

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

October 20, 1999

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant

2. Adoption of Agenda *Rob / One*

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).

Send to Staff 7:34 pm.
Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the September 15, 1999 Regular Meeting. *Wood / Dume*

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

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

✓ Recognition of Summer Reading Youth Volunteers

✓ Recognition of Heritage Day Parade Youth Volunteers

Determine whether Trustees wish to get the new Library shirts at a cost of approximately \$27.00 apiece.

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Representative Barbara Hemmerling

Used Papadakis sale - \$1500

8. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Stark and Wood

Donor Receipts

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3807, 3808, 3809, 3810, 3811 and 3812 for a total of \$16,400.31 forwarded by Library Director during this report period.

11. Current Claims and Payroll (Approve)

Current Claims 3815, 3816, 3817, 3818, 3819, 3820, 3821 and 3822; and Payrolls 3813 for \$21,520.00 and 3814 for \$21,520.00, for a combined total of Current Claims and Payroll of \$65,787.28.

- R+F Oct 20, 1999 No funds transferred.
12. FY1999-2000 Cash Flow Analysis through August 18, 1999 and recommendation that the Orange County Treasurer be instructed to transfer \$90,000 from Placentia Library District Fund 706 (Bond Redemption) to Fund 707 (General Fund). (Receive & File and Authorize transfer \$90,000 from Fund 706 (Bond Redemption) to Fund 707 (General Fund) to be reversed in May 2000)

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

13. Financial Reports for September 1999 (Receive & File)
14. Office General Ledger & Check Registers for September 1999 (Receive & File)
15. Acquisitions Report for September 1999 (Receive & File)
16. Overdue Collection Reports for September 1999 (Receive & File)
17. Debit Card System Reimbursement Report for September 1999 (Receive & File)
18. Gifts Report for September 1999 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 36)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 36 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.

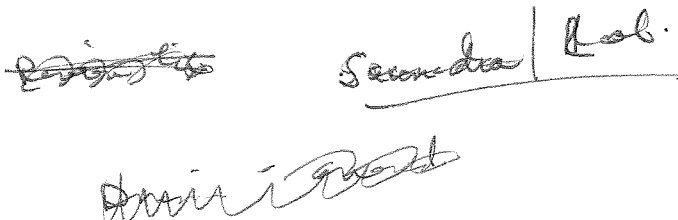
19. Building Maintenance Report for September 1999 (Receive & File)
20. Personnel Report for September 1999 (Receive, File, and Ratify Appointments)
21. Volunteer Reports for August and September 1999 (Receive & File)
22. Circulation Report for September 1999 (Receive & File)
23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 7, 1999 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)

25. Legislative information from the California Library Association (CLA) (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
27. Certification of Eligibility and Funding for Fiscal Year 1999-2000 for the California Library Literacy Services. (Receive & File)
28. Letter of Understanding with McFarlin & Anderson regarding the ABN-AMBRO Incorporated Lease-Purchase Agreement finalized at the September 15, 1999 Library Board meeting. (Receive & File)
29. Notification from First Data Investor Services Group (Account Manager for the District's Pension Fund) that it will be acquired by PFPC Worldwide, Inc., a subsidiary of PNC, during the fourth quarter of this year. (Receive & File)
30. Status Report from First American Trust, Trustee of the District's Pension Plan. (Receive & File)
31. Fiscal Year 1998-99 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller. (Receive & File)
32. Fiscal Year 1998-99 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)
33. Fiscal Year 1998-99 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 1999 (Receive & File)
34. Orange County Investment Pool (OCIP) Bankruptcy update of October 7, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)
35. Minutes of the Placentia Civic Center Authority Commission of October 5, 1999, and the Financial Statements and Audit for Fiscal Year 1998-99 as prepared by Conrad & Associates, LLP, CPA. (Receive & File)
36. Final Report to the State Library of California for the Literacy for Adults and Children (LAC) Grant for Fiscal Year 1998-1999 (Receive & File)

CONTINUING BUSINESS

37. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue

Presentation: Library Director
Recommendation: Give direction for future action

The block contains three handwritten signatures. The top left signature is partially obscured and appears to be 'D. [unclear]'. The top right signature is 'Sandra' followed by a vertical line and 'Rob.'. The bottom signature is 'Danni' followed by a flourish.

38. Elimination of Principal Librarian position and salary scale effective December 31, 1999; establishment of Public Services Manager and Technical Services Manager positions effective January 1, 2000; and adoption by Resolution 99-7 of Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999, which reflects the Library Director's salary as adopted at the September 15, 1999 Library Board Meeting and the addition of the salary range for the Public Services and Technical Services Manager positions.

Presentation: Library Director

Recommendation: Authorize elimination of Principal Librarian position and salary scale effective December 31, 1999; and

Establish Public Services Manager and Technical Services Managers positions effective January 1, 2000; and

Read Resolution 99-7 by title only; and

Adopt Resolution 99-7

NEW BUSINESS

39. Selection of Term Life Insurance vendor for \$135,000 policy for the Library Director.

Rob / Pang
Presentation: Library Director

Recommendation:

40. Travel/training authorization for California Library Association (CLA) Annual Conference and the Special District Risk Management Authority (SDRMA) Annual Meeting and Education Day

Presentation: Library Director

Recommendations: Authorize Trustee Dinsmore and Library Director Minter to attend the California Library Association (CLA) Annual Conference in Palm Springs, November 13 - 15, 1999, at a cost not to exceed \$1,208.32 to be paid from Fund 707; and

Dins / Rob
Ratify Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Meeting and Education Day in Sacramento on October 20, 1999, at a cost not to exceed \$228.50 to be paid from Fund 707.

41. Retirement Presentation for Principal Librarian Suad Ammar

Presentation: Trustees Dinsmore and Wood

Recommendations: Determine the budget for the retirement presentation for Principal Librarian Suad Ammar.

- 42. Revision of Flexible Benefit Plan (Section 125 Plan) required to maintain compliance with COBRA and HIPAA regulations and the IRS rules.

Presentation: Library Director
 Recommendations: Approve Flexible Benefit Plan (Section 125 Plan) service and administration contract with Woodmen Accident and Life Company; and
 Read Resolution 99-8 by title only; and
 Adopt Resolution 99-8

Dir / Feb.

Dir / Feb.

STAFF REPORTS (Items 43 - 49)

Items 43 - 49 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.

- 43. Placentia Library Web Site Development Report for September 1999 (Ammar)
- 44. Program Committee Report for September 1999 (Ammar)
- 45. Children's Services Report for September 1999 (Smith)
- 46. Publicity Materials produced for August and September 1999 (Willauer)
- 47. Placentia Library Literacy Services Report for September 1999 (Matas)
- 48. Safety Committee Minutes for September 1999 (Matas)
- 49. Report on Y2K Preparations for September 1999 (Shook & Goodson)

ADJOURNMENT

- 50. Agenda Preparation for the November Regular Meeting which will be held on November 17, 1999.
- 51. Review of Action Items.

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

- 52. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the October 20, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 14, 1999.

