

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

April 19, 2000

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.*

1. Roll Call Administrative Assistant

2. Adoption of Agenda

*Debra Lynn Ho*

*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 March 16, 2000 Regular Meeting.

*correct  
Sun / Mats*

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).*

5. Board President Report *Notes.*

*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 *Notes.*

*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

*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

*Annual Meeting: 282 members -  
Membership report.*

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Wood and Stark

10. Placentia History Room Committee Report

Presentation: Library Director

*Digital Center*

**CLAIMS (Items 11 - 14)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 - 14 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.*

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

*No Nonstandard Claims were processed during this report period.*

12. Claims forwarded by the Library Director and Library Trustees. (Approve)

*Claims 3888, 3889, 3890, 3891, 3892 and 3893 for a total of \$8,462.62 forwarded by Library Director during this report period.*

13. Current Claims and Payroll (Approve)

Current Claims 3896, 3897, 3898, 3899, 3900, 3901, 3902, 3903 and 3904 for \$73,703.02; and Payrolls 3894 for \$21,520.00 and 3895 for \$21,520.00, for a combined total of Current Claims and Payroll of \$116,743.02.

14. FY1999-2000 Cash Flow Analysis through April 19, 2000 and recommendation that the Board authorize the Orange County Treasurer to transfer \$80,000 from Fund 707 (General Fund) to Fund 702 (Equipment & Structural Repair) and \$100,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption). (Receive & File and Authorize Fund Transfers)

**FINANCIAL REPORTS (Items 15 - 20)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Rel / Pass*

*Items 15 – 20 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.*

15. Financial Reports for March 2000 (Receive & File)
16. Office General Ledger & Check Registers for March 2000 (Receive & File)
17. Acquisitions Report for March 2000 (Receive & File)
18. Overdue Collection Reports for March 2000 (Receive & File)
19. Debit Card System Reimbursement Report for March 2000 (Receive & File)
20. Gifts Report for March 2000 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 21 – 28)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Rel / Pass*

*Items 21 – 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

21. Building Maintenance Report for March 2000 (Receive & File)
22. Personnel Report for March 2000 (Receive, File, and Ratify Appointments)
23. Volunteer Reports for March 2000 (Receive & File)
24. Circulation Report for March 2000 (Receive & File)

25. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of March 7, 2000 (Receive & File)
26. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
27. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
28. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)

**CONTINUING BUSINESS**

29. Status Report on Replacement of Meeting Room and Board Room window coverings

Presentation: Trustee Wood

*Pam Pugh - 1,500*  
~~1,500~~

24/7

**NEW BUSINESS**

30. Life Insurance for Library Director and staff, and review of District medical/dental/vision insurance benefits

Presentation: Stormy Waldek, District's Employee Insurance Broker

Recommendation: Authorize payment for life insurance policy for the Library Director; and

Authorize increasing the life insurance coverage for employees on the District's medical insurance program from \$15,000 to \$50,000 effective July 1, 2000; and

Renew existing medical, dental and vision coverages for Fiscal Year 2000-2001

31. Application for Families for Literacy program

Presentation: Public Services Manager

Recommendation: Receive & File and Ratify applications for the Families for Literacy Grant Proposal for Fiscal Year 2000/2001, and the Families for Literacy Prop 10 Grant Proposal for Fiscal Year 2000-2001; and

*Pat/Ann*

*Pat/Pam*

Authorize .50FTE position of Library Assistant for the Families for Literacy program, effective June 12, 2000 with the personnel cost for Fiscal Year 1999-2000 to be paid from the Substitute Librarian expense category.

32. Review of Property Tax issues before the Courts and the California Legislature.

Presentation: Library Director

33. Report on the development of Region 4, the Arroyo Seco Library Network, of the Library of California.

Presentation: Trustee Masters & Library Director

*Pat/Reggs*

**STAFF REPORTS** (Items 34 - 39)

*Re / Pasag*

*Items 34 – 39 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.*

34. Program Committee Report for March 2000 (Roberts)
35. Children's Services Report for March 2000 (Smith)
36. Placentia Library Literacy Services Report for March 2000 (Roberts)
37. Placentia Library Web Site Report for March 2000 (Roberts)
38. Publicity Materials produced for March 2000 (Willauer)
39. Safety Committee Minutes for March 2000 (Matas)

**ADJOURNMENT**

40. Agenda Preparation for the May Regular Meeting which will be held on Wednesday, May 17, 2000.
41. Review of Action Items.

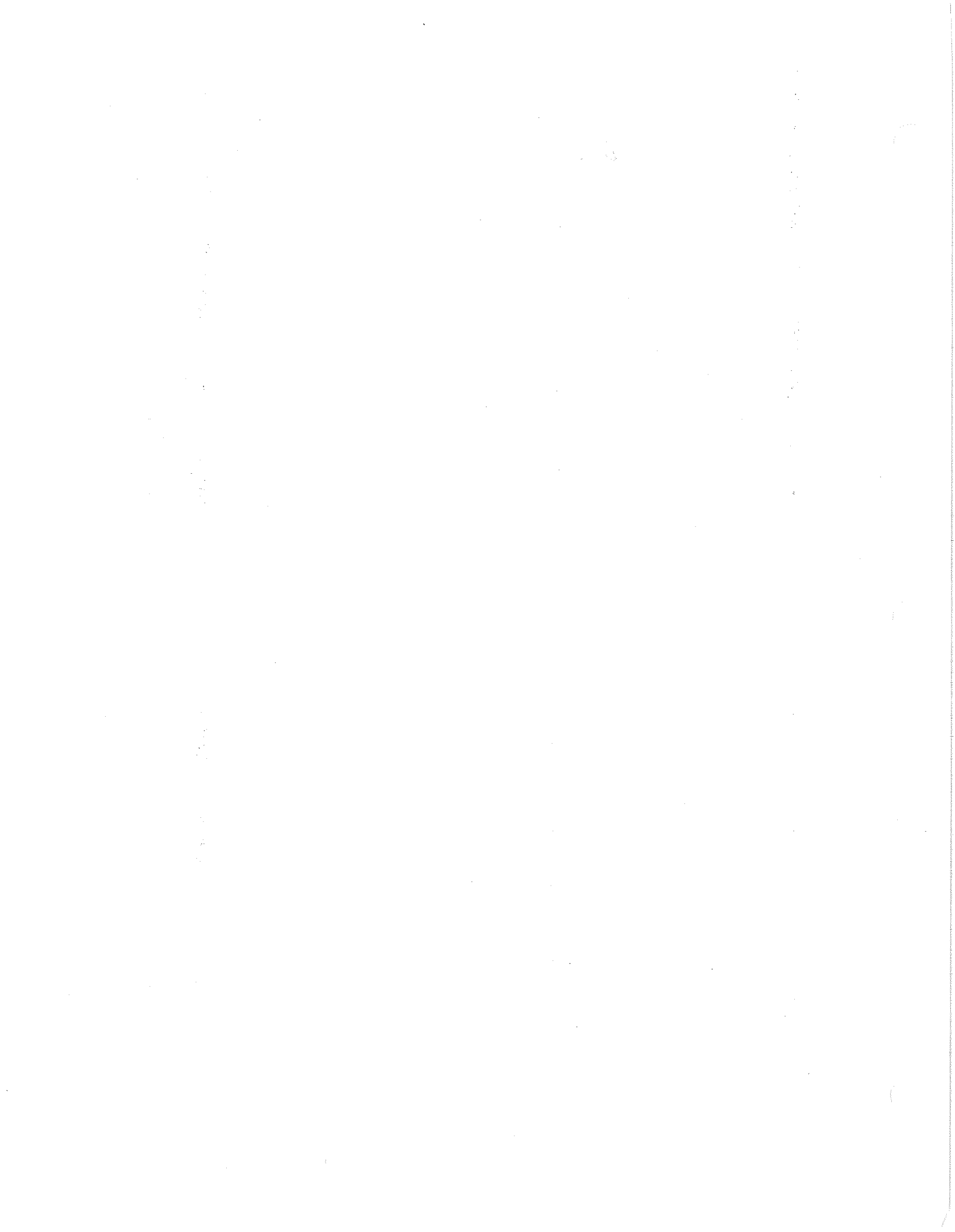
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

42. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the April 19, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, April 13, 2000.











# Placentia Library Board Calendar

April 2000 - March 2001

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## September

28 7:15 AM Placentia Chamber of Commerce Breakfast

## October

2 7:00 PM Friends Board Meeting, Shkoler

14 9:00 AM Heritage Parade

18 7:30 PM Library Board Meeting

26 7:15 AM Placentia Chamber of Commerce Breakfast

## November

6 7:00 PM Friends Board Meeting, Stark

15 7:30 PM Library Board Meeting

23 Library Closed for Thanksgiving

30 LAMA National Institute, Palm Springs, through Dec. 2nd.

## December

1 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

4 7:00 PM Friends Board Meeting, Masters

20 7:30 PM Library Board Meeting

## January

1 7:00 PM Friends Board Meeting, Wood

17 7:30 PM Library Board Meeting

20 5:30 PM Chamber Mixer, Sundance Studios, 733 Dunn Way (off Orangethorpe Ave. west of the 57 Fwy)

25 7:15 AM Placentia Chamber of Commerce Breakfast

## February

5 7:00 PM Friends Board Meeting, Dinsmore

21 7:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

## March

5 7:00 PM Friends Board Meeting, Shkoler

21 7:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
March 16, 2000**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 16, 2000 at 7:30 P.M. by President Shkoler.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Robin Masters, Trustees Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Sandra Stark

**Others Present:** Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve the Minutes of the February 17, 2000 Regular Meeting as printed.

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

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

President Shkoler reported that the Author's Luncheon featuring author and illustrator, Ruth Heller on March 4, 2000 was a great success.

**TRUSTEE REPORTS**

No Trustee Reports at this time.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter reported that the History Room Project began in March. The contractors are doing majority of the renovation during the Library's non-operating hours.

Library Director Minter also reported that the passport revenues for the month of February 2000 exceeded \$5,000.00.

**FRIENDS REPORT**

Library Director Minter reviewed the Friend's Report in the agenda packet. She encouraged attendance to the Friend's Annual Meeting on April 10, 2000.

**FOUNDATION REPORT**

Trustee Wood reported that the Foundation Board appointed two new directors, Jim Fennstermaker and Kathy Paddock.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve Agenda Items 10 through 13:

Nonstandard Claims in the amount of \$0.00

Claims 3873, 3874, 3876, 3877, 3878 and 3879 forwarded by the Library Director and Claim 3875 for \$35,900 forwarded by Library Board of Trustees for a total amount of \$57,193.09.

Current Claims 3882, 3883, 3884, and 3885; and Payroll Claims 3880 and 3881 for \$45,040, for a combined total of \$63,116.12.

FY1999-00 Cash Flow Analysis through February 17, 2000 and recommendation that no funds be transferred at this time.

**FINANCIAL REPORTS**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 14 through 19:

Financial Reports for February, 2000

Office General Ledger & Check Registers for February, 2000

Acquisitions Report for February, 2000

Overdue Collection Report for February, 2000

Debit Card System Reimbursement Report for February, 2000

Gifts Report for February, 2000

AYES: Dinsmore, Masters, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Stark

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 20-31:

Building Maintenance Report for February, 2000. (Receive & File)

Personnel Report for February, 2000 (Receive, File and Ratify Appointments)

Volunteer Report for February, 2000 (Receive & File)

Circulation Report for February, 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of February 1, 2000 (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)

Status report on the Gates Library Initiative Grant (Receive & File)

Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)

Notice of Proposed Amendment to Bylaws from the Special Districts Workers Compensation Authority, March 2, 2000 (Receive & File)

Report from State Librarian Kevin Starr on the Progress Toward Implementation of the Recommendations from the Convocation On Providing Public Library Services to California's 21<sup>st</sup> Century Population (Receive & File)

Report on actions taken at the Library of California Board Meeting on February 17-18, 2000 (Receive & File)

Final report on Orange County Investment Pool bankruptcy Settlement (Receive & File)

Request to Assemblyman Dick Ackerman for funding for the Placentia Library Roof Replacement Project (Receive & File)

Status report on the District's Public Record's Act Request from The Los Angeles Times for name/address information for all Borrowers who have had overdue books since January 1, 1999.

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

**WINDOW COVERINGS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to authorize replacement of window coverings in the Meeting Room and Board Room at a cost not to exceed \$2,000 to be paid from the Meeting Room Expense Account in the County Exempt Fund and reimbursed by the Foundation after its April 6, 2000 meeting.

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

**PROPOSED SELF INSURANCE FOR WORKERS COMPENSATION**

It was moved by Secretary Masters, seconded by Trustee Dinsmore, read Resolution 99-14, by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing Application to Director of Industrial Relations, State of California for a Certificate of Consent to Self Insure Worker's Compensation Liabilities.

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt Resolution 99-14.

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

**STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 37-42:

Program Committee Report for February, 2000.

Children's Services Report for February, 2000.

Placentia Library Literacy Services Report for February, 2000.

Placentia Library Web Site Report for February, 2000.

Publicity Materials produced for February, 2000.

Safety Committee Minutes for February, 2000.

AYES: Dinsmore, Masters, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Stark

**AGENDA  
PREPARATION**

The April Regular Meeting will be held on April 19, 2000.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 16, 2000 adjourned at 8:05 P.M.

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Robin J. Masters, Secretary







SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie  
Administrator

April 18, 2000

Ms. Elizabeth Minter, Library District  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670-6198

Re: Election to Board of Directors of SDWCA

Dear Ms. Minter:

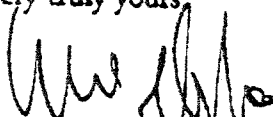
Please be advised that Placentia Library District has been elected to the Board of Directors of SDWCA through the recent mail ballot election. Placentia Library District was the only district nominated, and was therefore elected by acclamation. Placentia Library District will be occupying that seat on the Board of Directors which represents those districts in the lower one-third in terms of the amount of premium paid to the Authority during the last fiscal year. The District's term will expire January 1, 2004.

The District should proceed to select a Board member, employee, or consultant to represent the District on the SDWCA Board of Directors. The next meeting of the Board of Directors is as follows:

May 19, 2000      9:30 a.m.      Ontario Airport Marriott

We hope your representative can attend this meeting. Should you have any questions regarding the foregoing, please do not hesitate to contact me.

Very truly yours,

  
DAVID W. McMURCHIE  
Administrator

DMC/smr

SECRET  
NO FORN DISSEM  
NO UNCLASSIFIED

SECRET  
NO FORN DISSEM

**Fortis Benefits Insurance Company**  
 1551 N Tustin Ave, Suite 480 Santa Ana, CA 92705  
 (714)245-2423 (800)348-1460 FAX: (714)245-2448

**LIFE**

Group Name: **Placentia Library District**  
 Effective Date: **06/01/2000**

Presented by: **Chartered Financial Consultant**  
 Quote Expires: **07/24/2000**

**LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE SCHEDULE**

Description	Life Amount	Life Maximum	AD&D Amount	AD&D Maximum
Full-time employees	\$35,000	\$35,000	\$35,000	\$35,000

**Guarantee Issue** The lesser of \$35,000 and the current life carrier Guarantee Issue amount

**Contributions** Employer 100%  
Employee 0%

**Participation Requirement** 100% minimum participation required

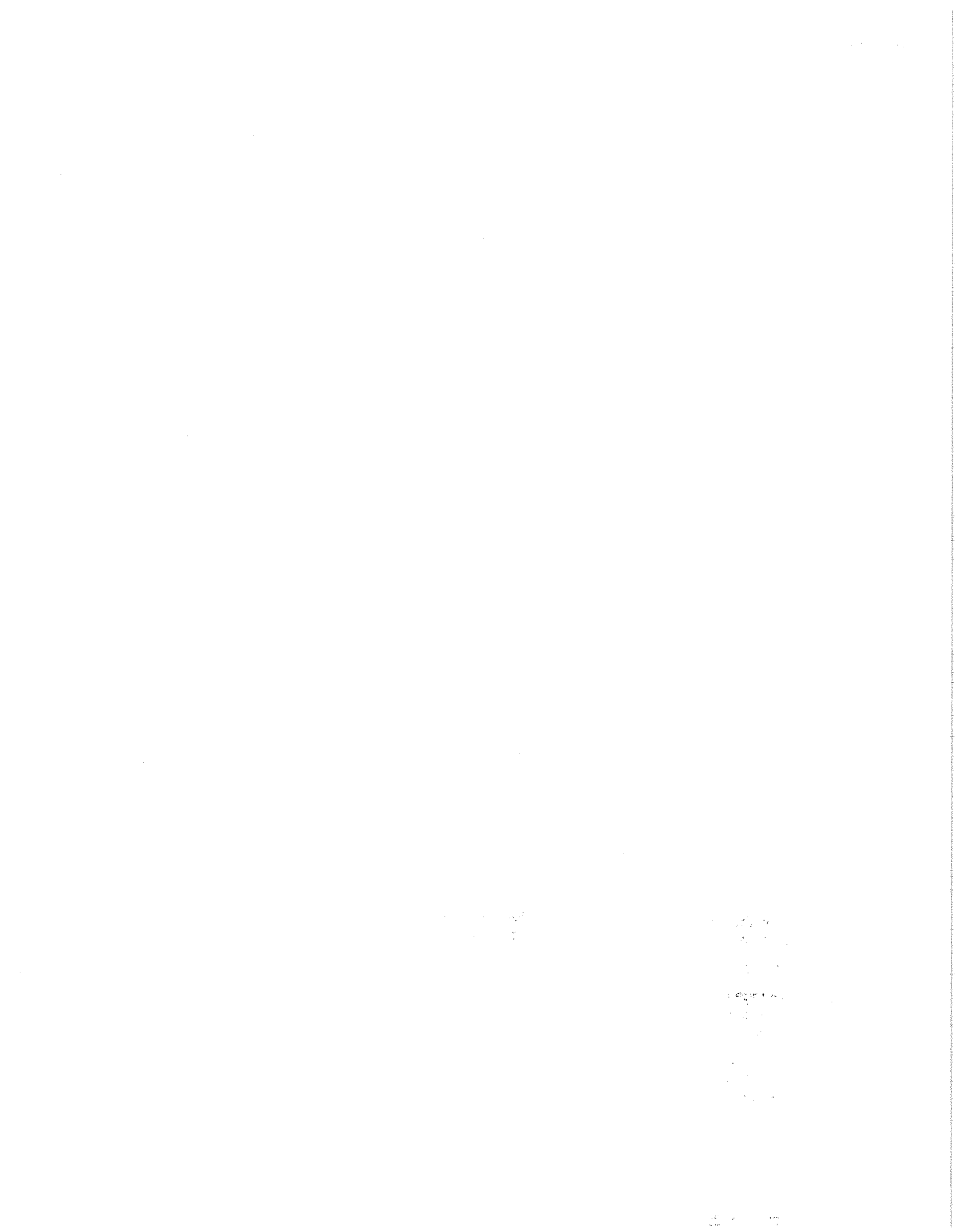
**Rounding** Multiples of earnings are rounded to the next higher \$1,000, if not already an exact multiple of \$1,000.

**Age Reductions** At age 65, reduce by 33% of the original schedule amount; at age 70, reduce by 33% of the in force amount.

**PROPOSED PLAN RATES**

	Rate	Total Volume	Monthly Premium	Number of Employees
LIFE	0.20	385,000	\$77.00	11
AD&D	0.02	385,000	\$7.70	11
<b>TOTAL</b>			<b>\$84.70</b>	

Rates are guaranteed for 27 months.



**Fortis Benefits Insurance Company**  
1551 N Tustin Ave, Suite 480 Santa Ana, CA 92705  
(714)245-2423 (800)348-1460 FAX: (714)245-2448

**LIFE CONDITIONS OF QUOTE**

**RATE ASSUMPTIONS**

- Rates are valid for a 06/01/2000 effective date and are guaranteed for 27 months.
- Rates assume the participation stated in the Schedule with a minimum of 10 employee lives.

**GENERAL INFORMATION**

- Waiver of Premium option selected is to the earlier of age 65 or retirement.
- Definition of disability waiver may include the added benefit of own-occupation protection if a Fortis Benefits Long-Term Disability (LTD) policy is in force.
- Included is an Accelerated Benefit that pays up to 80% of the Life benefit to a maximum of \$250,000.
- For individuals who are age 70 or greater, the maximum Guarantee Issue amount is the lesser of 50% of the Life Maximum on the Schedule, 50% of the plan Guarantee Issue, or \$50,000.
- Earnings are defined as basic pay for a 40-hour week, plus the annual average of prior calendar year commissions where applicable; annual average of prior calendar year draw or salary for proprietors; or ordinary income on Schedule K-1 for partners.

**24-HOUR ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

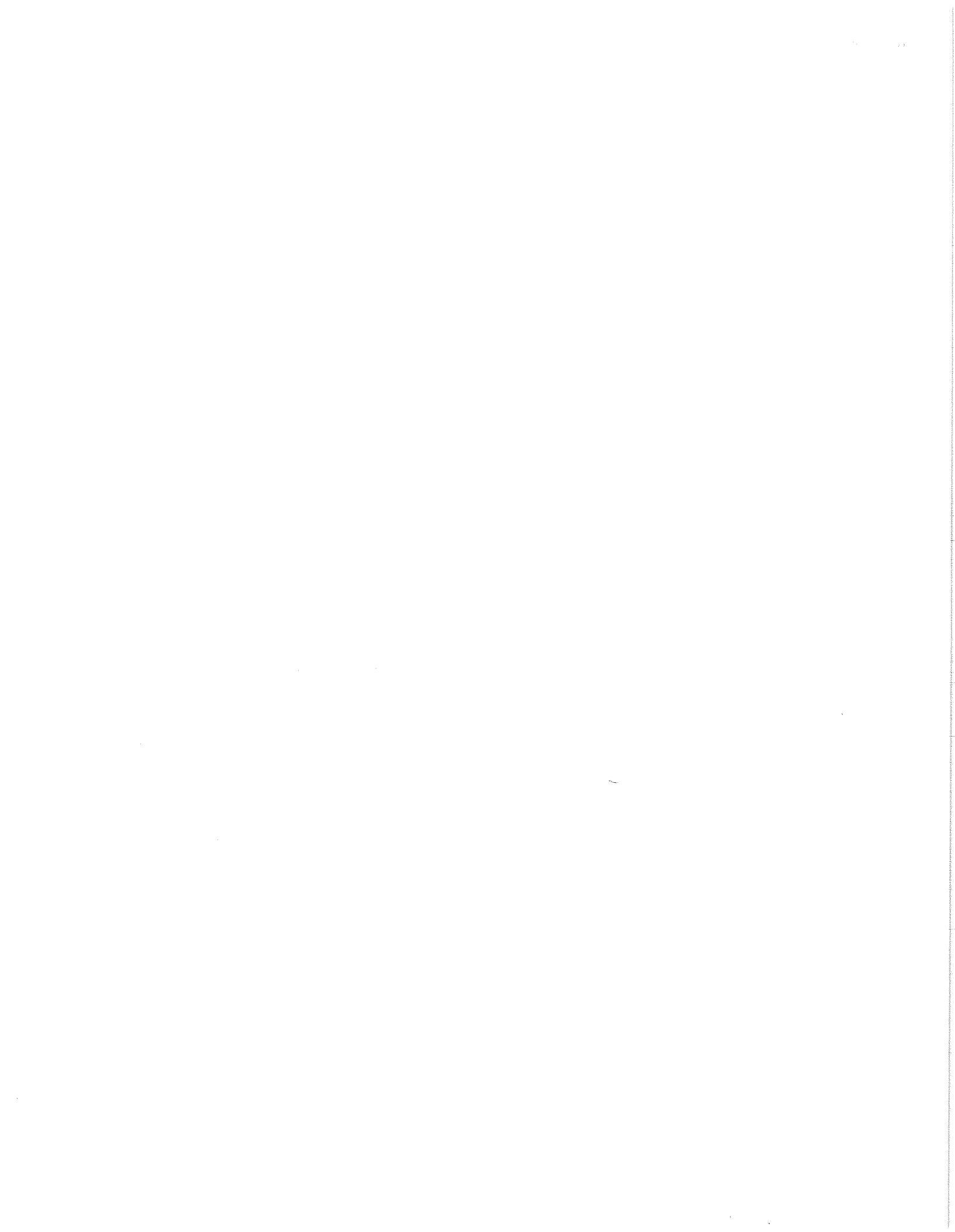
- Includes a Higher Education Benefit that pays an additional \$3,000 per year up to 4 consecutive years for eligible dependent students.
- An additional 20% of the scheduled AD&D benefit, to a maximum of \$100,000 may be available under our Automobile Accident Benefit. This benefit only applies when a covered individual dies as a direct result of automobile accident injuries, and that individual was wearing a seat belt when he or she was injured.
- Any time Life insurance is continued under the Waiver of Premium, AD&D insurance will also continue for up to 1 year from the date of the disability. When the Life premium is waived, the AD&D premium is also waived.

**EMPLOYEE ELIGIBILITY**

- Eligible employees, as described in the Schedule, must be full-time employees of the employer or an associated company, at active work and working in the United States of America\*. Temporary or seasonal workers are not eligible.  
\*Insured employees are covered for incidental business and personal travel outside of the United States. If a more expansive eligibility is required, please contact your sales representative. Non-standard options are available, subject to Home Office approval.
- The rates in the proposal reflect coverage only for employees who are actively at work on the effective date. A request for coverage for currently disabled employees must be discussed with Fortis Benefits.

**TRANSFER TREATMENT**

- If the coverage described in this quote is intended to replace any insurance plan now in effect, Fortis Benefits intends that covered employees will not lose insurance protection because of the termination of current coverage and transfer to Fortis Benefits.
- This quote is based on the assumption that the current insurance carrier will continue coverage on any insured individual who is disabled on the date the existing contract terminates (even if it terminates while a disabled person is satisfying any applicable waiting period.)



## **Fortis Benefits Insurance Company**

1551 N Tustin Ave, Suite 480 Santa Ana, CA 92705  
(714)245-2423 (800)348-1460 FAX: (714)245-2448

### **PROPOSAL CONDITIONS**

This is only a proposal. If there is a discrepancy between this quote and a subsequently issued group policy, the policy controls. The rates quoted are based on the group's characteristics and benefits requested at the time of proposal. Any change in these factors presented may result in a change of the rates. Fortis Benefits' plans comply with applicable state laws and contain limitations and exclusions. Contact your Fortis Benefits representative for additional information.





