 NOV 1999	FY 1998-1999 NOV 1998	FY 1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	35,900.00	33,950.61	0.00	0.00	48.40%
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	133,450	22,064.28	534.19	10,948.87	0.00	16.53%
2400-02	Special Department Expense - Video	0	1,006.05	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	14,109.49	0.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	19,781.31	4,114.39	0.00	0.00	
2400-05	Special Department Expense - Audio	0	2,132.25	287.80	500.63	0.00	
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	1,800.76	1,241.31	938.22	0.00	120.05%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	134,950	60,894.14	6,177.69	12,387.72	0.00	45.12%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	595.00	278.15	131.50	0.00	39.67%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,048.75	203.48	374.19	0.00	52.44%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	124.00	0.00	124.00	0.00	12.40%
2700-03	Transportation/Travel - Meetings, Board Local	600	56.00	10.00	0.00	0.00	9.33%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0	0.00	331.27	0.00	198.72	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	92.64	0.00	79.00	0.00	9.26%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	1,916.39	822.90	708.69	198.72	31.42%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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December 15, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 NOV 1999	FY 1998-1999 NOV 1998	FY 1999-2000 % EXP BUD
	Electricity	43,000	22,190.46	7,209.58	4,956.38	0.00	51.61%
	Gas	6,500	438.48	1,117.14	0.00	10.08	6.75%
	Water	3,000	1,909.05	1,229.33	446.19	421.20	63.64%
2800-00	Total Utilities	52,500	24,537.99	9,556.05	5,402.57	431.28	46.74%
	TOTAL SUPPLIES & SERVICES	483,725	206,761.01	91,452.05	32,084.54	4,642.28	42.74%
3700-00	Taxes, Assessments (Sales Tax)	1,100	1,927.24	0.00	0.00	0.00	175.20%
4000-00	Equipment - General Fund	32,865	4,553.01	3,851.77	0.00	1,400.75	13.85%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Gates Foundation Grant	14,698	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	48,563	4,553.01	3,851.77	0.00	1,400.75	9.38%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	48,563	4,553.01	3,851.77	0.00	1,400.75	9.38%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,194,528	464,315.14	337,479.09	74,552.67	56,322.10	38.87%

12/08/99

**Placentia Library District
Balance Sheet
As of November 30, 1999**

	<u>Nov 30, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,865.82
County Exempt - Savings	2,601.05
General Fund - Checking	7,847.52
General Fund - Savings	14,184.26
Literacy Fund - Savings	4,112.62
Payroll Checking	12,983.70
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	<u>32,500.00</u>
Payroll Savings (Fees)	2,340.87
Payroll Savings (Int CDs)	3,136.94
Total Checking/Savings	<u>83,572.78</u>
Total Current Assets	<u>83,572.78</u>
TOTAL ASSETS	<u>83,572.78</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	12,038.73
Net Income	4,311.68
Total Capital	<u>67,222.37</u>
Total Equity	<u>83,572.78</u>
TOTAL LIABILITIES & EQUITY	<u>83,572.78</u>

12/08/99

**Placentia Library District
Profit and Loss by Class**

November 1999

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>TOTAL</u>
Income					
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	2,842.27
Camp Library (Friends)	44.00	0.00	0.00	0.00	44.00
Cash Register - Copy Cards	446.45	0.00	0.00	0.00	446.45
Cash Register - Fines	0.00	2,047.60	0.00	0.00	2,047.60
Cash Register - Lost Items	0.00	256.59	0.00	0.00	256.59
Cash Register - Misc.	0.00	99.00	0.00	0.00	99.00
Cash Register - Reserves	0.00	79.50	0.00	0.00	79.50
County Reimbursements	0.00	583.54	0.00	0.00	583.54
Debit Card Income	0.00	585.85	0.00	0.00	585.85
Directors Fund (Friends)	22.50	0.00	0.00	0.00	22.50
Interest Inc - Savings	4.81	12.27	7.59	0.00	24.67
Meeting Room Income	390.00	0.00	0.00	0.00	390.00
Passport Check Reimbursement	470.00	16.00	0.00	0.00	486.00
Passport Revenue	0.00	2,318.25	0.00	0.00	2,318.25
Special Event Retirement	745.00	0.00	0.00	0.00	745.00
State Library Grants	0.00	6,669.35	0.00	0.00	6,669.35
Transfers from County	0.00	0.00	0.00	42,933.00	42,933.00
Total Income	2,122.76	15,510.22	7.59	42,933.00	60,573.57
Expense					
Bank Fees	16.00	0.00	0.00	0.00	16.00
Children's Camp Library	374.48	0.00	0.00	0.00	374.48
Children's Storytime (Friends)	180.00	0.00	0.00	0.00	180.00
Coffee Service	84.51	0.00	0.00	0.00	84.51
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	229.65
Debit Cards	0.00	29.36	0.00	0.00	29.36
Employee Benefits	0.00	0.00	0.00	2,685.12	2,685.12
Employee Insurance	0.00	0.00	0.00	760.72	760.72
Employer Payroll Taxes	0.00	0.00	0.00	12,891.14	12,891.14
Food	0.00	113.82	0.00	0.00	113.82
Household Expenses	0.00	62.88	0.00	0.00	62.88
Meeting Room Upkeep Expense	60.00	0.00	0.00	0.00	60.00
Miscellaneous	94.98	0.00	0.00	0.00	94.98
Office Expense	0.00	243.00	0.00	0.00	243.00
Passport Expenses	800.00	0.00	0.00	0.00	800.00
Postage	0.00	72.60	0.00	0.00	72.60
Prof & Spec Services	0.00	70.00	0.00	0.00	70.00
Return Check Item & Fees	0.00	19.50	0.00	0.00	19.50
Salaries	0.00	0.00	0.00	26,767.17	26,767.17
Transfers to County	0.00	5,947.37	0.00	0.00	5,947.37
Transportation & Travel	0.00	40.00	0.00	0.00	40.00
Total Expense	2,285.96	6,598.53	0.00	43,104.15	51,988.64
Net Income	-163.20	8,911.69	7.59	-171.15	8,584.93

12/08/99

**Placentia Library District
Profit and Loss by Class
July through November 1999**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	2,842.27
Bankcard Deposit	0.00	420.65	0.00	0.00	420.65
Camp Library (Friends)	44.00	0.00	0.00	0.00	44.00
Cash Register - Copy Cards	1,718.54	0.00	0.00	0.00	1,718.54
Cash Register - Fines	0.00	7,793.42	0.00	0.00	7,793.42
Cash Register - Lost Items	0.00	1,135.29	0.00	0.00	1,135.29
Cash Register - Misc.	0.00	193.70	0.00	0.00	193.70
Cash Register - Reserves	0.00	489.35	0.00	0.00	489.35
County Reimbursements	0.00	3,402.45	0.00	0.00	3,402.45
Debit Card Income	0.00	585.85	0.00	0.00	585.85
Directors Fund (Friends)	1,608.03	0.00	0.00	0.00	1,608.03
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	2,000.00
Gates Grant	0.00	15,763.00	0.00	0.00	15,763.00
Interest Inc - CD's	0.00	0.00	0.00	890.06	890.06
Interest Inc - Savings	29.85	69.51	44.26	7.83	151.45
Meeting Room Income	1,408.05	0.00	0.00	0.00	1,408.05
Miscellaneous Income	0.00	922.10	0.00	0.00	922.10
Passport Check Reimbursement	2,505.50	16.00	0.00	0.00	2,521.50
Passport Revenue	45.00	13,469.55	0.00	0.00	13,514.55
Special Event Retirement	745.00	0.00	0.00	0.00	745.00
Staff Appreciation Reimbursement	399.25	0.00	0.00	0.00	399.25
State Library Grants	0.00	16,669.35	0.00	0.00	16,669.35
State Library Reimbursements	0.00	2,908.14	0.00	0.00	2,908.14
Telephone Income	0.00	13.25	0.00	0.00	13.25
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfers from County	0.00	0.00	0.00	235,485.00	235,485.00
Tutor Training Income	0.00	0.00	30.00	0.00	30.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
Total Income	8,543.22	68,731.64	74.26	236,382.89	313,732.01
Expense					
Bank Fees	58.50	0.00	0.00	0.00	58.50
Children's Camp Library	374.48	0.00	0.00	0.00	374.48
Children's Other	50.00	0.00	0.00	0.00	50.00
Children's Storytime (Friends)	180.00	0.00	0.00	0.00	180.00
Children's Summer Reading Prgm	854.83	0.00	0.00	0.00	854.83
Coffee Service	381.64	0.00	0.00	0.00	381.64
Copier Lease Payments	2,231.70	0.00	0.00	0.00	2,231.70
Copier Maintenance Contract	1,148.25	0.00	0.00	0.00	1,148.25
Debit Cards	0.00	88.45	0.00	0.00	88.45
Employee Benefits	0.00	0.00	0.00	13,998.30	13,998.30
Employee Insurance	0.00	155.00	0.00	4,183.96	4,338.96
Employer Payroll Taxes	0.00	0.00	0.00	69,143.82	69,143.82
Food	0.00	113.82	0.00	0.00	113.82
Friend's Director's Fund	1,667.30	0.00	0.00	0.00	1,667.30
Household Expenses	0.00	244.35	0.00	0.00	244.35
Library Board Expenses	114.22	0.00	0.00	0.00	114.22
Meeting Room Upkeep Expense	60.00	0.00	0.00	0.00	60.00
Memberships	0.00	530.00	0.00	0.00	530.00
Miscellaneous	94.98	62.50	0.00	0.00	157.48
Office Expense	0.00	509.17	0.00	0.00	509.17
Passport Expenses	3,798.75	398.95	0.00	0.00	4,197.70
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Postage	0.00	274.58	0.00	0.00	274.58
Prof & Spec Services	0.00	140.00	0.00	0.00	140.00
Refreshments	26.94	0.00	0.00	0.00	26.94
Retirement Fund	500.00	0.00	0.00	0.00	500.00
Return Check Item & Fees	0.00	78.30	0.00	0.00	78.30
Salaries	0.00	0.00	0.00	146,485.88	146,485.88
Staff Appreciation	684.50	0.00	0.00	0.00	684.50
Transfers to County	0.00	59,037.32	0.00	0.00	59,037.32
Transportation & Travel	0.00	1,691.32	0.00	0.00	1,691.32
Total Expense	12,226.09	63,382.28	0.00	233,811.96	309,420.33
Net Income	-3,682.87	5,349.36	74.26	2,570.93	4,311.68

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		3,573.94
Cleared Checks and Payments	25 Items	-1,651.68
Cleared Deposits and Other Credits	14 Items	2,027.56
 Cleared Balance		 3,949.82

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-84.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		3,865.8
New Checks and Payments	5 Items	-240.00
New Deposits and Other Credits	5 Items	1,500.98
 Ending Account Balance		 5,126.80