W.G. Goodson

Rob / Wood

Return Placentia

October 1999

Library Board of Trustees Monthly Planner

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November 1999

Library Board of Trustees Monthly Planner

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December 1999

Library Board of Trustees Monthly Planner

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January 2000

Library Board of Trustees Monthly Planner

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	Friends Board Meeting, Wood					
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					ALA Midwinter, San Antonio, through Jan 19	Strategic Planning Workshop -- All Board Members -- 8:30 AM - 4:30 P.M.
16	17	18	19	20	21	22
			Chamber Mixer, Sundance Studios	Foundation Board Meeting		
			Library Board Meeting			
23	24	25	26	27	28	29
				Placentia Chamber of Commerce Breakfast		
30	31					

February 2000

Library Board of Trustees Monthly Planner

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March 2000

Library Board of Trustees Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 15, 1999

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 15, 1999 at 7:31 P.M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Robin Masters, Trustees Sandra Stark, and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

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

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

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

MINUTES It was moved by Trustee Wood, seconded by Secretary Masters to approve the Minutes of the August 18, 1999 Regular Meeting as printed.

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

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

Trustee Dinsmore arrived at 7:39 P.M.

PRESIDENT'S REPORT President Shkoler reported that the City of Placentia will be holding a emergency training program in the Spring of 2000 for all who are interested.

TRUSTEE REPORTS Trustee Stark reported that the Special District Workers Compensation Authority is modernizing its attitudes and structure.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims 3796, 3797, 3798, and 3799 forwarded by the Library Director in the amount of \$13,282.83.

Current Claims 3803,3804,3805, and 3806 for \$23,447.37, and Payroll Claims 3800, 3801, and 3802 for \$64,239.00, for a total of \$87,686.37.

FY1998-99 Cash Flow Analysis through August 18, 1999 and recommendation that the Orange County Treasurer be instructed to transfer \$90,000 from Placentia Library District Fund 706 (Bond Redemption) to Fund 707 (General Fund) to be reversed in May 2000.

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 12 through 17:

Financial Reports for August,1999

Office General Ledger & Check Registers for August, 1999

Acquisitions Report for August, 1999

Overdue Collection Report for August, 1999

Debit Card System Reimbursement Report for August, 1999

Gifts Report for August, 1999

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood, seconded by Trustee Stark to receive and file Agenda Items 18-27a:

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

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

Volunteer Report for August, 1999 (Receive & File)

Circulation Report for August, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of Aug 3, 1999 along with Notes from the June 3, 1999 Chapter Round Table (CSDA) (Receive & File)

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

Legislative information from California Special Districts Association (CSDA), and California Library Association (CLA) (Receive & File)

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

Orange County Investment Pool (OCIP) Bankruptcy update of August 29, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Letter from First American Trust explaining changes in Operations and management affecting the District's pension Fund, Placentia Library MPPP Trustee 60-1076-00. The letter Also contained the annual disclosure, pursuant to Section 1561.1 Of the California Financial Code, of the fees and rates charged By First American Trust Company which is available for review In the Administrative Assistant's Office (Receive & File)

Report of Actions taken at the Library of California Board Meeting on August 12, 1999

**LIBRARY REVENUE
ISSUES AND
FEASIBILITY OF
LIBRARY PARCEL
TAX BALLOT ISSUE**

Library Director Minter reported there is no activity report on Property Tax issues or State Funds.
Minter provided a copy of the recommendations from the Measure W Campaign Committee in 1997 along with the brochure from a political campaign consulting firm.

**ENERGY
CONSERVATION
PROJECT**

The Board discussed the special counsel that McFarlin & Anderson will be providing by reviewing the Lease-Purchase Agreement and Escrow Agreement prepared by ABN AMRO Inc; preparing resolutions, documents and certificates for the District necessary in connection with the lease-purchase of the equipment; and upon completion of the lease-purchase of the equipment, to deliver the legal opinion to the effect that the Lease-Purchase Agreement and the Escrow Agreement are valid and binding obligations of the District.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to Authorize the Library Board President to sign the Certificate in support of the legal opinion provided by ABN AMRO, Inc.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to read Resolution 99-5, Official Intent of Reimbursement of Capital Expenditures by title only.

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

It was moved by Trustee Wood, seconded by Secretary Masters to adopt Resolution 99-5, Official Intent of Reimbursement of Capital Expenditures.

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

It was moved by Trustee Wood, seconded by Secretary Masters to read Resolution 99-6, Approving the Form of and Authorizing the Lease-Purchase of Certain Equipment and the Execution and Delivery of a Master Lease-Purchase Agreement, including an Equipment Schedule Attached Thereto and an Escrow Agreement and Approving Certain Actions in Connections Therewith, by title only.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-6, Approving the Form of and Authorizing the Lease-Purchase of Certain Equipment and the Execution and Delivery of a Master Lease-Purchase Agreement, including an Equipment Schedule Attached Thereto and an Escrow Agreement and Approving Certain Actions in Connections Therewith.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve purchase of additional lighting fixtures as identified in Attachment D at a cost \$2,658 plus tax and shipping.

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

President Shkoler recessed the meeting at 8:01 P.M.

President Shkoler reconvened the Board at 8:08 P.M.

**PERFORMANCE
REVIEW – LIBRARY
DIRECTOR**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve a merit increase for Library Director Minter of 5% with life insurance the value of two times the Library Director's salary effective September 16, 1999.

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

**STRATEGIC
PLANNING**

The Board selected January 15, 2000, 9 A.M to 4:30P.M. for the Strategic Planning Workshop.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to authorize Library Director Minter to attend the California Special Districts Association (CSDA) Annual Conference in San Diego, September 22 and 23, 1999, at a cost not to exceed \$486.50 to be paid from Fund 707.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize Trustee Wood and Library Director Minter to attend the National Society of Fund Raising Executives (NSFRE) Fund Raising Day in Pasadena, September 28, 1999, at a cost not to exceed \$451.00 with the registration to be paid from the SLS Staff Development Account, and the parking and local transportation to be paid from Fund 707.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to authorize Library Director Minter to attend the National Committee on Planned Giving Conference in Anaheim, October 13-16, 1999, at a cost not to exceed \$635.00 with the registration to be paid from the SLS Staff Development Account and the parking and local transportation to be paid from Fund 707.

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

**FURNITURE
UPHOLSTERY
AUTHORIZATIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to declare the five (5) 3-seat couches as excess property, and the Library Director instructed to give them to a local charitable organization or to Goodwill Industries.

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

It was moved by Secretary Masters, seconded by Trustee Wood to remove the fourteen (14) Board Room chairs from the prepared excess property list to the re-upholstery list, and to obtain quotes for new chair bases.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize the Library Director to seek bids on the re-upholstery of the items indicated in the Upholstered Furniture Survey of September 8, 1999, for work to begin in January 2000.

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

**HERITAGE DAY
PARADE**

It was determined that the participants in the Heritage Day Parade will be Suad Ammar, Peggy Dinsmore, Jim Dinsmore, Pat Irot, and Al Shkoler. Also, the Children's Department will have literary characters representing the Library.