**Stormy Waldeck, CLU, ChFC**  
Chartered Financial Consultant

4/19/00

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

Re: Insurance

- 1) Proposed medical plan anniversary change
- 2) Proposed increase in group life coverage
- 3) Approved supplemental life insurance benefit for Library Director

Dear Board Members,

**Re: Medical Plan Anniversary Change**

~~Currently, the group medical plan's anniversary is March 1. Under review is a proposed change in the anniversary date to July 1.~~

Blue Shield was asked to allow for an anniversary change to July 1 and keep the March 1 renewal rate through 7/1/01. Blue Shield's initial response is that such a change will result in a 7% rate increase.

**Re: Proposed Increase in Group Life Coverage**

Currently, the group medical plan includes a \$15,000 life insurance benefit for each covered employee. Under review is a proposed change to increase the benefit to \$50,000.

There are two ways to add to the existing coverage:

- 1) Increase the benefit with Blue Shield - monthly cost for the increase would be \$250.95
- ~~2)~~ Purchase a stand alone group plan - monthly cost for the increase would be \$84.70



4/19/00

Placentia Library District Board

Page 2

**Re: Approved Supplemental Life Insurance Benefit for Library Director**

Previously the Board approved providing a supplemental life insurance benefit for Elizabeth Minter which would result in a total benefit equal to two times annual salary. The total benefit would include the combination of any existing group life coverage provided by the Library District plus individual coverage to be applied for.

The plan approved by the Board was a 15 year term insurance plan for \$135,000. As is frequently done in corporate benefit plans Mrs. Minter requested the issuance of a 30 year term insurance plan with the understanding that she will be responsible for the annual premium in excess of the premium for the 15 year term plan.

Here are the final results:

Cost of 30 year term plan -	\$1,303.90
Cost of 15 year term plan (paid for by Library District) -	<u>\$ 785.50</u>
Difference (paid for by Mrs. Minter) -	\$ 518.40

Sincerely,



Stormy Waldeck, CLU, ChFC  
Chartered Financial Consultant

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from initial entry to final review, ensuring that all necessary information is captured and verified.

3. The third part of the document addresses the role of the accounting department in this process. It highlights the need for clear communication and collaboration between different departments to ensure the accuracy of the data.

4. The fourth part of the document discusses the importance of regular audits and reviews. It explains how these activities help to identify any discrepancies or errors and ensure that the records are up-to-date and accurate.

5. The fifth part of the document provides a summary of the key points discussed and offers some final thoughts on the importance of maintaining accurate records.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Cheryl Willauer, Library Assistant  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** April 19, 2000

The Board of Directors of the Friends of the Library met on Monday, April 3, 2000. Library Trustee Sandra Stark, Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting.

Minter gave the Treasurer's report due to Treasurer Himes being absent. Balance on hand is 10,296.

President Irot reported that the Friends Annual Meeting and recognition of volunteers will be Monday April 10, 6:30 to 8:30 P.M. Final plans were made for event.

Minter reported the renovation of the History Room is progressing on schedule. She also reported on the Libraries Alive! Program. This program helps with matching funds to bring Authors to libraries.

The Friends approved the request of Children's Librarian Smith to purchase lower case letters and animal dies for the Ellison cutting machine.

The next Friends Board meeting is scheduled for Monday, May 1, 2000 at 7:00 P.M. Secretary Masters is scheduled to attend as the Library Board representative.



TO LIBRARY TRUSTEES                      APRIL 11, 2000

FROM HISTORY ROOM COMMITTEE  
Pat Jertberg, Marie Schmidt, Pat Iroot

RE: PLACENTIA HISTORY ROOM REPORT

The Committee is delighted with the progress of the History Room expansion. We have met on many of the details with Elizabeth, most recently about the carpet and tile selection and an exploratory trip to look at furniture.

We have some tentative ideas for the "grand opening" which may occur in November. We would want to include members of the community who have made contributions. We are considering a series of four talks on local history given on a weekly basis. We will of course want to highlight the involvement of the city council.

The lighting fixture from the old library is being refurbished to hang in the entry to the history room. We have received several additional donations from the Brower estate; one of particular interest is a collection of letters written by both Sarah and William McFadden to their sons attending Stanford, and following the parents' death, amongst the siblings.

The Heritage Coordinating Council has welcomed our involvement in their group, constituted of history room professional staffs around the county. They are amazed at Placentia's volunteer involvement in the preservation of its local history. Next bi-monthly meeting will be in May at the Orange Main Library.

Our collaboration group - Building Bridges to Placentia's History - holds its third meeting April 12. The group has brainstormed ideas on creating resident's heightened awareness regarding Placentia's history. Our committee has offered to highlight through its website link information on various groups within the city detailing history, contributions and goals. In addition, we have contacted the city administration for participation of a variety of groups on the Placentia's Place TV show. While invitations to join us were sent to an extensive list, those participating are: Santa Fe Merchants Assn, Chamber of Commerce, Founders Society, Historical Committee, PYLUSD, Round Table, George Key Ranch and a citizen member, John Penner.

We are responsive to requests from patrons and the press; we able to do so because our files are within the building. Our data entry volunteer continues to input vertical file information. Meanwhile, we are researching a more user friendly software system.

We have recently visit CSUF's Local History Collection, the Discovery (History) Museum in Santa Ana and are attending a local history class being offered by the Community College District.





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
April 19, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

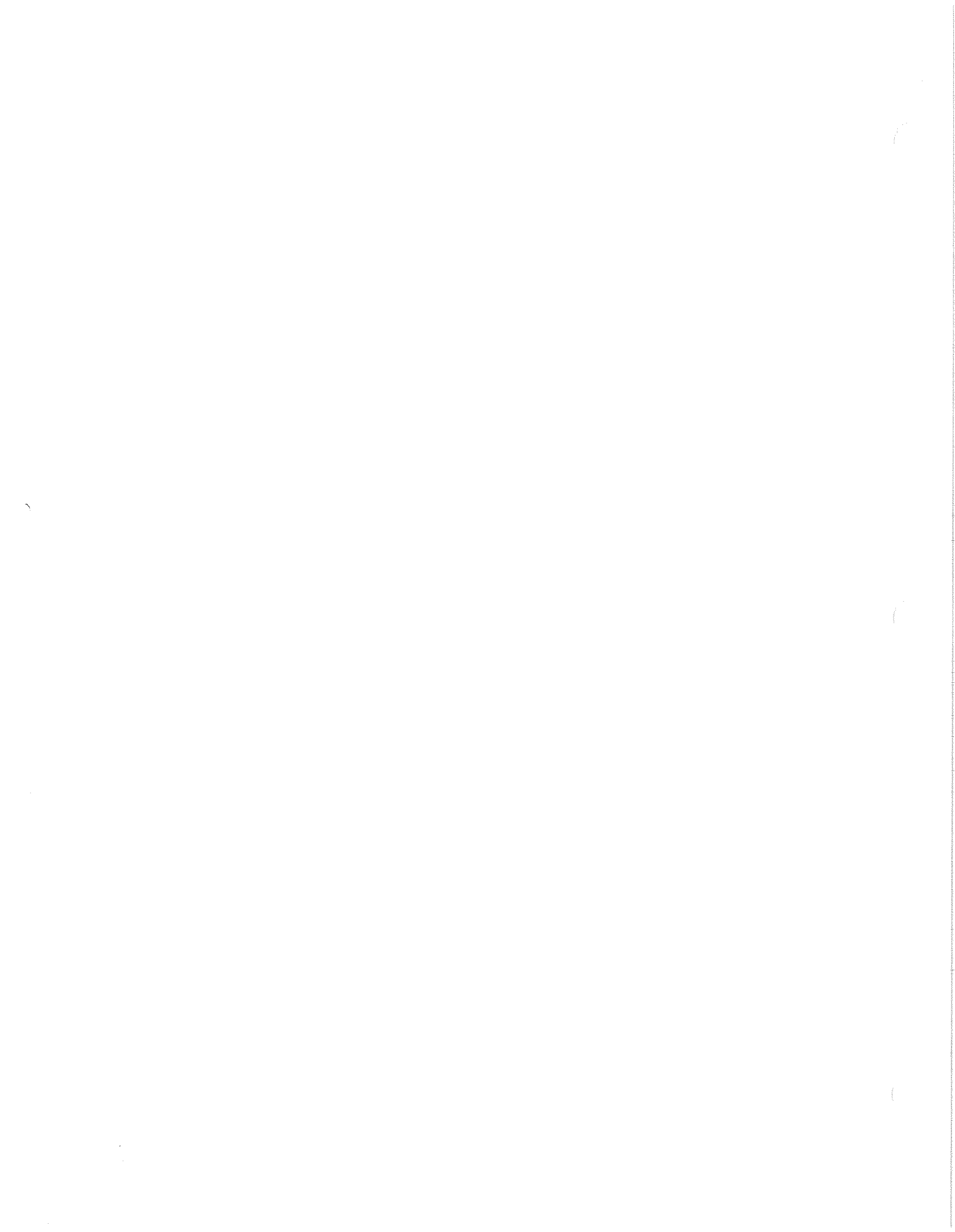
Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
April 19, 2000

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	March 23, 2000	3888	4,059.02
	March 30, 2000	3889	1,330.18
	March 30, 2000	3890	401.69
	April 6, 2000	3891	513.64
	April 13, 2000	3892	1,809.68
	April 13, 2000	3893	348.41
		<b>TOTAL</b>	<b>8,462.62</b>

Prepared by : Wendy Goodson



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

*pa 3.29.00*

DATE 03/23/00  
REPORT NO 3888

Placentia Library District  
+11 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
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles CA 90074-5331	Apr 00 VH1181		0300	00		3,407.52		
N06819 American Library Association Membership Dept 77-6499 Chicago IL 60678-6499	0263768 Al Shkoler		1600	00		145.00		
N01905 Data Perfect Images 1269 W. Pomona Rd #110 Corona CA 92882-7158	3/17/00 34587 3/21/00 34588		1800	00		234.90		
			1300	01		74.16		
			TOTAL			309.06		
N06569 Demco Box 8048 Madison WI 53708-8048	3/14/00 798758		1800	00		105.04		
N03738 Pitney Bowes PO Box 85390 Louisville KY 42085-5390	3/16/00 417084		1800	00		92.40		

The claims listed above (totaling \$4,059.02) 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.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,059.02

*pd 4-5-00*

Placentia Library District  
111 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
N19932 Ameritas Life Insurance 5900 "O" Street PO Box 81889 Lincoln NE 68501-1889	3/20/00 010-19000-05435		0300	00		528.70		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	4/1/00 0000005182		0300	00		182.88		
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Apr 00 12 099603 0001 0001		0300	00		17.86		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	3/16/00 528-8236		0700	01		80.52		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	3/17/00 528-8236 3/17/00 528-1906		0700	01		18.96		
						81.70		
			TOTAL			100.66		
N14091A Convergent Communications Dept 60 Denver CO 80281-0001	3/16/00 143104		1300	01		135.00		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	3/21/00 6011 5661 8397 6509		1800	00		284.56		

The claims listed above (totaling \$1,330.18) 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.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/30/00  
REPORT NO 3890

*pd 4-5-00*

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

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

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
N03738 United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Mar - Apr 00 32021628		1803	00		250.00		
N01074 Souther California Gas PO Box C Monterey Park CA 91756	3/24/00 053 911 8800 09		2800	00		20.69		
N03659F Southern California Water 500 Cameron St Placentia CA 92870	3/21/00 312083-9		2800	00		131.00		

The claims listed above (totaling \$401.69) 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.

*[Signature]*  
ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/06/00  
REPORT NO 3891

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

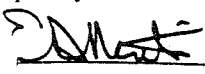
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

Agenda Item 12  
Page 5

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
James Roberts 411 E. Chapman Ave. Placentia CA 92870	4/6/00 Travel Reimb PLA 2000		2700	08		513.64		

The claims listed above (totaling \$513.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	4/1/00 524-8408		0700	00		13.02		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	4/2/00 223-1698		0700	02		254.68		
N15508 Cosmoslink 3030 Saturn Street Ste 204 Brea Ca 92821	4/6/00 200004-58 4/6/00 200004-96		0700	02		19.95 15.00		
<b>TOTAL</b>						<b>34.95</b>		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	4/6/00 096840		1400	00		950.00		
N09284 Jeffco 1671 S. Research Loop Tucson AZ 85710-6708	3/20/00 332795		1800	00		208.54		
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	4/4/00 142631		1800	00		73.49		
N03648B Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	4/1/00 032515		1800	00		25.00		
N03738 United States Postal Service CMRS-PB PO Box 504766 The Lakes NB 88905-4766	Apr 00 32021628		1803	00		250.00		

The claims listed above (totaling \$1,809.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,809.68

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/13/00  
REPORT NO 3893

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
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	4/1/00 Apr 00		1900	00		35.00		
N03655 Pacific Clippings Box 11789 Santa Ana CA 92711	3/31/00 Mar 00		1900	00		37.71		
N06965 Paychex 200 E. Sandpointe Suite 100 PO Box 25159 Santa Ana CA 92799-5159	3/30/00 20000330		1900	00		275.70		

The claims listed above (totaling \$348.41) 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

348.41

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
April 19, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3896	8,487.75
	3897	46,667.21
	3898	2,968.85
	3899	4,993.14
	3900	1,431.57
	3901	296.55
	3902	4,636.37
	3903	1,624.58
	3904	2,597.00
	Subtotal for Regular	
Payroll	3894	21,520.00
	3895	21,520.00
Subtotal for Payroll		43,040.00
TOTAL CURRENT CLAIMS		116,743.02

Prepared by: Wendy Goodson



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3896

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
N22769 ABN AMRO Inc Attn: Michael Curtis 208 South LaSalle Chicago IL 60604-1008	3/16/00 M99283-002		2200	00		8,487.75		
<b>PLEASE PAY IMMEDIATELY. THANK YOU</b>								

The claims listed above (totaling \$8,487.75) 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 \_\_\_\_\_

Page Total

8,487.75

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3897

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
NetManage PO Box 45557 San Francisco CA 94145-0557	3/31/00 90100662		0700	02		48.49		
N06572 SPS Data Communications 1569 Greenwich Rd San Dimas CA 91773	3/30/00 00030010		1300	00		792.00		
N01035 City of Placentia 411 E. Chapman Ave Placentia CA 92870	3/30/00 53628 3/30/00 53627		1400	00		720.00		
	<b>TOTAL</b>		2800	00		2,460.49		
			1400	00		1,581.42		
						<b>4,761.91</b>		
N06896 Aspen Publishers Inc PO Box 64829 Baltimore MD 21264-4141	3/11/00 1160721		1800	00		203.50		
N03738B United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88095-4766	Apr 00 32021628		1803	00		250.00		
N00018A City of Anaheim - Div of Collections 201 S. Anaheim Blvd PO Box 3222 Anaheim CA 92805	3/10/00 LI000000044		1900	00		40,584.00		
N20858 Wendy Goodson 411 E. Chapman Ave. Placentia CA 92870	Mar - Apr 00 Travel Reimb		2700	01		27.31		

The claims listed above (totaling \$46,667.21) 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

46,667.21

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3898

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
N03660A Elizabeth Minter 539 Gardenia Placentia CA 92870	Apr 00 Travel Reimb		2700	01		56.23		
N01877 Julie Shook 411 E. Chapman Ave. Placentia CA 92870	Apr 00 Travel Reimb		2700	01		83.44		
James Roberts 411 E. Chapman Ave Placentia CA 92870	Mar - Apr 00 Travel Reimb		2700	01		159.58		
N09212 Cheryl Willauer 411 E. Chapman Ave Placentia CA 92870	Mar 00 Travel Reimb		2700	01		18.20		
10221 Chronicle of Philanthropy PO Box 1989 Marion OH 43305-1955	Apr 00 92870MNT411EH00Z		1800	00		168.00		
N03660A Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia CA 92870	Apr 00 Petty CashBag Reimb		1803	00		12.24		
	Apr 00 Petty Cash Check Reimb		0900	00		42.98		
			1000	00		77.10		
			1800	00		255.73		
			1600	00		54.00		
			2700	01		104.00		
			2700	03		35.00		
			2700	08		635.00		
	<b>TOTAL</b>					<b>1,328.07</b>		
N06902 New Readers Press PO Box 888 Syracuse NY 13210-0888	3/9/00 2187716		2400	08		1,155.33		

The claims listed above (totaling \$2,968.85) 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

2,968.85

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3899

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
N06794B R.R. Bowker PO Box 7247-0466 Philadelphia PA 19170-0466	3/22/00 000740		2400	01		74.79		
N14906 Suzanne Kittell 307 Los Padres Placentia CA 92870	2/28/00 808377		2400	01		947.77		
N09165 Toucan Valley Publications PO Box 15520 Fremont CA 94539-2620	2/9/00 11461		2400	01		161.28		
N03658 Grolier Educational PO Box 71049 Chicago IL 60694-1049	2/25/00 10398511		2400	01		2,912.25		
	3/6/00 10402298		2400	01		613.23		
	3/6/00 10402152		2400	01		283.82		
	TOTAL						3,809.30	

The claims listed above (totaling \$4,993.14) 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

4,993.14



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3900

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	3/14/00		2400	01		16.28		
	27846510							
	2/29/00		2400	01		12.88		
	27496389							
	3/7/00		2400	01		69.43		
	27669501							
	3/7/00		2400	01		137.50		
	27673777							
	2/29/00		2400	01		5.58		
	27492195							
	2/29/00		2400	01		29.93		
	27496390							
	2/29/00		2400	01		133.90		
	27492194							
	3/7/00		2400	01		50.14		
	27673778							
	3/14/00		2400	01		65.96		
	27846509							
	3/7/00		2400	01		98.54		
	27669502							
	3/21/00		2400	01		108.58		
	28046275							
	3/21/00		2400	01		87.36		
	28050108							
	3/7/00		2400	01		128.75		
	27669507							
	3/7/00		2400	01		55.58		
	27669503							
4/4/00		2400	01		21.62			
28422077								
4/4/00		2400	01		86.35			
28422079								
4/4/00		2400	01		50.15			
28422078								
3/21/00		2400	01		167.66			
28046276								
3/21/00		2400	01		72.55			
28050109								
3/7/00		2400	01		32.83			
2763779								
<b>TOTAL</b>						<b>1,431.57</b>		

The claims listed above (totaling \$1,431.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	3/7/00 27669504		2400	01		17.92			
	3/7/00 27669505		2400	01		16.51			
	3/7/00 27669506		2400	01		16.03			
	2/29/00 27492197		2400	01		26.58			
	2/29/00 27492193		2400	01		17.85			
	2/29/00 28492192		2400	01		16.28			
	2/29/00 27492191		2400	01		49.10			
	2/29/00 27492196		2400	01		70.41			
	2/29/00 27492198		2400	01		65.87			
		TOTAL					296.55		

The claims listed above (totaling \$296.55) 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 04/19/00  
REPORT NO 3902

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	2/24/00		0700	05		215.50		
	A31356							
	3/30/00		0700	05		215.50		
	A31501							
	3/13/00		2400	01		45.02		
	U411658							
	3/13/00		2400	01		46.51		
	U411657							
	3/13/00		2400	01		21.37		
	U411656							
	3/13/00		2400	01		94.75		
	U411654							
	3/13/00		2400	01		30.72		
	U411653							
	3/13/00		2400	01		42.40		
	U411652							
	3/13/00		2400	01		11.99		
	U411651							
	3/13/00		2400	01		50.56		
	U411650							
	3/13/00		2400	01		721.64		
	U411649							
	3/13/00		2400	01		383.27		
	U411648							
	3/13/00		2400	01		952.06		
	U411647							
	3/13/00		2400	01		88.10		
	U411646							
3/13/00		2400	01		26.02			
U411645								
3/13/00		2400	01		1,112.69			
U411644								
3/13/00		2400	01		32.35			
U411643								
3/13/00		2400	01		140.53			
U411642								
3/13/00		2400	01		326.49			
U411641								
3/8/00		2400	01		78.90			
U402114								
<b>TOTAL</b>						<b>4,636.37</b>		

The claims listed above (totaling \$4,636.37) 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.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,636.37

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3903

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	2/21/00 U366377		2400	01		69.67			
	2/21/00 U366376		2400	01		1,160.20			
	2/23/00 U372422		2400	01		119.41			
	2/23/00 U372423		2400	01		52.61			
	2/23/00 U372426		2400	01		19.54			
	2/23/00 U372427		2400	01		47.76			
	2/11/00 U345985		2400	01		41.57			
	3/7/00 U399052		2400	01		27.81			
	3/7/00 U399053		2400	01		21.93			
	3/7/00 U399054		2400	01		15.24			
	3/7/00 U399055		2400	01		48.84			
		<b>TOTAL</b>					<b>1,624.58</b>		

The claims listed above (totaling \$1,624.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

1,624.58

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3904

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
N18379A BNY Western Trust Company Financial Control Billing Dept PO Box 19445 Newark NJ 07195-0445	4/3/00 6500968-010		2200	00		2,597.00		
<b>PLEASE PAY IMMEDIATELY . THANK YOU</b>								

The claims listed above (totaling \$2,597.00) 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 \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/00  
REPORT NO 3894

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	April 19, 2000 Pay period # 9 April 21, 2000 May 4, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, MAY 4, 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

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	April 19, 2000 Pay period #10 May 5, 2000 May 18, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, MAY 18, 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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** April 19, 2000

**BACKGROUND:**

The Cash Flow Analysis for the General Fund 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.

I am recommending that the \$180,000 borrowed from Funds 702 and 706 by General Fund 707 be repaid at this time.

**RECOMMENDATION:**

1. Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through April 19, 2000
2. Authorize the Orange County Treasurer to transfer \$80,000 from Fund 707 (General Fund) to Fund 702 (Equipment & Structural Repair)
3. Authorize the Orange County Treasurer to transfer \$100,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption)



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
12/09/99		Secured 2nd	80,792.23	201.98	106,325.40
12/09/99		Homeowners Subvention 1st	2,433.53		108,758.93
12/15/99	3842	General	29,280.45	33,954.78	104,084.60
12/15/99	3840	General		10,086.79	93,997.81
12/15/99	3841	General		2,365.81	91,632.00
12/15/99	3843	General		4,790.25	86,841.75
12/15/99	3844	General		3,651.29	83,190.46
12/15/99	3845	General		1,105.89	82,084.57
12/15/99	3846	General		733.41	81,351.16
12/15/99	3847	Payroll to wire January 27, 2000		21,520.00	59,831.16
12/15/99	3848	Payroll to wire January 13, 2001		21,520.00	38,311.16
12/16/99		Secured 3rd	206,797.13	516.99	244,591.30
12/20/99		Supplemental 5th Actual	5,781.19		250,372.49
12/22/99		Secured 1st, 2nd & 3rd Actual (OCA Correction)	385,408.70	385,408.70	250,372.49
12/22/99		Unsecured 1st Actual (OCA Correction)	40,853.61	40,863.61	250,362.49
12/23/99	3849	General by Library Director		6,986.48	243,376.01
12/23/99	3850	General by Library Director		314.75	243,061.26
12/28/99		State Library Project Grant	6,669.35		249,730.61
12/28/99		Accounts Receivable Posting - Interest	2,842.27		252,572.88
12/28/99		Library Passport Revenue, Dec	2,132.00		254,704.88
12/28/99		Library Revenue, Dec	1,982.55		256,687.43
01/05/00	3851	General by Library Director		1,189.48	255,497.95
01/05/00	3852	General by Library Director		1,331.25	254,166.70
01/07/00		Interest for 9/99	402.84	9.42	254,560.12
01/10/00		Homeowners Subvention 2nd	5,678.24		260,238.36
01/13/00		State Interlibrary Loan	2,266.32		262,504.68
01/13/00		Library Passport Revenue, Jan	1,998.25		264,502.93
01/13/00		Library Revenue, Jan	1,672.75		266,175.68
01/13/00	3854	General by Library Director		1,681.08	264,494.60
01/19/00	3853	General		29,280.45	235,214.15
01/19/00	3855	General		13,013.48	222,200.67
01/19/00	3856	General		4,018.40	218,182.27
01/19/00	3857	General		709.16	217,473.11
01/19/00	3858	Payroll to wire February 10, 2000		21,520.00	195,953.11
01/19/00	3859	Payroll to wire February 24, 2000		21,520.00	174,433.11
01/20/00		Supplemental 6th Actual	7,909.71		182,342.82

Placentia Library District  
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/00		Unsecured 2nd Actual	7,741.30	19.35	190,064.77
01/24/00		Secured 4th	98,657.59	246.64	288,475.72
01/24/00	3860	General by Library Director		2,735.20	285,740.52
01/25/00		Interest for 10/99	556.91	12.57	286,284.86
02/01/00	3861	General by Library Director		14,542.85	271,742.01
02/03/00	3862	General by Library Director		1,161.80	270,580.21
02/03/00	3863	General by Library Director		1,735.86	268,844.35
02/07/00		ERAF Fiscal Relief	18,180.32		287,024.67
02/07/00		Public Utilitiy #1	13,222.58	33.06	300,214.19
02/10/00	3864	General by Library Director		2,108.41	298,105.78
02/10/00	3865	General by Library Director		1,940.17	296,165.61
02/11/00		Interest for 11/99	337.28	7.47	296,495.42
02/16/00		Supplemental 7th Actual	1,196.79		297,692.21
02/17/00	3866	Payroll to wire March 9, 2000		21,520.00	276,172.21
02/17/00	3867	Payroll to wire March 23, 2000		21,520.00	254,652.21
02/17/00	3868	General		5,880.97	248,771.24
02/17/00	3869	General		3,359.65	245,411.59
02/17/00	3870	General		3,128.09	242,283.50
02/17/00	3871	General		932.52	241,350.98
02/17/00	3872	General		21,456.98	219,894.00
02/24/00		California Literacy Campaign Grant	10,390.00		230,284.00
02/24/00		SDAF Apportionment #1	8,120.00		238,404.00
02/24/00		Library Passport Revenue, Feb	5,987.30		244,391.30
02/24/00		Library Revenue, Feb	3,260.44		247,651.74
02/24/00	3873	General by Library Director		10,629.95	237,021.79
02/24/00	3874	General by Library Director		5,257.65	231,764.14
02/25/00		OCIP Bankruptcy Recovery	82,399.33		314,163.47
02/25/00		Library Passport Revenue, Feb	854.75		315,018.22
02/25/00		Library Revenue, Feb	521.92		315,540.14
02/28/00	3875	PPI by Library Trustees		35,900.00	279,640.14
02/29/00		Final Distribution to B-12's	2,899.03		282,539.17
03/02/00	3876	General by Library Director		2,081.16	280,458.01
03/02/00	3877	General by Library Director		1,288.72	279,169.29
03/02/00	3878	General by Library Director		623.77	278,545.52
03/09/00	3879	General by Library Director		1,411.84	277,133.68
03/16/00	3880	Payroll to wire April 6, 2000		22,520.00	254,613.68
03/16/00	3881	Payroll to wire April 20, 2000		22,520.00	232,093.68
03/16/00	3882	Payroll to wire April 6, 2000		7,023.02	225,070.66
03/16/00	3883	Payroll to wire April 20, 2000		3,329.25	221,741.41
03/16/00	3884	General		7,124.25	214,617.16
03/16/00	3885	General		599.60	214,017.56
03/16/00	3886	General by Library Director		1,491.65	212,525.91
03/16/00	3887	General by Library Director		265.19	212,260.72
03/20/00		State Public Library Foundation Funds	88,450.00		300,710.72
03/20/00		Library Passport Revenue, Mar	4,760.95		305,471.67
03/20/00		321 Grant final payment	4,014.92		309,486.59
03/20/00		Library Revenue, Mar	2,343.09		311,829.68
03/20/00		State Interlibrary Loan	1,744.20		313,573.88
03/20/00		Supplemental 8th Actual	991.20		314,565.08
03/22/00		Interest for 12/99	1,255.22	26.74	315,793.56
03/23/00		Secured 5th	56,355.87	140.89	372,008.54
03/23/00	3888	General by Library Director		4,059.02	367,949.52
03/30/00	3889	General by Library Director		1,330.18	366,619.34
03/30/00	3890	General by Library Director		401.69	366,217.65
04/06/00	3891	General by Library Director		513.64	365,704.01
04/13/00	3892	General by Library Director		1,809.68	363,894.33
4/13/00	04/13/00	3893	General by Library Director	348.41	363,545.92