Register

County Exempt - Checking Register through 11/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
11/01/1999	2097	Passport Services	Passport Expenses	Mi Young Ki...	-135.00	X	3,352.19
11/01/1999	2098	Passport Services	Passport Expenses	Cynthia Jime...	-45.00	X	3,307.19
11/01/1999	2099	Passport Services	Passport Expenses	Conception ...	-80.00	X	3,227.19
11/02/1999			Passport Check Reimb...	Deposit	125.00	X	3,352.19
11/05/1999	2100	Ralph's	Miscellaneous		-94.98	X	3,257.21
11/07/1999	2101	Elizabeth D Minter	Directors Fund (Friends)	Reimbursem...	-22.63	X	3,234.58
11/08/1999			Passport Check Reimb...	Deposit	25.00	X	3,259.58
11/08/1999	2102	Smart & Final	Coffee Service	coffee warme...	-56.50	X	3,203.08
11/08/1999	2103	Passport Services	Passport Expenses	Susanna Hyu...	-25.00	X	3,178.08
11/09/1999			Passport Check Reimb...	Deposit	80.00	X	3,258.08
11/09/1999	2104	Passport Services	Passport Expenses	Eleo Saavera...	-80.00	X	3,178.08
11/15/1999	2105	Passport Services	Passport Expenses	Delinda Mic...	-80.00	X	3,098.08
11/16/1999	2106	Smart & Final	Children's Camp Library	Camp Librar...	-50.48	X	3,047.60
11/17/1999			Passport Check Reimb...	Deposit	45.00	X	3,092.60
11/17/1999	2107	Passport Services	Passport Expenses	Ramon Enriq...	-45.00	X	3,047.60
11/17/1999	2108	Jerry Lambuth Pi...	Meeting Room Upkee...	Piano Mainte...	-60.00	X	2,987.60
11/17/1999	2109	Elizabeth D Minter	Directors Fund (Friends)	Director's Fu...	-21.33	X	2,966.27
11/17/1999	2111	Franklin Hayes ...	Children's Camp Library	Camp Librar...	-250.00	X	2,716.27
11/17/1999	2112	Lin Baesler	Children's Storytime (...	"Musictime" ...	-180.00	X	2,536.27
11/17/1999	2113	AK's Donuts	Children's Camp Library	Camp Librar...	-24.00		2,512.27
11/17/1999	2114	Placentia Library...	Children's Camp Library	Cash Deposit...	-50.00	X	2,462.27
11/17/1999	2116	Wendy G. Goods...	Coffee Service	Reimbursem...	-28.01	X	2,434.26
11/18/1999	1232	Passport Services	Passport Expenses	Richard Stan...	-45.00	X	2,389.26
11/22/1999			Passport Check Reimb...	Deposit	45.00	X	2,434.26
11/22/1999			-split-	Deposit	66.46	X	2,500.72
11/22/1999			-split-	Deposit	210.00	X	2,710.72
11/22/1999			General Fund - Checki...		782.10	X	3,492.82
11/22/1999	2117	Passport Services	Passport Expenses	Paul Scott M...	-45.00	X	3,447.82
11/22/1999	2118	Passport Services	Passport Expenses	Neeta P.Pate...	-70.00	X	3,377.82
11/22/1999	2119	Passport Services	Passport Expenses	Alvaro Carra...	-90.00	X	3,287.82
11/23/1999			-split-	Deposit	110.00	X	3,397.82
11/23/1999			Camp Library (Friends)	Deposit	44.00	X	3,441.82
11/24/1999			-split-	Deposit	185.00	X	3,626.82
11/29/1999			-split-	Deposit	70.00	X	3,696.82
11/29/1999			Passport Check Reimb...	Deposit	60.00	X	3,756.82
11/29/1999	1233	Passport Services	Passport Expenses	Kevin L. Wu	-60.00		3,696.82
11/30/1999			-split-	Deposit	180.00	X	3,876.82
11/30/1999			Bank Fees	Service Charge	-11.00	X	3,865.82

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		2,319.73
Cleared Checks and Payments	3 Items	-680.99
Cleared Deposits and Other Credits	23 Items	962.31
Cleared Balance		2,601.05

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		2,601.05
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	6 Items	155.35
Ending Account Balance		2,756.40

Register

County Exempt - Savings Register through 11/30/1999:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
11/02/1999			-split-	Deposit	81.60	X	2,442.38
11/02/1999			Cash Register - Copy ...	Deposit	18.25	X	2,460.63
11/03/1999			-split-	Deposit	45.75	X	2,506.38
11/04/1999			-split-	Deposit	38.85	X	2,545.23
11/08/1999			Cash Register - Copy ...	Deposit	9.30	X	2,554.53
11/08/1999			Cash Register - Copy ...	Deposit	35.45	X	2,589.98
11/09/1999			Cash Register - Copy ...	Deposit	1.50	X	2,591.48
11/10/1999			Cash Register - Copy ...	Deposit	26.30	X	2,617.78
11/15/1999			-split-	Deposit	64.45	X	2,682.23
11/15/1999			Cash Register - Copy ...	Deposit	10.90	X	2,693.13
11/16/1999			Cash Register - Copy ...	Deposit	22.70	X	2,715.83
11/17/1999			Cash Register - Copy ...	Deposit	33.95	X	2,749.78
11/17/1999	1089	Sharp Electronics	Copier Lease Payments	Invoice 9912...	-446.34	X	2,303.44
11/17/1999	1090	IKON	Copier Maintenance C...	Invoice 1606...	-229.65	X	2,073.79
11/18/1999			-split-	Deposit	44.60	X	2,118.39
11/22/1999			-split-	Deposit	60.00	X	2,178.39
11/22/1999			Cash Register - Copy ...	Deposit	49.95	X	2,228.34
11/22/1999			Meeting Room Income	Deposit	150.00	X	2,378.34
11/23/1999			Cash Register - Copy ...	Deposit	24.20	X	2,402.54
11/24/1999			Cash Register - Copy ...	Deposit	7.40	X	2,409.94
11/29/1999			-split-	Deposit	114.00	X	2,523.94
11/29/1999			Cash Register - Copy ...	Deposit	23.75	X	2,547.69
11/30/1999			-split-	Deposit	53.55	X	2,601.24
11/30/1999			Bank Fees	Service Charge	-5.00	X	2,596.24
11/30/1999			Interest Inc - Savings	Interest	4.81	X	2,601.05

Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		8,235.65
Cleared Checks and Payments	12 Items	-1,463.53
Cleared Deposits and Other Credits	2 Items	1,169.39
Cleared Balance		7,941.51

Uncleared Transactions

Uncleared Checks and Payments	3 Items	-93.99
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		7,847.00
New Checks and Payments	3 Items	-216.00
New Deposits and Other Credits	1 Items	232.46
Ending Account Balance		7,863.98

Register

General Fund - Checking Register through 11/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
11/03/1999			-split-	Deposit	583.54	X	8,675.43
11/08/1999	4119	Home Depot	Household Expenses	1000-00	-62.88	X	8,612.55
11/10/1999	4120	Apace Moving S...	Office Expense	Attn: Jamie F...	-243.00	X	8,369.55
11/15/1999	4121	Von's	Food	GSTA Work...	-94.98	X	8,274.57
11/15/1999	4122	US Postmaster P...	Postage		-39.60	X	8,234.97
11/15/1999	4123	US Postmaster P...	Postage		-33.00	X	8,201.97
11/17/1999	4124	Nonprofit Resour...	Transportation & Travel	Board & Staf...	-40.00	X	8,161.97
11/17/1999	4125	Elizabeth D Minter	Food	Reimburse...	-18.84	X	8,143.13
11/18/1999	4127	Network Solutio...	Prof & Spec Services	www.placent...	-70.00	X	8,073.13
11/22/1999			County Exempt - Chec...	Funds Transfer	-782.10	X	7,291.03
11/30/1999			Debit Card Income	Deposit	585.85	X	7,876.88
11/30/1999		Sanwa Bank	Debit Cards		-29.36	X	7,847.52

Reconciliation Report

General Fund - Savings account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		5,639.40
Cleared Checks and Payments	3 Items	-5,966.87
Cleared Deposits and Other Credits	23 Items	14,511.73
Cleared Balance		14,184.26

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		14,184.26
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	7 Items	1,288.99
Ending Account Balance		15,473.25

Register

General Fund - Savings Register through 11/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
11/02/1999			-split-	Deposit	313.70	X	6,124.00
11/02/1999			-split-	Deposit	258.80	X	6,382.80
11/03/1999			-split-	Deposit	427.80	X	6,810.60
11/04/1999			-split-	Deposit	141.15	X	6,951.75
11/04/1999	1071	Orange County A...	Transfers to County	Local revenu...	-3,845.58	X	3,106.17
11/08/1999			-split-	Deposit	244.00	X	3,350.17
11/08/1999			-split-	Deposit	390.40	X	3,740.57
11/09/1999			-split-	Deposit	198.75	X	3,939.32
11/10/1999			-split-	Deposit	306.15	X	4,245.47
11/15/1999			-split-	Deposit	311.69	X	4,557.16
11/15/1999			-split-	Deposit	191.25	X	4,748.41
11/16/1999			-split-	Deposit	219.10	X	4,967.51
11/17/1999			-split-	Deposit	240.45	X	5,207.96
11/17/1999	1072	Orange County A...	Transfers to County		-2,101.79	X	3,106.17
11/18/1999			-split-	Deposit	169.70	X	3,275.87
11/22/1999			-split-	Deposit	81.90	X	3,357.77
11/22/1999			-split-	Deposit	342.05	X	3,699.82
11/23/1999			-split-	Deposit	185.55	X	3,885.37
11/23/1999			-split-	Deposit	9,511.62	X	13,396.99
11/24/1999			-split-	Deposit	154.15	X	13,551.14
11/29/1999			-split-	Deposit	197.95	X	13,749.09
11/29/1999			-split-	Deposit	227.95	X	13,977.04
11/30/1999			-split-	Deposit	214.45	X	14,191.49
11/30/1999			Return Check Item & ...	Service Charge	-19.50	X	14,171.99
11/30/1999			Interest Inc - Savings	Interest	12.27	X	14,184.26

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		4,105.03
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	7.59
Cleared Balance		4,112.62

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		4,112.62
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,112.62

Reconciliation Report

Payroll Checking account reconciled for the period ending 11/30/1999

Cleared Transactions

Previous Balance		15,405.54
Cleared Checks and Payments	37 Items	-44,684.92
Cleared Deposits and Other Credits	2 Items	42,933.00
Cleared Balance		13,653.62

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-669.92
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 11/30/1999 (statement closing date)		12,983.70
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		12,983.70

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 1999
Prepared by: Julie Slook, Technical Services Librarian

	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	883.18	54	52	0.00	0	0	883.18	54	52	268.90	16	16	1,152.08	70	68
Adult Circulating Non-Fiction	665.58	38	38	0.00	0	0	665.58	38	38	1,739.80	97	69	2,405.38	135	107
Adult Reference	279.70	11	11	0.00	0	0	279.70	11	11	10.00	1	1	289.70	12	12
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	4,513.00	1	1	0.00	0	0	4,513.00	1	1	0.00	0	0	4,513.00	1	1
Total Adult Non-Fiction	5,488.28	50	50	0.00	0	0	5,488.28	50	50	1,749.80	98	70	7,238.08	148	120
TOTAL ADULT PRINT MATERIALS	6,371.46	104	104	0.00	0	0	6,371.46	104	102	2,018.70	114	86	8,390.16	218	188
Adult Audio/Basic	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	6,371.46	104	104	0.00	0	0	6,371.46	104	102	2,018.70	114	86	8,390.16	218	188
Juvenile Fiction	266.18	36	20	0.00	0	0	266.18	36	20	67.00	8	7	333.18	44	27
Juvenile Circulating Non-Fiction	241.13	27	18	0.00	0	0	241.13	27	18	68.00	9	7	309.13	36	25
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	241.13	27	18	0.00	0	0	241.13	27	18	68.00	9	7	309.13	36	25
Young Adult Grant (Print & Non-Print)	480.55	30	26	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	987.86	93	64	0.00	0	0	507.31	63	38	135.00	17	14	642.31	80	52
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	517.23	21	21	0.00	0	0	517.23	21	21	0.00	0	0	517.23	21	21
Juvenile Video Entertainment	369.77	15	15	0.00	0	0	369.77	15	15	0.00	0	0	369.77	15	15
Total Juvenile Video	887.00	36	36	0.00	0	0	887.00	36	36	0.00	0	0	887.00	36	36
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	887.00	36	36	0.00	0	0	887.00	36	36	0.00	0	0	887.00	36	36
TOTAL JUVENILE MATERIALS	1,874.86	129	100	0.00	0	0	1,394.31	99	74	135.00	17	14	1,529.31	116	88
Total Fiction	1,149.36	90	72	0.00	0	0	1,149.36	90	72	335.90	24	23	1,485.26	114	95
Total Non-Fiction	5,729.41	77	68	0.00	0	0	5,729.41	77	68	1,817.80	107	77	7,547.21	184	145
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	887.00	36	36	0.00	0	0	887.00	36	36	0.00	0	0	887.00	36	36
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	7,765.77	203	176	0.00	0	0	7,765.77	203	176	2,153.70	131	100	9,919.47	334	276