STAFF REPORTS

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 35-41:

Placentia Library Web Site Development Report for Aug, 1999

Program Committee Report for August, 1999

Children's Services Report for August, 1999

Publicity Materials Produced in August, 1999

Placentia Library Literacy Services Report for August, 1999

Safety Committee Minutes for August, 1999

Report on Y2K Preparation for August, 1999

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for Sep 15, 1999 adjourned at 9:23 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Friends of Placentia Library Report
DATE: October 20, 1999

The Friends did not have a Board Meeting in October because they were working at their paperback book sale.

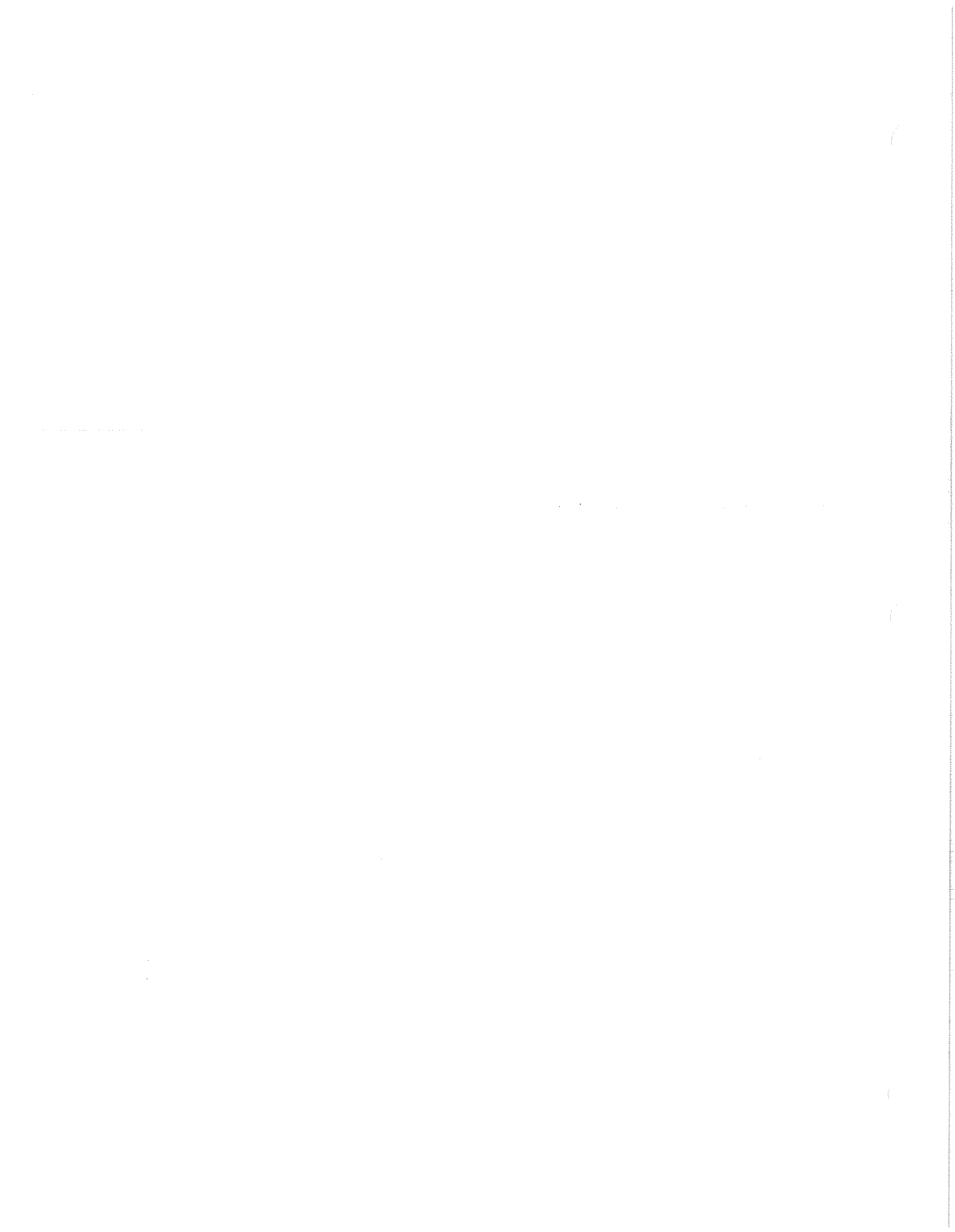
Friends Board Member Jan Schwartzkopf had surgery on October 7 and is now recovering at home.

The next Friends Board meeting is scheduled for Monday, November 1 at 7:00 P.M. Trustee Sandra Stark is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 20, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
October 20, 1999

DATE	REPORT NUMBER	AMOUNT
September 23, 1999	3807	4,442.26
September 23, 1999	3808	1,985.47
September 30, 1999	3809	5,327.27
September 30, 1999	3810	654.53
October 14, 1999	3811	2,211.64
October 14, 1999	3812	1,779.14
	TOTAL	\$16,400.31

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 9-29-99

DATE 09/23/99
REPORT NO 3807

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
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Oct 1999 010-19000-05435		0300	00		462.50		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	Oct 1999 VH1181-0000		0300	00		2,873.92		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	9/7/99 253-0470 9/4/99 524-8408 9/7/99 253-2062		0700	01		131.67		
			0700	08		31.85		
			0700	01		330.17		
	TOTAL					493.69 362.02		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	8/31/99 996-4983 9/1/99 524-8408		0700	00		11.34		
			0700	00		7.15		
	TOTAL					18.49		
N16840A Verio PO Box 650091 Dallas TX 75265-0091	9/2/99 50248230		0700	02		250.00		
N01833 Christensen Electric, Unit 75 PO Box 4800 Portland OR 97208-4800	9/13/99 139364		1400	00		285.00		
N09141 Dick's Lock & Safe 602 W. Chapman Ave #F Placentia CA 92870	9/20/99 81514		1400	00		58.66		

The claims listed above (totaling \$4,442.26) 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

pd 9-29-99

DATE 09/23/99
REPORT NO 3808

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
N09163 Manwill Plumbing PO Box 1597 Brea CA 92822-1597	9/18/99 27496		1400	00		326.90		
N10478A GE Capital Information Tech 7743 Collections Center Dr Chicago IL 60693	8/18/99 90509782		1800	00		3.57		
N01856 Munson, Cronick & Associates 2501 E Chapman Ave Suite 220 Fullerton CA 92831	8/31/99 10145		1900	00		1,655.00		

The claims listed above (totaling \$1,985.47) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/30/99
REPORT NO 3809


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
N06556A C N A Group Benefits 75 Remittance Dr Ste 1641 Chicago IL 60675-1641	Oct 99 00000005182		0300	00		186.72		
N03646 Vision Service Plan (CA) PO Box 45210 San Francisco CA 94145-5210	Oct 99 12 099603 0001 0001		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	Sep 17, 1999 528-1906		0700	00		195.65		
	Sep 17, 1999 528-8236		0700	01		63.93		
	Sep 19, 1999 996-4983		0700	02		14.24		
	TOTAL						273.82	
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	Sep 16, 1999 528-8236		0700	00		73.91		
Performance Technology Group PO Box 26001 Santa Ana CA 92799-6001	Aug 27, 1999 9908011		1300	00		4,375.00		
N03653 Bear State 3548 Enterprise Dr Anaheim CA 92807-1640	Sep 22, 1999 99-09-1287		1400	00		117.42		
N09284 Jeffco 1671 S. Research Loop Tucson AZ 85710-6708	Sep 23, 1999 321979		1800	00		104.27		