Placentia Library District  
 FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
04/19/00	3894	Payroll to wire May 4, 2000		21,520.00	342,025.92
04/19/00	3895	Payroll to wire May 18, 2000		21,520.00	320,505.92
04/19/00	3896	General, PPI		8,487.75	312,018.17
04/19/00	3897	General		46,667.21	265,350.96
04/19/00	3898	General		2,968.85	262,382.11
04/19/00	3899	General		4,993.14	257,388.97
04/19/00	3900	General		1,431.57	255,957.40
04/19/00	3901	General		296.55	255,660.85
04/19/00	3902	General		4,636.37	251,024.48
04/19/00	3903	General		1,624.58	249,399.90
04/19/00	3904	General PPI		2,597.00	246,802.90
04/19/00		Bankruptcy settlement distribution to Fund 702		10,266.53	236,536.37
04/19/00		Bankruptcy settlement distribution to Fund 703		5,613.40	230,922.97
04/19/00		Bankruptcy settlement distribution to Fund 706		28,985.07	201,937.90
04/19/00		Bankruptcy settlement distribution to Fund 708		720.25	201,217.65
04/19/00		Transfer to Fund 702		80,000.00	121,217.65
04/19/00		Transfer to Fund 706		100,000.00	21,217.65





Placentia Library District  
Property Tax Apportionments  
Fiscal Year 1999-2000

Agenda Item 14  
Attachment B

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	
<b>3/21/00</b>	<b>Supplemental #8 Feb</b>	
<b>3/24/00</b>	<b>Current secured #5</b>	<b>5% - 7%</b>
<b>4/13/00</b>	<b>Prior Year Secured Taxes &amp; Penalties #9 Apr</b>	
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)**  
 March 16, 2000

	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 Payoff	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	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
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

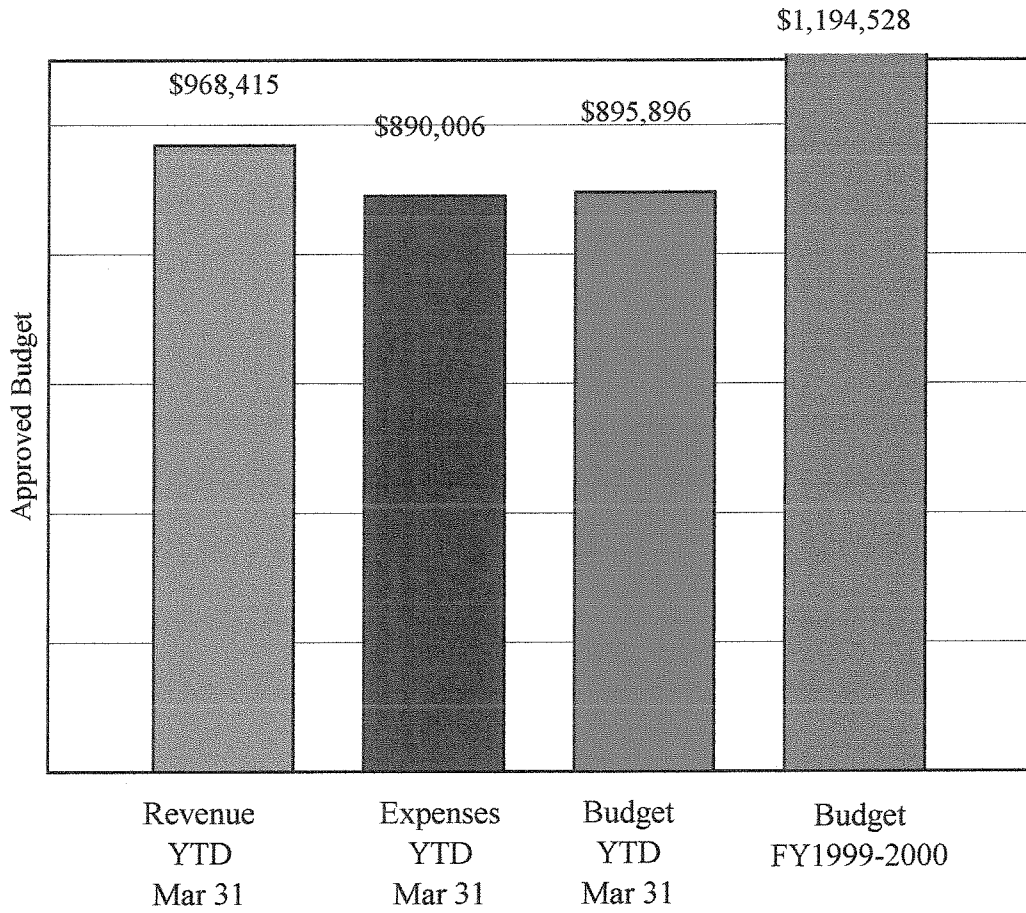
	Fiscal Year 1998-1999						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	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



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It highlights the importance of using reliable sources and ensuring the accuracy of the information gathered.

3. The third part of the document focuses on the interpretation and analysis of the collected data. It discusses the various statistical tools and techniques used to identify trends and patterns in the data.

4. The fourth part of the document discusses the importance of communicating the findings of the research. It emphasizes the need for clear and concise reporting that effectively conveys the key results and conclusions.

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	540,422.16	486,133.08	56,355.87	47,624.21	66.07%
6210-01	Public Utility	24,000	13,222.58	11,735.95	0.00	0.00	55.09%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	553,644.74	497,869.03	56,355.87	47,624.21	65.76%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	48,594.91	45,141.86	0.00	0.00	97.19%
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	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	8,120.00	4,431.24	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	11,241.73	15,529.68	991.20	0.00	45.88%
6280-01	Final supplemental for prior years	0	11,331.60	778.40	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	22,573.33	16,308.08	991.20	0.00	92.14%
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	653,835.35	584,466.46	57,347.07	47,624.21	66.81%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % REV BUD
6610-00	Interest	12,800	6,415.96	4,210.55	1,255.22	1,468.84	50.12%
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	6,415.96	4,210.55	1,255.22	1,468.84	50.12%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	8,111.77	7,789.14	0.00	0.00	52.07%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	7,793.66	6,446.25	1,744.20	1,488.84	97.42%
6970-01	State - CA Foundation Funds	88,450	88,458.77	59,146.00	88,450.00	59,146.00	100.01%
6970-02	State - CA Literacy Campaign	8,800	10,390.00	8,872.00	0.00	0.00	118.07%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	6,003.08	2,189.00	4,014.92	0.00	
6970-05	State - Project Grants	0	10,000.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport	0	18,180.32	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	140,825.83	76,653.25	94,209.12	60,634.84	133.80%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	82,399.33	0.00	0.00	0.00	
7670-00	Local Revenue	22,500	20,278.32	15,970.25	2,343.09	2,486.66	90.13%
7670-01	Local Revenue -- Passport	45,000	31,137.65	7,923.67	4,760.95	3,448.75	69.19%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	14,698	25,331.38	0.00	0.00	0.00	172.35%
	TOTAL LOCAL REVENUE	82,198	76,747	23,894	7,104.04	5,935.41	93.37%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	79.68	223.93	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	968,415.27	697,237.25	159,915.45	115,663.30	81.07%

4/12/00



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	398,914.52	338,842.00	40,028.00	37,760.00	74.28%
0200	Retirement (Social Security & Pension Contribution)	75,695	59,550.45	26,009.00	3,012.00	2,890.00	78.67%
	Health Insurance/Blue Shield CA	32,880	22,803.78	11,246.14	3,000.16	(685.90)	69.35%
	Long Term Disability/CNA	2,690	1,477.47	1,560.75	182.88	173.17	54.92%
	Vision Service Plan/VSP	2,225	1,984.26	1,230.33	415.22	196.13	89.20%
	Dental/Ameritas	5,205	4,162.50	3,302.79	487.50	0.00	79.97%
0300	Total Employee Insurance	43,000	30,428.01	17,340.01	4,085.76	(316.60)	70.76%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	2,754.00	2,568.00	0.00	0.00	51.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	491,646.98	384,759.01	47,125.76	40,333.40	74.36%
0700-00	Communications - Telephone	2,600	1,565.08	1,268.88	147.30	138.43	60.20%
0700-01	Communications - Modem/Fax	4,400	3,514.35	1,830.14	361.11	26.53	79.87%
0700-02	Communications - Internet/Database	5,000	5,380.50	3,177.72	289.63	381.34	107.61%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,786.96	3,531.40	0.00	423.82	34.63%
0700-07	Communications - 321 Grant	0	0.00	379.96	0.00	19.95	
0700-08	Communications - Adult Literacy	800	683.39	241.69	388.29	0.00	85.42%
	Total Communications	17,960	12,930.28	10,429.79	1,186.33	990.07	71.99%
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	
0900-09	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	3,046.95	3,467.79	0.00	1,397.66	81.25%
1100-00	Insurance - Liability	7,000	6,945.51	10,124.25	125.00	0.00	99.22%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	1,963.51	8,602.53	337.38	6,500.00	65.45%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	8,901.78	0.00	122.65	0.00	74.18%
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	10,865.29	8,602.53	460.03	6,500.00	72.44%
	HVAC	5,500	2,104.65	1,925.53	0.00	294.84	38.27%
	Carpet Cleaning	500	3,073.81	0.00	1,332.81	0.00	614.76%
	Groundskeeping, City of Placentia	28,000	25,532.77	18,224.49	0.00	6,206.08	91.19%
	Plumbing	1,200	1,270.18	62.00	463.17	0.00	105.85%
	Electrical	4,500	15,519.86	2,565.00	0.00	285.00	344.89%
	Cleaning Service	11,700	8,550.00	7,600.00	950.00	950.00	73.08%
	Locksmith	200	2,040.51	73.72	448.40	0.00	1020.26%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	11,000	1,140.50	1,000.66	0.00	90.00	10.37%
1400-00	Total Maintenance of Building & Grounds	62,600	59,232.28	31,451.40	3,194.38	7,825.92	94.62%
1600-00	Memberships - General Fund	2,750	3,194.50	2,375.00	145.00	417.00	116.16%
1600-07	Memberships - 321 Grant	0	0.00	100.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	150.00	240.00	0.00	0.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	3,344.50	2,715.00	145.00	417.00	103.71%
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)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 MAR 2000	FY 1998-1999 MAR 1999	FY 1999-2000 % EXP BUD
1800-00	Library Supplies	7,000	5,151.34	4,435.02	690.84	364.30	73.59%
	Printing	9,300	6,016.15	4,845.86	2,294.31	2,367.07	64.69%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	188.46	729.86	0.00	0.00	18.85%
	Paper	1,200	1,478.89	562.90	651.14	289.15	123.24%
	Drinking Water Service	300	200.00	199.60	50.00	24.95	66.67%
	Other Office Supplies	4,000	6,728.71	2,979.25	495.56	287.48	168.22%
	Total Office Supply Expense - General Fund	22,800	19,763.55	13,752.49	4,181.85	3,332.95	86.68%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	1,858.76	0.00	0.00	
	Printing	2,625	784.04	1,044.96	80.81	0.00	
	Publications	0	874.00	0.00	0.00	0.00	
	Paper	50	50.74	0.00	0.00	0.00	
	Other Office Supplies	550	20.49	514.31	0.00	0.00	
	Total Adult Literacy Office Supply Expense	3,225	1,729.27	1,559.27	80.81	0.00	53.62%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	21,492.82	17,170.52	4,262.66	3,332.95	82.59%
1803-00	Postage Expense - General Fund	4,700	3,335.68	997.41	265.19	488.75	70.97%
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	64.00	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	3,335.68	1,061.41	265.19	488.75	69.49%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	280.00	245.00	35.00	35.00	66.67%
	Pension Contribution & Operating Expenses	7,500	5,423.49	1,750.00	0.00	0.00	72.31%
	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	283.68	277.68	37.71	69.42	67.54%
	Interest Allocation & Tax Collection Charges	350	1,196.79	124.94	26.74	29.85	341.94%
	Advertising (Including WEB Site)	4,000	1,200.00	733.74	0.00	0.00	30.00%
	Medical Exams	500	315.00	367.50	157.50	0.00	63.00%
	Collection Services - Accounts Receivable	2,400	1,401.88	86.62	137.93	0.00	58.41%
	Audit & Accounting Services	4,500	3,775.00	4,060.00	0.00	180.00	83.89%
	Payroll Preparation	2,500	1,924.42	1,609.95	188.85	341.95	76.98%
	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	16,914.38	1,666.16	960.00	315.00	338.29%
1900-00	Total Specialized Services - General Fund	71,590	32,714.64	10,921.59	1,543.73	971.22	45.70%
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	80.00	80.00	0.00	0.00	8.00%
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	439.94	1,238.48	140.89	29.34	18.33%
	Total Specialized Services	74,990	33,234.58	12,240.07	1,684.62	1,000.56	44.32%
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	
	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  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	80,287.85	69,850.61	35,900.00	35,900.00	108.24%
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	42,764.75	14,690.36	5,436.50	10,112.72	32.05%
2400-02	Special Department Expense - Video	0	1,006.05	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	19,109.49	5,230.00	5,000.00	0.00	
2400-04	Special Department Expense - Periodicals	0	19,827.48	4,164.52	17.00	0.00	
2400-05	Special Department Expense - Audio	0	2,132.25	287.80	0.00	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	2,054.34	1,367.02	0.00	0.00	136.96%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	134,950	86,894.36	25,739.70	10,453.50	10,112.72	64.39%
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	1,444.56	798.34	154.37	449.42	96.30%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,243.65	1,356.77	12.03	1,041.04	62.18%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	124.00	279.55	0.00	129.55	12.40%
2700-03	Transportation/Travel - Meetings, Board Local	600	202.33	492.00	0.00	336.00	33.72%
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	914.79	0.00	8.13	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	324.15	0.00	0.00	0.00	32.42%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	3,338.69	3,841.45	166.40	1,964.14	54.73%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 MAR 2000	FY1998-1999 MAR 1999	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	33,347.30	28,492.90	2,405.10	0.00	77.55%
	Gas	6,500	2,481.97	3,127.53	346.02	898.65	38.18%
	Water	3,000	2,875.37	1,455.52	277.75	84.43	95.85%
	Total Utilities	52,500	38,704.64	33,075.95	3,028.87	983.08	73.72%
	TOTAL SUPPLIES & SERVICES	483,725	363,653.43	229,770.47	60,871.98	70,912.85	75.18%
3700-00	Taxes, Assessments (Sales Tax)	1,100	3,652.24	352.00	0.00	352.00	332.02%
4000-00	Equipment - General Fund	32,865	16,616.76	7,453.10	0.00	689.58	50.56%
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	14,436.36	0.00	0.00	0.00	98.22%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	48,563	31,053.12	7,453.10	0.00	689.58	63.94%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EQUIPMENT EXPENSE	48,563	31,053.12	7,453.10	0.00	689.58	63.94%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0.00	0.00	0.00	0.00	0.00%
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EXPENSES	1,194,528	890,005.77	622,334.58	107,997.74	112,287.83	74.51%

04/11/00

**Placentia Library District  
Balance Sheet  
As of March 31, 2000**

	<u>Mar 31, '00</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	5,915.15
County Exempt - Savings	2,785.55
General Fund - Checking	8,894.70
General Fund - Savings	6,706.30
Literacy Fund - Savings	3,815.16
Payroll Checking	8,665.79
<b>Payroll Checking (CDs)</b>	
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
<b>Total Payroll Checking (CDs)</b>	<u>32,500.00</u>
Payroll Savings (Fees)	2,352.79
Payroll Savings (Int CDs)	3,564.98
<b>Total Checking/Savings</b>	<u>75,200.42</u>
<b>Total Current Assets</b>	<u>75,200.42</u>
<b>TOTAL ASSETS</b>	<u><u>75,200.42</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	12,038.73
Net Income	-4,060.68
Total Capital	67,222.37
<b>Total Equity</b>	<u>75,200.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>75,200.42</u></u>

04/11/00

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

March 2000

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>TOTAL</u>
<b>Income</b>					
Cash Register - Copy Cards	636.35	0.00	0.00	0.00	636.35
Cash Register - Fines	0.00	2,340.15	0.00	0.00	2,340.15
Cash Register - Lost Items	0.00	350.89	0.00	0.00	350.89
Cash Register - Misc.	0.00	1.00	0.00	0.00	1.00
Cash Register - Reserves	6.00	75.49	0.00	0.00	81.49
County Reimbursements	0.00	2,128.11	0.00	0.00	2,128.11
Interest Inc - CD's	0.00	0.00	0.00	0.00	0.00
Interest Inc - Savings	5.01	153.46	7.20	14.71	165.67
Meeting Room Income	220.00	0.00	0.00	0.00	220.00
Passport Check Reimbursement	1,717.20	105.00	0.00	0.00	1,822.20
Passport Revenue	0.00	5,930.10	0.00	0.00	5,930.10
State Library Reimbursements	0.00	1,744.20	0.00	0.00	1,744.20
State of CA Foundation Funds	0.00	88,450.00	0.00	0.00	88,450.00
Test Proctoring Income	60.00	0.00	0.00	0.00	60.00
Transfers from County	0.00	0.00	0.00	43,040.00	43,040.00
<b>Total Income</b>	<b>2,644.56</b>	<b>101,278.40</b>	<b>7.20</b>	<b>43,054.71</b>	<b>146,984.87</b>
<b>Expense</b>					
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	29.54	0.00	0.00	29.54
Employee Benefits	0.00	0.00	0.00	3,202.68	3,202.68
Employee Insurance	0.00	0.00	0.00	814.72	814.72
Employer Payroll Taxes	0.00	0.00	0.00	18,679.57	18,679.57
Meeting Room Upkeep Expense	90.00	0.00	0.00	0.00	90.00
Miscellaneous	0.00	-313.51	0.00	0.00	-313.51
Office Expense	0.00	230.38	0.00	0.00	230.38
Passport Expenses	1,771.75	0.00	0.00	0.00	1,771.75
Salaries	0.00	0.00	0.00	34,085.77	34,085.77
Transfers to County	0.00	101,313.16	0.00	0.00	101,313.16
Transportation & Travel	0.00	259.00	0.00	0.00	259.00
Tutor Training Expense	0.00	33.10	0.00	0.00	33.10
<b>Total Expense</b>	<b>2,537.74</b>	<b>101,551.67</b>	<b>0.00</b>	<b>56,782.74</b>	<b>160,872.15</b>
<b>Net Income</b>	<b>106.82</b>	<b>-273.27</b>	<b>7.20</b>	<b>-13,728.03</b>	<b>-13,887.15</b>

\*3 Paydays in March 2000.



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

04/11/00

July 1999 through March 2000

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	2,842.27
Bankcard Deposit	187.00	1,145.15	0.00	0.00	1,332.15
Bankruptcy Recovery Distributio	0.00	82,399.33	0.00	0.00	82,399.33
Camp Library (Friends)	44.00	0.00	0.00	0.00	44.00
Cash Register - Audio Visual	3.00	55.89	0.00	0.00	58.89
Cash Register - Copy Cards	3,466.34	0.00	0.00	0.00	3,466.34
Cash Register - Fines	0.00	15,271.50	0.00	0.00	15,271.50
Cash Register - Lost Items	0.00	2,251.13	0.00	0.00	2,251.13
Cash Register - Misc.	0.00	200.20	0.00	0.00	200.20
Cash Register - Reserves	9.00	855.25	0.00	0.00	864.25
Coffee Service Income	22.00	0.00	0.00	0.00	22.00
County Reimbursements	0.00	8,175.89	0.00	0.00	8,175.89
Debit Card Income	23.40	882.20	0.00	0.00	905.60
Directors Fund (Friends)	1,608.03	0.00	0.00	0.00	1,608.03
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	2,000.00
Friends Contributions	2,800.00	0.00	0.00	0.00	2,800.00
Gates Grant	0.00	15,763.00	0.00	0.00	15,763.00
Interest Inc - CD's	0.00	0.00	0.00	1,330.02	1,330.02
Interest Inc - Savings	50.51	306.47	82.91	0.00	439.89
Meeting Room Income	2,628.05	0.00	0.00	0.00	2,628.05
Miscellaneous Income	172.92	922.10	0.00	0.00	1,095.02
Non Government Grant	0.00	6,669.35	0.00	0.00	6,669.35
Passport Check Reimbursement	6,583.45	121.00	0.00	0.00	6,684.45
Passport Revenue	45.00	29,723.55	0.00	0.00	29,768.55
Special Event Retirement	2,825.00	0.00	0.00	0.00	2,825.00
Staff Appreciation Reimbursment	439.25	0.00	0.00	0.00	439.25
State Library Grants	0.00	20,390.00	0.00	0.00	20,390.00
State Library Reimbursements	0.00	10,933.58	0.00	0.00	10,933.58
State of CA Foundation Funds	0.00	88,450.00	0.00	0.00	88,450.00
Telephone Income	0.00	408.66	0.00	0.00	408.66
Test Proctoring Income	120.00	0.00	0.00	0.00	120.00
Transfers from County	0.00	21,520.00	0.00	407,645.00	429,165.00
Tutor Training Income	0.00	0.00	60.00	0.00	60.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
<b>Total Income</b>	<b>21,006.95</b>	<b>311,324.28</b>	<b>1,142.91</b>	<b>408,975.02</b>	<b>742,449.16</b>
<b>Expense</b>					
Advertising Expense	0.00	33.00	0.00	0.00	33.00
Bank Fees	61.50	0.00	0.00	0.00	61.50
Bankruptcy Rec Distribution	0.00	82,399.33	0.00	0.00	82,399.33
Children's Camp Library	374.48	0.00	0.00	0.00	374.48
Children's Other	370.41	0.00	0.00	0.00	370.41
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	4,017.06	0.00	0.00	0.00	4,017.06
Copier Maintenance Contract	2,066.85	0.00	0.00	0.00	2,066.85
Debit Cards	15.00	158.06	0.00	0.00	173.06
Employee Benefits	0.00	0.00	0.00	23,906.34	23,906.34
Employee Insurance	0.00	155.00	0.00	7,361.84	7,516.84
Employer Payroll Taxes	0.00	0.00	0.00	127,036.88	127,036.88
Food	0.00	113.82	0.00	0.00	113.82
Friend's Director's Fund	1,825.87	0.00	0.00	0.00	1,825.87
Household Expenses	0.00	337.43	0.00	0.00	337.43
Library Board Expenses	271.71	0.00	0.00	0.00	271.71
LVA Expenses	0.00	80.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	150.00	0.00	0.00	0.00	150.00
Memberships	0.00	734.00	0.00	0.00	734.00
Miscellaneous	0.00	-251.01	0.00	0.00	-251.01
Office Expense	0.00	1,085.34	0.00	0.00	1,085.34
Passport Expenses	8,605.75	398.95	0.00	0.00	9,004.70
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Postage	0.00	397.33	0.00	0.00	397.33
Printing	0.00	626.86	0.00	0.00	626.86
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	2,804.80	0.00	0.00	0.00	2,804.80
Return Check Item & Fees	0.00	78.30	0.00	0.00	78.30
Salaries	0.00	0.00	0.00	273,524.33	273,524.33
Staff Appreciation	684.50	0.00	0.00	0.00	684.50
Taxes & Fees (370)	0.00	1,725.00	0.00	0.00	1,725.00
Transfers to County	0.00	199,551.71	0.00	0.00	199,551.71
Transportation & Travel	0.00	2,706.13	1,358.28	0.00	4,064.41
Tutor Training Expense	0.00	103.06	0.00	0.00	103.06
<b>Total Expense</b>	<b>22,691.34</b>	<b>290,630.83</b>	<b>1,358.28</b>	<b>431,829.39</b>	<b>746,509.84</b>
<b>Net Income</b>	<b>-1,684.39</b>	<b>20,693.45</b>	<b>-215.37</b>	<b>-22,854.37</b>	<b>-4,060.69</b>

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		6,266.95
Cleared Checks and Payments	30 Items	-1,741.75
Cleared Deposits and Other Credits	15 Items	1,415.45
Cleared Balance		5,940.65

### Uncleared Transactions

Uncleared Checks and Payments	9 Items	-510.00
Uncleared Deposits and Other Credits	1 Items	45.00

### New Transactions

Account Balance as of 03/31/2000 (statement closing date)		5,475.00
New Checks and Payments	8 Items	-315.00
New Deposits and Other Credits	7 Items	441.00
Ending Account Balance		5,601.65

### Register

County Exempt - Checking Register through 03/31/2000:

<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>
03/01/2000			Passport Check Reimb...	Deposit	80.00	X	5,911.95
03/01/2000	2188	Passport Services	Passport Expenses	Salvador Lun...	-80.00	X	5,831.95
03/02/2000			Passport Check Reimb...	Deposit	80.00	X	5,911.95
03/02/2000	1248	Passport Services	Passport Expenses	1-23-91,6-3-...	-50.00	X	5,861.95
03/05/2000	2190	Passport Services	Passport Expenses	Fortino Men...	-45.00	X	5,816.95
03/05/2000	2191	Passport Services	Passport Expenses	Lorena Cabr...	-25.00	X	5,791.95
03/06/2000			Passport Check Reimb...	Deposit	70.00	X	5,861.95
03/06/2000	1249	Passport Services	Passport Expenses	Timothy Car...	-45.00	X	5,816.95
03/07/2000			Passport Check Reimb...	Deposit	180.45	X	5,997.40
03/07/2000	2192	Passport Services	Passport Expenses	James Evans ...	-90.00	X	5,907.40
03/07/2000	2193	Passport Services	Passport Expenses	Chris W. Wa...	-45.00	X	5,862.40
03/07/2000	2194	Passport Services	Passport Expenses	Robert Shaw...	-45.00	X	5,817.40
03/07/2000	2195	Passport Services	Passport Expenses	Sabrina Ann ...	-45.00	X	5,772.40
03/08/2000			Passport Check Reimb...	Deposit	45.00	X	5,817.40
03/09/2000			Passport Check Reimb...	Deposit	45.00	X	5,862.40
03/09/2000	2196	Passport Services	Passport Expenses	Gumesino S. ...	-45.00	X	5,817.40
03/09/2000	2197	Passport Services	Passport Expenses	Marina & Mi...	-50.00	X	5,767.40
03/09/2000	2198	Passport Services	Passport Expenses	Aubrey Leig...	-56.75	X	5,710.65
03/13/2000	2199	Passport Services	Passport Expenses	Lamberto M...	-45.00	X	5,665.65
3/13/2000	2200	Passport Services	Passport Expenses	Thommas Tr...	-25.00	X	5,640.65
03/13/2000			Passport Check Reimb...	Deposit	115.00	X	5,755.65
03/13/2000	1250	Passport Services	Passport Expenses	Ding Shen 8-...	-45.00	X	5,710.65
03/14/2000			General Fund - Checki...		285.00	X	5,995.65
03/14/2000			General Fund - Checki...		439.50	X	6,435.15
03/14/2000	2202	Passport Services	Passport Expenses	Lloyd G. & ...	-90.00	X	6,345.15
03/14/2000	2203	Passport Services	Passport Expenses	Pamela Benn...	-80.00	X	6,265.15
03/14/2000	2204	Passport Services	Passport Expenses	James D. & J...	-140.00	X	6,125.15
03/14/2000	2205	Passport Services	Passport Expenses	Brandon Ro...	-45.00	X	6,080.15
03/15/2000			Passport Check Reimb...	Deposit	50.00	X	6,130.15
03/15/2000			Passport Check Reimb...	Deposit	45.00	X	6,175.15
03/15/2000			Passport Check Reimb...	Deposit	45.00	X	6,220.15
03/15/2000	2206	Soai Van Le	Passport Expenses	Processing fe...	-90.00	X	6,130.15
03/15/2000	2207	Passport Services	Passport Expenses	Hebron Yair...	-45.00	X	6,085.15
03/20/2000			Passport Check Reimb...	Deposit	80.00	X	6,165.15
03/20/2000	1251	Passport Services	Passport Expenses	Deng Deng ...	-80.00	X	6,085.15
03/20/2000			Cash Register - Copy ...	Deposit	90.00	X	6,175.15
03/21/2000	1252	Passport Services	Passport Expenses	Anne Elena ...	-45.00	X	6,130.15
03/22/2000			Passport Check Reimb...	Deposit	45.00	X	6,175.15
03/27/2000	2208	Passport Services	Passport Expenses	Marthoa Pha...	-45.00		6,130.15
3/27/2000	2209	Passport Services	Passport Expenses	Charles Anth...	-45.00		6,085.15
03/27/2000	2210	Passport Services	Passport Expenses	Prima Abella...	-45.00		6,040.15

**Register**

County Exempt - Checking Register through 03/31/2000:

<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>
03/27/2000			Passport Check Reimb...	Deposit	160.00	X	6,200.15
03/29/2000	1253	Passport Services	Passport Expenses	Michael Patr...	-80.00		6,120.15
03/30/2000	2211	Passport Services	Passport Expenses	Lance Jeffrey...	-45.00		6,075.15
03/30/2000	2212	Passport Services	Passport Expenses	Sawardi Cha...	-80.00		5,995.15
03/30/2000	2213	Passport Services	Passport Expenses	Elvia Lander...	-80.00		5,915.15

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		2,720.18
Cleared Checks and Payments	3 Items	-765.99
Cleared Deposits and Other Credits	23 Items	831.36
Cleared Balance		2,785.55

### 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 03/31/2000 (statement closing date)		2,785.55
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	171.40
Ending Account Balance		2,956.95

**Register**

County Exempt - Savings Register through 03/31/2000:

<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>
03/01/2000			Cash Register - Copy ...	Deposit	2.00	X	2,722.1
03/02/2000			-split-	Deposit	80.50	X	2,802.68
03/06/2000			Cash Register - Copy ...	Deposit	35.35	X	2,838.03
03/07/2000			Cash Register - Copy ...	Deposit	15.15	X	2,853.18
03/08/2000			Cash Register - Copy ...	Deposit	28.20	X	2,881.38
03/09/2000			-split-	Deposit	67.75	X	2,949.13
03/12/2000			Cash Register - Copy ...	Deposit	1.50	X	2,950.63
03/13/2000			Cash Register - Copy ...	Deposit	37.00	X	2,987.63
03/14/2000			-split-	Deposit	96.80	X	3,084.43
03/15/2000			-split-	Deposit	31.60	X	3,116.03
03/15/2000			Cash Register - Copy ...	Deposit	8.00	X	3,124.03
03/15/2000			-split-	Deposit	48.20	X	3,172.23
03/16/2000	1087	Emil's Carpet Cl...	Meeting Room Upkee...	Meeting Roo...	-90.00	X	3,082.23
03/16/2000	1088	Sharp Electronics	Copier Lease Payments	Inv 4721957...	-446.34	X	2,635.89
03/16/2000	1089	IKON	Copier Maintenance C...	21259456 dt...	-229.65	X	2,406.24
03/20/2000			Cash Register - Copy ...	Deposit	8.50	X	2,414.74
03/20/2000			Cash Register - Copy ...	Deposit	41.05	X	2,455.79
03/21/2000			Cash Register - Copy ...	Deposit	22.35	X	2,478.14
03/22/2000			Cash Register - Copy ...	Deposit	33.35	X	2,511.49
03/23/2000			-split-	Deposit	42.15	X	2,553.6
03/27/2000			-split-	Deposit	59.35	X	2,612.99
03/27/2000			-split-	Deposit	68.50	X	2,681.49
03/29/2000			Cash Register - Copy ...	Deposit	29.00	X	2,710.49
03/29/2000			Cash Register - Copy ...	Deposit	21.80	X	2,732.29
03/30/2000			-split-	Deposit	48.25	X	2,780.54
03/31/2000			Interest Inc - Savings	Interest	5.01	X	2,785.55

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		7,145.70
Cleared Checks and Payments	13 Items	-1,421.52
Cleared Deposits and Other Credits	17 Items	3,408.51
Cleared Balance		9,132.69

### Uncleared Transactions

Uncleared Checks and Payments	6 Items	-327.99
Uncleared Deposits and Other Credits	1 Items	90.00

### New Transactions

Account Balance as of 03/31/2000 (statement closing date)		8,894.70
New Checks and Payments	2 Items	-44.45
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		8,850.25

**Register**

General Fund - Checking Register through 03/31/2000:

<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>
03/01/2000			-split-	Deposit	36.60	X	6,709.51
03/02/2000			County Reimbursements	Deposit	2,128.11	X	8,837.42
03/03/2000			Cash Register - Fines	Deposit	10.00	X	8,847.42
03/03/2000		Sanwa Bank	Debit Cards		-29.54	X	8,817.88
03/06/2000	4170	Joann's Fabrics	Office Expense	supplies (180...	-38.79	X	8,779.09
03/06/2000			Cash Register - Fines	Deposit	53.00	X	8,832.09
03/07/2000	4171	Jim Roberts	Tutor Training Expense		-33.10	X	8,798.99
03/07/2000	4172	Boxes on the Move	Office Expense	Boxes (25) 2...	-72.46	X	8,726.53
03/07/2000	4174	Home Depot	Office Expense	Shelf pegs (1...	-6.40	X	8,720.13
03/08/2000			Cash Register - Fines	Deposit	88.00	X	8,808.13
03/09/2000			Cash Register - Fines	Deposit	35.00	X	8,843.13
03/10/2000			-split-	Deposit	81.00	X	8,924.13
03/13/2000			-split-	Deposit	102.75	X	9,026.88
03/14/2000			County Exempt - Chec...	Funds Transf...	-285.00	X	8,741.88
03/14/2000			County Exempt - Chec...	Funds Transf...	-439.50	X	8,302.38
03/14/2000			-split-	Deposit	168.60	X	8,470.98
03/15/2000	4175	Intuit Inc	Office Expense	Check supply...	-112.73	X	8,358.25
03/15/2000			-split-	Deposit	24.10	X	8,382.35
03/16/2000	4176	Placentia Chamb...	Transportation & Travel	March 15 Mi...	-5.00	X	8,377.35
03/16/2000			-split-	Deposit	385.00	X	8,762.35
03/17/2000			-split-	Deposit	44.40	X	8,806.75
03/20/2000			Passport Check Reimb...	Deposit	90.00		8,896.75
03/20/2000	4177	Placentia Chamb...	Transportation & Travel	Business Sho...	-150.00		8,746.75
03/23/2000	4178	NSFRE	Transportation & Travel	Elizabeth Mi...	-54.00	X	8,692.75
03/23/2000			Cash Register - Fines	Deposit	18.20	X	8,710.95
03/24/2000			Cash Register - Fines	Deposit	23.95	X	8,734.90
03/28/2000			Cash Register - Fines	Deposit	15.00	X	8,749.90
03/29/2000	4179	Placentia Chamb...	Transportation & Travel	Elizabeth Mi...	-30.00		8,719.90
03/29/2000	4180	PGRT-So Cal	Transportation & Travel	Elizabeth Mi...	-20.00		8,699.90
03/29/2000			Cash Register - Fines	Deposit	98.80	X	8,798.70
03/31/2000			-split-	Deposit	96.00	X	8,894.70



## Reconciliation Report

General Fund - Savings account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		9,243.31
Cleared Checks and Payments	1 Items	-101,313.16
Cleared Deposits and Other Credits	33 Items	99,215.65
Cleared Balance		7,145.80

### 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 03/31/2000 (statement closing date)		7,145.80
New Checks and Payments	1 Items	-4,545.30
New Deposits and Other Credits	6 Items	2,180.71
Ending Account Balance		4,781.21

**Register**

General Fund - Savings Register through 03/31/2000:

<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>
03/01/2000			-split-	Deposit	504.00	X	9,747.3
03/02/2000			-split-	Deposit	347.80	X	10,095.11
03/02/2000			State of CA Foundatio...	Deposit	88,450.00	X	98,545.11
03/02/2000			-split-	Deposit	153.11	X	98,698.22
03/06/2000			-split-	Deposit	360.00	X	99,058.22
03/06/2000			-split-	Deposit	218.29	X	99,276.51
03/07/2000			-split-	Deposit	393.55	X	99,670.06
03/07/2000			-split-	Deposit	117.35	X	99,787.41
03/08/2000			State Library Reimbur...	Deposit	1,744.20	X	101,531.61
03/08/2000			-split-	Deposit	282.84	X	101,814.45
03/09/2000			-split-	Deposit	454.55	X	102,269.00
03/13/2000			-split-	Deposit	235.30	X	102,504.30
03/13/2000			-split-	Deposit	491.20	X	102,995.50
03/13/2000			-split-	Deposit	28.40	X	103,023.90
03/14/2000			-split-	Deposit	364.90	X	103,388.80
03/14/2000			General Fund - Checki...		439.50	X	103,828.30
03/15/2000			-split-	Deposit	323.45	X	104,151.75
03/15/2000			-split-	Deposit	322.50	X	104,474.25
03/15/2000			-split-	Deposit	303.40	X	104,777.65
03/16/2000	1077	Orange County A...	Transfers to County	Local revenu...	-101,313.16	X	3,464.4
03/20/2000			-split-	Deposit	188.40	X	3,652.89
03/20/2000			-split-	Deposit	423.10	X	4,075.99
03/21/2000			-split-	Deposit	164.40	X	4,240.39
03/21/2000			Miscellaneous	Deposit	132.00	X	4,372.39
03/22/2000			-split-	Deposit	270.00	X	4,642.39
03/22/2000			-split-	Deposit	221.35	X	4,863.74
03/23/2000			-split-	Deposit	269.40	X	5,133.14
03/27/2000			-split-	Deposit	154.80	X	5,287.94
03/27/2000			-split-	Deposit	371.75	X	5,659.69
03/27/2000			-split-	Deposit	393.30	X	6,052.99
03/29/2000			-split-	Deposit	229.60	X	6,282.59
03/29/2000			-split-	Deposit	479.45	X	6,762.04
03/30/2000			-split-	Deposit	230.30	X	6,992.34
03/31/2000			Interest Inc - Savings	Interest	153.46	X	7,145.80

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		4,815.24
Cleared Checks and Payments	2 Items	-1,007.28
Cleared Deposits and Other Credits	1 Items	7.20
Cleared Balance		3,815.16

### 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 03/31/2000 (statement closing date)		3,815.16
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,815.16

## Reconciliation Report

Payroll Checking account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		22,915.87
Cleared Checks and Payments	55 Items	-55,906.58
Cleared Deposits and Other Credits	2 Items	43,040.00
 Cleared Balance		 10,049.29

### Uncleared Transactions

Uncleared Checks and Payments	9 Items	-1,383.50
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 03/31/2000 (statement closing date)		8,665.79
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 8,665.79

## Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		2,346.86
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	5.93
Cleared Balance		2,352.79

### 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 03/31/2000 (statement closing date)		2,352.79
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,352.79

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 03/31/2000

### Cleared Transactions

Previous Balance		3,556.20
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	8.78
Cleared Balance		3,564.98

### 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 03/31/2000 (statement closing date)		3,564.98
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,564.98

ACQUISITIONS REPORT FOR THE MONTH OF MARCH 2000  
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	226.96	14	0.00	0	226.96	14	105.95	7	332.91	21
Adult Circulating Non-Fiction	208.54	9	0.00	0	208.54	9	879.57	42	1,088.11	51
Adult Reference	0.00	0	0.00	0	0.00	0	256.00	34	256.00	34
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	208.54	9	0.00	0	208.54	9	1,135.57	76	1,344.11	85
TOTAL ADULT PRINT MATERIALS	435.50	23	0.00	0	435.50	23	1,241.52	83	1,677.02	106
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	64.90	2	64.90	2
Total Adult Audio	0.00	0	0.00	0	0.00	0	64.90	2	64.90	2
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	64.90	2	64.90	2
TOTAL ADULT MATERIALS	435.50	23	0.00	0	435.50	23	1,306.42	85	1,741.92	108
Juvenile Fiction	597.99	59	70.35	5	668.34	64	55.85	3	724.19	67
Juvenile Circulating Non-Fiction	130.16	12	0.00	0	130.16	12	12.00	1	142.16	13
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	130.16	12	0.00	0	130.16	12	12.00	1	142.16	13
Young Adult Grant (Print & Non-Print)	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE PRINT MATERIALS	728.15	71	70.35	5	798.50	76	67.85	4	866.35	80
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	728.15	71	70.35	5	798.50	76	67.85	4	866.35	80
Total Fiction	824.95	73	70.35	5	895.30	78	161.80	10	1,057.10	88
Total Non-Fiction	338.70	21	0.00	0	338.70	21	1,147.57	77	1,486.27	98
Total Audio	0.00	0	0.00	0	0.00	0	64.90	2	64.90	2
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	1,163.65	94	70.35	5	1,234.00	99	1,374.27	89	2,608.27	188

OUTSTANDING ORDERS AS OF MARCH 31, 2000

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	38,933.66		31,459.78	\$70,393.44

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-2000 THROUGH THE MONTH OF MARCH 2000  
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	6,785.70	407	394	844.83	46	44	7,630.53	453	438	2,970.15	141	138	10,600.68	594	576
Adult Circulating Non-Fiction	6,782.48	429	419	5,356.10	206	199	12,138.58	635	618	11,161.95	567	513	23,300.53	1,202	1,131
Adult Reference	10,826.61	93	44	195.40	2	2	11,022.01	95	46	2,351.90	118	34	13,373.91	213	80
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	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	31,718.58	527	468	5,551.50	208	201	37,270.08	735	669	13,513.85	685	547	50,783.93	1,420	1,216
TOTAL ADULT PRINT MATERIALS	38,504.28	934	934	6,396.33	254	245	44,900.61	1,188	1,107	16,484.00	826	685	61,384.61	2,014	1,792
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	64.90	2	2	175.14	2	2
Total Adult Audio	110.24	0	0	0.00	0	0	110.24	0	0	64.90	2	2	175.14	2	2
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	275.00	13	13	275.00	13	13
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	400.00	20	20	400.00	20	20
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	464.90	22	22	575.14	22	22
TOTAL ADULT MATERIALS	38,614.52	934	934	6,396.33	254	245	45,010.85	1,188	1,107	16,948.90	848	707	61,959.75	2,036	1,814
Juvenile Fiction	4,505.00	657	357	539.98	32	31	5,044.98	689	388	1,284.00	126	113	6,328.98	815	501
Juvenile Circulating Non-Fiction	5,629.41	326	243	832.51	36	34	6,461.92	362	277	660.94	50	47	7,122.86	412	324
Juvenile Reference	752.27	32	2	0.00	0	0	752.27	32	2	110.00	3	2	862.27	35	4
Juvenile Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	6,381.68	358	245	832.51	36	34	7,214.19	394	279	770.94	53	49	7,985.13	447	328
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	21,917.03	1,777	1,175	1,372.49	68	65	12,259.17	1,083	667	2,054.94	179	162	14,314.11	1,262	829
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	122.52	6	3	0.00	0	0	122.52	6	3	0.00	0	0	122.52	6	3
Total Juvenile Audio	122.52	6	3	92.21	11	9	214.73	17	12	0.00	0	0	214.73	17	12
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	1,072.37	45	42	454.46	31	29	1,526.83	76	71	10.00	1	1	1,536.83	77	72
TOTAL JUVENILE MATERIALS	22,989.40	1822	1217	1,826.95	99	94	13,786.00	1159	738	2,064.94	180	163	15,850.94	1339	901
Total Fiction	11,290.70	1,064	751	1,384.81	78	75	12,675.51	1,142	826	4,254.15	267	251	16,929.66	1,409	1,077
Total Non-Fiction	38,100.26	885	713	6,384.01	244	235	44,484.27	1,129	948	14,284.79	738	596	58,769.06	1,867	1,544
Total Audio	232.76	6	3	92.21	11	9	324.97	17	12	64.90	2	2	389.87	19	14
Total Video	949.85	39	39	362.25	20	20	1,312.10	59	59	410.00	21	21	1,722.10	80	80
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	50,573.57	1,994	1,506	8,223.28	353	339	58,796.85	2,347	1,845	19,013.84	1,028	870	77,810.69	3,375	2,715



TO: Elizabeth D. Minter, Library Director

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

DATE: April 19, 2000

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

This report was received from Unique Management on March 10, 2000.

Attachment A is enclosed.

A summary of the current status is as follows:

FY 1998-99	# 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	10	109	7	413.30	4
January	16	116	3	154.60	8
February	12	121	4	268.21	0
March	24	133	4	339.10	8
April					
May					
June					
TOTAL YTD	138	875	51	2,848.96	80

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 04/02/00

Time Run: 08:02PM  
Date Run: APR 02 2000

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	233	Dollars Submitted	:	20,792.35	Dollars Received	:	4,370.66
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	4,302.31
Incorrect Addresses	:	33	Dollars in Skips	:	2,290.68	Dollars Waived	:	1,155.73
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	12,969.56
Accounts in Process	:	199	Dollars in Process	:	17,991.08	% of Dollars Activated	:	72.09%
# of Accounts Activated	:	133						
% of Accounts Activated	:	66.83%						

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edm*  
 DATE: April 19, 2000  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT MARCH, 2000

SUMMARY OF PRINTER/COPIER ACCOUNTS MARCH, 2000

Beginning Balance 2/29/00			(\$4,050.30)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	636.35		
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 March		446.34	
Total Copier Maintenance Payment in March		229.65	
Debit Card System Loan Payback		0.00	
	<u>636.35</u>	<u>675.99</u>	
Ending Balance 3/31/00			<u>(\$4,089.94)</u>
March 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 3/31/00	(8,565.48)
Loan Amount as of 3/31/00 (Literacy Fund)	7,700.00
March Payment (Fund 702)	0.00
March Payment (Literacy Fund)	0.00
Balance 3/31/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Library Board of Trustees

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

DATE: April 19, 2000

SUBJECT: **GIFT REPORT**

The following gifts were received from March 1, 2000 through March 31, 2000

Murray & Sue Hochman	Michael & Carole Maertweiler
Brodart	Jennifer Johnson
Taormina Industries	Jim & Peggy Dinsmore
Robert Suda (United Way)	Dr. A.G. & Joy DiLoreto
Geri Hodges	Maggie Cooper
Carl & Winnifred Westberg	Lee & Mary Castner
Clairee Tynes	Jill Botha
Daryll Thomann	Glenn & Kathryn Baldwin
Gordon & Dixie Shaw	Marla K. Anderson
Jan Schwartzkopf	Aldean Cassidy
Jim & Noriko Roberts	Margaret Barnes
Russell Rice	Donna & Ray Bass
Marvin & Mary Reid	Terry Burkhart
Eleanore Rankin	Peggy Burkick
Barbara McHugh	Jacqueline Campbell
Anna McHugh	Kellie Castillo
Evelyn M. Conley	Abby T. Cook
Diane Cooper	Maggie Cooper
Dottie Cummings	Shannon Dailey
Robert D'Amato	Carol Downey
Suzanne E. Engen	Gita Godwin
Dr. Margaret Grater	Mary A. Hart
Barbara Hatch	Marge Horrocks
Pat Irot	John & Lottie Koziel
Nancy Lone	Doris L. Maertzweiler
Pat Matteson	Cindy McClain
Elizabeth E. Mead	Fred & Elizabeth Minter
Jan Murray	Jo Ann Nelson
Bette E. Nero	Merilee Ochsner
April Ottavian	Carol Pence
Kay Pfaffle	Clare E.S. Rider
Linda Rohlfs	Geraldine R. Sandoval
Marie Schmidt	Marjorie Scudder
Sharon Shaw	Gloria Shkoler
Ralph & Pat Shook	Maevene Vincent

Peggy Vincent  
Jim & Ginny Walker  
Vernon Wnek  
Sally Young

Elaine Wakeham  
Laura Webb  
Barbara Ann Young  
Elizabeth Langmore

**TOTAL AAB DONATIONS**      \$4,530.00

**Book Endowment**

Jayne Wright  
Daryll Thomann  
Jennifer Johnson  
Evelyn M. Conley  
Mary A. Hart  
Merilee Ochsner

M.G.Hince & E.A. Spring  
Jim & Peggy Dinsmore  
Jill Botha  
Marla K. Anderson  
Terry Burkhart  
Jim & Ginny Walker

**TOTAL BE DONATIONS**      \$410.00

**TOTAL ALL DONATIONS**      **\$4,940.00**

Prepared by : Wendy Goodson

TO: Library Board of Trustees

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

DATE: April 19, 2000

**SUBJECT: BUILDING MAINTENANCE REPORT FOR MARCH, 2000**

1. **Air Conditioning** – Regular maintenance of HVAC system by Bear State. IEC continues to do periodic checks of chillers and reading meters regularly.
2. **Electrical** – Causey Electric did electric work in storage area for the ongoing History Room Project.
3. **History Room Project** – Contractors from the City of Placentia started the renovation of the storage area.
4. **Telephone System** – Convergent Communications did a physical inspection of the History Room on March 14, 2000 to look at potential installation of additional phone lines.
5. **Fire Inspection** – The Placentia Fire Department did their Annual Fire Inspection on March 22, 2000.