OUTSTANDING ORDERS AS OF NOVEMBER 30, 1999

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$7,477.84	\$1,338.32	\$8,816.16

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-200 THROUGH THE MONTH OF NOVEMBER 1999
Prepared by Julie Shook, Technical Services Librarian

	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	4,528.38	277	268	844.83	46	44	5,373.21	323	312	2,270.55	108	105	7,643.76	431	417
Adult Circulating Non-Fiction	2,369.64	228	227	5,356.10	206	199	7,725.74	434	426	8,607.05	441	388	16,332.79	875	814
Adult Reference	2,721.44	31	28	195.40	2	2	2,916.84	33	30	1,027.90	29	19	3,944.74	62	49
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	14,109.49	5	5	0.00	0	0	14,109.49	5	5	0.00	0	0	14,109.49	5	5
Total Adult Non-Fiction	19,200.57	264	260	5,551.50	208	201	24,752.07	472	461	9,634.95	470	407	34,387.02	942	868
TOTAL ADULT PRINT MATERIALS	23,728.95	541	541	6,396.33	254	245	30,125.28	795	773	11,905.50	578	512	42,030.78	1,373	1,285
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Total Adult Audio	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	125.00	7	7	125.00	7	7
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	200.00	10	10	200.00	10	10
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	325.00	17	17	325.00	17	17
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	110.24	0	0	0.00	0	0	110.24	0	0	325.00	17	17	435.24	17	17
TOTAL ADULT MATERIALS	23,839.19	541	541	6,396.33	254	245	30,235.52	795	773	12,230.50	595	529	42,466.02	1,390	1,302
Juvenile Fiction	1,618.82	374	192	88.09	4	4	1,706.91	378	196	952.20	91	78	2,659.11	469	274
Juvenile Circulating Non-Fiction	402.62	34	25	832.51	36	34	1,235.13	70	59	551.94	41	38	1,787.07	111	97
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	30.00	1	1	30.00	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	402.62	34	25	832.51	36	34	1,235.13	70	59	581.94	42	39	1,817.07	112	98
Young Adult Grant (Print & Non-Print)	11,030.35	762	573	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	13,051.79	1,170	790	920.60	40	38	2,942.04	448	255	1,534.14	133	117	4,476.18	581	372
Juvenile Audio/Music	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Video Educational	580.08	24	24	362.25	20	20	942.33	44	44	10.00	1	1	952.33	45	45
Juvenile Video Entertainment	369.77	15	15	0.00	0	0	369.77	15	15	0.00	0	0	369.77	15	15
Total Juvenile Video	949.85	39	39	362.25	20	20	1,312.10	59	59	10.00	1	1	1,322.10	60	60
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	949.85	39	39	454.46	31	29	1,404.31	70	68	10.00	1	1	1,414.31	71	69
TOTAL JUVENILE MATERIALS	14,001.64	1,209	829	1,375.06	71	67	4,346.35	518	323	1,544.14	134	118	5,890.49	652	441
Total Fiction	6,147.20	651	460	932.92	50	48	7,080.12	701	508	3,222.75	199	183	10,302.87	900	691
Total Non-Fiction	19,603.19	298	285	6,384.01	244	235	25,987.20	542	520	10,216.89	512	446	36,204.09	1,054	966
Total Audio	110.24	0	0	92.21	11	9	202.45	11	9	0.00	0	0	202.45	11	9
Total Video	949.85	39	39	362.25	20	20	1,312.10	59	59	335.00	18	18	1,647.10	77	77
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	26,810.48	988	784	7,771.39	325	312	34,581.87	1,313	1,096	13,774.64	729	647	48,356.51	2,042	1,743

TO: Elizabeth D. Minter, Library Director

FROM: Peggy D. Burkich, Circulation Supervisor *PDB*

DATE: December 15, 1999

SUBJECT: Unique Management Services, Inc. Report for Month of November

This report was received from Unique Management on December 13, 1999.
Attachment A is enclosed.

A summary of the current status is as follows:

FY 1999-00	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	0	69	10	292.01	20
August	28	57	3	116.85	10
September	12	79	4	319.65	15
October	32	92	9	532.75	11
November	4	99	7	412.49	4
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	76	396	33	1,673.75	60

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 11/27/99

Time Run: 10:43PM
Date Run: NOV 27 1999

Attn: MS PEGGY BURKICH
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA, CA 92870

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	167	Dollars Submitted	:	14,957.54	Dollars Received	:	3,219.70
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	3,162.95
Incorrect Addresses	:	26	Dollars in Skips	:	1,792.45	Dollars Waived	:	886.83
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	9,490.47
Accounts in Process	:	140	Dollars in Process	:	12,654.50	% of Dollars Activated	:	75.00%
# of Accounts Activated	:	99						
% of Accounts Activated	:	70.71%						

TO: Elizabeth Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor

PB

DATE: December 9, 1999

SUBJECT: **Unique Management Report**

The Unique Management Report did not arrive in the mail today Thursday, December, 1999.
The report will be available for the December 15, 1999 meeting.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: December 15, 1999
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT NOVEMBER, 1999**

SUMMARY OF PRINTER/COPIER ACCOUNTS OCTOBER, 1999

Beginning Balance 10/31/99 (\$3,294.24)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	836.45	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in November		446.34
Total Copier Maintenance Payment in November		229.65
Debit Card System Loan Payback		0.00
	836.45	675.99

Ending Balance 11/30/99 (\$3,133.78)

November payment \$ 0.00

**** NO PAYMENT WILL BE MADE UNTIL APRIL 2001 ****

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 11/30/99	(8,565.48)
Loan Amount as of 11/30/99 (Literacy Fund)	7,700.00
November Payment (Fund 702)	0.00
November Payment (Literacy Fund)	0.00
Balance 11/30/99	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Foundation Board of Directors

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

DATE: December 15, 1999

SUBJECT: GIFT REPORT

The following gifts were received from October 31 through November 30, 1999

ADOPT-A-BOOK DONATIONS

Richard R. Albers	Catherine Kaye
Jose S. Alvarez	Phylis Killeen
Karen Andelin	Khanh Tu Lam
Bob Anderson	Donna Larkey
Dana Anderson	Stephanie Li
Rosa Arguiello	The Llewellyn Family
Jose & Teresa Avalos	Chris Lowe
David & Lynda Baker	Sandy Luu
Brenda Barrow	Betty Martinovich
David Baughman	George & Nancy Matroianni
Nancy Freihaut Beadel	Pauline G. McAfee
Ralph Emerson Bigelow	Mr & Mrs. J.McMullen
Mr & Mrs. Robert Bittel	Donald & Eunie McWilliams
The Boxforders	Louis Molina
Brodart Co	Tom Mulroney
Nora Brink	Pauline Navarro
Russell & Pamela Brooks	The Nebeker Family
R.E & J. Bundy	JoAnn Nelson
Lavell & Gracie L. Burns	Debbie Nichols
The Campbell Family	Diane Snell Offner
Michael Cardwell	Mr & Mrs. Scott Pecheck
Celia Cheng	Maureen Plegel
Lois Cherness	Jane Quon
Gerald Clark	Steve & Cathy Rach
R.L. Christensen	Brian D. Reese
Robert D'Amato	Steve & Namshin Rheem
Scott & Jennie Danielson	Robert Rosner
James A. Derichsweiler	Samuel Rotune
Anne L. Dieterle	The Robinson Family
Dolly Dixon	Amado & Emma Ronquillo
Thomas J. Dutton	Marc Rovetto
The Economou Family	Harriet Rubin
Phil & Claudia Edwards	Carol Rygh
The Elder Family	Robert & Nanette Sepulveda
David & Catherine Erskine	Gordon & Dixie Shaw
Walter Fillippone	Gregg Shinedling
Richard & Jackie Fox	Theresa Simo
Roger & Mary Free	Barbara Sineri
Dan & Susan Fukushima	George Slomanson

Bruce & Karen Gallant	Carol June Smith
Barbara Garcia	Ira & Mildred Smith
Glenn & Shirley Gray	Earle Soukup
Gamini & Shirani Gunawardane	Southern California Gas Co
Lisa Guzman	Judy & Edward Sowell
Jean Hagedorn	Denise Spears
Mr & Mrs. J.D. Hahn	Nancy Stephens
The Hamilton Family	Strazdas Family
Joe & Peggy Hammer	Caron Summers
Betty Hammong	Judith Swail
John & Pat Hayes	Michael J. Tanaka
Diane Heaviside	Lew & Shirley Teachenor
Charles & Mary Hinkle	Colleen Delmay Thomas
Terry & Jane Hipolito	Catherine L. Trail
Lyn Hough	Beatrice C. Trinder
Masanobu Ikeda	United Way
Matt M. Jensen	Ernest Warner
Charlie & Mary Juster	Michael & Sarah Warren
The Kaatz Family	Kerry Whelan
Stephen Kane	Hal & Judy Wightman
Peggy Kawamura	Dawn Winter
	Rita Wong
	Effie Woo
	Ben Wright
	Bin Xu's Family

TOTAL AAB DONATIONS \$6,629.67

BOOK ENDOWMENT DONATIONS

Stephen Kane
Pauline G. McAfee

TOTAL BE DONATIONS \$75.00

TOTAL ALL DONATIONS **\$6,704.67**

Prepared by : Wendy Goodson

TO: Library Board of Trustees

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

DATE: December 15, 1999

SUBJECT: BUILDING MAINTENANCE REPORT FOR NOVEMBER, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system. West Coast Air Company installed the heat/air conditioning upgrades to the Library HVAC System as part of the IEC Energy Conservation Project. Scheduled completion is December 13, 1999.
2. **Lighting** – Christensen Lighting was called to check the lighting system buzzing at the southeast corner of the Library and also relamped several round lights bulbs. Economic Lighting Systems shipped round light covers for those lights missing in the library. Christensen will do the work at the hourly rate.
3. **Phone System** – Library Director's phone was not operable. Convergent Communications (formerly TIE Communications) replaced the hardware.

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *ELM*
DATE: December 15, 1999
SUBJECT: PERSONNEL REPORT FOR NOVEMBER, 1999

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Wilfauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of November 1999

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 October	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	12.00	28.50	9/95	388.75
Backes, Theresa	3.00	20.50	6/98	125.25
Brown, Bill	0.00	4.00	8/99	4.00
Clugston, Patricia	11.00	29.25	6/98	83.25
Cravotta, Leo	6.00	18.75	5/99	19.75
Dell, Lyla	0.00	49.50	8/98	293.00
Farkas, Ted	2.00	6.50	10/98	25.50
Fioroni, Pete	1.00	16.00	3/97	164.00
Fioroni, Ruth	0.00	4.00	3/97	152.00
Fitzgerald, Joan	17.00	51.25	10/93	1,734.75
Godwin, Nita	6.00	32.00	2/96	179.25
Hemmerling, Barbara	0.00	18.25	10/95	311.50
Hochman, Sue	11.00	37.75	1/98	156.25
Horrocks, Marjorie	4.00	16.00	10/95	213.00
Hyams, Rose	9.00	58.00	7/98	282.00
Irot, Pat	0.00	89.50	2/96	1,128.50
Jertberg, Pat	2.25	28.75	4/98	165.00
Livezey, Jane	6.00	33.50	4/96	383.00
McGuire, Gloria	0.00	2.50	9/99	2.50
Mignot, John	6.50	21.25	6/98	56.75
Mignot, Shirley	6.50	41.25	9/95	372.00
Myers, Claire	10.00	74.50	10/95	737.50
Olson, Bob	3.75	17.25	9/95	257.50
Pence, Thomas	9.50	35.25	1/99	64.75
Project Independence	18.00	128.75		206.00
Robb, Barbara	0.00	6.50	7/98	38.00
Robbins, Kate	12.50	12.50	11/99	12.50
Schlichter, Allan	6.00	39.00	10/93	580.50
Schmidt, Marie	2.25	44.25	4/98	124.00
Schwartzkopf, Jan	0.00	10.50	6/99	22.25
Shaw, Dixie	1.50	8.00	5/94	152.00
Stark, Allan	0.00	2.50	4/97	345.00
Stark, Sandra	2.00	10.50		189.25
Vaughn, Judy	5.00	28.00	8/99	28.00
Walker, Jim	0.00	4.50	9/99	4.50
Walker, Virginia	0.00	4.50	3/99	111.50
Wymer, Betty	9.50	62.00	1/96	513.50
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	160.00	540.00		6,093.75
TOTAL	343.25	1,756.00		16,880.00