The claims listed above (totaling \$5,327.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

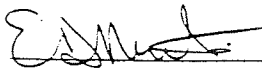
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	9/21/99 6011 5661 8397 6509		1800	00		208.34		
N03659F Southern California Water 500 Cameron St Placentia CA 92870	9/22/99 312083-9		2800	00		446.19		

The claims listed above (totaling \$654.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/14/99
REPORT NO 3811

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
N15508 Cosmoslink 3030 Saturn St Ste 204 Brea CA 92821	10/5/99 9910-73 9/3/99 9908-105		0700	02		19.95		
	TOTAL					39.90		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	9/28/99 572-1609		0700	02		103.85		
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	9/30/99 996-4983 10/1/99 524-8408		0700	00		22.14		
	TOTAL					40.38		
N16840A Verio PO Box 650091 Dallas TX 75265-0091	10/2/99 50301911		0700	02		250.00		
Disaster Kleenup Better Floors & Restorations 201 West Santa Fe Ave Placentia, CA 92870	9/30/99 16527		1000	00		620.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	10/10/99 096834		1400	00		950.00		
N09163A Manwill Plumbing P Box 1597 Brea CA 92822-1597	9/28/99 27568		1400	00		207.01		

The claims listed above (totaling \$2,211.64) 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 _____

Page Total

2,211.64

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/14/99
REPORT NO 3812

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
N03940 Gaylord Bros PO Box 4901 Syracuse NY 13221-4901	9/27/99 OG18963001		1800	00		484.90		
N21533 Kelly Paper 1405 Sunkist St Anaheim CA 92806	9/27/99 130174		1800	00		53.44		
N13034A Omnigrafix 1744 W. Katella Ave. Ste 9 Orange CA 92867	10/11/99 33632		1800	00		50.64		
N03648A Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	10/1/99 26571		1800	00		25.00		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	10/1/99 October 99		1900	00		35.00		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave Ste 220 Fullerton CA 92831	9/30/99 10249		1900	00		830.00		
N03656 Pacific Clippings Box 11789 Santa Ana CA 92711	9/30/99 332		1900	00		34.71		
N06965 Paychex 200 E Sandpointe, Suite 100 PO Box 25159 Santa Ana CA 92799-5159	9/29/99 19990929		1900	00		265.45		

The claims listed above (totaling \$1,779.14) 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

1,779.14

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 20, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3815	8,632.63
	3816	996.30
	3817	1,448.09
	3818	409.33
	3819	1,425.69
	3820	5,301.69
	3821	3,620.26
	3822	913.29
	Subtotal for Regular	
Payroll	3813	21,520.00
	3814	21,520.00
Subtotal for Payroll		43,040.00
TOTAL CURRENT CLAIMS		65,787.28

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3813

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	October 20, 1999 Pay period # 10 November 5, 1999 November 18, 1999		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 18, 1999								

The claims listed above (totaling \$21,520.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

21,520.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3814

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	October 20, 1999 Pay period # 11 November 19, 1999 December 2, 1999		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, DECEMBER 2, 1999								

The claims listed above (totaling \$21,520.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

21,520.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3815

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
N01035 City of Placentia 401 E. Chapman Ave Placentia CA 92870	10/7/99		1400	00		1,796.10		
	53293		2800	00		4,956.38		
	TOTAL					6,752.48		
N03738 Pitney Bowes CMRS-PB PO Box 504766 The Lakes NV 88905-4766	October 99		1803	00		250.00		
	8/31/99 PLA400		1900	00		31.92		
American Agencies PO Box 2829 Torrance CA 90509-2829								
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	7/7/99 - 8/19/99		1900	00		630.00		02
	Wed - Thurs							
	7/8/99 - 8/19/99		1900	00		210.00		02
	Thurs							
TOTAL						840.00		
N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130	10/6/99 3695		1900	00		251.86		
N03833B Brodart PO Box 3488 Williamport PA 17705	9/30/99 A30555		0700	05		215.50		
	8/26/99 A30323		0700	05		215.50		
	9/8/99 U923350		2400	01		47.21		
	9/08/99 U923357		2400	01		13.92		
	9/8/99 U923359		2400	01		14.24		
	TOTAL					506.37		

The claims listed above (totaling \$8,632.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3816

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	
N18963 CCSCE 610 University Ave Palo Alto CA 94301-2019	8/31/99 15888		2400	01		160.88			
	9/10/99 C2367-99		2400	01		87.28			
Information Publications 3790 El Camino Real PMB 162 Palo Alto CA 94306-3314	8/30/99 22458837		2400	01		180.85			
	9/24/99 22990481		2400	01		8.08			
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	9/27/99 23015777		2400	01		182.40			
	9/24/99 22988196		2400	01		69.79			
	9/24/99 22988197		2400	01		16.33			
	9/24/99 22988198		2400	01		17.37			
	9/24/99 22988198		2400	01		49.58			
	9/24/99 22988200		2400	01		35.20			
	9/24/99 22988201		2400	01		18.75			
	9/27/99 23015776		2400	01		70.07			
	9/7/99 22593291		2400	01		13.62			
	9/3/99 22566215		2400	01		17.43			
	8/30/99 22458835		2400	01		16.97			
	8/30/99 22485536		2400	01		17.45			
	8/30/99 22458838		2400	01		34.25			
	8/27/99 22441922		2400	01					
	TOTAL						748.14		

The claims listed above (totaling \$996.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3817

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
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	8/27/99		2400	01		51.41		
	22441924							
	8/27/99		2400	01		50.82		
	22544853							
	9/2/99		2400	01		16.28		
	22544853							
	9/2/99		2400	01		69.05		
	22544854							
	9/2/99		2400	01		33.03		
	22544856							
	9/2/99		2400	01		16.61		
	22544857							
	9/3/99		2400	01		405.34		
	22566214							
	9/3/99		2400	01		20.69		
22568123								
8/27/99		2400	01		3.43			
22441923								
8/30/99		2400	01		101.59			
22462415								
	TOTAL					768.25		
Landiscor PO Box 92993 Los Angeles CA 90009	10/1/99		2400	01		596.24		
	06-0008659							
N06736A Library Administrator's Digest 320 York Road Towson MD 21204	9/28/99		2400	01		39.00		
Los Angeles Business Journal 5700 Wilshire Blvd Ste 170 Los Angeles CA 90036	9/1/99		2400	01		39.95		
	D3XWY							
Peggy Burkich 411 E. Chapman Ave Placentia CA 92870	Sep 99		2700	01		4.65		
	Mileage Reimb							

The claims listed above (totaling \$1,448.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3818