Prepared by: Wendy Goodson





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: April 19, 2000  
SUBJECT: **PERSONNEL REPORT FOR MARCH, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director  
 FROM: Cheryl Willauer, Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of March 2000

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 March	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	6.00	63.00	9/95	423.25
Anguiano, Eva	3.00	3.00	3/00	3.00
Backes, Theresa	5.00	37.50	6/98	142.25
Brown, Bill	0.00	5.50	8/99	5.50
Chou, Tzu-Shiu	14.75	23.00	2/00	23.00
Chou, Yi-Sern	0.00	5.50	2/00	5.50
Clugston, Patricia	7.25	51.00	6/98	106.00
Cravotta, Leo	1.75	30.25	5/99	31.25
Dell, Lyla	19.25	108.50	8/98	361.00
Farkas, Ted	0.00	6.50	10/98	25.50
Fioroni, Pete	6.00	29.00	3/97	182.00
Fioroni, Ruth	6.00	10.00	3/97	158.00
Fitzgerald, Joan	11.50	95.25	10/93	1,778.75
Godwin, Nita	10.00	60.00	2/96	207.25
Hemmerling, Barbara	0.00	21.25	10/95	314.50
Hochman, Sue	5.00	63.50	1/98	180.00
Horrocks, Marjorie	4.00	28.00	10/95	225.00
Hyams, Rose	15.00	103.00	7/98	327.00
Irot, Pat	55.00	233.75	2/96	1,272.75
Jertberg, Pat	45.00	115.50	4/98	251.75
Livezey, Jane	3.00	61.00	4/96	410.00
McGuire, Gloria	0.00	2.50	9/99	2.50
Mignot, John	0.00	25.25	6/98	60.75
Mignot, Shirley	4.00	65.25	9/95	402.50
Myers, Claire	18.00	129.00	10/95	792.00
Olson, Bob	4.00	31.00	9/95	271.25
Pence, Thomas	8.00	61.25	1/99	90.75
Project Independence	6.00	177.25		403.00
Robb, Barbara	0.00	6.50	7/98	38.00
Robbins, Kate	0.00	12.50	11/99	15.50
Rodriguez, Carmen	8.00	13.00	2/00	13.00
Schlichter, Allan	8.00	71.00	10/93	612.50
Schmidt, Marie	45.00	121.50	4/98	201.25
Schwartzkopf, Jan	0.00	10.50	6/99	22.25
Shaw, Dixie	2.00	13.50	5/94	157.50
Stark, Allan	0.00	6.00	4/97	38.00
Stark, Sandra	0.00	18.00		196.75
Vaughn, Judy	6.00	52.75	8/99	52.75
Walker, Jim	0.00	4.50	9/99	4.50
Walker, Virginia	0.00	4.50	3/99	111.50
Wymer, Betty	12.75	102.00	1/96	553.50
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	80.00	904.00		6,457.75
<b>TOTAL</b>	<b>419.25</b>	<b>3,127.50</b>		<b>18,251.50</b>

TEMPORARAY VOLUNTEERS

	FY99/00			FY99/00	
	March	YTD		March	YTD
Ahmed, Amin	0.00	12.00	Keyuravong, Francis	0.00	12.00
Aiam, Antara	0.00	3.50	Kim, Jangho	2.50	2.50
Alpert, David	0.00	1.00	Kim, Jessica	0.00	4.50
Baek, Jisco	0.00	6.50	Le, Stephanie	0.00	31.75
Barraza, Laura	1.00	1.00	Lee, Paihan	0.00	18.00
Bone, Shawnda	6.00	48.75	Levreault, Michelle	0.00	2.00
Brudenbaker	0.00	2.25	Lim, Esther	0.00	4.50
Burke, Marsha	0.00	10.25	Lopez, Julio	9.00	22.50
Bui, Jennifer	0.00	32.00	Luna, Laura	0.00	18.25
Cai, Quynhvy	0.00	40.00	Margary, Gale	0.00	9.00
Cai, Hoangvy	0.00	31.00	Marghard, Yvonne	0.00	6.00
Canseco, Demetri	0.00	3.00	Martinez, Alberto	0.00	22.50
Carrillo, Fernando	6.00	6.00	Martinez, Carlos	0.00	3.00
Carrillo, Francisco	6.00	6.00	Martinez, Josh	0.00	39.00
Castro, Cheyanne	2.50	2.50	Matta, Manuel	12.00	69.75
Castro, Miguel	8.25	32.00	Molina, Ernio	0.00	10.00
Cassidy, Chris	0.00	1.50	Nguyen, Cindy	0.00	20.00
Cervantes, Alberto	6.00	6.00	Nguyen, Don	0.00	41.00
Cervantes, Maria	3.00	22.00	Nguyen, Trung	0.00	10.00
Chavez, Alfredo	6.00	14.25	Nogales, Jenny	0.00	14.00
Cheam, Makyka	0.00	16.00	Ocana, Nick	12.00	60.00
Cho, Soonj	0.00	13.00	Oakins, Cindy	0.00	3.00
Chopra, Kunal	0.00	28.00	Ortiz, Christina	12.00	17.50
Chu, Tim	0.00	3.50	Osorio, Ariadna	5.50	23.00
Cooper, Hamilton	0.00	30.25	Padilla, Erica	0.00	4.50
Davenport, Meg	16.00	16.00	Patel, Krunal	0.00	20.00
De Carlo, Joey	0.00	8.50	Peck, Jean	0.00	3.00
Delcon, Noel	0.00	3.00	Perry, Maria	0.00	4.50
DeVillez, Jennifer	0.00	36.50	Pham, Nhu	0.00	7.75
Diaz, Jeannie	0.00	19.00	Piha, Richard	3.00	19.00
Falcon, Maria	0.00	17.75	Pina, Christina	0.00	4.50
Fluss, Michelle	0.00	3.00	Reed, Renee	0.00	3.00
Garcia, Elizabeth	9.00	9.00	Robertson, Jessica	0.00	10.00
Garcia, Innocente	8.50	20.00	Rorex, Jamie	3.00	18.00
Garry, Kevin	0.00	61.00	Runyon, Beth	3.00	18.00
Gil, Alicia	14.50	14.50	Sabandith, Kane	0.00	8.00
Gomez, Jessica	0.00	10.00	Shah, Janki	0.00	60.25
Gonzales, Omar	8.50	17.00	Sung, (Alice) Chi	0.00	21.00
Grim, Cindy	0.00	6.00	Tran, David	0.00	64.00
Grim, Lisa	0.00	6.00	Tran, Duyen	13.25	13.25
Guzzi, Rebecca	0.00	4.50	Tran, Joey	0.00	5.75
Hanizavareh, Sheri	0.00	21.00	Ulloa, Fabiola	0.00	6.50
Hasirauni, Layal	0.00	10.25	Valadez, Violette	0.00	36.25
Harnett, Tom	0.00	19.25	Vasquez, Joel	3.00	9.00
Hernandez, A. J.	0.00	18.00	Vidhyarkorn, Tammy	0.00	4.50
Hernandez, Freddy	11.50	19.50	Villanoeva, Jorge	0.00	20.25
Hernandez, Mia	0.00	3.00	Walcek, Angela	0.00	4.50
Hernandez, Ricardo	3.00	3.00	Wang, Grace	0.00	12.00
Hibino, Satoko	0.00	9.50	Wang, Shuan	0.00	16.50
Ho, Irene	0.00	3.50	Whalen, Mark	0.00	3.00
Jucker, Krister	0.00	6.00	Yada, Julie	3.00	10.00
<b>TOTAL</b>	<b>115.75</b>	<b>737.00</b>	<b>TOTAL</b>	<b>81.25</b>	<b>870.75</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 595.00

TOTAL VOLUNTEERS HOURS

1,211.25

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	330.50	273.00	179.00	178.00
January	558.25	413.75	397.00	301.00	242.00	142.00
February	533.50	372.00	598.25	450.00	504.00	530.00
March	687.00	478.75	616.25	398.00	347.00	595.00
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  
APRIL 19, 2000

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 MARCH 00	FY98-99 MARCH 99
1st Time Checkouts	106,670	105,580	1.03%	13,573	13,515
Phone Renewals	16,126	12,833	25.66%	2,334	1,917
In-Building Renewals	3,024	5,609	-46.09%	326	489
Total Renewals	19,150	18,442	3.84%	2,660	2,406
TOTAL CHECKOUTS	125,820	124,161	1.34%	16,233	15,921
On-Time Checkins	101,725	100,294	1.43%	12,865	12,753
Late Checkins	18,567	20,682	-10.23%	2,380	2,641
TOTAL CHECKINS	120,292	120,976	-0.57%	15,245	15,394
Holdings Placed	2,432	2,503	-2.84%	284	302
Holdings Cancelled	477	529	-9.83%	54	63
Holdings Filled	2,335	2,411	-3.15%	285	321
Holdings Expired	16	20	-20.00%	2	1
Overdue Items	7,196	7,580	-5.07%	997	1,074
Overdue Notices	3,186	3,209	-0.72%	427	477
Billing Notices	3,657	3,830	-4.52%	511	530
Patrons Registered	2,655	2,386	11.27%	341	307
Titles Added	7,211	6,896	4.57%	678	116
Volumes Added	13,383	8,295	61.34%	1,188	1,557
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	55,533	55,819	-0.51%	6,903	7,049
Juvenile Print	61,720	59,500	3.73%	8,347	7,784
Total Print	117,253	115,319	1.68%	15,250	14,833
Audio	4,451	3,984	11.72%	516	454
Visual	5,656	5,603	0.95%	570	634
Equipment	0	0	0.00%	0	0
Total Audio Visual	10,107	9,587	5.42%	1,086	1,088
TOTAL CIRCULATION	125,820	124,161	1.34%	16,233	15,921
Placentia Circulation	79,268	76,345	3.83%	10,071	9,984
% Placentia Circulation	62.24%	61.12%	1.83%	61.65%	62.71%
Anaheim/Yorba Linda Circulation	24,168	24,139	0.12%	3,313	2,918
% Anaheim/Yorba Linda Circulation	18.98%	19.33%	-1.81%	20.28%	18.33%
TYPES OF ACTIVE BORROWERS					
Adult	83,573	82,636	1.13%	10,950	10,371
Young Adult	3,464	3,374	2.67%	508	455
Juvenile	30,338	30,771	-1.41%	3,886	4,033
New Borrower	9,985	8,126	22.88%	1,212	1,062
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	127,360	124,907	1.96%	16,556	15,921
TOTAL REGISTERED BORROWERS	22,255	27,067	-17.78%	22,255	27,223
ATTENDANCE	313,233	225,272	39.05%	33,053	31,842
Adult Reference - In Building	7,996	9,775	-18.20%	972	1,463
Adult Reference - Telephone	1,680	2,321	-27.62%	157	258
Children's Reference - In Building	5,337	4,832	10.45%	562	634
Children's Reference - Telephone	263	393	-33.08%	33	55
Total Adult Reference	9,676	12,096	-20.01%	1,129	1,721
Total Children's Reference	5,600	5,225	7.18%	595	689
Total In Building Reference	13,333	14,607	-8.72%	1,534	2,097
Total Telephone Reference	1,943	2,714	-28.41%	190	313
TOTAL REFERENCE	15,276	17,321	-11.81%	1,724	2,410



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

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**Meeting held at MWDOC  
10500 Ellis Ave., Fountain Valley  
7:30 a.m. - March 7, 2000**

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**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. 92604  
TEL: (949) 653-1167  
FAX: (949) 476-2878  
Email: matheis1@aol.com

Larry D. Dick (absent)  
3rd Vice President  
5223 E. Playano Ave.  
Orange, Ca. 92867  
TEL: (714) 538-0079  
FAX: (714) 538-5279

Arlene Schafer  
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 (absent)  
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: rcparis6@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  
Susan Wilson

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 7:30 A.M. by Keith Coolidge.

2. **Review Minutes of February 1, 2000 Executive Committee Meeting.**

Minutes of February 1, 2000 meeting approved as presented.

3. **Financial Report**

Financial report was distributed by Arlene Schafer on behalf of Joan Finnegan who was unable to attend. The report (attached) indicates cash on hand as of February 6, 2000 of \$4,923.58.

4. **March 30th luncheon meeting.** -

Mary Aileen Matheis reported that John Schatz is confirmed as our guest speaker for the March 30, 2000 quarterly luncheon meeting. Mr. Schatz, a member of the State Commission on Local Governance for the 21st Century will comment on the report prepared by the Commission and anticipated legislation required to implement the commission's recommendations.

5. **LAFCO Matters** -

Bill Goodwin's report on LAFCO matters most notably included an announcement that he has accepted a new position out of the area and therefore will leave the commission with the completion of his term in April 2000.

The Committee expressed their gratitude to Bill for his outstanding representation and extended best wishes to him in his new job. Bill will be the City Engineer for the City of Redding, California.

6. **CSDA Report** -

CSDA Report by Russell Paris consisted of handouts from the CSDA Legislative Committee and Summarized Minutes of the CSDA Board Meeting held on February 11, 2000. (copies attached)

Keith Coolidge reported that MWDOC had reconsidered their position on CSDA membership and have renewed their membership. Russell will continue as the representative.



7. Legislative Report -

Keith Coolidge reviewed numerous new bills that have been introduced over the last few weeks, many of which would impact Metropolitan, Special Districts, etc.

8. Adjourn

The meeting was adjourned at 8:30 A.M.

Next Meeting - April 4, 2000 at 7:30 AM at MWDOC.

~~#~~

Dated February 1, 2000

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF JANUARY 31, 2000: \$ 4,123.58

RECEIPTS:

Membership Dues Paid:

Capistrano Bay Community Service District	\$ 50.00
Coastal Municipal Water District	50.00
Costa Mesa Sanitary District	50.00
Irvine Ranch Water District	50.00
Laguna Beach County Water District	50.00
Los Alisos Water District	50.00
Rossmoor Community Service District	50.00
Mesa Consolidated Water District	50.00
Orange County Water District	50.00
Placentia Library	50.00
Serrano Water District	50.00
Three Arch Bay Service District	50.00
Trabuco Canyon Water District	50.00
O.C. Vector Control District - Associate	50.00
Rutan & Tucker, LLP - Associate	50.00
Van Blarcom, Leibold, McClendon & Mann - Associate	<u>50.00</u>


TOTAL RECEIPTS FOR January 31 - February 6, 2000: \$ 800.00

EXPENSES:

None

BALANCE ON HAND AS OF FEBRUARY 6, 2000: \$ 4,923.58

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	1/6/99	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	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00								0.00
Apr-00								0.00
May-00								0.00
Jun-00								0.00
TOTAL		26,957.70	5,925.13	7,034.83	1,679.56	0.00	0.00	41,597.22
AVG		3,369.71	740.64	879.35	209.95			5,199.65

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	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
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	11,850.56	2,133.00	95.08	14,078.64	7,039.32
AVG	1,481.32	266.63	11.89	1,759.83	879.92

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	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	2,344.14	2,499.22	462.04	0.00	6,536.10	11,841.50
AVG	293.02	312.40	57.76	0.00	817.01	1,480.19

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	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99	8.00	12.00	2.00	0.00	36.00	58.00
Jan-00	8.00	12.00	2.00	0.00	36.00	58.00
Feb-00	6.00	8.00	2.00	0.00	24.00	40.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	62.00	82.00	16.00	0.00	246.00	406.00
AVG	7.75	10.25	2.00	0.00	30.75	50.75

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Status Report on the Placentia History Room project with the City of Placentia  
**DATE:** April 19, 2000

The Placentia History Room and Work Room are ready for the lighting fixtures to be installed. After that has been completed the painting and flooring will be done in those rooms and the adjacent Library storage area. The installation of the sinks and cabinet in the janitor's closet is complete.

The antique lamp has been powdercoated and will be ready for installation by the end of April.

The lateral files and map cases for the Work Room have been ordered from a used furniture broker in Santa Ana.. None of the custom furniture items have been ordered.





# LEGISLATIVE ALERT

This first section is reserved for the CSDA "Grassroots Network", a means of alerting members about pending action on important legislation and asking for your **immediate help** in contacting the author or committee.

*(There are no Leg Alerts at this time)*

## 2000 Legislative Positions

The CSDA Legislation Committee reviews numerous bills each year that may be of interest to members. Board ratified **positions** are taken on most of them in March after which the Committee monitors progress until their conclusion. Given that most legislation undergoes numerous amendments during the legislative process, there could occur, from time-to-time, a change in a position. By accessing the California State Home Page, you can check on any bill and even subscribe to bills of interest where you are automatically notified by e-mail of activity.

The various "*positions*" include **Support, Support with Amendments, Neutral, Oppose, Oppose unless Amended, Watch, or No Interest.**

In addition to *positions* on each bill, one of three "*priority*" designations may be assigned.

**Priority 1: Bills deemed to have the highest priority for CSDA for which the CSDA Legislative Advocate will actively lobby for or against the bill; present CSDA's position before all relevant legislative committees; and when warranted, employ CSDA's Grassroots Network.**

**Priority 2: CSDA will express its position and suggested amendments, where appropriate, in writing to the bill's author and relevant committees and present testimony.**

**Priority 3: CSDA will express its position in writing to the bill's author only and *may* provide testimony on a limited basis.**

The format used in reporting this information is to list the *bill*, the last name of the *author*, the *title* and the *position and priority* taken on the bill by CSDA. AB means "Assembly Bill"; SB means "Senate Bill"; ACA means "Assembly Constitutional Amendment" and SCA means "Senate Constitutional Amendment". The CSDA has adopted the following Positions & Priorities on the following legislation as of March 13, 1998

\*\*\*\*\*

AB 24 (Runner) Local Fiscal Relief: Local Government Subventions - **SUPPORT 1**

AB 50 (Migden) Health Care - **WATCH**

- AB 107 (Knox) Public Employee Health Benefits: Domestic Partner - **NEUTRAL**
- AB 112 (Florez) Local Government: Tobacco Settlement - **WATCH**
- AB 119 (Ackerman) Property Taxation: Possessory Interest - **WATCH**
- AB 185 (Hertzberg) Local Government Formation - **WATCH**
- AB 188 (Hertzberg) Local Government Reorganization - **SUPPORT 3**
- AB 258 (Baugh) - Local Agency Formation Commissions - **OPPOSE 1**
- AB 284 (Strom-Martin) Property Tax: Possessory Interests - **WATCH**
- AB 303 (Thomson) Groundwater - **WATCH**
- AB 328 (Bates) Property Tax Revenue Shifts: Relief: Laguna Niguel - **NEUTRAL**
- AB 345 (Vincent) Workforce Investment and Economic Development Act - **NEUTRAL**
- AB 424 (Wildman) Public Works: Design-Build Contracts - **SUPPORT 3**
- AB 708 (Vincent) Public Resources Code: Parks and Recreation - **SUPPORT 3**
- AB 710 (Calderon) Drinking Water: Perchlorate Removal - **WATCH**
- AB 732 (Machado) Water Transfer - **SUPPORT 3**
- AB 773 (Leach) Firefighter Safety Clothing & Equipment - **SUPPORT 2**
- AB 793 (Maddox) Flood Control - **SUPPORT 2**
- AB 885 (Jackson) Coastal Onsite Sewage Treatment Systems - **WATCH**
- AB 977 (Vincent) Spheres of Influence - **WATCH**
- AB 1036 (Wesson) Property Tax Administration: County Reimbursement - **SUPPORT IF AMENDED**
- AB 1147 (Honda) Flood control - **SUPPORT 3**
- AB 1189 (Oller) California Regional Water Quality Board - **WATCH**
- AB 1195 (Longville) Local Govt. Finance: Property Tax: Relief - **SUPPORT 1**
- AB 1219 (Kuehl) Land Use: Water Supplies - **WATCH**
- AB 1266 (Pescetti) Local Agency Formation: City Incorporation - **WATCH**

AB 1272 (McClintock) Ballot Measurers: Attny. Fees: LAFCO Proceedings - *WATCH*

AB 1277 (Thomson) Water Transfers - *SUPPORT 2*

AB 1327 (Cox) Land Use Project Approvals - *WATCH*

AB 1347 (Runner) Property Tax Administration - *SUPPORT 1*

AB 1384 (Olberg) County of San Bernardino: Local Funding - *WATCH*

AB 1402 (Mazzoni) Property Tax Revenue Shifts - *SUPPORT 1*

AB 1462 (Cox) Burial Containers: Pre-need Contracts - *WATCH*

AB 1495 (Cox) Local Agency Formation Commission - *SUPPORT 3*

AB 1526 (Thompson) Local Agency Formation - *WATCH*

AB 1581 (Lowenthal) Water: Local Port and Harbor and Local Agencies - *WATCH*

ACA 1 (McClintock) Vehicle License Fee - *WATCH*

ACA 11 (Briggs) Local Govt. Finance: Property Tax Allocation - *SUPPORT 1*

SB 57 (Hayden) Parks, Coastal, Recreational, Natural Resources - *SUPPORT 1*

SB 90 (Alarcon) Parks and Recreation - *SUPPORT 1*

SB 118 (Hayden) Employment: Family Care and Medical Leave - *WATCH*

SB 129 (Peace) Personal Information: Collection and Disclosure - *WATCH*

SB 165 (Rainey) Local Government Finance: Property Tax Revenue - *SUPPORT 1*

SB 266 (Chesbro) Public Contracts: Bids - *OPPOSE UNLESS AMENDED*

SB 402 (Burton) Employer-Employee Relations: Peace Officers - *OPPOSE 1*

SB 506 (Peace) Water Conveyance Facilities: Transfers - *WATCH*

SB 530 (Costa) Safe Drinking Water, Clean Water, Flood Protection - *SUPPORT 3*

SB 553 (Kelley) Urban Water Management Plans - *WATCH*

SB 617 (Haynes) Local Government Regulations: Vendors - *WATCH*

SB 632 (Perata) Transportation: San Francisco Bay Water Authority - *WATCH*

SB 639 (McPherson) Gambling: Charitable Raffles - *SUPPORT 3*

- SB 739 (Solis) Local Government Employees: Shop Arrangement - *OPPOSE 1*
- SB 755 (Hayden) California Environmental Quality Act - *OPPOSE 1*
- SB 766 (Wright C) Northlake Community Services District - *WATCH*
- SB 1130 (Costa) Flood Control - *SUPPORT 3*
- SB 1132 (Costa) Capital Facilities Fees - *SUPPORT 1*
- SB 1142 (Morrow) Local Agency Reorganization - *WATCH*
- SB 1144 (Johannessen) Public Works: Local Agencies - *WATCH*
- SB 1149 (Speier) Family Care and Medical Leave: Employers - *NEUTRAL*
- SB 1157 (Sher) Regional Water Quality Control Boards - *WATCH*
- SB 1201 (Karnette) Office of Regional Collaborative Partnerships - *WATCH*
- SB 1281 (Chesbro) Local Port and Harbor Agencies and Local Agencies - *WATCH*
- SCA 3 (Burton) Transportation Funding: Sales and Use Tax - *SUPPORT 1*
- SCA 6 (Rainey) Local Government Finance - *WATCH*

**CHECK THIS PAGE OFTEN TO KEEP ABREAST OF NEW LEGISLATION!**

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[Home](#)

# California Library Association Summary of Legislation

## SUMMARY FOR THE 1999-2000 LEGISLATIVE SESSION

California Library Association  
 (Second Half of the Two Year Session)  
 January 19, 2000

BILL#/AUTHOR	DESCRIPTION	STATUS
<b>SB 3-RAINEY/BURTON            ALPERT</b> Support	As introduced would provide \$1 billion in general obligation bonds for the California Library Construction and Renovation Bond Act to be placed on the November 2000 ballot. Negotiations with legislative leaders and the Governor reduced the dollar amount to \$350 million and, per the agreement, the bond will be placed on the March ballot. The bond also contains provisions for the funding of joint-use library projects.	Chapter 726, Statutes of 1999
<b>SB 48-SHER &amp; SPEIER</b> Watch Close	Would establish a new appeal procedure for an agency's denial of a written request or an agency's failure to respond to a written request. The bill would establish penalties of up to \$100 per day for the refusal to provide the information after the Attorney General has opined or the court has ruled the information should have been disclosed.	Vetoed by Governor
<b>SB 165-RAINEY</b> Support	As introduced, would provide a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount. Recently amended January 4, 2000 to pertain to the local government relief court decision (County of Sonoma v. Commission on State Mandates)	Senate Appropriations
<b>SB 238-BACA</b> Strongly Oppose	Would require every public library that provides access to the Internet to purchase, install and maintain computer software which will prohibit access to obscene material on all computers used by children. As amended in Senate Judiciary Committee 4/20, would require an adult to provide supervision to a child using the Internet, or provide them with the option of using a filtered terminal, or signing a parental consent release.	Senate Public Safety Failed Passag Reconsideration Granted
<b>SB 571-ALARCON</b> Watch	Expands the Families for Literacy Program (which provides funding for eligible public libraries with the purpose of providing literacy, and coordinating literacy efforts) to also provide training to parents who are not reading skilled.	Vetoed by Governor

<b>SB 639-McPHERSON</b> Support	As introduced, would include a "library" in the definition of an organization that performs beneficial or charitable works, for the purpose of allowing a raffle to be conducted on its behalf. It is considered a "raffle" and not a prohibited lottery if all of the funds raised are used solely for the benefit of the library. Later amended to specify that these organizations must also obtain a registration or permit from the California Gambling Control Commission.	Senate Appropriations Suspense F
<b>SB 921-VASCONCELLOS</b> Support	Would appropriate \$40 million to create the Faculty, Counselor and Librarian employment Fund for the purpose of increasing the number of full-time faculty, counselor, and library positions in the California Community Colleges by 2000 persons over a 5 year period.	Senate Appropriations Suspense F
<b>SB 927-McPHERSON</b> Support	Would appropriate \$1.2 million from the General Fund to the State Librarian for allocation to the California Newspaper Project from the 2000-01 fiscal year to 2003-04 inclusive to preserve valuable newspaper collections on microfilm.	Vetoed by Governor
<b>SB 992-KNIGHT</b> Oppose	Would require every computer at a public elementary or secondary school that has access to the Internet to install blocking software programs.	Senate Education Failed Passage Reconsideration Granted.
<b>SCA 9-PEACE</b> Watch Close	As introduced, would have required that 1/4 of the state sales tax would be appropriated for capital improvements included in a state capital expenditure plan. As amended, requires the Governor to submit a capital expenditure plan to the legislature in conjunction with the Budget by the year 2001.	Assembly Appropriations "Suspens File"
<b>SCR 30-RAINEY</b> Support	Declares the week of April 11 through April 17, 1999, California Library Week.	Resol. Chapter 16, Statutes c 1999
<b>AB 24-RUNNER</b> Support Concept	Local Fiscal Relief: property tax revenue. Would cap the shift of property taxes from cities, counties, and special districts to the ERAF fund in each county at 1998-99 levels.	Assy Appropriations. Held on Susj File by Committee
<b>AB 185-HERTZBERG</b> Watch Close	As introduced, would create the Local Government Report Card Act, for local government performance measures. As amended January 5, 2000, would reorganize and recast provisions of Cortese-Knox Local Government Reorganization Act of 1985.	Re-referred to Assy Local Govern
<b>AB 187-HERTZBERG</b> Watch Close	Would establish the Grant Information Act of 1999, to require state agencies to make	Chapter 405, Statutes of 1999

available on their Internet websites, on or before July 1, 2000 a listing of all grants administered by that agency. State agencies would also advise individuals that many public libraries provide Internet access.

<b>AB 304-WILDMAN</b> Support	Reduces the ERAF shift by a schedule of unspecified percentages over an unspecified number of years.	Assy Budget Committee
<b>AB 424-WILDMAN</b> Support	As introduced, establishes a program to award planning and operational grants to school districts and local government entities for the joint-use of libraries. As amended January 2000, pertains now to design-build contract agreements for K-12 schools only.	Assy Appropriations.
<b>AB 494-DAVIS</b> Support	Allows the County of San Diego and the San Diego County Free Library to authorize a permanent shift of property taxes from the county to the library.	Chapter 824, Statutes of 1999
<b>AB 1194-LEONARD</b> Watch Close	The Assembly Local Government Caucus alternate vehicle for an ERAF solution.	Assy Local Government
<b>AB 1195-LONGVILLE &amp; RAINEY</b> Support	The Assembly Local Government Caucus vehicle for ERAF. Would provide for a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount.	Senate Local Government
<b>AB 1289-BAUGH</b> Drop as amended	As introduced, established the California School Library Media Teacher Expansion Program administered by the State Department of Education, to serve as an incentive program to encourage school districts to hire professional library personnel in every public school. Bill was gutted and amended to conform state tax law to the federal self-employed health insurance deduction percentages.	Chapter 117, Statutes of 1999.
<b>ACA 11-BRIGGS</b> Watch Close	Caps, in the State Constitution, the property tax shifts from cities, counties, and special districts to the ERAF fund in each county.	Assy Elections, Reapportionment & Constit. Amendments
<b>ACA 23-TORLAKSON</b> Refer to Leg. Committee	Would lower the 2/3rds vote threshold for general obligation bonds for public library facilities to a simple majority.	Assy. Local Government

\* The "suspense file" in the Appropriations Committee is a method by which fiscal bills costing greater than \$150,000 are together and are later prioritized by the chairs and leadership. Those given priority "come off suspense" and continue to m through the process, while others remain on "suspense" indefinitely.

## CLA BILL POSITIONS

**Support** - Write letter to author, chair of committee, and committee members the bill is referred to. Depending on importance may also involve testimony before committee, lobbying committee members, Governor's office and whatever else needed to obtain passage.

**Approve** - May or may not write letter depending on circumstances. This position is often taken on bills that do not directly affect CLA members but the committee generally approves of the concept or idea.

**Watch** - Bills are often amended four or five times or more a year. This position is taken on bills that could be amended to affect CLA or on bills which the committee does not feel strongly about one way or another, but wants to keep an eye on the bill anyway.