TEMPORARAY VOLUNTEERS

	FY99/00			FY99/00	
	November	YTD		November	YTD
Aiam, Antara	0.00	3.50	Le, Stephanie	4.50	29.75
Alpert, David	0.00	1.00	Lee, Paihan	0.00	18.00
Baek, Jisco	0.00	6.50	Levreault, Michelle	0.00	2.00
Bone, Shawnda	0.00	28.25	Lim, Esther	0.00	4.50
Brudenbaker	0.00	2.25	Margary, Gale	0.00	9.00
Burke, Marsha	0.00	7.25	Marghard, Yvonne	0.00	6.00
Bui, Jennifer	0.00	32.00	Martinez, Josh	0.00	39.00
Cai, Quynhvy	0.00	40.00	Matta, Manuel	0.00	29.25
Cai, Hoangvy	0.00	31.00	Molina, Emil	0.00	4.00
Canseco, Demetri	0.00	3.00	Nguyen, Cindy	0.00	20.00
Castro, Miguel	2.25	2.25	Nguyen, Don	0.00	41.00
Chavez, Alfredo	0.00	8.25	Nguyen, Trung	1.25	10.00
Cheam, Makyka	0.00	16.00	Nogales, Jenny	0.00	14.00
Cho, Soonj	0.00	13.00	Oakins, Cindy	0.00	3.00
Chopra, Kunal	0.00	28.00	Padilla, Erica	0.00	4.50
Chu, Tim	0.00	3.50	Patel, Kunal	2.25	2.25
Cooper, Hamilton	0.00	30.25	Peck, Jean	0.00	3.00
De CArto, Joey	0.00	3.00	Perry, Maria	0.00	4.50
Delcon, Noel	0.00	3.00	Piha, Richard	0.00	10.00
DeVillez, Jennifer	0.00	36.50	Pina, Christina	0.00	4.50
Diaz, Jeannie	0.00	19.00	Reed, Renee	0.00	3.00
Falcon, Maria	0.00	17.75	Robertson, Jessica	0.00	10.00
Fluss, Michelle	0.00	3.00	Rorex, Jamie	0.00	12.00
Garry, Kevin	0.00	61.00	Sabandith, Kane	4.00	4.00
Gomez, Jessica	0.00	10.00	Shah, Janki	0.00	60.25
Grim, Cindy	0.00	6.00	Sung, (Alice) Chi	3.00	17.00
Grim, Lisa	0.00	6.00	Tran, David	0.00	64.00
Guzzi, Rebecca	0.00	4.50	Ulloa, Fabiola	0.00	6.50
Hanizavareh, Sheri	0.00	21.00	Valadez, Violette	0.00	36.25
Hasirauni, Loyal	0.00	10.25	Vasquez, Joel	0.00	3.00
Harrett, Tom	0.00	13.25	Vidhyarkom, Tammy	2.25	4.50
Hernandez, Mia	3.00	3.00	Villanoeva, Jorge	0.00	20.25
Hibino, Satoko	0.00	9.50	Walcek, Angela	0.00	4.50
Ho, irena	0.00	3.50	Wang, Grace	0.00	12.00
Jucker, Krister	0.00	6.00	Wang, Shuan	0.00	16.50
Keyuravong, Francis	0.00	12.00	Whalen, Mark	0.00	3.00
Kim, Jessica	2.25	4.50	Yada, Julie	0.00	7.00
TOTAL	7.50	503.00	TOTAL	17.25	552.25

LVA VOLUNTEERS

Literacy Volunteer Hours 425.00

TOTAL VOLUNTEERS HOURS 793.00

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY97/98	FY98/99	FY99/00	FY97/98	FY98/99	FY99/00
July	898.50	929.00	601.25	818.00	449.00	222.00
August	864.25	919.25	885.00	405.00	427.00	202.00
September	433.00	531.75	471.25	376.00	261.00	220.00
October	486.00	497.00	490.00	435.00	332.00	458.50
November	492.75	443.75	368.00	369.00	345.00	425.00
December	556.00	312.25		273.00	179.00	
January	558.25	413.75		301.00	242.00	
February	533.50	372.00		450.00	504.00	
March	687.00	478.75		398.00	347.00	
April	594.00	601.75		383.00	265.00	
May	453.50	423.25		480.00	346.00	
June	805.25	543.25		317.00	283.00	

Placentia Library District
Circulation Report
DECEMBER 15, 1999

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 NOVEMBER 99	FY98-99 NOVEMBER 98
1st Time Checkouts	58,555	60,544	-3.29%	12,874	11,770
Phone Renewals	8,180	6,270	30.46%	2,074	1,858
In-Building Renewals	1,641	4,051	-59.49%	408	448
Total Renewals	9,821	10,321	-4.84%	2,482	2,306
TOTAL CHECKOUTS	68,376	70,865	-3.51%	15,356	14,076
On-Time Checkins	57,087	58,422	-2.29%	11,532	11,101
Late Checkins	9,457	11,117	-14.93%	2,201	2,443
TOTAL CHECKINS	66,544	69,539	-4.31%	13,733	13,544
Holdings Placed	1,422	1,425	-0.21%	291	253
Holdings Cancelled	287	320	-10.31%	52	59
Holdings Filled	1,308	1,341	-2.46%	258	250
Holdings Expired	5	12	-58.33%	1	0
Overdue Items	3,394	3,975	-14.62%	983	961
Overdue Notices	1,558	1,669	-6.65%	441	418
Billing Notices	1,789	1,941	-7.83%	451	457
Patrons Registered	1,566	1,436	9.05%	386	253
Titles Added	4,327	2,602	66.30%	891	751
Volumes Added	6,789	3,728	135.76%	1,453	1,067
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	31,295	31,837	-1.70%	6,694	6,457
Juvenile Print	32,799	33,923	-3.31%	7,509	6,528
Total Print	64,094	65,760	-2.53%	14,203	12,985
Audio	2,565	2,436	5.30%	565	521
Visual	2,861	3,414	-16.20%	407	570
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,426	5,850	-7.25%	972	1,091
TOTAL CIRCULATION	68,376	70,865	-3.51%	15,356	14,076
Placentia Circulation	43,469	43,915	-1.02%	9,258	8,166
% Placentia Circulation	62.53%	61.33%	1.96%	61.01%	58.01%
Anaheim/Yorba Linda Circulation	12,832	13,814	-7.11%	3,236	2,933
% Anaheim/Yorba Linda Circulation	18.46%	19.29%	-4.30%	21.32%	20.84%
TYPES OF ACTIVE BORROWERS					
Adult	45,821	47,271	-3.07%	9,735	9,574
Young Adult	1,665	1,842	-9.61%	412	523
Juvenile	15,855	17,609	-9.96%	3,657	2,921
New Borrower	6,181	4,889	26.43%	1,552	1,058
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	69,522	71,611	-2.92%	15,356	14,076
TOTAL REGISTERED BORROWERS	21,154	26,287	-19.53%	21,154	26,287
ATTENDANCE	132,184	126,312	4.65%	28,150	26,109
Adult Reference - In Building	4,371	5,456	-19.89%	958	1,073
Adult Reference - Telephone	1,028	1,127	-8.78%	210	261
Children's Reference - In Building	3,065	3,211	-4.55%	599	582
Children's Reference - Telephone	170	161	5.59%	29	43
Total Adult Reference	5,399	6,583	-17.99%	1,168	1,334
Total Children's Reference	3,235	3,372	-4.06%	628	625
Total In Building Reference	7,436	8,667	-14.20%	1,557	1,655
Total Telephone Reference	1,198	1,288	-6.99%	239	304
TOTAL REFERENCE	8,634	9,955	-13.27%	1,796	1,959

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)**

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - November 2, 1999**

ISDOC Executive Committee Members Present:

Keith Coolidge
President
c/o MWDOC
P.O. Box 20895
Fountain Valley, Ca. 92728
TEL: (714) 963-3058
FAX: (714) 964-9389

Mary A. Matheis
1st Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (949) 476-4488
FAX: (949) 476-2878
Email: matheis1@aol.com

Larry D. Dick (absent)
3rd Vice President
18021 E. Lincoln Street
Villa Park, Ca. 92861
TEL: (714) 538-0079
FAX: (714) 538-5279

Arlene Schafer (absent)
2nd Vice President
292 Bucknell
Costa Mesa, Ca. 92626
TEL: (714) 546-1429
FAX: (714) 432-1436

Ron Kennedy
Secretary
24151 Adonis Street
Mission Viejo, Ca. 92691
TEL: (949) 837-7050
FAX: (949) 837-7092

Joan Finnegan
Treasurer
258 Sherwood Street
Costa Mesa, Ca. 92627
TEL: (949) 548-3690
FAX: (949) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (949) 770-0736
FAX: (949) 770-1720
Email: bobh30@aol.com

cc: LAFCO Representatives (*Attended)
John B. Withers Email: jwithers@lewisop.com
*Russell Paris Email: rparis6@gte.net
Bill Goodwin Email: wgoodwin@psomas.com
Trudy Ohlig Email: pruehs@earthnet.com
*Ed LaBahn Email: ealabahn@worldnet.att.net
Ted Martin Email: tfmlee@msn.com
Russ Behrens -McCormick, Kidman & Behrens
*Tom Blaylock Email: tblay@msn.com
Don Roberson

Ken Petersen
Phillip L. Anthony
*Jim Reed
*Ed Royce
John Schatz
Dana Smith -LAFCO
Tom Woodruff
Mike Dunbar
Janet Morningstar

Call to Order

1. Preliminaries

Called to Order at 7:35 A.M. by Mary Aileen Matheis.

Keith Coolidge joined the meeting at 7:45 A.M. and presided.

2. Review Minutes of October 12, 1999 Executive Committee Meeting.

Minutes approved as submitted.

3. Financial Report

Financial report by Joan Finnegan indicated a Balance on Hand as of November 1, 1999 of \$3,711.31. The recent luncheon meeting was a success - good food, good program, expenses of \$350.00 and revenue of \$350.00. (copy of report attached)

Action Items

4. Orange County Council of Governments (OCCOG); Discussion of Water Issues and recommending priority.

This item was deferred as Phil Anthony was unable to attend and make a presentation.

Information Items

5. LAFCO Matters - No Report.

6. CSDA Report -

Russell Paris reported on the Commission on Local Governance for the 21st Century meeting held in Sacramento on October 27, 1999. A copy of the meeting agenda and testimony offered by Catherine A. Smith, Executive Director of CSDA is attached for information.

Russell also distributed the Roster of the CSDA Board of Directors for 1999-2000. Copy attached for information.

7. **Legislative Update**

Keith Coolidge reported that MWDOC would be hosting a meeting on November 10, 1999 dealing with local government finance. A representative from the Legislative Analyst Office will facilitate discussion between representatives of County, City and Special District Representatives regarding a Study authorized by AB676 (Brewer). AB676 requires the LAO to issue a report by 12-31-99 on local government financing issues with particular emphasis on the reallocation of property tax revenues.

The Committee recommended that Keith invite representatives from the Financial Officers Association to participate in the discussion.

8. **Other Concerns/Comments**

Ed LaBahn raised the question of what LAFCO was doing regarding post audits and monitoring of costs related to reorganization.

9. **Adjourn**

The meeting was adjourned at 8:45 A.M.