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	
N20858 Wendy Goodson 411 E. Chapman Ave Placentia CA 92870	Sep-Oct 99 Mileage Reimb		2700	01		35.96			
N06786 Katie Matas 411 E. Chapman Ave Placentia CA 92870	Sep 99 Mileage Reimb		2700	01		12.40			
Cindy McClain 411 E. Chapman Ave Placentia CA 92870	Sep 99 Mileage Reimb		2700	01		21.39			
N03660A Elizabeth Minter 411 E. Chapman Ave. Placentia CA 92870	7/7/99 5245329 Sep - Oct 99 Mileage Reimb		1800	00		19.95			
			2700	01		175.79			
			TOTAL				195.74		
N20861 Beatrice Quintanar 411 E. Chapman Ave Placentia CA 92870	May 99 - Oct 99 Mileage Reim		2700	01		15.50			
N15075 Cyrise Smith 411 E. Chapman Ave Placentia CA 92870	Sep 99 Mileage Reimb		2700	01		92.07			
N15072 Estella Wnek 411 E. Chapman Ave Placentia CA 92870	Jul 99 - Oct 99 Mileage Reimb		2700	01		36.27			

The claims listed above (totaling \$409.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3819

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	
N01919 Century Publishing 12120 Tech Center Dr Ste B Poway CA 92064-7102	9/9/99 15261		1800	08		475.00			
	9/24/99 77372		2400	08		12.47			
N03833B Brodart PO Box 3488 Williamsport PA 17701	9/21/99 U947109		2400	08		45.10			
	9/27/99 U959071		2400	08		34.59			
	9/3/99 U919005		2400	08		213.73			
	8/13/99 U891330		2400	08		35.93			
	8/17/99 U893557		2400	08		17.19			
	8/9/99 U881215		2400	08		155.79			
	9/14/99 U934123		2400	08		19.24			
	9/10/99 U928151		2400	08		154.14			
	9/14/99 U934126		2400	08		15.24			
	9/8/99 U923354		2400	08		247.27			
		TOTAL					938.22		

The claims listed above (totaling \$1,425.69) 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.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3820

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
AEC One Stop Group 4250 Coral Ridge Dr Coral Springs FL 33065	8/18/99 PJB02478535 YA		2400	05		500.63		
N03833B Brodart PO Box 3488 Williamsport PA 1701	8/17/99 U893561		2400	01		78.05		
	8/17/99 U893559		2400	01		1,215.53		
	8/17/99 U593558		2400	01		1,927.26		
	9/3/99 U919007		2400	01		13.40		
	9/3/99 U919006		2400	01		58.97		
	9/8/99 U923356		2400	01		48.38		
	9/8/99 U923355		2400	01		166.58		
	9/8/99 U923361		2400	01		18.22		
	9/10/99 U928152		2400	01		18.22		
	9/14/99 U934124		2400	01		19.09		
	9/14/99 U934127		2400	01		171.84		
	9/21/99 U947110		2400	01		19.10		
	9/21/99 U947111		2400	01		58.11		
	9/28/99 U962410		2400	01		19.09		
	10/1/99 U970353		2400	01		200.38		
	10/1/99 U970352		2400	01		38.19		
	10/4/99 U974906		2400	01		730.65		
	TOTAL					4,801.06		

The claims listed above (totaling \$5,301.69) 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.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/20/99
REPORT NO 3821

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
N03833B Brodart PO Box 3488 Williamsport PA 17701	10/4/99		2400	01		15.23		
	U974908							
	YA							
	10/4/99		2400	01		10.34		
	U974909							
	TOTAL					25.57		
N09111A EBSCO PO Box 92901 Los Angeles CA 90009-2901	9/16/99		2400	01		165.44		
	0178214							
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	9/27/99		2400	01		14.35		
	23015778							
	9/24/99		2400	01		24.14		
	22990482							
	9/24/99		2400	01		53.01		
	22988199							
	9/2/99		2400	01		992.90		
	22544855							
	92/99		2400	01		225.90		
	22548281							
9/7/99		2400	01		19.92			
22593292								
TOTAL						1,330.22		
Libros Sin Fronteras PO Box 2085 Olympia WA 98507-2085	9/16/99		2400	01		556.85		
	007943							
Lucent Books PO Box 289011 San Diego CA 92198-9011	9/30/99		2400	01		1,191.40		
	62462							
Midwest Tape PO Box 5755 Toledo OH 43613	9/14/99		2400	01		350.75		
	199869							

The claims listed above (totaling \$3,620.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	SC		
			BS Acct	Objt/ Rev					
N03660A Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia CA 92870	Sep - Oct 99 Petty Cash Chkbk Reimb		1000	00		149.07			
			1600	00		90.00			
			1800	00		98.37			
			1800	08		50.74			
			2700	00		141.50			
			2700	01		84.00			
			2700	02		124.00			
			2700	03		14.00			
			2700	08		79.00			
			Aug - Sep 99 Petty Cash Reimb		1000	00			12.89
	1800	00				62.42			
	1803	00				7.30			
	TOTAL							913.29	

The claims listed above (totaling \$913.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTER

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Cash Flow Analysis
DATE: October 20, 1999

BACKGROUND:

General Fund

During the month of October, the District traditionally has a minimal revenue flow. Last year it was less than \$1,000. We have already deposited \$11,737.75 for October 1999 that is included in the Cash Flow report.

No significant tax revenues are anticipated until the deposit of the first secured property tax allocation on November 30, 1999. The non-urgent November bills will be held until those funds are available.

When adjusted for payroll transfers, the District has approximately \$12,000 in its County General Fund Account for operating expenses until the end of November. The District also has approximately \$8,500 available in its petty cash checking account. This should be adequate since only urgent bills will be paid before the end of November.

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through October 20, 1999 *with*
recommend that no funds be transferred



Placentia Library District
Property Tax Apportionments
Fiscal Year 1999-2000

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

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
	3813	Payroll to wire November 18, 1999		21,520.00	35,743.31
	3814	Payroll to wire December 2, 1999		21,520.00	14,223.31
	3815	General		8,632.63	5,590.68
	3816	General		996.30	4,594.38
	3817	General		1,448.09	3,146.29
	3818	General		409.33	2,736.96
	3819	General		1,425.69	1,311.27
	3820	General		5,301.69	(3,990.42)
	3821	General		3,620.26	(7,610.68)
	3822	General		913.29	(8,523.97)