**No Position** - The committee determines that the bill is of no consequence to CLA and does not wish to take a position. This position is recorded on our bill list as legislative committees or the Governor's office will call for CLA's position and we indicate that the bill was reviewed by CLA's Legislative Committee and that we took "no position."

**Disapprove** - Same activity as approve

**Oppose** - Same activity as support



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Status Report on Replacement of Meeting Room and Board Room window coverings**

**DATE:** April 19, 2000

Trustee Wood will make a report at the Board Meeting.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Life Insurance for Library Director and staff, and review of District medical/dental/vision insurance benefits**

**DATE:** April 19, 2000

**BACKGROUND**

Stormy Waldek, the District's Employee Insurance Broker, will be present to review the \$135,000 life insurance options for the Library Director for the policy authorized by the Library Board on September 15, 1999.

Mr. Waldek will present the cost information for increasing the life insurance coverage for staff carrying the District's medical insurance coverage from \$15,000 to \$50,000.

Mr. Waldek will also review the District's medical, dental and vision insurance benefits. The District's medical plan description is Attachment A.

**RECOMMENDATIONS**

1. Authorize payment for life insurance policy for the Library Director
2. Authorize increasing the life insurance coverage for employees on the District's medical insurance program from \$15,000 to \$50,000 effective July 1, 2000
3. Renew existing medical, dental and vision coverages for Fiscal Year 2000-2001



GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS							TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	
SINGLE	0	3	1	1	0	2	0	7
EE+SP/DMSTC PRTNR	1	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	1
FAMILY	0	0	1	0	0	0	0	1
TOTAL ACCESS+ HMO CONTRACTS	1	3	3	2	0	2	0	11

COST BASED UPON ABOVE CENSUS

HEALTH PLAN ALTERNATIVES

~~Access+ HMO E~~

\$10 office visit, no charge hospital, \$10/15 RX

SINGLE	135.43	135.07	152.75	216.77	258.65	344.69	471.24	251.39	
EE+SP/DMSTC PRTNR	289.88	289.12	326.96	463.99	553.68	737.82	1008.67	538.20	
EE+CH	304.23	303.87	321.55	385.57	427.45	513.49	640.04	420.19	
FAMILY	431.46	448.39	479.63	559.70	633.11	770.72	1160.25	708.72	<b>\$3019.16</b>

Access+ HMO E

\$10 office visit, no charge hospital, \$5/10 RX

SINGLE	137.88	137.75	155.99	220.92	264.95	351.63	479.87	260.02	
EE+SP/DMSTC PRTNR	295.13	294.86	333.91	472.89	567.19	752.70	1027.19	556.72	
EE+CH	310.08	309.95	328.19	393.12	437.15	523.83	652.07	432.22	
FAMILY	437.17	454.64	487.18	569.38	647.79	786.90	1180.38	728.85	<b>\$3076.81</b>

Blue Shield POS 80/60, HMO Plan E

\$300 Deductible, \$10/15 RX, 2K/5K OOP

SINGLE	145.69	149.03	169.15	233.56	284.41	371.85	496.39	237.20	
EE+SP/DMSTC PRTNR	312.42	319.00	360.42	497.39	605.80	791.94	1057.10	505.55	
EE+CH	313.91	317.25	337.37	401.78	452.63	540.07	664.61	405.42	
FAMILY	451.83	472.45	507.49	597.77	693.14	842.21	1262.10	665.17	<b>\$3248.17</b>

Blue Shield POS 80/60, HMO Plan E

\$300 Deductible, \$5/10 RX, 2K/5K OOP

SINGLE	148.14	151.71	172.39	237.71	290.71	378.79	505.02	245.83	
EE+SP/DMSTC PRTNR	317.67	324.74	367.37	506.29	619.31	806.82	1075.62	524.07	
EE+CH	319.76	323.33	344.01	409.33	462.33	550.41	676.64	417.45	
FAMILY	457.54	478.70	515.04	607.45	707.82	858.39	1282.23	685.30	<b>\$3305.82</b>

Blue Shield POS 80/60, HMO Plan E

\$500 Deductible, \$10/15 RX, 2K/5K OOP

SINGLE	140.30	143.55	162.97	224.96	274.21	358.24	478.06	229.46	
EE+SP/DMSTC PRTNR	300.85	307.27	347.27	479.10	584.10	762.96	1018.10	489.10	
EE+CH	302.42	305.67	325.09	387.08	436.33	520.36	640.18	391.58	
FAMILY	434.68	454.57	488.46	575.55	668.13	811.47	1215.11	642.55	<b>\$3128.56</b>

Blue Shield POS 80/60, HMO Plan E

\$500 Deductible, \$5/10 RX, 2K/5K OOP

SINGLE	142.75	146.23	166.21	229.11	280.51	365.18	486.69	238.09	
EE+SP/DMSTC PRTNR	306.10	313.01	354.22	488.00	597.61	777.84	1036.62	507.62	
EE+CH	308.27	311.75	331.73	394.63	446.03	530.70	652.21	403.61	
FAMILY	440.39	460.82	496.01	585.23	682.81	827.65	1235.24	662.68	<b>\$3186.21</b>

\* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

**PLACENTIA LIBRARY DISTRICT, NUMBER: VH1181  
CONTRACT CHANGES**

**Blue Shield Access+ HMO**

Certain changes have been made to your health plan. While your new contract will provide the details, the changes are summarized as follows.

**Assembly Bill 7 - Length of Hospital Stay for Mastectomy**

To meet the requirements of Assembly Bill 7, Blue Shield will allow the length of hospital stays associated with mastectomies and lymph node dissections to be determined by the attending physician in consultation with the patient and consistent with sound clinical principles and processes. In addition, a physician will not have to obtain prior approval from Blue Shield in determining the length of a hospital stay following a mastectomy or lymph node dissection.

**Assembly Bill 984 - 911 Emergency Response**

To comply with Assembly Bill 984, Blue Shield is adding language to the Evidence of Coverage booklet encouraging subscribers to use the "911" emergency response system when they reasonably believe they have an emergency medical condition that requires an emergency response.

**Senate Bill 1129 - Continuity of Care**

To comply with Senate Bill 1129, Blue Shield is informing subscribers how under certain circumstances a subscriber may request continuation of covered services from a provider who has been terminated.

**Senate Bill 1443 - DOC Telephone Numbers/Internet Address**

To meet the requirements of Senate Bill 1443, Blue Shield is including in the Evidence of Coverage booklet, along with the Department of Corporation's toll-free telephone assistance number, the California Relay service's toll-free telephone numbers for the hearing and speech impaired, the Department's internet address, and a reference to Blue Shield's telephone number. Additionally, Blue Shield is clarifying that Blue Shield's grievance process and the Department's complaint review process are in addition to other dispute resolution procedures that may be available, and do not preclude the use of any other remedy provided by law.

**Outpatient Prescription Drug Benefit**

Blue Shield is making the following changes to the outpatient prescription drug benefit: (1) revising the generic and brand name copayment amounts for Mail Order service to equal twice the generic and brand name Retail copayment amounts; and (2) changing the allowed Retail quantity from a 34-day to a 30-day supply.

**Assembly Bill 1621, Reconstructive Surgery**

To comply with Assembly Bill 1621, Blue Shield is revising the reconstructive surgery benefit to provide benefits for reconstructive surgery necessary to improve function or create a normal appearance, to the extent possible, and which results in more than a minimal improvement in function or appearance.

**Expedited Decision Process (Grievance)**

Blue Shield has established a procedure for Subscribers and Dependents to request an expedited decision when the routine decision making process might seriously jeopardize the life or health of the individual. Blue Shield will make a decision and notify the Subscriber or Dependent and physician within 72 hours following the receipt of the request.

**PLACENTIA LIBRARY DISTRICT, NUMBER: VH1181  
CONTRACT CHANGES**

**Blue Shield Access+ HMO (Continued)**

**Assembly Bill 974 and Senate Bill 625 - Outpatient Prescription Drugs**

To meet the requirements of Senate Bill 625 and Assembly Bill 974, Blue Shield is revising the Outpatient Prescription Drug benefit language to (1) include a description of the authorization process for obtaining non-formulary drugs; and (2) specify that if a drug that was previously approved by Blue Shield for a Member's condition is changed to non-formulary status, Blue Shield will not limit or exclude such drug as long as the provider continues to prescribe the drug for the medical condition, and it is considered safe and effective.

**Short Term Rehabilitation Therapy Services**

Blue Shield is making the following modifications to this section and re-naming it Rehabilitative Therapy Services:

All day or visit limitations for Outpatient Rehabilitative Therapy Services are being removed. Benefits for these services will continue to be provided as long as they are medically necessary and as long as continued treatment offers a reasonable expectation of significant improvement. Outpatient Rehabilitative Therapy includes physical, occupational, speech and respiratory therapy. The day maximums for Inpatient rehabilitative services remain.

**Assembly Bill 1663 and Senate Bill 189, Services Denied As Experimental or Investigational**

To comply with Assembly Bill 1663 and Senate Bill 189, Blue Shield is revising the "Services Denied As Experimental or Investigational" language to more fully disclose the external review process. Also, the definition of those eligible for this review is changed from those persons with a "terminal" condition to those persons with a "life threatening or seriously debilitating" condition.

**Location Guidelines for Selecting a Personal Physician**

The reference to a "30-mile radius" for selection of a Personal Physician is being deleted. The language now states that the Member's Personal Physician must "...be located sufficiently close to the Member's home or work address to ensure reasonable access to care, as determined by Blue Shield."

**Assembly Bill 2003, Dental Anesthesia.**

To meet the requirements of Assembly Bill 2003, Blue Shield will provide coverage for general anesthesia services in connection with dental procedures under certain circumstances. These services will be covered when required because of an underlying medical condition or clinical status and when the person is under the age of seven or developmentally disabled regardless of age or when the person's health is compromised and for when general anesthesia is medically necessary regardless of age.

**Assembly Bill 39, Contraceptive Benefits.**

To meet the requirements of Assembly Bill 39, Blue Shield must provide coverage for a variety of Plan-designated FDA-approved prescription contraceptive methods for all groups with an Outpatient Prescription Drug benefit. If the Member's physician determines that none of the covered methods are medically appropriate for the patient, Blue Shield will provide coverage for another prescribed method. The Bill allows for an exemption if an employer meets the Bill's strict definition of a "religious employer".

**Voluntary External Review.**

Blue Shield is implementing a voluntary review process by which Members may request an independent, external review of services which have been denied by Blue Shield for Medical Necessity. Blue Shield will cover the cost of the review less a \$35 fee which must be paid by the Member. This fee will be waived in instances of financial hardship.

**PLACENTIA LIBRARY DISTRICT, NUMBER: VH1181  
CONTRACT CHANGES**

**Blue Shield Access+ HMO (Continued)**

**Assembly Bill 12, Second Opinion Procedures**

AB 12 entitles a Member receiving HMO services to request a second medical opinion from a qualified Personal Physician or specialist physician under certain conditions. It also establishes a 72-hour time limit, whenever possible, for Blue Shield to provide or authorize this second opinion if the Member's condition is an imminent and serious threat to health. A specialist's second opinion can be obtained from any Blue Shield HMO network provider who has the same or equivalent specialty, while a Personal Physician second opinion must be obtained from a physician within the same Medical Group/IPA as the Personal Physician. All second opinions must be authorized by Blue Shield.

**Senate Bill 189, Grievance Procedure**

To meet the requirements of Senate Bill 189, Blue Shield is revising language in the Member Service, Appeal Procedure, and Department of Managed Care Review provisions to state that:

- \* Member Service will respond to all inquiries within 30 days,
  - \* both initial appeals and final appeals will be resolved within 30 days,
  - \* a Member may submit a grievance to the Department of Managed Care after participating in Blue Shield's grievance process for 30 days,
- and
- \* a Member may request an expedited decision if experiencing severe pain.

**Senate Bill 737, Late Enrollees**

SB 737 is a state law enacted to further comply with the Federal Health Insurance Portability & Accountability Act (HIPAA). In addition to confirming previous HIPAA requirements, this bill also makes the following revision: when special enrollment is used due to a marriage, the effective date will be the first day of the first month following receipt of the request for enrollment, rather than the first day of the month following the date of marriage. The effective date provisions are not discretionary.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** James A. Roberts, Public Services Manager *JAR*  
**SUBJECT:** Families for Literacy (FFL) Grant Applications  
**DATE:** April 13, 2000

**BACKGROUND**

Families for Literacy (FFL) is a California State Library sponsored project that targets adult learners with pre-school age children. The concept of FFL is that through the adult learner, the child/children will learn the value of reading at a formative age. The Placentia Library Literacy Services previously had an FFL Program, but library cutbacks eliminated that program several years ago.

On February 24, 2000, Jim Roberts, the Literacy Coordinator, participated in an FFL/ Prop 10 (tobacco tax) application workshop at the State Library in Sacramento. The California State Library is offering two grants in Fiscal Year 2000-2001 for California Literacy Campaign libraries who have existing FFL Programs or want to start new ones.

Libraries at the February workshop were invited to submit two FFL Grant Applications for fiscal year 2000-2001: a Families for Literacy Prop 10 Grant Proposal; and a Families for Literacy Grant Proposal. The State Library FFL Consultant committed \$10,000 from the FFL Prop 10 Grant and \$10,000 from the FFL Grant to the Placentia Library Literacy Services.

The main difference between the two grants is that the FFL Grant is renewable, but the State Library is not certain if FFL Prop 10 monies will continue to be available in subsequent fiscal years. Both grants are identical except the FFL Prop 10 Grant has a paragraph **VIII. PROP 10 ISSUES**, and the FFL Grant stops at paragraph **VI**. We requested \$30,000 in the FFL Grant and the State Library committed \$10,000. There is the likelihood that the full \$30,000 will be awarded in our Fiscal Year 2001-2002 FFL Budget. Both grants will be effective on July 1, 2000.

We plan to hire a .50 FTE Library Assistant for the FFL Program, effective June 12, 2000. We plan to start the FFL Coordinator on June 12 so that person can attend the annual Southern California Library Literacy Network Retreat from June 13-15 and receive adequate training prior to July 1.

**RECOMMENDATIONS**

1. Receive & File and Ratify applications for the Families for Literacy Proposal for Fiscal Year 2000-2001, and the Families for Literacy Prop 10 Grant Proposal for Fiscal Year 2000-2001, and
2. Authorize .50FTE position of Library Assistant for the Families for Literacy Program, effective June 12, 2000 with the personnel cost for the Fiscal Year 1999-2000 to be paid from the Substitute Librarian expense category.



**FAMILIES FOR LITERACY  
GRANT PROPOSAL  
FISCAL YEAR 2000/2001**

**I. RATIONALE & INTEGRATION:**

The Placentia Library Literacy Service (PLLS) is a charter member of the California Library Literacy Campaign and has been providing literacy services to the City of Placentia and several adjacent cities for more than twenty (20) years. PLLS was established as a member of the California Library Literacy Campaign in 1984 as an adult literacy provider and has been a library service and an integral part of the Placentia Library District over those same years. PLLS added a Families for Literacy (FFL) component in 1990 and provided FFL services until 1996 when budget and personnel cuts forced the library to eliminate the program. In addition to one-to-one adult tutoring, PLLS has an English speaking conversation group that concentrates on reading, writing, and conversation. In addition, we have school age learners being tutored in the program, which could be a logical follow-on to a Families for Literacy Program.

The Placentia Library District Director is a firm believer in the importance of literacy as a library service, and stresses that all departments of the library must work together as a team. In that respect, the Public Services Manager is also the Literacy Coordinator, and supervises Children's and Reference Services. The Public Services Manager/Literacy Coordinator conducts monthly meetings with the Children's and Reference librarians to work on coordinating, planning, and publicizing future programs. Children's Services presently has weekly lap sits (ages 0-2) and story times (ages 3-6) and one month of music time each quarter. The PLLS staff and tutors encourage learners to bring their children to these programs. The library has at least two staff meetings each month, and at these meetings the staff shares what is going on within each department. Every week, the Library Director, the Public Services Manager, the Technical Services Manager, and the Administrative Assistant meet to plan, share information and discuss strategies. Since the Families for Literacy Coordinator will be supervised by the Public Services Manager, as the Children's Librarian is now, communications between the two departments will be simplified.

**II. POPULATION TO BE SERVED:**

The City of Placentia is a city of approximately 50,000 residents and is located in northern Orange County. The city is bordered to the west by Fullerton (population 125,000), to the north and east by Yorba Linda (population 61,000), and to the south by Anaheim (population 302,000). Placentia is an ethnically diverse community with more than 30 percent of its population Hispanic and 11 percent Asian Pacific Islanders. Anaheim, Fullerton, and Yorba Linda have similar ethnic diversity. Placentia is part of a tri-city on line library automation system with Anaheim and Yorba Linda. The only other city in north Orange County that has a California Library Literacy Campaign literacy program is Anaheim, but the Anaheim Library does not have a Families for

Literacy Program. Consequently, the Placentia Library District population service area exceeds 500,000. Placentia has over 10 percent of its population below the poverty level. Many of the learners in the PLLS live below the poverty line. The PLLS presently has more than 70 learners—50 adults and 20 children. Of the 50 adults, five (5) have been identified who qualify for Families for Literacy. The PLLS is in the process of registering former LVA tutors and learners who meet in the Fullerton Library. We estimate that by the end of April, this will add an additional 30 matched pairs to the PLLS Program. From these additions, we estimate another five (5) learners who qualify for Families for Literacy. In addition, there is a Placentia-Yorba Linda School District Head Start School less than two miles from the Placentia Library. There are 122 pre-school age children enrolled there, and the staff estimates that a minimum of 20 percent or 24 families have literacy needs.

### **III. REQUIRED SERVICES:**

- A. The Literacy Coordinator and the FFL Coordinator will work with the Children's Librarian to select books that are appropriate to give to children. The Technical Services Department will order these books. The books should be available to use with and give to the young children by early August 2000. Families for Literacy funds will be used to acquire these books. Families for Literacy Program funds will not be used to purchase books for the Placentia Library or to distribute to non-eligible learners or families.
- B. By early October, the Families for Literacy Coordinator will establish a regular story time for participants in the Families for Literacy Program. These story times will reflect the multicultural materials that are available in the library. We will also draw upon the experience and expertise of staff and volunteers who have backgrounds in multi-cultural children's literature. At the story times, staff and volunteers will conduct a variety of activities, such as songs, puppetry, finger plays, and crafts to promote an interest for and love of reading.
- C.&E. The PLLS FFL Coordinator, along with the Children's Librarian, will plan and schedule two programs during the year (one in November and another one in April) for parents and their children on how to encourage reading and how to do other enjoyable activities in the library. The Children's Librarian will provide materials from the library that parents can check out to help promote the love of reading to their children, for example books on how to tell stories, books on cassettes, books on arts and crafts, songbooks, etc. The FFL Coordinator will also encourage learners to sign their children up for regularly scheduled story times and the Children's Summer Reading Program.
- D. The PLLS Literacy Coordinator conducts monthly tutor training workshops. In the training, he stresses to the tutors the importance of the Language Experience Approach and emphasizes the value of incorporating them into literacy instruction. By July 2000, he will also provide additional training in the families

- for Literacy Program. The PLLS will be implementing a novel "team tutoring" concept when we begin the FFL Program. In addition to adult tutors, the PLLS will recruit and train high school tutors, team them with adult tutors and a family so that when the family comes in, the tutor team also does, with the adult tutoring the parent and the high school tutor tutoring the child. In addition to the pre and post FFL Parent Survey, the PLLS will use CASAS pre and post testing to measure reading improvement and coordinate with the State Library and other FFL programs for additional measurement tools.
- F. The Children's Librarian, along with the FFL Coordinator, will give tours to all Families for Literacy participants, including tutors, of the Children's Department. The Children's Librarian will point out collections pertinent to the FFL Program. As new tutors are trained and matched with learners and join the FFL Program, the FFL Coordinator or the Children's Librarian will give them a similar tour. The tour will again highlight the programs offered by the Children's Department, and include the close relationship between Children's and Families for Literacy. Each year, the Friends of the Library hold an Annual Meeting on the second Monday in April where many volunteers are recognized, including literacy volunteers. In April 2001, the Families for Literacy Program will included in this event.
- G. The FFL Coordinator will work with the Public Services Manager to develop programs for Families for Literacy participants in using services to access books and other materials on a variety of parenting subjects, such as nutrition, parenting, health, and child care. We will invite experts on some of these different subjects to present programs and we will make library materials available for check-out. The FFL Coordinator will work with the tutors and families to promote the programs and encourage attendance.
- H. The PLLS realizes that there are obstacles for some learners when it comes to participation in library-based literacy programs. We have found that economics—the learner has to work, transportation, childcare—are the most common. With our "team tutor" concept, we hope to eliminate the childcare obstacle. As far as the learner working, since we match our tutors and learners together when both are available, that should eliminate conflicts there. We will assess transportation on an individual basis. If we determine that providing transportation or reimbursement for transportation is a limiting factor for a learner joining the Families for Literacy Program, then we will work with the tutor and try to find a way to resolve the problem.

#### **IV. STAFF RESOURCES:**

The Placentia Library District will commit the following staff resources to insure the success of the PLLS Families for Literacy Program for FY 2000-2001.

**The PLLS Coordinator:** 10 hours a week, funded by the Placentia Library District.

**The PLLS FFL Coordinator:** 20 hours a week, funded by Prop 10 and FFL Grants. Four (4) hours a week, funded by the Placentia Library District for a total of 24 hours per week.

**The Placentia Library District Children's Librarian:** 5 hours a week, funded by the Placentia Library District.

**The Placentia Library District Director:** The Placentia Library District Director is committed to making the Families for Literacy Program a success and will provide professional assistance and guidance as needed.

We will also be coordinating with professional experts outside of the library to provide programs for the FFL Program.

#### V. **EVALUATION COMPONENT:**

We will administer the pre and post Families for Literacy Parent Survey and in this manner be able to ascertain behavioral changes in family attitudes and behaviors toward reading. We will also incorporate into tutor training this facet of observing and communicating with FFL families and periodically get feedback from our FFL tutors. We will also administer a pre and post CASAS reading test to all FFL learners to gauge quantitative improvement in reading comprehension. Verbal communications improvement is hard to measure, but we will rely on our tutors to provide us periodic feedback on successes.

#### VI. **PROSPECTS FOR CONTINUANCE IN THE FUTURE:**

The PLLS Families for Literacy Coordinator's position will be integrated into regular library services and will need ongoing FFL funding in order to continue. We hope to be able in the future to augment the FFL funding and make the FFL Coordinator a full-time position.

**CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITE!  
Fiscal Year 2000/01**

Placentia Library District  
Name of Library

Ed Smith

Library Director Signature

March 26, 2000

Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Dr. Kevin Starr
1. Personnel	22,000	3,500	25,500	
2. Library Materials				
3. Operations	7,000	500	7,500	
3a. Contract Services	1,000			
3b. Travel	2,000			
3c. Office Supplies	1,000			
3d. Printing	1,000			
3e. Instructional Resources				
3f. Children's Book Resources	2,000	500		
3g. Communication				
3h. Other				
4. Equipment	1,000		1,000	
5. Indirect				
6. TOTAL	30,000	3,500	34,000	





**FAMILIES FOR LITERACY  
PROP 10 GRANT PROPOSAL  
FISCAL YEAR 2000/2001**

**I. RATIONALE & INTEGRATION:**

The Placentia Library Literacy Service (PLLS) is a charter member of the California Library Literacy Campaign and has been providing literacy services to the City of Placentia and several adjacent cities for more than twenty (20) years. PLLS was established as a member of the California Library Literacy Campaign in 1984 as an adult literacy provider and has been a library service and an integral part of the Placentia Library District over those same years. PLLS added a Families for Literacy (FFL) component in 1990 and provided FFL services until 1996 when budget and personnel cuts forced the library to eliminate the program. In addition to one-to-one adult tutoring, PLLS has an English speaking conversation group that concentrates on reading, writing, and conversation. In addition, we have school age learners being tutored in the program, which could be a logical follow-on to a Families for Literacy Program.

The Placentia Library District Director is a firm believer in the importance of literacy as a library service, and stresses that all departments of the library must work together as a team. In that respect, the Public Services Manager is also the Literacy Coordinator, and supervises Children's and Reference Services. The Public Services Manager/Literacy Coordinator conducts monthly meetings with the Children's and Reference librarians to work on coordinating, planning, and publicizing future programs. Children's Services presently has weekly lap sits (ages 0-2) and story times (ages 3-6) and one month of music time each quarter. The PLLS staff and tutors encourage learners to bring their children to these programs. The library has at least two staff meetings each month, and at these meetings the staff shares what is going on within each department. Every week, the Library Director, the Public Services Manager, the Technical Services Manager, and the Administrative Assistant meet to plan, share information and discuss strategies. Since the Families for Literacy Coordinator will be supervised by the Public Services Manager, as the Children's Librarian is now, communications between the two departments will be simplified.

**II. POPULATION TO BE SERVED:**

The City of Placentia is a city of approximately 50,000 residents and is located in northern Orange County. The city is bordered to the west by Fullerton (population 125,000), to the north and east by Yorba Linda (population 61,000), and to the south by Anaheim (population 302,000). Placentia is an ethnically diverse community with more than 30 percent of its population Hispanic and 11 percent Asian Pacific Islanders. Anaheim, Fullerton, and Yorba Linda have similar ethnic diversity. Placentia is part of a tri-city on line library automation system with Anaheim and Yorba Linda. The only other city in north Orange County that has a California Library Literacy Campaign literacy program is Anaheim, but the Anaheim Library does not have a Families for

Literacy Program. Consequently, the Placentia Library District population service area exceeds 500,000. Placentia has over 10 percent of its population below the poverty level. Many of the learners in the PLLS live below the poverty line. The PLLS presently has more than 70 learners—50 adults and 20 children. Of the 50 adults, five (5) have been identified who qualify for Families for Literacy. The PLLS is in the process of registering former LVA tutors and learners who meet in the Fullerton Library. We estimate that by the end of April, this will add an additional 30 matched pairs to the PLLS Program. From these additions, we estimate another five (5) learners who qualify for Families for Literacy. In addition, there is a Placentia-Yorba Linda School District Head Start School less than two miles from the Placentia Library. There are 122 pre-school age children enrolled there, and the staff estimates that a minimum of 20 percent or 24 families have literacy needs.

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#### VIII. **PROP 10 ISSUES:**

##### 1. **IMPROVED FAMILY FUNCTIONING: STRONG FAMILIES**

The total Families for Literacy concept centers around improving family functioning and making strong families. By stressing to a child at the formative ages of 3-5 the importance of reading by the parent and the child has a definite positive impact on the family as a whole. The closeness that comes from a parent reading to his/her child will have a lasting and positive impact on the child, and facilitate the child's ability to create successful relationships, solve problems, and carry out responsibilities. Reading at a formative age and providing positive feedback to the child on his/her accomplishments will help build a strong self-concept at an early age.