Dated November 2, 1999

Respectfully submitted,

By: 

Ronald E. Kennedy
Secretary, Independent Special
Districts of Orange County (ISDOC)

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANTE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF OCTOBER 11, 1999:

\$ 4,061.31

RECEIPTS:

None

EXPENSES:

#1194 Dick Church's Restaurant - 9/29/99 ISDOC
Luncheon Meeting

\$ 350.00


TOTAL EXPENSES FOR PERIOD 10/11/99 to 11/1/99:

350.00

BALANCE ON HAND AS OF NOVEMBER 1, 1999:

\$ 3,711.31

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	171.26			4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	286.25			4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	107.50			4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	195.64			4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	342.54			4,698.73
Apr-98	6/10/98	3,179.79	818.37	774.94	283.78			5,056.88
May-98	7/9/98	3,048.03	818.37	767.49	107.50			4,741.39
Jun-98	8/4/98	4,161.55	818.37	763.01	107.50			5,850.43
TOTAL		42,560.43	9,856.62	8,895.00	2,031.97	0.00	0.00	63,344.02
AVG		3,546.70	821.39	741.25	169.33			5,278.67

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99	3/8/99	2,921.46	818.37	743.32	107.50	3,357.52		7,948.17
Feb-99	3/31/99	3,032.51	818.37	805.98	107.40		2,364.10	7,128.36
Mar-99	4/28/99	3,009.57	892.35	828.49	0.00			4,730.41
Apr-99	6/10/99	3,062.45	833.46	833.96	281.45			5,011.32
May-99	7/7/99	3,302.65	839.51	826.51	107.50			5,076.17
Jun-99	8/1/99	4,547.44		871.47	107.50			5,526.41
TOTAL		43,990.83	9,251.91	9,664.76	1,271.26	3,357.52	2,364.10	69,900.38
AVG		3,665.90	841.08	805.40	105.94			5,825.03

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99								0.00
Dec-99								0.00
Jan-00								0.00
Feb-00								0.00
Mar-00								0.00
Apr-00								0.00
May-00								0.00
Jun-00								0.00
TOTAL		14,340.37	3,273.48	3,428.47	430.00	0.00	0.00	21,472.32
AVG		4,780.12	818.37	857.12	107.50			5,368.08

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97	1,284.22	204.00	38.96	1,527.18	763.59
Dec-97	1,284.22	204.00	23.88	1,512.10	756.05
Jan-98	1,315.54	264.00	13.44	1,592.98	796.49
Feb-98	1,315.54	264.00	4.48	1,584.02	792.01
Mar-98	1,171.84	174.00	8.97	1,354.81	677.41
Apr-98	1,315.54	204.00	30.34	1,549.88	774.94
May-98	1,315.54	204.00	15.43	1,534.97	767.49
Jun-98	1,315.54	204.00	6.48	1,526.02	763.01
TOTAL	15,066.42	2,478.00	245.73	17,790.15	8,895.08
AVG	1,255.54	206.50	20.48	1,482.51	741.26

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99	1,440.04	204.00	8.97	1,653.01	826.51
Jun-99	1,441.04	281.00	21.89	1,743.93	871.97
TOTAL	16,284.88	2,864.00	181.56	19,330.44	9,665.22
AVG	1,357.07	238.67	15.13	1,610.87	805.44

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99				0.00	0.00
Dec-99				0.00	0.00
Jan-00				0.00	0.00
Feb-00				0.00	0.00
Mar-00				0.00	0.00
Apr-00				0.00	0.00
May-00				0.00	0.00
Jun-00				0.00	0.00
TOTAL	5,760.16	1,047.00	49.77	6,856.93	3,428.47
AVG	1,440.04	261.75	12.44	1,714.23	857.12

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Jun-99	298.24	300.10	56.90	0.00	784.80	1,440.04
TOTAL	3,336.32	3,414.80	593.84	51.72	8,887.20	16,283.88
AVG	278.03	284.57	49.49	4.31	740.60	1,356.99

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99						0.00
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	1,192.96	1,200.40	227.60	0.00	3,139.20	5,760.16
AVG	298.24	300.10	56.90	0.00	784.80	1,440.04

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97	8.00	10.00	2.00	0.00	30.00	50.00
Nov-97	8.00	10.00	2.00	0.00	30.00	50.00
Dec-97	8.00	10.00	2.00	0.00	30.00	50.00
Jan-98	8.00	10.00	2.00	0.00	30.00	50.00
Feb-98	8.00	10.00	2.00	0.00	30.00	50.00
Mar-98	8.00	10.00	2.00	0.00	24.00	44.00
Apr-98	8.00	10.00	2.00	0.00	30.00	50.00
May-98	8.00	10.00	2.00	0.00	30.00	50.00
Jun-98	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	116.00	24.00	0.00	342.00	578.00
AVG	8.00	9.67	2.00	0.00	28.50	48.17

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99	8.00	10.00	2.00	0.00	30.00	50.00
Jun-99	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	120.00	22.00	2.00	360.00	600.00
AVG	8.00	10.00	1.83	0.17	30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99						0.00
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	32.00	40.00	8.00	0.00	120.00	200.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Status Report on the Placentia History Room project with the City of Placentia
DATE: December 15, 1999

Library Director Minter met with City Administrator Bob D'Amato in November. The planning schedule for the Placentia History Room expansion has been pushed back until January 2000 because of other City projects.



HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
ORANGE COUNTY HOUSING AUTHORITY
1770 North Broadway, Santa Ana, CA 92706-2642

Paula Burrier-Lund, Director

Telephone (H&NP): (714) 480-2900
Telephone (OCHA): (714) 480-2700
FAX: (714) 480-2803

November 24, 1999

Elizabeth D. Minter, Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

Subject: FY 2000-01 Application for Funding
Project #: NP 45
Project Title: Placentia Library Roof Replacement

Dear Ms. Minter:

Thank you for your participation in the Housing and Community Development Department (H&CD) Fiscal Year 2000-01 federal and local funding process. The technical eligibility threshold review process conducted by staff determined that this project was ineligible based on the U.S. Department of Housing and Urban Development (HUD) regulations. Consequently, your project was not forwarded to the Evaluation Committee for further consideration.

We noted your documentation showing that the Placentia Library District has an 11.19 percent poverty level within a three-mile radius of the Library. However, in order for this type of activity to be eligible it would need to meet the "area benefit" criterion showing that the entire area served is primarily low and moderate-income as defined by HUD. As your application indicates, all Library users would benefit from the Roof Replacement project. You also indicated that state confidentiality laws prohibit the Library from collecting economic status information on clients, which inhibits your ability to demonstrate the "area benefit" requirement. Therefore, your project can not substantiate its eligibility.

As provided by County of Orange/H&CD policy, you may appeal this determination. Appeals for any project funding recommendations must be submitted to this office in writing no later than February 2, 2000.

Should you have any questions regarding the above, please contact Pam Leaning at (714) 480-2841 or Jerry Mitchell at (714) 480-2884.

Sincerely,

A handwritten signature in black ink, appearing to read "Paula Burrier-Lund".

Paula Burrier-Lund, Director
Housing & Community Development Department

PBL:JM

C: Pam Leaning, Manager, Program Support
Mary Engram, Planning & Compliance
Jerry Mitchell, Grant Management

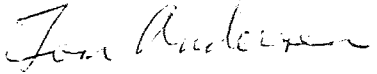
LIBRARY OF
CALIFORNIA
BOARD

MEMORANDUM

TO: Members, Library of California Board

FROM: Tom Andersen, CLSA Program Coordinator

Liz Gibson, Bureau Chief
Library Development Services



DATE: November 15, 1999

SUBJECT: Library of California Board actions taken at the November 11-12, 1999 Meeting

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Palm Springs on November 11-12, 1999:

Adoption of Agenda

1. It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopt the agenda as modified.

Approval of Minutes

2. It was moved, seconded (Spence/Fong) and carried unanimously to approve the draft minutes of the August 12, 1999 Library of California Board meeting as amended.

900 N Street, Suite 500
P.O. Box 942837
Sacramento, CA 94237-0001

(916) 653-6033 phone
(916) 653-8443 fax
www.library.ca.gov
cslloc.ca.gov

Nominating Committee's report to elect Board Officers for calendar year 2000.

3. It was moved by the Nominating Committee (Kennedy) and carried unanimously that the Library of California Board elect James R. Dawe as President and Victoria F. Fong as Vice-President of the Library of California Board for the year 2000.

Regulations for the Library of California Act

4. It was moved, seconded (Steinhauser/Fong) and carried unanimously that the Library of California Board direct its Chief Executive Officer to submit the proposed regulations (Text of Modified Regulations, as released for public comment on September 20, 1999) to the Office of Administrative Law.

Statewide Information Databases

5. It was moved, seconded (Spence/Steinhauser) and carried by a vote of 7 yeas and 2 nays (Kallenberg/Fong) to table the motion that the Library of California Board direct its Chief Executive Officer to allocate FY 1998/99 Library of California funds not to exceed \$350,000 for support of the Environmental Information Program at the Mid-Range model identified in the CDL/LoC Environmental Information Project: California Digital Library Technologies Report, September 10, 1999, until the February 2000 meeting.

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2000

February 16-18, 2000	Los Angeles, Hyatt Regency Los Angeles
April 26-27, 2000	Sacramento
June 21-22, 2000	Location to be determined
August 16-18, 2000	Location to be determined
November 9-10, 2000	Santa Clara

CALENDAR OF UPCOMING EVENTS/DEADLINES

1999

December 1-14	2 nd 1999/2000 CLSA Direct Loan Sample Period
December 29	2 nd 1999/2000 CLSA Direct Loan Sample data due at State Library

2000

January 14	Letters of Intent to pursue initial applications for California Library Literacy Service funding due at California State Library
January 15	2 nd Quarter ILL Claims due at State Library
January 31	1999/2000 Mid-year reports for California Library Literacy Service (CLLS) and Families for Literacy (FFL)
February 7-20	3 rd 1999/2000 CLSA Direct Loan Sample Period
February 16-18	Library of California Board Meeting, Los Angeles
March 6	3 rd 1999/2000 CLSA Direct Loan Sample data due at State Library
April 15	3 rd Quarter ILL Claims due at State Library
April 10-23	4 th 1999/2000 CLSA Direct Loan Sample Period
April 26-27	Library of California Board Meeting, Sacramento
May 2	CLSA Families for Literacy Applications for 2000/01 due at State Library
May 8	4 th 1999/2000 CLSA Direct Loan Sample data due at State Library
May 12	California Library Literacy Service Applications for 2000/01 postmarked to State Library (libraries applying for first year funding)
May 19	California Library Literacy Service Plans of Service for 2000/01 postmarked to State Library (for programs in years 2-5)
June 1	2000/01 CLSA System Plans of Service due at State Library
June 1	2000/01 CLSA System Advisory Board rosters due at State Library
June 21-22	Library of California Board Meeting (Location to be determined)
July 15	4 th Quarter 1999/2000 ILL Claims due at State Library
July 31	1999/2000 Final reports for CLLS and FFL due at State Library
August 16-18	Library of California Board Meeting (Location to be determined)
September 1	1999/2000 CLSA System Annual Reports, System Uniform Expenditure Reports and 2000/01 System Uniform Budget Reports due at State Library
September 30	CLSA California Library Literacy Service Matching Funds Certifications postmarked to State Library
October 15	1 st Quarter 2000/01 ILL Claims due at State Library
November 9-10	Library of California Board Meeting, Santa Clara
November 10	CLLS Plans of Service and Budgets for matching funds postmarked to State Library

PLACENTIA LIBRARY DISTRICT MEMO

TO: Robert D'Amato, City Manager

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

DATE: November 23, 1999

SUBJECT: Allocation of District's Share of Electric Bill

BACKGROUND

Several years ago the City did an energy reduction program that included light fixture replacements and HVAC replacement.

The District is in the process of completing the same type of project. Part of the District's project included the installation of an electrical sub-meter to measure the amount of energy used in the Library. At the same time a sub-meter was installed on the common area lines that are provided through the Library's meter. The District now has several months of reading from these new sub-meters.

It was not economically feasible to set the District up on an independent electric meter for direct billing purposes because the lines run under the concrete and tile between our buildings.