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 20, 1999

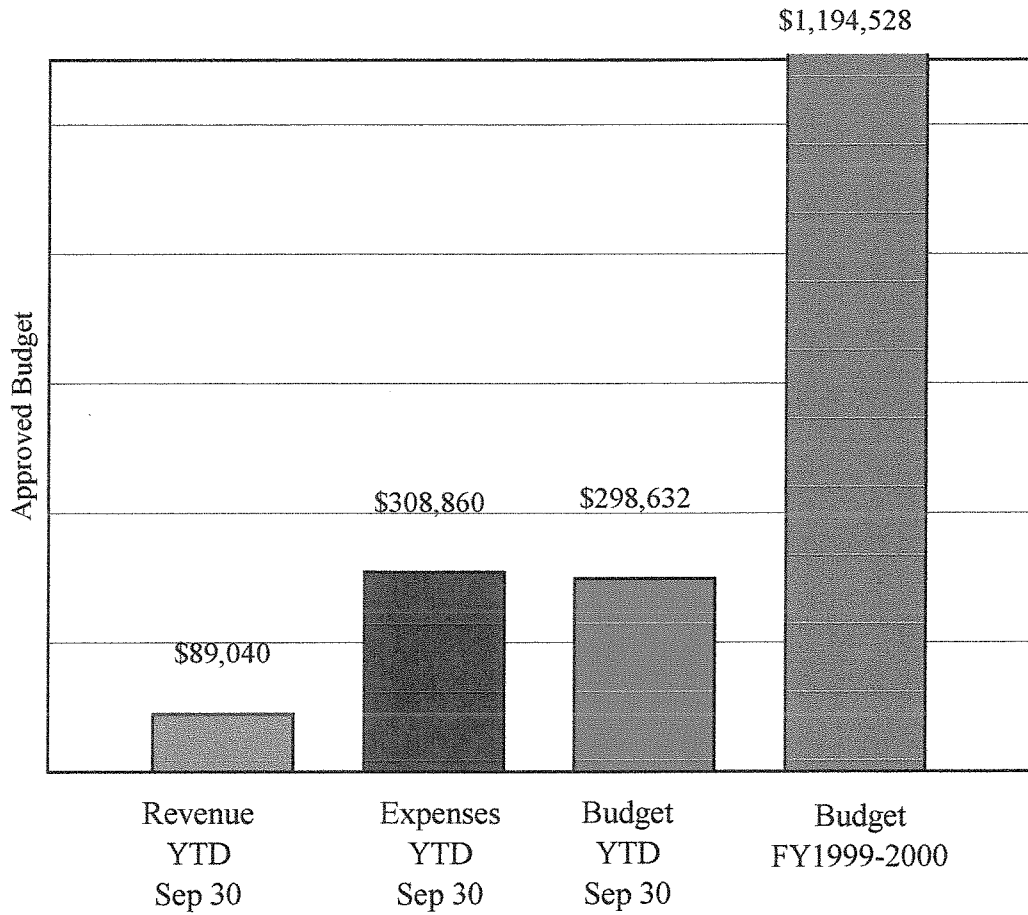
	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702 Maj Equip Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Pavoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89	
31-Jul-99	84,141.81	3,163.80	116,479.67	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						0.00	0.00	
30-Nov-99						0.00	0.00	
31-Dec-99						0.00	0.00	
31-Jan-00						0.00	0.00	
29-Feb-00						0.00	0.00	
31-Mar-00						0.00	0.00	
30-Apr-00						0.00	0.00	
31-May-00						0.00	0.00	
30-Jun-00						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702 Maj Equip Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Pavoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89	
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01	
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57	
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04	
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99	
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81	
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17	
28-Feb-99	48,317.16	3,111.06	21,116.89	240,267.04	7,474.87	320,287.02	80,019.98	
31-Mar-99	48,532.03	3,124.89	21,210.67	276,464.48	7,508.11	356,840.18	80,375.70	
30-Apr-99	48,741.56	3,138.03	21,304.73	381,943.00	7,539.69	462,667.01	80,724.01	
31-May-99	83,944.83	3,151.12	116,393.57	232,977.87	7,571.13	444,038.52	211,060.65	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1999-2000

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 October 20, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 SEP 1999	FY1998-1999 SEP 1998	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	24,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	0.00	39,094.29	0.00	39,094.29	0.00%
6230-00	Prop. Taxes - Prior Secured	20,060	11,120.83	10,950.23	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,812.21	8,714.72	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,060	19,933.04	19,664.95	0.00	0.00	99.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	40,853.61	0.00	40,853.61	0.00	3713.96%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	24,500	1,038.28	3,579.77	0.00	3,578.69	4.24%
6280-01	Final supplemental for prior years	0	4,382.05	778.40	3,365.58	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	5,420.33	4,358.17	3,365.58	3,578.69	22.12%
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	67,176.31	64,168.71	44,219.19	42,672.98	6.86%

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

October 20, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 SEP 1999	FY 1998-1999 SEP 1998	FY 1999-2000 % REV BUD
6610-00	Interest	12,800	0.00	0.00	858.09	1,132.86	0.00%
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	0.00	0.00	858.09	1,132.86	0.00%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	2,885.96	1,860.65	2,010.96	1,860.65	36.07%
6970-01	State - CA Foundation Funds	88,450	8.77	0.00	0.00	0.00	0.01%
6970-02	State - CA Literacy Campaign	8,800	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	1,988.16	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	4,882.89	1,860.65	2,010.96	1,860.65	4.64%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	37,198	6,503.58	3,295.92	2,003.14	916.70	17.48%
7670-01	Local Revenue -- Passport	45,000	10,397.85	0.00	3,332.00	0.00	23.11%
	TOTAL LOCAL REVENUE	82,198	16,901.43	3,295.92	5,335.14	916.70	0.41
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	79.68	3.46	79.68	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	89,040.31	69,328.74	52,503.06	46,583.19	0.52

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 SEP 1999	FY 1998-1999 SEP 1998	FY 1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	139,085.00	131,160.00	39,780.00	36,760.00	25.90%
0200	Retirement (Social Security & Pension Contribution)	75,695	10,641.00	10,115.00	3,046.00	2,890.00	14.06%
	Health Insurance/Blue Shield CA	32,880	9,280.68	3,565.43	2,223.04	2,065.90	28.23%
	Long Term Disability/CNA	2,690	547.72	351.56	186.72	180.31	20.36%
	Vision Service Plan/VSP	2,225	588.39	460.90	0.00	203.92	26.45%
	Dental/Ameritas	5,205	1,850.00	1,254.79	462.50	436.90	35.54%
0300	Total Employee Insurance	43,000	12,266.79	5,632.68	2,872.26	2,887.03	28.53%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	918.00	1,284.00	918.00	1,284.00	17.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	162,910.79	148,191.68	46,616.26	43,821.03	24.64%
0700-00	Communications - Telephone	2,600	459.53	541.86	154.12	282.62	17.67%
0700-01	Communications - Modem/Fax	4,400	871.10	985.15	526.25	458.45	19.80%
0700-02	Communications - Internet/Database	5,000	3,581.86	923.08	290.11	613.23	71.64%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	431.00	1,271.46	0.00	423.82	8.35%
0700-07	Communications - 321 Grant	0	0.00	256.51	0.00	217.53	
0700-08	Communications - Adult Literacy	800	203.17	59.74	19.95	0.00	25.40%
	Total Communications	17,960	5,546.66	4,037.80	990.43	1,995.65	30.88%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,750	1,040.10	1,632.67	0.00	391.44	27.74%
1100-00	Insurance - Liability	7,000	6,820.51	4,996.38	0.00	0.00	97.44%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 SEP 1999	FY1998-1999 SEP 1998	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	843.73	828.51	822.00	0.00	28.12%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	4,216.63	0.00	625.00	0.00	35.14%
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	5,060.36	828.51	1,447.00	0.00	33.74%
	HVAC						
	Carpet Cleaning	5,500	1,400.13	234.84	449.79	234.84	25.46%
	Groundskeeping, City of Placentia	500	0.00	0.00	0.00	0.00	0.00%
	Plumbing	28,000	13,543.35	5,071.12	8,090.86	1,688.88	48.37%
	Electrical	1,200	600.00	62.00	391.90	62.00	50.00%
	Cleaning Service	4,500	1,222.29	1,140.00	285.00	285.00	27.16%
	Locksmith	11,700	2,850.00	2,850.00	950.00	950.00	24.36%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	58.66	0.00	58.66	0.00	29.33%
	Total Maintenance of Building & Grounds	11,000	49.50	798.00	0.00	798.00	0.45%
1400-00		62,600	19,723.93	10,155.96	10,226.21	4,018.72	31.51%
1600-00	Memberships - General Fund	2,750	595.00	0.00	348.00	0.00	21.64%
1600-07	Memberships - 321 Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	0.00	95.00	0.00	0.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	595.00	95.00	348.00	0.00	18.45%
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)