##### 2. **IMPROVED CHILD DEVELOPMENT: CHILDREN LEARNING AND READY FOR SCHOOL**

As stated in number 1 above, providing positive feedback to the child on his/her ability to read at an early age will build a strong self-concept, and could last a lifetime. At the

Placentia Library Literacy Services Families For Literacy Program, we plan to implement a tutoring concept that may help the child improve and succeed even more. We plan to implement a "team tutoring" concept, where we will train and match an adult tutor and a high school tutor with the family, and the parent and child will come to each tutoring session. The parent learner will be tutored by the adult tutor, and the child learner will be tutored by the high school tutor. This will create an environment where the child will be in a setting where he/she can develop skills that promote problem solving and creative thinking.

**3. IMPROVED CHILD HEALTH: Healthy Children**

The Placentia Library Literacy Service Families for Literacy Program believes that a healthy child is a happy child, and health includes the mind, body, and spirit. We plan to make the child's mind healthy by providing him/her with a tutor to facilitate reading. We will have programs for the parent and the child that emphasize the importance of health. Once these two are achieved, the spirit will follow.

**FFL/Prop 10 PROGRAM BUDGET REQUEST FOR FAMILIES FOF**  
**Fiscal Year 2000/2001**

Placentia Library District

*Name of Library*

*ED Monte*

*Library Director Signature*

*March 26, 2000*


*Date*

Budget Categories	(a) FFL/Prop 10 Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved Budget (Completed by CSL)
				Dr. Kevin Starr
1. Personnel	8,000		8,000	
2. Library Materials				
3. Operations	2,000	500	✓ 2,500	
3a. Contract Services				
3b. Travel				
3c. Office Supplies				
3d. Printing				
3e. Instructional Resources				
3f. Children's Book Resources	2,000	500	✓ 2,500	
3g. Communication				
3h. Other				
4. Equipment				
5. Indirect	<del>10,000</del>	500	<del>10,500</del>	
6. TOTAL	10,000	500	10,500	

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Review of Property Tax issues before the Courts and the California Legislature  
**DATE:** April 19, 2000

### BACKGROUND

The California Special Districts Association Board of Directors has voted to file an *amicus curiae* brief with the appellate court supporting the lower court ruling in *County of Sonoma v. Commission on State Mandates et al.* Background information is Attachment A.

The County Librarians have organized a legislative effort to have both the dependent and independent special district libraries exempted from the property tax shift. The independent districts initially were excluded but thanks to the work of Orange County Librarian John Adams and Los Angeles County Librarian Sandra Rueben we have been added. The independent special library districts have been asked to be prepared to make a full legislative "push", including the assistance of any lobbyists with whom we have a relationship, as soon as this bill is introduced. The proposed legislation is Attachment B. President Shkoler and Library Director Minter will report on a meeting to discuss this proposal with Assemblyman Dick Ackerman that was held on the afternoon of April 19, 2000.

The request through Assemblyman Ackerman's office for a legislative grant of \$55,000 for a roof replacement for Placentia Library has been forwarded to the Assembly Budget Committee. Letters in support of this request need to be sent immediately as we no longer have anyone in Sacramento who make personal visits to Assembly leadership on our behalf. Assemblyman Ackerman's letter is Attachment C.





# CSDA LEGAL UPDATE

March 6, 2000

RE: LITIGATION SUCCESSFULLY CHALLENGING ERAF PROPERTY TAX SHIFT  
*County of Sonoma v. Commission on State Mandates et al*

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California  
Special Districts  
Association

1121 L Street  
Suite 508  
Sacramento, CA  
95814

916.442-7887  
Fax 916.442-7889  
<http://www.csdanet.net>

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Dear Member District:

As you are aware, beginning in fiscal year 1992-93 the State Legislature shifted property taxes from local governments to schools to close the annual budget gaps faced by the State. The concept of the property tax shift was to shift property taxes from local governments to schools which reduced, on a dollar-for-dollar basis, the amount the State was required to spend for schools pursuant to Proposition 98. These property tax shifts were implemented on a permanent basis so that cities, counties and special districts continue to receive a smaller share of property taxes than they did before the tax shifts, and schools receive a larger share. The property tax shift in the current budget year redirects about \$4 billion of property taxes from local governments to schools, which offsets an equal amount of State education spending.

## STATUS OF LEGAL CHALLENGES TO PROPERTY TAX SHIFT

Several legal challenges have been filed to overturn the property tax shift. The grounds alleged by local government for overturning the property tax shift are that: (1) the State lacked the authority under Article XIII A of the State Constitution to reallocate property taxes to increase school funding; and (2) the property tax shifts violated local governments' "home rule" authority provided in the State Constitution. The courts rejected these arguments.

However, a different type of challenge was initiated by the County of Sonoma in December 1997. The County of Sonoma, later joined by most other counties, filed a claim with the Commission on State Mandates, arguing that the property tax shifts represent a reimbursable state mandate. Specifically, Sonoma County argued that the State has historically been responsible for funding the cost of education, and that the passage of Proposition 98 in 1988 mandated the State to contribute a minimum amount from its general fund to fund education. The property tax shift resulted in the State transferring part of its school funding responsibility to local governments by reallocating a portion of property tax revenues back to schools through ERAF's. The ERAF legislation caused the shift in the cost of funding schools by compelling cities, counties and special districts to accept partial financial responsibility for education that was previously funded by the State under the mandate of Proposition 98. The County of Sonoma argued that this practice of compelling local governments to accept financial responsibility for a program that was previously funded by the State constitutes a reimbursable mandate under Article XIII B section 6 of the Constitution.

In November 1998 the Commission on State Mandates issued its decision rejecting the test claim filed by the County of Sonoma and forty-seven other counties. The Commission

Executive Director  
Catherine Smith

Legislative Advocate  
Ralph Heim  
916.442-4584

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specifically held that the reallocation of property tax revenues from cities, counties and special districts to ERAF's is not subject to Article XIII B section 6 of the Constitution regarding mandate reimbursement. In reaching this conclusion the Commission found that since there was no local **expenditure** of property tax proceeds by cities, counties and special districts for educational purposes, that there was no requirement to reimburse the cities, counties and special districts. In other words, since the property taxes are shifted from cities, counties and special districts and reallocated directly to schools without such property tax revenues ever having been received and then expended by local government, that there is no specific expenditure by local government of those property taxes for educational purposes, and without such an expenditure there is no obligation to reimburse.

In March 1999 the County of Sonoma filed a petition in the Sonoma County Superior Court to set aside the Commission's decision. In October 1999 the trial court concluded that the property tax shifts created a new program or higher level of service as defined by Article XIII B, section 6, and that the property tax shift legislation compels cities, counties and special districts to accept partial financial responsibility for a State program, education, that had previously been funded entirely by the State. The Court specifically disagreed with the Commission that a local expenditure of property tax proceeds for a previously State funded program is necessary for a mandate to be reimbursable. Rather, the Court held that a reimbursable mandate exists when the State shifts the cost of education by compelling local governments to pay the cost of entirely new programs created by the State, or by compelling them to accept financial responsibility in whole or in part for a program, such as education, which was funded entirely by the State previously. Local government is not required to expend their own funds on new programs in order to be entitled to reimbursement. Rather, it is sufficient if the responsibility for the cost of the program is shifted from the State to local government. The Court noted that in the case of the ERAF legislation, the cost of education has been partially shifted to local government by diverting local property taxes to ERAF which cities, counties and special districts would otherwise have used for other programs.

Therefore, the trial court ordered the Commission on State Mandates to find that the property tax shifts constitute a reimbursable mandate and make a determination as to the amount of money that should be reimbursed to local government.

## **EFFECT OF THE COURT'S DECISION**

Although the test claim filed by the County of Sonoma before the Commission on State Mandates dealt with only the shift of the County's portion of the property tax to ERAF, the Court's decision speaks generally of the property tax shift legislation as effecting cities, counties and special districts. The decision also states that the specific purpose of Article XIII B, section 6 of the Constitution is to equalize financial responsibility between the State and all local government entities by requiring the State to reimburse those local entities when there is a shift of financial responsibility for the cost of a mandated program from the State to the local entity. The Legislative Analyst's Office has agreed that the Court's ruling applies to all local governments sustaining property tax shift losses; cities, counties and special districts.

The Commission on State Mandates regulations limit the period of time over which a reimbursable mandate must be reimbursed to a period beginning with the fiscal year prior to

the year the test claim is filed, and ending when the ruling requiring reimbursement becomes final. In this case, all local governments could conceivably be eligible for reimbursement for property taxes shifted since the 1996-97 fiscal year. The Legislative Analyst estimates that by the end of 2000-01 budget year, the total amount of property taxes shifted since 1996-97 will total over \$13 billion. This amount could be subject to offset by various legislative relief measures which have been passed since 1993-94 to mitigate the effect of the property tax shift legislation. Most of those relief measures directly effect counties and public safety functions of cities, counties and special districts.

The current status of the County of Sonoma litigation is that the Commission on State Mandates filed an appeal of the trial court decision with the First District Court of Appeal on December 21, 1999. The case is currently being briefed. CSDA will be seeking permission from the Court of Appeal to file an "amicus curiae" or "friend-of-the-court" brief to support the position of the counties.

### WHAT YOUR DISTRICT CAN DO

In light of the appeal of the trial court decision, the Commission on State Mandates has not yet had an opportunity to follow the direction of the trial court which ordered it to make a determination as to the amount which should be reimbursed to all of the counties who participated in the test claim. Therefore, the Commission on State Mandates proceeding has not yet been finalized. CSDA is filing appropriate paper work with the Commission on State Mandates to become an "interested party" in that proceeding. The status of an "interested party" will allow CSDA to receive and evaluate copies of all written arguments filed by all of the parties in the matter, obtain timely copies of all rulings and decisions by the Commission on State Mandates after appeal, and participate in argument as to the amounts of property tax shifts for special districts which should also be reimbursed.

Special districts should first determine whether their respective counties have participated as a party in the County of Sonoma litigation. Next, special districts should inquire of their respective counties as to whether the individual claims for reimbursement filed by each county in the litigation include the total amount of property tax shifted on behalf of all cities and special districts within the county as well as the county's share itself, or whether the county's claim only includes the amount of the county's portion of the property tax that was shifted to the local ERAF. County Counsel for County of Sonoma advises that the Sonoma County claim filed in the litigation included only the county's share of the property tax shifted to the local ERAF. However, County Counsel has also advised that other counties participating in the litigation have included in their claims the total amount of property tax shifted by all local government agencies receiving property tax within that county, including all special districts receiving property tax within such counties. Each member special district should determine from their county whether the special district's share of property tax shifted to ERAF since 1996-97 is included within their county's respective claim or not. If it is determined that the amount of property tax shifted from special districts has not been included in a participating county's claim, an effort should be made to persuade such counties to amend their claims to include the amounts of property tax shifted on behalf of all local government agencies receiving property tax within that county.

If the County of Sonoma is successful on appeal, the specific issue of reimbursement will be returned to the Commission on State Mandates for decision. The regulations governing the procedures of the Commission on State Mandates appear to allow other "interested parties," such as special districts, to file their own claims for reimbursement of shifted property taxes before the Commission.

CSDA will continue to apprise special districts of the status of the litigation and the procedures available to special districts to process their own individual claims for reimbursement before the Commission.

Should you have any questions, please do not hesitate to contact CSDA at (916) 442-7887.

**ALAMEDA COUNTY LIBRARY  
MEMORANDUM**

**Date:** March 30, 2000

**To:** County Librarians from Special District County Libraries (plus Del Norte County)

**From:** Linda M. Wood, Alameda County, on behalf of Susan Fuller, Santa Clara County, and myself

**Subject:** Proposed ERAF Exemption Legislation

Attached is the current draft legislation which Susan submitted to Senator McPherson's staff for his consideration on March 30.

If you do not want your county to be included, please notify Susan or me as soon as possible. My telephone number is 510-745-1536 and my e mail is [lwood@aclibrary.org](mailto:lwood@aclibrary.org).

LMW:syt

S:\Legislation\ERAF legislation to County Librarian cover memo.doc

**PROPOSED LEGISLATION: EXEMPTION OF  
SPECIFIED PUBLIC LIBRARIES FROM ERAF**

**Article I – General Provisions**

This chapter shall be known and may be cited as the California Dependent and Independent Library Special Districts Relief Act of 2000.

The Legislature finds and declares the following:

- A. Public libraries are an important resource to further California's reading and literacy goals both in conjunction with the public schools and for the adult population, a fact recognized by the voters of the State of California when they approved the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000.
- B. Public libraries are a supplement to the formal system of free public education and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such, deserve adequate financial support from government at all levels.

- C. The 24 dependent library special districts which are county libraries and 11 independent library special districts receive a direct share of the property tax in each of their counties in accordance with AB-8 and have experienced and continue to experience substantial losses of revenue beginning in fiscal year 1991/92 due to the requirement to shift ad valorem property tax revenues to their respective counties' Educational Revenue Augmentation Funds.
- D. The total amount of property tax shifted from these libraries was approximately \$62 million in fiscal year 1998/99 and resulted in significant reductions in services to residents of these districts, inadequate library hours, inadequate collections of library materials, inadequate staff services to promote reading and literacy, and inadequate resources to fully participate in partnerships with the public schools.
- E. The independent library special districts, although some are governed by unified school district boards, are public libraries, comparable in their purpose and services to city libraries and county libraries, and are not school libraries.
- F. These libraries have not directly or indirectly enjoyed the benefit of the \$2.3 billion State mitigation offsets provided to cities and counties which have benefited city libraries and county libraries not classified as dependent library special districts.

- G. These libraries provide library service to 11.2 million people, approximately one-third of the State's population.
- H. The Constitutional provisions of Proposition 218, passed after the ERAF shift was enacted, eliminate virtually all assessment mechanisms for these library special districts to raise revenue.
- I. Current law holds a large number of special districts harmless from the ERAF shift or has dramatically limited the amount shifted. Special districts receiving such legislative relief include fire, police protection, water/flood control, open space, resource conservation, hospital, transit and memorial districts, and several specific library special districts not included in the provisions of this legislation.
- J. The dependent and independent special district libraries do not have the ability to independently raise revenue without a two-thirds voter approval requirement.
- K. The appropriations for the Public Library Foundation Program through Education Code, Title 1, Division I, Part 11, Chapter 1.5, Sections 18010-18031, while substantial and reflecting recognition by the State of the important role of libraries in education, have offset only a small portion of the revenue loss experienced by these libraries.



- L. It is in the interest of the people and of the State that these libraries have a more adequate funding base to provide open hours, reading materials, and staff services, in order that they can contribute effectively to the improvement of reading and literacy skills throughout the State.

As used in this chapter, the following terms have the following meanings:

- A. Dependent library special district means a county free library established pursuant to Article 1 of Chapter 6 of Part 11 of Division I of Title 1 of the Education Code, for which a property tax was levied in the 1977/78 fiscal year and which is subject to the requirement to shift ad valorem property tax revenue annually to the county's Educational Revenue Augmentation Fund.
- B. Independent library special district means a library district established under Education Code, Sections 19471-2, a unified school district public library district established under Education Code, Section 18490, and a library district in unincorporated towns and villages established under Education Code, Section 19657, for which a property tax was levied in the 1977/78 fiscal year and which is subject to the requirement to shift ad valorem property tax revenue annually to the county's Educational Revenue Augmentation Fund.

**Article II – Fiscal Provisions**

- A. Effective July 1, 2000, for fiscal year 2000/01 and each fiscal year thereafter, the county free libraries established pursuant to Article 1 of Chapter 6 of Part 11 of Division 1 of Title 1 of the Education Code, and for which a property tax was levied in the 1977/78 fiscal year, shall be exempt from the requirement to shift ad valorem property tax revenue to their respective counties' Educational Revenue Augmentation Funds.
  
- B. For the purpose of this legislation, the following county libraries are those defined as dependent library special districts for tax purposes:

Alameda

Fresno

Humboldt

Kings

Lake

Los Angeles

Marin

Mono

Monterey

Napa

Orange  
Placer  
Riverside  
San Bernardino  
San Diego  
San Joaquin  
San Luis Obispo  
San Mateo  
Santa Clara  
Santa Cruz  
Solano  
Tulare  
Ventura  
Yolo

- C. Effective July 1, 2000, for fiscal year 2000/01 and each fiscal year thereafter, the following independent library special districts shall be exempt from the requirement to shift ad valorem property tax revenue to their respective counties' Educational Revenue Augmentation Funds:

Altadena Library District (Los Angeles County)

Banning Unified School District Library District (Riverside County)

Beaumont Library District (Riverside County)

Blanchard/Santa Paula Public Library District (Ventura County)

Buena Park Library District (Orange County)

Del Norte County Library District

Dixon Unified School District Library (Solano County)

Palo Verde Valley Library District (Riverside County)

Palos Verdes Library District (Los Angeles County)

Placentia Library District (Orange County)

Vacaville Unified School District Library District (Solano County)

- D. The State shall hold the school districts and community college districts in each of the counties in which these dependent and independent library special districts exist harmless from the financial impact of this exemption.

LMW:syt

\\OMS\SECRETARIAL\Legislation\Proposed legislation exemption of co public libraries from ERAF.doc

3/30/00

Assembly  
California Legislature



**DICK ACKERMAN**  
ASSEMBLYMAN, SEVENTY-SECOND DISTRICT  
Serving the cities of  
Anaheim Hills, Brea, Buena Park, Fullerton, La Habra, Placentia, Yorba Linda

GOVERNMENT

EDUCATION  
JUDICIARY

SELECT COMMITTEE ON CALIFORNIA WINE  
SELECT COMMITTEE ON JOBS-HOUSING BALANCE  
STATEWIDE APPOINTMENT  
SCHOOL-TO-CAREER ADVISORY COUNCIL

Sacramento Office  
STATE CAPITOL  
P.O. BOX 942849  
SACRAMENTO, CA 94249-0072  
(916) 319-2072

District Office  
305 NORTH HARBOR BLVD.  
SUITE 303  
FULLERTON, CA 92832  
(714) 525-0175

April 6, 2000

The Honorable Denise Moreno Ducheny  
Chair, Assembly Budget Committee  
State Capitol  
Sacramento, California 95814

Dear Assembly Member Ducheny:

The purpose of this letter is to provide the Assembly Budget Committee with an outline of my state and local priorities for the 2000-01 Budget. In light of the historic budget surplus estimates of more than \$10 billion, any budget adopted by this Legislature must contain significant tax relief to the hardworking families of California. In addition, new funding to strengthen education must provide local discretion to our school districts. This budget must also contain a down payment of one-time funding invested in rebuilding California's infrastructure needs, as well as provide money dedicated to local governments' fiscal relief.

I have provided regional and district project descriptions below. In addition, I have attached a chart that includes a brief project description, appropriate state department, amount requested and the recipient agency of funds for these priorities. Supplemental background material for each project is available upon request.

- \$345,546, to fund a multi-faceted project of the Orange County Conservation Corps (OCCC) in conjunction with Orange County, involving the removal and control of non-native vegetation near the Santa Ana River and Featherly Park. The habitat for the endangered species, the Least Bell's Vireo, will also be restored at the park through the replanting of a competitive native plant species called the Mule Fat. The project will put at-risk youth to work on a regional project that will benefit the community and environment.
- \$200,000, for a one-time capital improvement project to update and expand the City of Fullerton's antiquated traffic control system. The current system is failing and has outgrown its operational capacity of 118 city traffic signals. For instance, 17 traffic signals currently are not part of the traffic control system due to the existing system limitations. In addition, various studies have demonstrated that improvements to the signal timing plan can save commuters time and reduce mobile source emissions.
- \$110,000, to provide for traffic circulation improvements and an expansion to the existing parking lot at John Marshall Park. Due to the volume of traffic to the park from La Palma Avenue, a left turn

pocket needs to be installed in the median. In addition, the high volume of visitors/users due to tournaments and baseball games requires an expansion of the parking lot.

- \$100,000, to assist the Orange County Gateway Project (OCGP), a rail-lowering project with the objective of facilitating the movement of freight, improving safety at grade crossings and enhancing air quality. Placentia has committed almost \$1 million to the project's preliminary engineering phase over the last 2 years. In addition, OCTA has funded \$4.6 million for the EIR and preliminary engineering. The project has the following regional support: Orange County Board of Supervisors, Mayor Daly, SCAG, OCTA, AQMD, and others.
- \$75,000, to begin an engineering study to determine the scope of the work that will restore the lake at Laguna Lake Park in the City of Fullerton. The total cost of the lake restoration project is \$2.9 million, which includes \$900,000 in park improvements and \$2 million for the lake restoration. The California Department of Fish and Game's Urban Fisheries Program has made a series of recommendations to improve the lake. Funding for the engineering study would assist the City in fulfilling some of the Department's recommendations.
- \$55,000, to replace the Placentia Library District's deteriorating roof that was originally constructed in 1974. The library has multiple leaks in its roof that puts educational materials at risk.
- \$50,000, to benefit the Boys & Girls Club of Placentia for the following site improvements: \$15,000 to re-asphalt the parking lot; \$20,000 for gym floor repairs; and \$15,000 for the purchase of a club van.

Thank you for your consideration. If you have any questions or need any background material please do not hesitate to contact me or Sheron Violini in my office at 916-319-2072. I look forward to working with you and the committee in the coming months.

Sincerely,



DICK ACKERMAN  
Assemblyman, 72<sup>nd</sup> District

Attachment

cc: Assemblyman George Runner, Vice Chairman, Assembly Budget Committee

DA/sv

Project Description	Recipient	Amount	State Department
Removal of non-native plants and planting of the Mule Fat to protect endangered species.	Orange County Conservation Corps	\$345,546	California Department of Parks & Recreation (DPR)
One-time capital improvement project to upgrade the traffic control system.	City of Fullerton	\$200,000	California Dept. of Transportation (Cal Trans)
Traffic circulation improvement & parking lot expansion at John Marshall Park.	City of Anaheim	\$110,000	DPR
Orange County Gateway Project, a rail-lowering project.	City of Placentia	\$100,000	Cal Trans
Engineering study to determine scope of work at the Laguna Lake Park.	City Of Fullerton	\$75,000	DPR
Library roof replacement	Placentia Library District	\$55,000	California State Library
1. Re-asphalt lot	Placentia Boys & Girls Club	\$15,000	DPR
2. Gym floor repairs		\$20,000	
3. Purchase club van		\$15,000	
		Total: \$50,000.00	





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Report on the development of Region 4, the Arroyo Seco Library Network, of the Library of California**

**DATE:** April 19, 2000

Trustee Robin Masters represented Placentia Library District at the Arroyo Seco Library Network, Region IV – Library of California, Membership Meeting on April 11, 2000 in Whittier.

Attachment A is an Executive Summary of the proposed bylaws for the Arroyo Seco Library Network and Attachment B is an explanation of the services of the Library of California and the Arroyo Seco Library Network.

By the end of 2000 Placentia Library District will be asked to join the Arroyo Seco Library Network. Ultimately this will take the place of the District's membership in the Santiago Library System which will be going out of existence.

Mr. Masters will make a report at the Library Board Meeting.



EXECUTIVE SUMMARY  
Bylaws of  
Arroyo Seco Library Network

The Draft Bylaws of the Arroyo Seco Regional Library Network are based on a template developed by McDonough, Holland and Allen, a law firm contracted by the California State Library to assist the Library of California planning groups in this process. They determined that incorporating under the California Nonprofit Public Benefit Corporation Law, Corporations Code sec. 5110 et seq, is the only option available to regional library networks. Another consideration is that the regional library networks will be subject to the Ralph M. Brown Act, Government Code sec. 54950 et seq.

The membership provisions in the Bylaws are those specified in the Library of California Act, Education Code sec. 18800 et seq. In particular, Bylaws Article 3, Section 2B, Eligibility for Membership, restates Education Code sec. 18830.

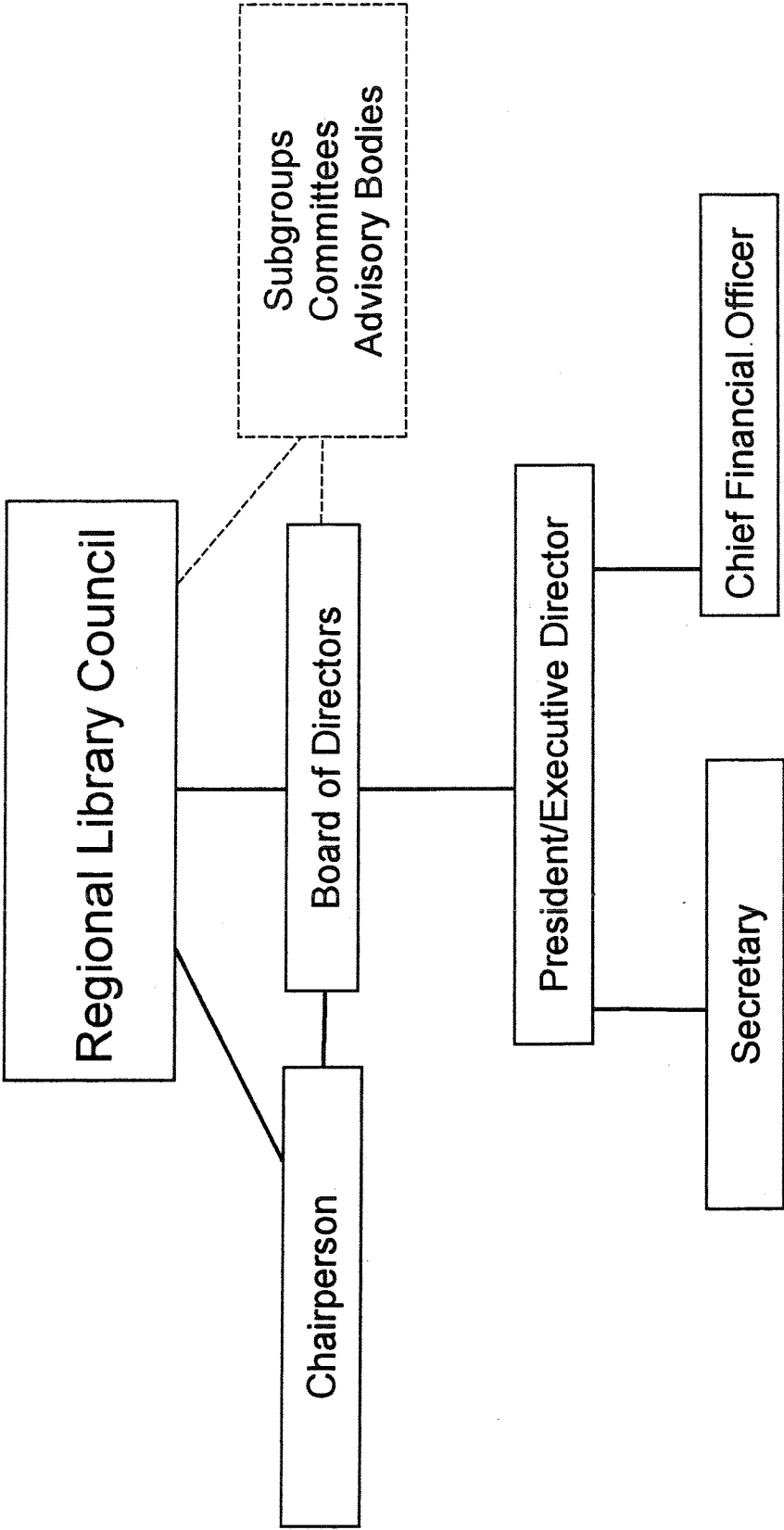
Article 4 covers the Regional Library Council. It incorporates the provisions of Education Code sec. 18841, which provides that every eligible institution of which one or more libraries is a participating library shall have a representative on the council, along with a library user from each type of library and the director of each public library jurisdiction. The Core Planning Group recommended that the quorum for the Council be set at ten percent of the total membership, with the additional requirement that at least ten percent of the total number of members in each segment (public, academic, school and special) must be present for a quorum to exist.