However, for the first time it is now possible to accurately measure the District's share of the City's electrical Bill.

QUESTIONS TO BE ANSWERED

1. Is the City willing to consider breaking out the District's direct electric use as a separate item? A pro-rata share of the City's bill based upon the number of units actually used.
2. Who will set up the parameters for the reading of the sub-meters? The Library is willing to do this on the mutually agreed-upon date each month, and to also be responsible for delivering the reading information to the City Finance Department.
3. What will be the percentage for sharing the common areas?
4. Are the common area lines at City Hall now sub-metered? Who will be responsible for reading them on the agreed-up date? Would you like the District person to do all of the sub-meters, including the ones in City Hall?

5. Who needs to review these issues and our joint recommendations and to take action on them? What is the timetable?
6. What is the earliest date we can anticipate implementation if these changes are approved?

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Policy Establishing Retirement Recognition Policy
DATE: December 15, 1999

BACKGROUND

The Library Director is recommending that the Board develop and adopt a Retirement Recognition Policy so that the program is part of the District's compensation package. This will ensure equitable treatment for all employees eligible for the benefit.

The following statement is presented to initiate the Board's discussion.

Individuals who have been employed by the District for ten or more years, who are retiring at or after their eligible age as determined by the Social Security Administration, or who are retiring under Social Security Disability provisions, will receive a Retirement Recognition Award of \$75.00 per year of service with a maximum award of \$1,800.00. Individuals who have been working less than forty (40) hours per week will received a pro-rata share of \$75 per year for each year of service with a maximum award of \$1,800.00.

RECOMMENDATION

Develop and adopt a Retirement Recognition Policy

Res / (Page 3)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Policy Establishing Library Board Review of all Promotional Materials or Gifts Given to Staff
DATE: December 15, 1999

BACKGROUND

At the Board Meeting on November 17, 1999 President Shkoler requested a discussion of establishing a Board Policy concerning the distribution of promotional materials or gifts to staff.

The following statement is presented by the Library Director to initiate the Board's discussion.

The Library Board will review and approve all promotional items or gifts with a unit value of more than \$10.00, which are proposed to be distributed to any or all members of the Library Staff. The Library Board reserves the right to decline any promotional items or gifts which it deems inappropriate. All promotional items or gifts are reportable items for each individual staff member or Trustee who must complete and file a Statement of Economic Interests (California Form 700).

RECOMMENDATION

Develop and adopt a Policy for Promotional Materials or Gifts Given to Staff

done 1/15/00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish the District's Gann Limitation for Fiscal Years 1998-1999 and 1999-2000.
DATE: December 15, 1999

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

The last Gann Resolution adopted by the Library Board of Trustees was for Fiscal Year 1997-1998.

Attachment A explains the calculation of the annual Gann Limitation.

Attachment B is the background information from the California Department of Finance for Fiscal Year 1998-1999.

Attachment C is the background information from the California Department of Finance for Fiscal Year 1999-2000.

Attachment D is Resolution 99-10 establishing the Gann Limitation for Placentia Library District for Fiscal Year 1998-1999.

Attachment E is Resolution 99-11 establishing the Gann Limitation for Placentia Library District for Fiscal Year 1999-2000.

RECOMMENDATIONS:

1. Read Resolution 99-10 by Title only. *Rob/Gae.*
2. Adopt Resolution 99-10 by Roll Call Vote. *Peeg/Kel.*
3. Read Resolution 99-11 by Title only. *Peeg/Kel.*
4. Adopt Resolution 99-11 by Roll Call Vote.

Placentia Library District
 Gann Limitation Worksheet
 December 15, 1999

	1996-1997	1997-1998	1998-1999	1999-2000
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)		1.0467	1.0415	1.0453
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)		1.0096	1.0279	1.0374
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.05674832	1.07055785	1.08439422
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 1,752,223	\$ 1,851,659	\$ 1,982,308	\$ 2,149,603

DEPARTMENT OF FINANCE

OFFICE OF THE DIRECTOR
STATE CAPITOL, ROOM 1145
SACRAMENTO, CA 95814-4998

May 1, 1998

RECEIVED
FINANCE DEPT.
MAY -1 11 2:21

Dear Auditor/Controller/Fiscal Officer:

PRICE AND POPULATION DATA FOR LOCAL JURISDICTIONS**Appropriations Limit**

Article XIII B of the California Constitution specifies that appropriations made by state and local governments may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction.

The Department of Finance is mandated to provide the population and California per capita personal income change data for local jurisdictions to calculate their appropriations limits. The change in the local assessment roll due to local nonresidential construction may be obtained from your county Assessor. The enclosures contain the price factor and population percentage change for setting your 1998-99 appropriation limit.

Enclosure I provides the change in California's per capita personal income price factor. An example of how to utilize this price factor and the population percentage change in calculating your 1998-99 limit is included.

Enclosure II provides the population percentage change factors for cities and counties.

Enclosure IIA provides the population percentage change factor for counties and for the total incorporated population of each county.

These population percentage changes were prepared pursuant to Sections 2227 and 2228 of the Revenue and Taxation Code and are calculated as of January 1, 1998. Section 2227 specifies that state mental institutions, federal military bases and state and federal prisons be excluded from the percentage change calculations.

Population Factors for Special Districts

This letter may be received by special districts, which were exempt from establishing appropriation limits by Article XIII B, Section 9(c). Receipt of this letter should not be construed as a requirement by the Department of Finance to establish an appropriation limit.

Auditor/Controller/Fiscal Officer
May 1, 1998
Page 2

Certification

The certification program applies to cities and counties only and does not apply to special districts.

Sections 11005.6 and 30462.1 of the Revenue and Taxation Code, Section 21022 Streets and Highways Code, and Section 38421 Vehicle Code specify that if a Department of Finance population estimate is greater than the current certified population, the Department shall automatically file a certified copy with the Controller not less than 25 days nor more than 30 days after completion of the estimate. **The Department will certify the higher estimate unless a written request not to certify is received by the Department from the city or county within 25 days of the completion of the estimate.** A city or county requesting that their higher estimate not be certified will remain at the current certified population.

The Department of Finance will not certify a population estimate that is lower than the current certified population unless requested to do so by a city or a county. The request for certification must be received by the Department on or before June 1, 1998.

Further Information

Questions concerning population should be directed to the Demographic Research Unit at (916) 323-4086.

Sincerely,



CRAIG L. BROWN
Director

Enclosures

May 1, 1998

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage changes to be used in setting the 1998-99 appropriation limit are:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
1998-99	4.15

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 1998-99 appropriations limit.

1998-99:

Per Capita Change = 4.15 percent
Population Change = 1.81 percent

Per Capita converted to a ratio: $\frac{4.15 + 100}{100} = 1.0415$

Population converted to a ratio: $\frac{1.81 + 100}{100} = 1.0181$

Calculation of factor for FY 98-99: $1.0415 \times 1.0181 = 1.0604$

Enclosure II
Annual Percent Change in Population Minus Exclusions* January 1, 1997
to January 1, 1998 and Total Population January 1, 1998

County City	Percent Change 1997-98	-- Population Minus Exclusions --		Total Population
		1-1-97	1-1-98	1-1-98
ORANGE				
ANAHEIM	1.24	297476	301176	301176
BREA	1.10	35498	35890	35890
BUENA PARK	1.28	73577	74517	74517
COSTA MESA	0.81	102556	103387	104237
CYPRESS	1.23	47354	47938	47938
DANA POINT	1.12	36460	36868	36868
FOUNTAIN VALLEY	0.82	55176	55628	55628
FULLERTON	1.16	123642	125081	125081
GARDEN GROVE	0.86	153084	154398	154398
HUNTINGTON BEACH	1.37	189823	192430	192430
IRVINE	2.32	128818	131807	133152
LAGUNA BEACH	1.15	24249	24527	24527
LAGUNA HILLS	0.74	30158	30381	30381
LAGUNA NIGUEL	1.92	56744	57836	57836
LA HABRA	0.74	54727	55133	55133
LAKE FOREST	0.72	58227	58649	58649
LA PALMA	0.73	15871	15987	15987
LOS ALAMITOS	0.99	11664	11779	11854
MISSION VIEJO	2.31	92558	94699	94699
NEWPORT BEACH	2.99	70512	72623	72623
ORANGE	1.59	123105	125065	125065
PLACENTIA	2.79	45865	47143	47143
SAN CLEMENTE	1.28	47633	48242	48242
SAN JUAN CAPISTRANO	4.13	29840	31071	31071
SANTA ANA	0.70	309042	311210	311210
SEAL BEACH	0.77	25954	26155	26742
STANTON	0.72	33210	33449	33449
TUSTIN	3.37	61216	63276	66420
VILLA PARK	0.97	5484	6547	6547
WESTMINSTER	1.34	83717	84835	84835
YORBA LINDA	2.23	58939	60255	60255
UNINCORPORATED	5.69	182002	192353	198308
COUNTY TOTAL	1.69	2665181	2710335	2722291

* Exclusions include residents in state mental institutions, federal military installations, and state and federal prisons.

DEPARTMENT OF FINANCE

OFFICE OF THE DIRECTOR
STATE CAPITOL, ROOM 1145
SACRAMENTO, CA 95814-4906

May 1, 1999

Dear Fiscal Officer:

PRICE AND POPULATION INFORMATION

Appropriations Limit

The Department of Finance is mandated to provide population and California per capita personal income change data to local jurisdictions to use in calculating their appropriations limits. The enclosures contain the official price factor and the population percentage change for setting your 1999-2000 appropriations limit. These data are effective for January 1, 1999, and were calculated on a base that excludes federal and state institutionalized populations and military populations as noted. Enclosure I provides the change in California's per capita personal income. An example of how to utilize this price factor and the population percentage change in calculating your 1999-2000 limit is included. Enclosures II and IIA provide population percentage change for cities and counties, and their incorporated areas.

Population Percentage Change for Special Districts

Some special districts are required to establish appropriations limits. These districts should consult the state code for the various population factors that may be used for purposes of assessing change in population. Other districts are exempt under Article XIII B, Section 9(c). This letter may be received by such special districts. However, it should not be construed as a Department of Finance requirement to establish an appropriations limit.

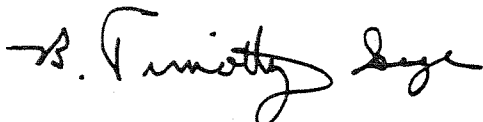
Population Certification

The certification program applies only to cities and counties. It is mandated that if a Department of Finance population estimate is greater than the current certified population, the Department shall automatically file a certified copy with the State Controller's Office not less than 25 days nor more than 30 days after completion of the estimate. **The Department will certify the higher estimate unless a written request not to certify is received within 25 days of the completion of the estimate.** A city or county requesting that its higher estimate not be certified will remain at the current certified population. The Department of Finance will not certify a population estimate that is lower than the current certified population unless requested to do so by a city or county in writing by June 1, 1999.

Fiscal Officer
May 1, 1999
Page Two

Questions about population should be addressed to the Demographic Research Unit at
(916) 323-4086.

Sincerely,

A handwritten signature in cursive script that reads "B. Timothy Gage". The signature is written in dark ink and is positioned above the printed name.

B. TIMOTHY GAGE
Director

Enclosures

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage changes to be used in setting the 1999-2000 appropriation limit are:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
1999-2000	4.53

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 1999-2000 appropriations limit.