October 20, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 SEP 1999	FY 1998-1999 SEP 1998	FY 1999-2000 % EXP BUD
1800-00	Library Supplies	7,000	2,507.66	335.24	60.11	106.30	35.82%
	Printing	9,300	2,960.74	314.94	2,584.70	144.56	31.84%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	0.00	376.75	0.00	208.75	0.00%
	Paper	1,200	304.52	133.65	0.00	133.65	25.38%
	Drinking Water Service	300	50.00	74.85	25.00	24.95	16.67%
	Other Office Supplies	4,000	3,712.84	1,367.49	629.77	254.22	92.82%
	Total Office Supply Expense - General Fund	22,800	9,535.76	2,602.92	3,299.58	872.43	41.82%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	703.23	0.00	0.00	0.00	
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	50	0.00	0.00	0.00	0.00	
	Other Office Supplies	550	0.00	404.31	0.00	0.00	
	Total Adult Literacy Office Supply Expense	3,225	703.23	404.31	0.00	0.00	21.81%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	10,238.99	3,007.23	3,299.58	872.43	39.34%
1803-00	Postage Expense - General Fund	4,700	1,235.66	171.65	289.61	0.00	26.29%
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	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	1,235.66	171.65	289.61	0.00	25.74%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 SEP 1999	FY 1998-1999 SEP 1998	FY 1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	70.00	70.00	0.00	70.00	16.67%
	Pension Contribution & Operating Expenses	7,500	2,871.95	0.00	1,480.00	0.00	38.29%
	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	69.42	69.42	34.71	34.71	16.53%
	Interest Allocation & Tax Collection Charges	350	152.72	50.69	123.58	29.69	43.63%
	Advertising (Including WEB Site)	4,000	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	500	0.00	157.50	0.00	105.00	0.00%
	Collection Services - Accounts Receivable	2,400	402.51	68.94	196.99	0.00	16.77%
	Audit & Accounting Services	4,500	2,945.00	0.00	1,655.00	0.00	65.44%
	Payroll Preparation	2,500	575.72	522.55	182.15	171.05	23.03%
	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	70.00	703.92	70.00	274.50	1.40%
1900-00	Total Specialized Services - General Fund	71,590	7,157.32	1,643.02	3,742.43	684.95	10.00%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,400	0.00	97.74	0.00	97.74	0.00%
	Total Specialized Services	74,990	7,157.32	1,740.76	3,742.43	782.69	9.54%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

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

October 20, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 SEP 1999	FY 1998-1999 SEP 1998	FY 1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	35,900.00	33,950.61	0.00	33,950.61	48.40%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	133,450	8,413.91	534.19	1,075.56	23.87	6.30%
2400-02	Special Department Expense - Video	0	95.07	0.00	32.22	0.00	#DIV/0!
2400-03	Special Department Expense - Electronic	0	4,543.00	0.00	0.00	0.00	#DIV/0!
2400-04	Special Department Expense - Periodicals	0	19,605.27	3,937.59	0.00	0.00	#DIV/0!
2400-05	Special Department Expense - Audio	0	110.24	26.00	0.00	0.00	#DIV/0!
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2400-08	Special Department Expense - Adult Literacy	1,500	203.00	1,241.31	203.00	9.38	13.53%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Special Department Expense	134,950	32,970.49	5,739.09	1,310.78	33.25	24.43%
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	275.00	0.00	275.00	0.00	18.33%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	435.51	75.79	159.81	0.00	21.78%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	600	56.00	10.00	0.00	0.00	9.33%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0	0.00	67.55	0.00	30.05	1.36%
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	13.64	0.00	0.00	0.00	
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	780.15	153.34	434.81	30.05	12.79%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 20, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 SEP 1999	FY1998-1999 SEP 1998	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	12,841.77	7,209.58	4,991.68	0.00	29.86%
	Gas	6,500	427.42	1,088.18	0.00	101.07	6.58%
	Water	3,000	1,057.97	534.28	0.00	281.69	35.27%
	Total Utilities	52,500	14,327.16	8,832.04	4,991.68	382.76	27.29%
	TOTAL SUPPLIES & SERVICES	483,725	141,396.33	75,341.04	27,080.53	42,457.60	29.23%
3700-00	Taxes, Assessments (Sales Tax)	1,100	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	32,865	4,553.01	0.00	0.00	0.00	13.85%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Gates Foundation Grant	14,698	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	48,563	4,553.01	0.00	0.00	0.00	9.38%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL EQUIPMENT EXPENSE	48,563	4,553.01	0.00	0.00	0.00	9.38%
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	308,860.13	223,532.72	73,696.79	86,278.63	25.86%

Placentia Library District
Balance Sheet
As of September 30, 1999

10/11/99

	<u>Sep 30, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	5,146.11
County Exempt - Savings	2,489.55
General Fund - Checking	7,853.72
General Fund - Savings	14,061.33
Literacy Fund - Savings	4,097.20
Payroll Checking	12,622.17
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	<u>32,500.00</u>
Payroll Savings (Fees)	2,334.90
Payroll Savings (Int CDs)	2,712.30
Total Checking/Savings	<u>83,817.28</u>
Total Current Assets	<u>83,817.28</u>
TOTAL ASSETS	<u>83,817.28</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	12,038.73
Net Income	4,518.13
Total Capital	<u>67,260.42</u>
Total Equity	<u>83,817.28</u>
TOTAL LIABILITIES & EQUITY	<u>83,817.28</u>