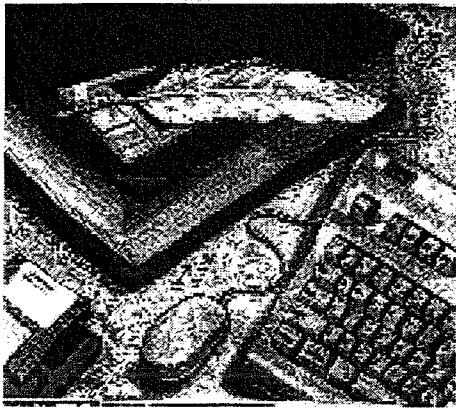
Article 6 deals with the Board of Directors, which the Library of California Act refers to as the Representative Board. As recommended by the Core Planning Group, there are thirteen directors: two directors from each type of library, elected by Council members of that type of library; two library users; two additional directors from statewide resource libraries within the region, one from the academic statewide resource libraries and one from the public statewide resource libraries; and the Council Chairperson. A director may serve no more than three consecutive two-year terms. An affirmative vote of a majority of the members of the board is required to exercise the powers of the board.

Article 9 concerns the officers. The Chairperson is chosen by the Council from among its members, and other officers may be chosen by the Board, if the Council so directs. The President is the Chief Executive Officer, and is also known as the Executive Director. The Secretary and the Chief Financial Officer are also required positions under the Bylaws. It is anticipated that the President, Secretary and Chief Financial Officer would be paid staff positions.

Other significant Bylaws provisions are for authorizing actions re grants, contracts, etc., indemnification, keeping books and records, inspection rights of members, and investments standards.

# Arroyo Seco Library Network Organization Chart





# The Library of California

## Sharing Resources for California's Libraries and Library Users

The Library of California creates a network of libraries and library resources throughout the State of California. Resources will be shared via technology and traditional means. The Library of California Act specifies which services shall be provided and the responsibilities of member libraries. While all services provided are subject to the funding available, services authorized by the Act include:

<p><b><u>COMMUNICATIONS</u></b></p> <ul style="list-style-type: none"> <li>➤ Statewide and regional shared telecommunications systems</li> <li>➤ Linking library automation systems</li> <li>➤ Statewide and regional communications systems</li> <li>➤ Statewide and regional delivery service for books and other materials</li> <li>➤ Online access to bibliographic records</li> <li>➤ Cataloging of previously uncataloged materials</li> <li>➤ Conversion of bibliographic records to online format</li> </ul>	<p><b><u>RESOURCE SHARING</u></b></p> <ul style="list-style-type: none"> <li>➤ Reimbursement for interlibrary loan</li> <li>➤ Reimbursement for onsite services provided to other than library's primary service clientele</li> <li>➤ Reimbursement for directly loaning materials to other than library's primary service clientele</li> <li>➤ Reimbursement for providing electronic access to resources to other than library's primary service clientele</li> </ul>
<p><b><u>REFERENCE</u></b></p> <ul style="list-style-type: none"> <li>➤ Reference referral services</li> <li>➤ Development of collections of information resources relevant to culturally diverse populations and people with disabilities</li> <li>➤ Funding for training, developing collections and services, consulting, CE, evaluation tools and other services for reference and information services</li> </ul>	<p><b><u>COORDINATED COOPERATIVE RESOURCE DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>➤ Cooperative, coordinated resource development including cooperative acquisition, collection agreements, shared storage and retention facilities, collection assessment and evaluation</li> <li>➤ Clearinghouse for voluntary transfer of resources</li> <li>➤ Reduced acquisition or licensing costs</li> <li>➤ Trials of new library resources and technologies</li> <li>➤ Development, licensing, distribution and support of electronic files and databases</li> </ul>
<p><b><u>CONTINUING EDUCATION</u></b></p> <ul style="list-style-type: none"> <li>➤ Training and continuing education activities, include a CE clearinghouse</li> </ul>	<p><b><u>PRESERVATION</u></b></p> <ul style="list-style-type: none"> <li>➤ Preservation information center</li> <li>➤ Funding of preservation projects, including reformatting, digitizing, conversation, preservation management, improvement of collection security and storage.</li> </ul>
<p><b><u>PUBLIC AWARENESS</u></b></p> <ul style="list-style-type: none"> <li>➤ Expansion of public awareness of libraries</li> </ul>	<p><b><u>UNDERSERVED</u></b></p> <ul style="list-style-type: none"> <li>➤ Regional services to the underserved</li> </ul>



## The Arroyo Seco Library Network

### Sharing Resources for Network Libraries and Library Users


The Arroyo Seco Library Network, a regional network of the Library of California encompasses the geographic areas of Los Angeles and Orange County. All libraries within the area are eligible to join the Arroyo Seco Library Network if they meet membership requirements and responsibilities. There is no fee for network membership and all basic, state-funded services are available at no charge to members. Enhanced services would be available on a fee basis.

#### Membership requirements include:

- A written explicit mission statement and service objectives.
- A fixed location in California.
- Established hours of service.
- An organized collection of information and materials accessible for use by its primary clientele.
- Designated, onsite, paid staff for library services. At least one staff person shall have a master's degree in library or information science or a California library media teacher credential issued by the Commission on Teacher Credentialing, but equivalent graduate education or demonstrated professional experience may be substituted for this requirement. The eligibility determination will be made by the regional library network.
- An established funding base.
- Official action by the board of governance or the appropriate administrative authority for each academic library, public library, school library, and special library to approve network membership.
- 

#### Membership responsibilities include:

- Sharing resources and services with other members of the regional library network.
- Providing resources and services for other members of the regional library network.
- Meeting the minimum resource-sharing performance standards of the regional library network.
- Agreement by the governing board or administrative authority not to reduce funding for library services as a result of network participation.
- Participation in the Regional Library Council


TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Pubic Services Manager   
 DATE: April 12, 2000  
 SUBJECT: Program Committee Report for the month of March

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	25
<u>TYD Total</u>	2	171
 <i>LITERACY SERVICES</i>		
LVA TUTOR TRAINING	0	0
PLLS TUTOR TRAINING	2	18
TUTOR IN-SERVICE	0	0
TOTAL	<u>2</u>	<u>18</u>
YTD TOTAL	<u>17</u>	<u>290</u>
 <i>CHILDREN'S SERVICES</i>		
CLASS VISITS TO THE LIB.	6	114
STORY TIMES THURS AM.	0	0
STORY TIMES THURS PM.	0	0
LAPSITS	0	0
OFFSITE STORYTIMES	4	32
COMMUNITY CENTER VISITS	1	13
MUSIC TIME	0	0
SPECIAL PROGRAMS	1 (HEADSTART STORY TIME)	20
TOTAL	<u>12</u>	<u>179</u>
YTD TOTAL	<u>153</u>	<u>5,471</u>





TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian 

DATE: April 19, 2000

**SUBJECT: March activities in the Children's Department**

**Programming-** There were no on-site storytimes, lapsits, or musictimes in the month of March.


**Class/Group visits-** Class visits from local schools continued. 6 classes visited the library this month, with a total of 114 children using the library and it's services.

**Community Outreach** – Storytimes at the community centers have continued, with 4 storytimes entertaining 32 children. Visits to the library by the community centers have continued with one center visiting. The 13 children visiting the library each received a gift book. Storytimes have begun at the Headstart school in Placentia. Storyteller Nancy Mory visited one Headstart class and held storytime for 20 children. Donna Bass (Missus Spintales) will be visiting all 7 Headstart classes on Wednesdays beginning in April, for 20 minute storytimes in each class

**Summer Reading Program-** Planning for the Summer Reading Program continues. Camelot Golfland has supplied passes for a free miniature golf game. The Whole Enchilada Restaurant will also be supplying food coupons. Eight performers are booked for the Way Out Wednesdays including: the Aquarium of the Pacific, the magician Abbit the Average, Bubblemania, and others.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: April 12, 2000

SUBJECT: **Placentia Library Literacy Services Report for the month of March.**

**Program Statistics**

Active tutors: 66  
Active students: 85  
Tutor Training Workshops: 2  
Number of Adult tutors trained: 10  
Number of High School tutors trained: 8  
Total Number of tutors trained: 18  
Adult students waiting to be matched: 7  
Grade School Children waiting to be matched: 6  
Patrons receiving U.S. Citizenship Application Assistance: 22  
Percentage of tutors reporting (February hours): 92%  
Tutoring hours reported: 505  
Other volunteer hours reported: 85  
Total volunteer hours: 595

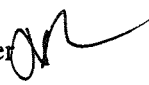
**Tutor Training.** The Literacy Coordinator conducted tutor training workshops on Sunday, March 5 and March 26, and eighteen (18) tutors were trained, eight (8) of whom were high school and junior high school volunteers.

**Other Networking Activities.** Literacy Coordinator Jim Roberts represented PLLS at the Placentia Community Network Meeting on March 16. Jim also presented a program on literacy and the Library at the Yorba Linda Sunrise Rotary Club on March 24.

**Families for Literacy (FFL) Grant Application.** Literacy Coordinator Jim Roberts completed the Proposition 10 (Tobacco Tax Initiative) FFL Grant Application and the regular FFL Grant Application on March 26. We expect the Library and the Literacy Program to receive a \$10,000 Prop 10 FFL Grant and a \$10,000 FFL Grant for a total of \$20,000 to start a new FFL Program, with funding to begin in FY 2000-01. The Prop 10 FFL Grant may be a one time grant, but the regular FFL Grant should be renewable.

**Public Library Association Conference.** Public Services Manager, Jim Roberts, and Technical Services Manager, Julie Shook, attended the PLA Conference in Charlotte, NC from March 27- April 1. Both managers agreed that it was an extremely valuable experience to attend a variety of extremely worthwhile programs, such as advances in technology and youth and adult programming. They were also able to get some good buys on books and to make standing orders on audio books and large print books for this year and subsequent years.



TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Pubic Services Manager   
DATE: April 12, 2000  
SUBJECT: **Placentia Library Web Site Development Report for the month of March.**

A quarterly Web Site review for design and set up, among others, will be scheduled for April.

In March, the Placentia Library District had 3,880 "hits" on the Web Site, an average of 129 a day. The following are the areas with the most "hits."

Borrowers:	206
Friends:	208
Information:	209
Foundation:	204
History Room:	205
Literacy/CLC logo:	317
Passport:	207



TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: April 19, 2000  
SUBJECT: **Publicity materials produced for March 2000**

**Information on the Placentia Library cable channel #53:**

The cable system has been experiencing technical difficulties. The new system is currently being installed. The information will be created in Powerpoint but the host is still not connected so the information on the Cable channel cannot be accessed. Because of the change in systems Comcast informs us that the Library pages and the City pages will have to be combined. The technical staff is trying to figure out if this can be changed.

**Newspaper articles published:**

1. Friends of Placentia Library Author's Luncheon featuring Ruth Heller.
2. Library to receive Families for Literacy grant
3. Library gets computers thanks to Gates grant.
4. Spring Celebration to be held at the Library for children.
5. National Library Week April 9-15 helps parents and kids read, learn, connect.
6. Friends of Placentia Library meets first Monday of the month
7. Literacy tutors complete their training.

# Library gets computers thanks to Gates grant

By Celine Garcia  
Placentia News-Times

Valencia High School student Maria Gonzalez is taking a trip to her native country, Mexico. Before dinner, she'll travel to the moon or take a virtual flight to San Francisco.

Gonzalez is one of many Placentia Library District patrons who have already taken advantage of new computer equipment and software provided last month by a \$20,000 grant from the Bill and Melinda Gates Foundation. The addition of four computers will bring the total to 11 Internet-ready terminals available to library patrons.

The foundation has committed \$11 million to libraries in under-served communities throughout the United States. Placentia was the sole Orange County recipient.

Julie Shook said the computer lab will help the library stay current with technology.

"We're keeping up," said Shook, technical services librarian. "This expands it even more, especially with the multi-media, sound, movie clips and such."

Every day after school, 17-year-old Maria visits the library with her brother and two sisters. The siblings

read, explore or work on homework until their parents pick them up.

As Gonzalez takes a detour to Rio de Janeiro on her way to New Orleans, the computer screen leaps to life with vivid color, music and photographs.

Gonzalez is pleased with the equipment.

"They have more information and you can learn more stuff," she said.

As part of the grant guidelines, Shook said the library will also provide instruction sheets in Spanish.

Shook said the whole com-

munity can benefit from the computer lab. The equipment can be adjusted to provide large-type for those with sight difficulties. There are tutorials in several subjects, including algebra and the how-to's of using a computer mouse.

"It'll benefit a lot (of people), especially with the resume and publishing templates. They can be used to make newsletters and greeting cards," said Shook.

Additional software includes Encarta Deluxe (encyclopedias), World Atlas 2000, Africana (African culture), Excel 2000 (spreadsheets), Publisher 2000, Powerpoint 2000 (multi-me-

dia presentations) and Access 2000 (database).

Children's programs include Arnold Rock College (geology), Barney circus farm and sea, Doctor Seuss' Cat in the Hat, Magic School Bus - rainforest, earth and dinosaurs and story-telling programs.

"The kids are excited about going into the living books and just being able to experience the different opportunities and explore," said Jim Roberts, public services manager. "They have games ... It's lively, it's animated and it piques their interest. It helps. They're learning but they don't know they're learning."

**pacific clippings**

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santa ana, calif. 92711

The Register Daily MAR 3 - 2000

### PLACENTIA

**Library to receive grants:** The Placentia Library District will receive \$20,000 from Proposition 10 and a Families for Literacy grant. The money will be spent on books, materials and staff to revitalize its literacy program, said Jim Roberts, public services manager. The program will launch in July.

- Celine Garcia  
(714) 704-3796

Celine.Garcia@link.freedom.com

**pacific clippings**

p m b 1 1 7 8 9  
santa ana, calif. 92711

R.S.V.P. Quarterly MAR - - 2000

MARCH 4 332

\*\*\*American Business Women's Association/  
Impact Council

3rd Annual Women On the Go Conference  
One-day conference to include 12 workshops, continental breakfast, lunch, dinner and entertainment. Workshops include investing and coping plus many other topics. 8 a.m. \$69; 200 attendees. Radisson Hotel, Fullerton. Contact Chair Carol Peterson, 714/529-5299.

Pacific Symphony Orchestra (PSO)

*Ghostbusters*  
Mark Mandarano, conductor. Mervyn's Musical Mornings concert. 10 a.m. and 11:30 a.m. \$11-\$13. The Center, Costa Mesa. Contact 714/755-5799.

Placentia Library, Friends of  
Author's Luncheon to Benefit the Library's Book Budget

Ruth Heller, children's author and illustrator, will speak. Placentia celebrity waiters. Chair: Barbara Hemmerling. 11:30 a.m.-1:30 p.m. 200 guests. Alta Vista Country Club, Placentia. Contact Elizabeth Minter, 714/528-1925 x203.



## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News

Weekly MAR 29 2000

## **CLUBS** 332

Time on your hands?  
Here's a list of Placentia clubs and organizations and who to call for information. If you'd like to see your club or organization listed here, call Donna Oates, 704-3790.

**Aglow International**, 777 Alta Vista St., Placentia 92870, 529-8665. Meets 9:30 a.m. second Friday of each month at Alta Vista Country Club.

**Altrusa International Inc. of Anaheim**, P. O. Box 8468, Anaheim, CA 92812-84, Meets fourth Monday at Mimi's Restaurant, Anaheim. Wendy Walker, membership, 991-6260.

**American Association of University Women**, 810 Avocado, Brea, 92821. AAUW meets 7:30 p.m. first Thursday of each month at Villa de Palma. President Thelma Mel-lott, 529-7314.

**American Legion, Placentia Post 277**, 230 S. Bradford Ave., Placentia 92870, 996-2190. Meets 7:30 p.m. second and fourth Tuesday of each month at 230 S. Bradford Ave. Commander Porfirio Duarte, 528-6089.

**Boys & Girls Club of Placentia**, P. O. Box 112, Placentia, 92870. Meets 6:30 p.m. second Monday of each month at the clubhouse. President Gabriel Quintero, 528-5454; Colleen Braga, executive director, 528-8140.

**FISH of Placentia-Yorba Linda**, Box 26, Yorba Linda 92886, 528-5220. Meets 1 p.m. on fourth Monday each month, September through May, at Hacienda Mobile Home Park clubhouse, 161 E. Orangethorpe, Placentia. President Larry Woessner.

**Friends of Placentia Library**, 411 E. Chapman Ave., Placentia 92870, 528-1925. Meets first Monday each month except July and August at the library. President A. C. "Pat" Irot, 996-8390.

## **pacific clippings**

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santa ana, calif. 92711

Coto De Caza News  
Weekly MAR 23 2000

### **NATIONAL LIBRARY WEEK APRIL 9-15 HELPS PARENTS AND KIDS READ, LEARN, CONNECT**

Where can children read their favorite books, surf the Web and get homework help? Where can parents get a list of the nearest daycare centers, plan a family vacation or obtain the latest tax information? A good bet is their local library.

National Library Week, April 9-15, celebrates how children and families can Read! Learn! Connect! At the Library. The annual event is sponsored by the American Library Association and library supporters nationwide.

This year, many libraries are hosting a Connect for Kids at the Library Day, on Saturday, April 8. Libraries will offer families a one stop shop of services and programs available in their community. Participating organizations will provide information, displays and presentations.

To find out what is new or for more information about National Library Week programs in your area, contact your local public, school or college library.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News

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### **Spring celebration at the library** 332

Registration begins April 2 for the library's annual spring party for preschool. The event will be held at n. April 20 at the library

and will include an Easter egg hunt, a simple craft project, spring stories and treats.

Attendance is limited to the first 25 children who register. Tots aged 2 and under are invited to a lap-sit program that day. Preregistration is also required and attendance is limited. For details, call the library at (714) 528-1906.



Stan Bird Placentia News-Times  
Priscilla Kastner, right, is training to be an adult literacy tutor, teaching reading, writing and speaking.

## At the Library



Stan Bird Placentia News-Times  
Literacy Coordinator Jim Roberts, far right, handed out certificates to literacy tutors who completed their training last week. They are, front row from left: Edito Russo, Anita Porcella, Janet Elinsky and Carmelita Alcantara (receiving her diploma from Roberts). In the back row are: Mary Dunlap, Lietta Woods, teacher; Priscilla Kastner, Janice Fuller and Carmen Rodriguez.

# Literacy tutors complete their training

By Celine Garcia  
Placentia News-Times

Ten-year-old Andrew Peechaphand has a fever, but it didn't stop him from meeting his tutor at the library to do his homework.

His brother, Thanin, 13, is there for help, too.

Their mother, Shirley, has brought them to the Placentia Library District to be matched up with a teen tutor, a new program at the library.

The high school tutoring program is part of an overall push to improve literacy in adults and children. The library recently received \$10,000 in Proposition 10 (tobacco tax) funds for this purpose.

Another grant from Families for Literacy is expected later this year. The money will be spent on books, materials and a part-time staff member.

Last month, the library graduated 15 teen tutors and a handful of adult teachers. So far, seven elementary and middle school students have been teamed with high school tutors.

"Tutoring children has never been done here. You can see there's a need," said Jim Roberts, Public Services Manager for the library.

Helen Khamsouk, 15, was one of the first high school students to participate in the training workshop. The

Esperanza High School student said she felt satisfied in

“I remember learning how to read when I was young and it was really great. I learned from my older brother. It's fun to see someone else's light bulb go on.”

Helen Khamsouk  
Teen tutor

helping her younger peers learn.

## Future classes start on April 22

"I remember learning how to read when I was young and it was really great," said Khamsouk. "I learned from my older brother. It's fun to see someone else's light bulb go on."

The next literacy tutor training workshop is from 6-9 p.m. Mondays for five weeks beginning April 22 at the library, 411 E. Chapman Avenue.

Roberts said his next step is to recruit more students from local elementary schools, including Rio Vista and Topaz.



Janice Fuller, a tutor in training listens attentively in class for tutors. Some, like Fuller, are adults but others are high school students.

Stan Bird/  
Placentia  
News-Times

Training tutors, Lietta Woods gives her students specifics on how to help non-reading adults learn to read, write and speak English.

Stan Bird/  
Placentia  
News-Times

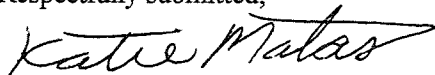


SAFETY COMMITTEE MEETING  
MARCH 23, 2000  
MINUTES

- I. Call to Order: 8:53 A.M.
- II. Members Attending: Wendy Goodson  
Katie Matas  
Cindy McClain  
Cyrise Smith
- Members Absent: Esther Guzman
- III. Old Business
1. Repair of the loose ceiling tiles and roof leaks is still pending.
  2. The City will remove the tree by the back door to take care of the problem of expanding cement.
- IV. New Business
1. The renovation of the Placentia History Room began and the staff was cautioned to be careful of any debris.
  2. A safety harness was installed on the Chapman Avenue doors.
  3. The Fire Department conducted its annual inspection of the Library on March 22, 2000.
  4. The fire alarms were inspected.

The next meeting will be April 27, 2000 at 9:45 A.M.

Respectfully submitted,



Katie Matas



# Board & Administrator

FOR BOARD MEMBERS

April 2000 Vol. 16, No. 8

Editor: Jeff Stratton

## Why do you need board policies?

**Nonprofit staff come and go, but board policy endures**

- *Effective, written board policies maintain continuity and consistency, and foster stability.* Board members and employees come and go, but policy endures. A board policy manual, containing current policies and regulations, permits smooth transitions when changes take place.
- *Effective, written board policies clarify board/administrator relations*

*and provide guidance for the administrator.* The board looks at the organization's big picture and determines the direction of the programs within the organization. This direction is written in board policies. By writing broad directions, the board gives the administrator the guidance that he or she needs to administer the organization to ensure the goals of the board are met.

### Tips for writing board policy

Here are some specific tips a board should follow when writing board policy:

- When filling in a blank requiring a name or a position title, use the position title. This will keep the board policy current even when there is a turnover in employees.
- In a board policy, state that every time the title "Administrator" is used, it also means "or designee." This eliminates the need to add "or designee" to board policies.
- Eliminate duplication or inconsistencies in board policy. Assign someone to read through the board policies and highlight duplication and inconsistencies. The board should then rewrite the board policy so that it is consistent or eliminate the duplicate board policy.
- Use the adoption, revision and review dates on the bottom of the last page of the board policies. These dates will provide guidance and assistance, especially during accreditation reviews.
- When updating board policies, remember to update the legal and cross references.

Source: Montana School Boards Association, One South Montana Ave., Helena, MT 59601; Internet <http://www.mtsba.org>.

- *Effective, written board policies will legitimize board actions.* Properly written board policies provide a basis for accountability for board action. Properly written board policy also shows the organization's constituents that the board takes its job seriously and is committed to board policy.
- *Effective, written board policies will allow the board and administration to operate in a more efficient manner.* When policies exist, there is no longer a need for lengthy board discussions on every matter that comes before the board. The board frees itself up to work on more important matters that need board attention.
- *Effective, written board policies provide the basis for a legal record.* Board policies are the law of the organization. If policies are written properly and are consistent with federal and state laws and regulations, the board's action should be upheld. ■

Source: Montana School Boards Association, One South Montana Ave., Helena, MT 59601; Internet <http://www.mtsba.org>.

## If you could change just one thing about your board's meetings...

### Meeting advice for busy board members

- **Structure the meeting so that all board members participate!**, says a Minnesota board member. "I think all board members must do more at meetings than just listen," she says. "They need to contribute as well. "As board chairperson, I let board members know in advance that I expect their opinions on the issues before the board—they need to come prepared. We also have small group discussions about topics that need board input."
- **Type up and present committee reports to board members before the meeting!** "That's the difference between spending 10 minutes vs. 45 minutes on committee business," says Board Member **Margaret Leinbach** (Charlotte, NC). "When committee reports are presented by a board member at the meeting, we spend too much time on reading the reports and answering questions that could have been addressed before the meeting."
- **Handle complaints systematically!** Rather than springing a complaint on the board and staff at the meeting, get your issue on the agenda in advance of the meeting, says a Florida board member. Could the complaint have

been handled by the administrator if he or she was aware of it? Usually, yes. If the matter truly is a board issue, contact the administrator and board chairperson before the meeting to get the matter on the meeting agenda.

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*"As board chairperson, I let board members know in advance that I expect their opinions on the issues before the board—they need to come prepared."*

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- **Share successes and good news!**, says a North Dakota board member. "I volunteer my time to make a difference at this nonprofit and in the community," she says. "Rather than perfunctory reports and strictly business, I want to hear about the positive things happening at the organization. It should only take five minutes to hear about staff recognition, client success stories or awards the nonprofit has earned. These are the types of things that tell me my contribution is making a difference." ■

## Share the board's expectations about fund raising with candidates

One of the "touchiest" aspects of serving on most nonprofit boards is the need for board involvement in fund raising.

That's why it's important that this expectation is made crystal clear to all potential board members. Board Chairperson **Karen Faber** (Columbia, SC) tells me that her board has a simple—but important—expectation in this area for all board members.

The board asks each of its members to

give two days each year to the nonprofit's development efforts. It's explained to all new board members on the Board Service Commitment they review and sign when they join the board.

"On our board, most members meet this expectation by participating in our big annual special event," says Faber. "But it could also be met by serving on our endowment board, helping with our golf tournament or recruiting new board members." ■