1999-2000:

Per Capita Change = 4.53 percent
Population Change = 1.66 percent

Per Capita converted to a ratio: $\frac{4.53 + 100}{100} = 1.0453$

Population converted to a ratio: $\frac{1.66 + 100}{100} = 1.0166$

Calculation of factor for FY 1999-2000: $1.0453 \times 1.0166 = 1.0627$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*) January 1,
1998 to January , 1999 and Total Population January 1, 1999

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	1998-99	1-1-98	1-1-99	1-1-99
ORANGE				
ANAHEIM	1.25	302,530	306,298	306,298
BREA	0.93	36,053	36,388	36,388
BUENA PARK	1.35	74,855	75,869	75,869
COSTA MESA	0.89	103,854	104,774	105,608
CYPRESS	0.75	48,157	48,517	48,517
DANA POINT	0.80	37,034	37,330	37,330
FOUNTAIN VALLEY	1.01	55,880	56,445	56,445
FULLERTON	0.89	125,641	126,757	126,757
GARDEN GROVE	0.93	155,093	156,534	156,534
HUNTINGTON BEACH	1.74	193,304	196,660	196,660
IRVINE	2.82	132,366	136,094	136,577
LAGUNA BEACH	1.17	24,639	24,928	24,928
LAGUNA HILLS	0.79	30,517	30,757	30,757
LAGUNA NIGUEL	1.83	58,100	59,166	59,166
LA HABRA	0.76	55,383	55,805	55,805
LAKE FOREST	0.75	58,915	59,357	59,357
LA PALMA	2.09	16,060	16,395	16,395
LOS ALAMITOS	1.05	11,906	12,031	12,031
MISSION VIEJO	1.27	95,129	96,336	96,336
NEWPORT BEACH	1.39	72,951	73,965	73,965
ORANGE	1.58	125,617	127,603	127,603
PLACENTIA	3.74	47,357	49,127	49,127
SAN CLEMENTE	1.63	48,461	49,253	49,253
SAN JUAN CAPISTRANO	2.84	31,212	32,099	32,099
SANTA ANA	0.77	312,595	314,990	314,990
SEAL BEACH	0.79	26,276	26,484	27,192
STANTON	0.75	33,600	33,853	33,853
TUSTIN	3.96	53,182	55,582	55,582
VILLA PARK	0.81	6,577	6,630	6,630
WESTMINSTER	1.21	85,220	86,248	86,248
YORBA LINDA	2.16	60,530	61,839	61,839
UNINCORPORATED	6.74	193,081	206,096	208,228
COUNTY TOTAL	1.77	2,722,075	2,770,310	2,775,619

(*) Exclusions include residents in state mental institutions, federal military installations, and state and federal correctional institutions.

RESOLUTION 99-10

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1998-1999

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County as complied with all the provision of said law in determining the appropriations limit for the fiscal year 1998-1999.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit be \$1,982,308 for Fiscal Year 1998-1999.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Robin J. Masters, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth of December, 1999.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of December, 1999.

Robin J. Masters, Secretary
Board of Trustees of the Placentia Library District
Of Orange County

RESOLUTION 99-11

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1999-2000

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County as complied with all the provision of said law in determining the appropriations limit for the fiscal year 1999-2000.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit be \$2,149,603 for Fiscal Year 1999-2000.

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:
ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Robin J. Masters, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth of December, 1999.

IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of December, 1999.

Robin J. Masters, Secretary
Board of Trustees of the Placentia Library District
Of Orange County

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: December 15, 1999

SUBJECT: **Placentia Library Web site Development Report for November 1999**

A three hour staff training session was held at 9:00 a.m. on Tuesday, December 7, 1999. This basic hands-on training was part of the Library's agreement with Cosmoslink to prepare the staff to be able to make any changes, additions or deletions to the Web Site as it reached it's completion.

Cosmoslink will honor the Memorandum of Understanding by performing the quarterly maintenance and upgrading needed to keep the Site functional, fresh and appealing. Mr. Mark Klassen, the Webmaster, encouraged the staff to call him for questions and help any time they needed to.

The Placentia Library Web Site is now complete!

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: December 15, 1999

SUBJECT: Program Committee Report for the Month of November

DEPARTMENT		NOVEMBER 1999	
		Number Of Programs	Number of Attendees
Adult Services			
YTD Total			
Literacy Services			
Tutor Training		0	0
Tutor-In-Service			
Total		0	0
YTD Total		13	98
Children's Services			
Class Visits to the Library		2	71
Story Times Wednesday		4	64
Story Times Thursday		2	48
Lapsits		2	56
OffSite StoryTimes		3	24
Community Center Programs		2	32
Music Time		5	136
Total		20	431
YTD Total		76	4100

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian

Date: December 15, 1999

Subject: November Activities in the Children's Department

Programming- The fall programming session ended in November. There were 6 storytimes, 2 lapsits, and 5 musictimes with a total attendance of 304.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	2	31 children / 25 adults
Wednesday Storytimes, 3 – 6 years	4	45 children / 19 adults
Thursday Storytimes, 3 – 6 years	2	37 children / 11 adults
Musictimes, 3 – 6 years	5	83 children / 53 adults
TOTALS	13	196 children / 108 adults

Community Out Reach- The community center visits to the library have continued. Response from the Gomez center and the Kathy Torrez learning center has been good. The Whitten center has not attended on either of its two scheduled visits. We are working with Eddie De La Torre at the City to try to get the Whitten center to take advantage of the visit days. In November there were 2 visits by community centers, with 32 children total attending.

Off-site bilingual programming at the Gomez and Whitten community centers began in November. Nancy Morey is the performer contracted for these performances. Nancy has conducted parenting classes at the community centers in the past, and so is a familiar face to Placentia parents. There were three performances in November with a total of 24 children enjoying stories, songs and puppets. As part of the program, paperback picture books are being given out to attending children in order to promote reading at home.

School Visits- Two classes visited the Library this month with a total of 71 students receiving a tour of the library and using its services.

Camp Library- November 19th saw the 13th annual Camp Library. The event went smoothly, and the program "Franklin Hayes Marionettes" was a big hit. Forty-eight parents and children attended the event; many were first timers to Camp Library. This year there were 2 teen volunteers who stayed the night to work the event. This helped a great deal with the set-up and the final clean-up.

Performing Arts- The El Dorado High School drama department once again performed their version of this years California Young Reader Medal Nominee picture books in their stage performance "From page to stage: stories to delight". There was an audience attendance of approximately 30 for this November 9th event.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: December 15, 1999
SUBJECT: **Publicity materials produced for November 1999**

Information on the Placentia Library cable channel #53:

1. Library Address
2. Library Hours
3. Placentia Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Find bargains at the Friends of Placentia Library bookstore and ongoing sale
6. Come sleepover at Camp Library on Friday November 19 to Saturday morning
7. Music Time for children on Tuesday evenings
8. Lapsit stories and songs for toddlers Thursday mornings
9. Storytime for children on Wednesday evening or Thursday morning
10. Literacy Services asking for volunteer to take the tutor training program

Newspaper articles published:

1. Loss of Orange Grove Would Tax Us Dearly
2. Feeling Battle Ready at 99, Carl Buschena of Placentia first put on a Marine uniform in 1921.
3. Silverado Celebrates Library's 70th Birthday

Loss of orange grove would tax us dearly

332



NANCY SMITH

► Ms. Smith, who lives in Placentia, is a founding member of the Placentia Preserve Our Past committee, which is working to save an orange grove on the historic Brower Ranch property in the city.

It doesn't make much sense to deprive us, and all future generations, of all the culture and history surrounding the 3.6-acre orange grove and former home of the woman whose grandmother named our city "Placentia."

The family also named the street "Valencia" because it ran right smack-dab in the middle of their once 90-acre orchard.

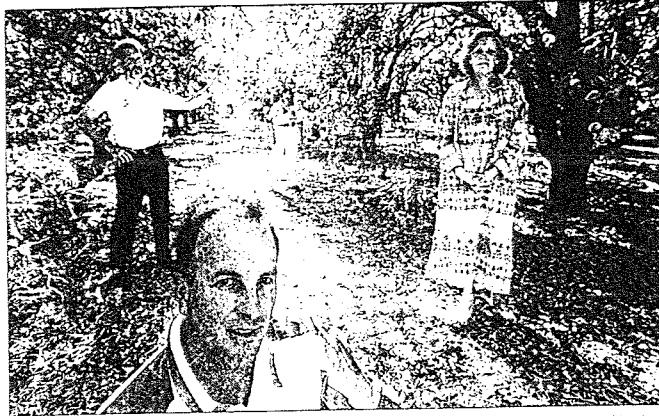
They could have named the street after themselves, but chose to name it Valencia because not only was the Valencia orange their livelihood, but I would like to believe they chose to honor Placentia for creating the Valencia orange.

Doesn't it make sense to now honor them?

Don't worry about being taxed to gain the funds needed for the purchase of this property. The money is there; you've already paid for it.

And, if it doesn't get used this way, the city will find another use for it. Maintenance for the orange grove? The extra dollars you have been paying in the form of a utility tax will more than cover that.

If you think the proposed housing development for that site will be



Register file photo

The four founding members of the Placentia Preserve Our Past committee, John Penner (front), (from left) John Walcek, Peggy Jamieson and Nancy Smith stand in the historic orange grove they are trying to save.

free, think again! These homes will:

► "Tax" your lungs.

Don't we have enough smog? The city of Placentia was gung-ho in the '60s and '70s planting trees in order to provide us with more oxygen because of the smog problem. At what

cost to you will the removal of over 225 oxygen-giving trees be? Those inhalers, oxygen tanks and doctor's bills don't come cheap.

► "Tax" your water supply.

Do we need to further deplete an already diminishing water supply

where rates will continue to escalate with each new home built until it will be such a costly extravagance that we won't be able to "use it like water?"

► "Tax" your time and patience with yet more traffic to deal with in an ever-growing congestion problem due to over-population. Let's not forget about the additional dollars needed for street repairs, also.

► Lessen the value of our homes by removing the wonderful, rural, aesthetic quality afforded those who live in the immediate area of the orange grove.

► Infuse the area with more noise. Do we really need more of that?

So, add it up. The cost of the orange grove is sounding more and more like a bargain, isn't it? Do you want to live in Orange County or Concrete County?

Stand up, fellow Placentians, and be heard.

To sign a petition in favor of purchasing the orange grove, please contact: Nancy Smith, (714) 996-7941, or Peggy Jamieson, (714) 996-6560.

Call our mayor's hotline to record a message and let her know how you feel about this orange grove, 528-0722.

332 FEELING BATTLE READY AT 99



H. LORREN AU JR./The Orange County Register

Carl Buschena of Placentia first put on a Marine uniform in 1921, helped build El Toro and was in Tokyo for Japan's surrender. He is honored at a banquet in Orange County. **Story on Local News 4**

Veterans Day events today:

► **All day:** Richard Nixon Library & Birthplace offers free admission. 18001 Yorba Linda Blvd., Yorba Linda. (714) 993-5075.

► **10:30 a.m.** Celebration in front of Norman P. Murray Community Center, 24932 Veterans Way, Mission Viejo. Boy Scout Troop 661 will present flag and Rene Bondi will sing national anthem. Flowers placed on plaque honoring all veterans of foreign wars.

► **11 a.m.** Veterans Day Gala and reception, 1131 Back Bay Drive, Newport

Beach. (562) 491-1000.

► **11 a.m.:** Services at El Toro Memorial Park Cemetery, 25751 Trabuco Road, Lake Forest. (949) 951-8244

► **Noon:** Free lunch for veterans and families, Sons of American Legionnaires, American Legion Post 291, 215 15th St., Newport Beach. (949) 673-5070

► **2 p.m.:** Holiday program, Mission Viejo Senior Center. (949) 470-3062.

► **3 p.m.:** Groundbreaking for Veterans Memorial at Santa Fe Depot Park at Chapman Avenue and Atchison Street, Orange. (714) 744-7264.

At 99, former Marine feels 'ordinary'

MILITARY: Carl Buschena, who first donned a uniform in 1921, is honored at a county banquet.

By **TOM BERG**
The Orange County Register

PLACENTIA — Even at 99, he remains a Marine.

Every button must be shined. Each campaign ribbon must be pinned in order. And the starched white collar inside his dress blues must stand at attention.

Carl Buschena can't walk without help, can't hear without hearing aids, can't even pull on the old uniform by himself. But once it's on, his white crewcut practically bristles with military pride.

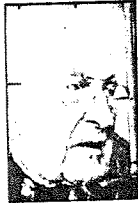
"I don't feel old," he said Wednesday before being honored as oldest retired Marine attending a countywide anniversary of the Marines' founding. "I feel like I'm just an ordinary Marine."

Buschena was one of 335 guests invited to the 224th Marine Corps Birthday Ball at the Irvine Marriott on Wednesday night — one of thousands of such balls around the nation this week.

"Getting ready for this is like getting ready for an inspection," said Buschena's daughter, Carlene Evans of Placentia. "We had to have all the tarnish off the (decorative collar) globes or we were going to have to go to Camp Pendleton to get new ones."

Buschena subdued a chuckle at all this attention.

The first time he donned a Marine uniform was 1921. Warren Harding was president — and by 1925 he'd established himself as a top biplane mechanic. These were the days of wooden planes, cloth



MANY MEMORIES: Carl Buschena was invited to Tokyo for Japan's WWII surrender.

wings and open cockpits. Buschena was among the first to practice dropping bombs from them while critics scoffed at the idea of aerial bombing.

In 1925, two years before Lindbergh crossed the Atlantic, Buschena flew in a cross-country plane race that took so long that participants had to land their De Havilland DH4 in a cow pasture because they couldn't fly at night.

By the time World War II started, he was married and had been promoted to warrant officer.

Before going overseas, he was called to Orange County to help build a new Marine base to be called El Toro. He helped build two hangars before he was shipped to China to oversee the upkeep of Corsair fighter planes during the war.

Buschena rubbed shoulders with history in 1945 when he was invited to the Japanese surrender in Tokyo Bay. He stayed in the same hotel as Gen. Douglas MacArthur and Adm. William Halsey just outside Tokyo. As the signing took place aboard the U.S.S. Missouri, Buschena watched over a crew of some 80 mechanics caring for about 30 U.S. planes ashore.

"We could see the U.S.S. Missouri. We were glad it was over with," said Buschena.

He said he might've wanted a beer to celebrate, but drinking was not allowed.

Buschena still does his physical training each morning, though it's not like the old days. To demonstrate, he

grabbed his cane with both hands and raised it up to his face.

"Lying down in bed," he said, "I can raise it up over my head."

He also kicks his legs to imitate walking each morning while sitting on his bed.

Today he'll do those exercises late because his plans were to be out past midnight.

"If I get a chance, I'll

sleep," he said of his Veterans Day celebration.

But after that, he will reflect on all those who shared his duty to country.

"I'll pray for all veterans," he said. "I'll say, 'God bless everyone that has ever been in the service, or has been shot at, or been wounded, or that has lost their lives for their country.' I would say they need a prayer to be taken care of."

Silverado celebrates library's 70th birthday

332
COMMUNITIES: For the close-knit canyon residents, the building is a place for friends to meet, play, and, oh, yeah, read.

By **DIANA McCABE**
The Orange County Register

SILVERADO CANYON — Anywhere else, there probably would've been a booming brass band, a fancy cake and maybe a government official on hand.
But not here. Not in close-knit Silverado Canyon, known for its very informal style.

Instead, kids, parents and other patrons walked, biked and skateboarded their way to the tiny one-room Silverado Library, which celebrated its 70th anniversary Saturday.

Inside, volunteers piled home-baked cookies, brownies and breads onto a table. Outside, couples danced while guitar players sang tunes by Bob Dylan and Roy Orbison.

"No, I haven't been here the whole 70 years," said the button worn by Lucille Cruz, Silverado's librarian of 21 years. "The kids keep asking me."

"But this is like my second home," said Cruz, who knows every patron by name. "And

Please see **LIBRARY** Page 7



LIBRARY

FROM 1

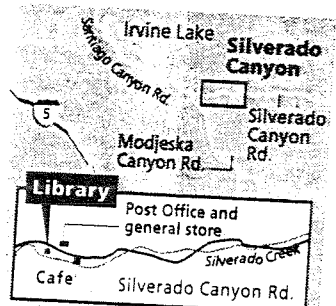
it's much more than a library. ... It's a touchstone with the community."

This is where new mothers bring their babies to show them off, where friends chat, where patrons can play with the library's resident cat, Alise, a calico.

There's definitely no "shushing" here. People are free to gab. On Saturdays, children grab books and settle into a corner to read and giggle, says Judy Dessel, a library volunteer. "This has such a nice country-home feeling."

For young teens, the library, is somewhere to go, "when we get bored," says 13-year-old Dorothy Mutch.

It's got a computer with an Internet connection so they



The Orange County Register

can research and play. There are 15,000 books, magazines and videos to choose from — compared with the 60 books the log-cabin library housed when it opened in 1929.

Kids can find stuff here that they can't get at school. "Our school has books that just have facts," says 12-year-old Josh Flegal. "Here I can get books about skateboards."

The library, which serves about 1,200 area households, also is a place for adults to

gather in an emergency. During the 1987 Silverado fire, the library staff lived in the 1,000-square-foot library room for three days, taking phone calls and updating residents.

"We are further out and isolated (more than most communities)," said Judy Myers, a 30-year canyon resident. "This little library connects us."

In 1995, residents almost lost the library, one of six Orange County branches facing closure in the wake of the bankruptcy.

At fund-raisers, residents paid \$20 for a cookie, said resident Sherry Meddick. "They'd say, 'Well, it's for the library,' " which was eventually spared.

The log cabin served as the library until 1946. The library later resided in a storeroom, then a barber shop, before settling in 1964 at its current site.

Brandy and Chad Burton,

Silverado natives, recently moved back to the canyon after a year in Orange because

they missed the closeness the community offers. "I'm just glad the library is still here so

she (4-month-old daughter Justice) can experience this," Brandy Burton said.

STORYBOOK DAY: Lucille Cruz is honored outside Silverado Library during a 70th-anniversary celebration Saturday. Cruz has been Silverado's librarian for 21 years.

CHAS METIVIER
The Register

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: December 15, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of November**

Program Statistics

Active tutors: 45
Active students: 49
Students waiting to be matched: 15
Percentage of tutors reporting (November hours): 91 %
Tutoring hours reported: 336.5
Other volunteer hours reported: 88.5
Total volunteer hours: 425

Southern California Library Literacy Network (SCLLN). Literacy Coordinator Matas attended the November 18, 1999 SCLLN meeting held in Santa Fe Springs. Starbucks had a book drive and donated some of the books collected to SCLLN for distribution to member libraries. Placentia Library District received fifteen new books from this donation.

SAFETY COMMITTEE MEETING
NOVEMBER 24, 1999
MINUTES

- I. Call to Order: 11:30 A.M.
- II. Members Attending: Wendy Goodson
Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Esther Guzman

III. Old Business

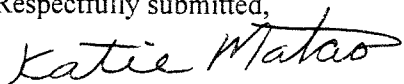
1. The Complete Library Safety and Security Manual was purchased for the reference collection.

IV. New Business

1. There was no damage to the library from the October earthquake.
2. The furnace area has been cleaned out and containers will be purchased to store holiday decorations.
3. The possibility of a keyless entry system for the loading dock door is being investigated.

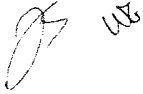
The next meeting will be December 16, 1999 at 9:30 A.M.

Respectfully submitted,



Katie Matas

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff 

DATE: December 15, 1999

SUBJECT: **Report on Y2K Preparations for November, 1999**

Project – Julie Shook	Status/Scheduled
LAN Management System/Software	Consultation started
LAN Workstations	Checked BIOS
XCP Program	In process
XCP Equipment	In process
Ameritech System	Coordinating with Anaheim Public Library
Internet Service Provider	Complete Nov 99 w/Pacific Bell
ISDN Service Provider	Complete Nov 99 w/Pacific Bell

Project – Wendy Goodson	Status/Scheduled
Banks	First Security Bank/Aug 99, Bank of America – Compliant, Sanwa Bank – Compliant Sep 99
Payroll Contractor/Software	Compliant 99
Utilities	Sent Y2K letter – awaiting response
Fire Alarm System	D&S Systems completed annual alarm check.
Ventura	Coordinate with Minter & Willauer
Office 97	Sent Y2K letter – awaiting response
Telephone System	Compliant 99
Voicemail System	Installation complete Nov 29, 1999-Compliant

Board & Administrator

FOR BOARD MEMBERS

December 1999 Vol. 16, No. 4

Editor: Jeff Stratton

Tailor board improvement efforts to your board's needs

Board self-appraisal is important

Board Member Dagmar "Woody" Murphy (Albany, NY) shares a good approach to an annual board self-evaluation.

Murphy says that in years when the board has been through a great deal of turnover, the board evaluates its performance using a comprehensive, long form. But in years when the board is a veteran, experienced group, it uses a short form approach to board self-evaluation.

"We've learned that when the board has several new members, we benefit from using the long form," says Murphy. "But when we've had little board turnover, in the interests of efficiency, we use the short form."

There's a good logic at work here. Asking the same group of board members to fill out the same form year after year will likely decrease the value of the exercise.

It's likely to become a quick fill-in-the-check-boxes routine.

But by tailoring the board's approach to self-evaluation to the board's level of development and maturity, the evaluation is likely to remain fresh. It's more likely to receive the attention it deserves from board members.

"We just don't feel we can use the same form each year," says Murphy. "Boards do change and people move on or take new positions."

How does the short evaluation differ

from the comprehensive one?

The short form is two pages in length and asks board members to rate 10 questions and provide comments on each question.

The long form is about ten pages long, and organized into seven categories such as board orientation, board/administrator relationship, policy and planning and board meetings. There are several questions to answer in each of these categories.

"When we've had little board turnover, in the interests of efficiency, we use the short form to perform a board self-evaluation."

Even though the short form evaluation is quicker to fill out, Murphy emphasizes the importance of including space on the form for board member comments. It gives board members a chance to register their views.

If you're interested in seeing a short form board self-evaluation, ask your administrator for the copy I included this month in *Board & Administrator* on page 8. ■

A thoughtful approach to tackling problems

Committees

There are times when boards, or their committees, struggle valiantly seeking a solution to a problem—with little success. Often, their problem lies in a failure to correctly identify the problem, or lack of facts.

When this happens, tempers can flare and boards can become seriously divided. That's a waste of board time and effort.

Here's a process a Michigan board member says his board's committees use to arrive at the best possible solutions to the issues the board faces.

1. **“First, we always make sure we take a measured approach,”** he says. “We don't react too quickly by jumping to a quick conclusion.”
2. **Take time to find the facts, says this board member.** “At this stage it's important to avoid bias. We just gather as much information as we can.”
3. **State the problem.** With facts in hand, the board puts the problem down in writing. “If we can't state it clearly in writing, we haven't really identified the problem,” he says.

4. **At this point, the board lists any and all possible solutions to the problem.**

“Understand that sometimes your best solution lies in a combination of solutions.”

5. **Consider each possible solution.** “Understand that sometimes your best solution lies in a combination of solutions. When we eliminate solutions, we look at criteria for each such as time, money, effort and legal issues,” says the board member.
6. **Pick your best solution.** Select the one solution that matches your board's circumstances. Even if it's not the ideal solution, it may be the best the board can do.
7. **Write down your solution in a recommendation-to-the-board format.** It should give the board clear guidance on what is needed to implement the solution. ■

Pass this bit of advice on to all board members

Once asked a board member whom I respected what was the best piece of advice she had for people joining a nonprofit board for the first time.

Here's what she had to say: “Keep in mind that individual board members have no authority over the nonprofit or administrator. A board's authority comes from its collective action.”

That's good advice for all of us to remember—veteran or newcomer to board service.

A Wyoming board believes the point is important enough to write it into its board code of conduct policy. Here's how the policy reads:

- “Board members are not to attempt to exercise individual authority over the

organization.

- “Board members' interaction with the administrator or staff must recognize the lack of authority in any individual director or group of directors.
- “Board members' interaction with clients, the public or the press must recognize the same limitation, as well as the inability of any single board member to speak for the board.
- “Board members are not to make judgments of the administrator's or staff performance except in the context of official board policy on executive performance.”

Is this board policy one that your board might want to consider? Take it up with your executive director. ■