**Placentia Library District
Profit and Loss by Class
September 1999**

10/11/99

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Bankcard Deposit	0.00	420.65	0.00	0.00	420.65
Cash Register - Copy Cards	322.85	0.00	0.00	0.00	322.85
Cash Register - Fines	0.00	1,472.38	0.00	0.00	1,472.38
Cash Register - Lost Items	0.00	160.89	0.00	0.00	160.89
Cash Register - Misc.	0.00	5.00	0.00	0.00	5.00
Cash Register - Reserves	0.00	123.50	0.00	0.00	123.50
County Reimbursements	0.00	694.00	0.00	0.00	694.00
Interest Inc - Savings	4.63	11.22	9.77	0.00	25.62
Meeting Room Income	408.05	0.00	0.00	0.00	408.05
Passport Check Reimbursement	215.00	0.00	0.00	0.00	215.00
Passport Revenue	0.00	2,518.50	0.00	0.00	2,518.50
Staff Appreciation Reimbursement	360.75	0.00	0.00	0.00	360.75
State Library Grants	0.00	10,000.00	0.00	0.00	10,000.00
State Library Reimbursements	0.00	2,010.96	0.00	0.00	2,010.96
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	42,826.00	42,826.00
Total Income	1,331.28	17,417.08	9.77	42,826.00	61,584.13
Expense					
Bank Fees	5.00	0.00	0.00	0.00	5.00
Children's Summer Reading Prgm	388.14	0.00	0.00	0.00	388.14
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	26.12	0.00	0.00	26.12
Employee Benefits	0.00	0.00	0.00	3,907.68	3,907.68
Employee Insurance	0.00	0.00	0.00	1,141.08	1,141.08
Employer Payroll Taxes	0.00	0.00	0.00	18,839.89	18,839.89
Household Expenses	0.00	68.45	0.00	0.00	68.45
Library Board Expenses	43.10	0.00	0.00	0.00	43.10
Memberships	0.00	90.00	0.00	0.00	90.00
Passport Expenses	305.00	0.00	0.00	0.00	305.00
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Refreshments	26.94	0.00	0.00	0.00	26.94
Return Check Item & Fees	0.00	37.50	0.00	0.00	37.50
Salaries	0.00	0.00	0.00	30,432.08	30,432.08
Transfers to County	0.00	7,346.10	0.00	0.00	7,346.10
Transportation & Travel	0.00	344.50	0.00	0.00	344.50
Total Expense	1,444.17	7,971.19	0.00	54,320.73	63,736.09
Net Income	-112.89	9,445.89	9.77	-11,494.73	-2,151.96

*3 pay periods in September 1999

**Placentia Library District
Profit and Loss by Class
July 1 through October 11, 1999**

10/11/99

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Bankcard Deposit	0.00	420.65	0.00	0.00	420.65
Cash Register - Copy Cards	1,011.99	0.00	0.00	0.00	1,011.99
Cash Register - Fines	0.00	4,806.87	0.00	0.00	4,806.87
Cash Register - Lost Items	0.00	619.15	0.00	0.00	619.15
Cash Register - Misc.	0.00	59.50	0.00	0.00	59.50
Cash Register - Reserves	0.00	355.60	0.00	0.00	355.60
County Reimbursements	0.00	2,818.91	0.00	0.00	2,818.91
Directors Fund (Friends)	908.60	0.00	0.00	0.00	908.60
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	2,000.00
Interest Inc - CD's	0.00	0.00	0.00	459.45	459.45
Interest Inc - Savings	20.27	32.95	36.67	0.00	89.89
Meeting Room Income	868.05	0.00	0.00	0.00	868.05
Passport Check Reimbursement	1,638.50	0.00	0.00	0.00	1,638.50
Passport Revenue	45.00	9,260.25	0.00	0.00	9,305.25
Staff Appreciation Reimbursement	399.25	0.00	0.00	0.00	399.25
State Library Grants	0.00	10,000.00	0.00	0.00	10,000.00
State Library Reimbursements	0.00	2,010.96	0.00	0.00	2,010.96
Telephone Income	0.00	13.25	0.00	0.00	13.25
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfers from County	0.00	0.00	0.00	149,726.00	149,726.00
Tutor Training Income	0.00	0.00	30.00	0.00	30.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
Total Income	4,931.66	32,435.85	66.67	150,185.45	187,619.63
Expense					
Bank Fees	37.50	0.00	0.00	0.00	37.50
Children's Summer Reading Prgm	854.83	0.00	0.00	0.00	854.83
Coffee Service	206.77	0.00	0.00	0.00	206.77
Copier Lease Payments	1,339.02	0.00	0.00	0.00	1,339.02
Copier Maintenance Contract	688.95	0.00	0.00	0.00	688.95
Debit Cards	0.00	43.52	0.00	0.00	43.52
Employee Benefits	0.00	0.00	0.00	8,628.06	8,628.06
Employee Insurance	0.00	155.00	0.00	2,662.52	2,817.52
Employer Payroll Taxes	0.00	0.00	0.00	43,690.24	43,690.24
Household Expenses	0.00	149.07	0.00	0.00	149.07
Library Board Expenses	86.20	0.00	0.00	0.00	86.20
Memberships	0.00	530.00	0.00	0.00	530.00
Miscellaneous	0.00	62.50	0.00	0.00	62.50
Office Expense	0.00	199.27	0.00	0.00	199.27
Passport Expenses	2,357.00	398.95	0.00	0.00	2,755.95
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Postage	0.00	197.79	0.00	0.00	197.79
Prof & Spec Services	0.00	70.00	0.00	0.00	70.00
Refreshments	26.94	0.00	0.00	0.00	26.94
Retirement Fund	500.00	0.00	0.00	0.00	500.00
Return Check Item & Fees	0.00	58.80	0.00	0.00	58.80
Salaries	0.00	0.00	0.00	93,433.67	93,433.67
Staff Appreciation	684.50	0.00	0.00	0.00	684.50
Transfers to County	0.00	35,114.35	0.00	0.00	35,114.35
Transportation & Travel	0.00	827.50	0.00	0.00	827.50
Total Expense	6,781.71	37,865.27	0.00	148,414.49	193,061.47
Net Income	-1,850.05	-5,429.42	66.67	1,770.96	-5,441.84

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		2,065.94
Cleared Checks and Payments	14 Items	-1,007.99
Cleared Deposits and Other Credits	8 Items	4,115.10
 Cleared Balance		 5,173.05

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-26.94
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/1999 (statement closing date)		5,146.11
New Checks and Payments	5 Items	-405.42
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 4,740.69

Register

County Exempt - Checking Register through 09/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
09/01/1999	2068	Passport Services	Passport Expenses	Maximino Q...	-45.00	X	1,749.19
09/01/1999			Staff Appreciation Reim...	Deposit	18.50	X	1,767.69
09/02/1999			-split-	Deposit	147.60	X	1,915.29
09/03/1999	1225	Passport Services	Passport Expenses	Robert W. K...	-45.00	X	1,870.29
09/07/1999			Passport Check Reimb...	Deposit	45.00	X	1,915.29
09/08/1999	2069	Christopher's Flo...	Library Board Expenses	Board Fund	-43.10	X	1,872.19
09/08/1999	2070	Passport Services	Passport Expenses	Raymond Shi...	-45.00	X	1,827.19
09/09/1999	2071	Joann's Fabrics	Children's Summer Re...	Parade costu...	-19.14	X	1,808.05
09/13/1999			Staff Appreciation	Deposit	342.25	X	2,150.30
09/14/1999			Passport Check Reimb...	Deposit	45.00	X	2,195.30
09/14/1999			General Fund - Checki...		436.75	X	2,632.05
09/14/1999			Literacy Fund - Savings		3,000.00	X	5,632.05
09/14/1999	2072	Passport Services	Passport Expenses	Brent Randal...	-45.00	X	5,587.05
09/14/1999	2073	Passport Services	Passport Expenses	Clark Hercul...	-45.00	X	5,542.05
09/14/1999	2074	Passport Services	Passport Expenses	Todd Allen ...	-80.00	X	5,462.05
09/15/1999			Passport Check Reimb...	Deposit	80.00	X	5,542.05
09/15/1999	2075	Lin Baesler	Children's Summer Re...	Musictime , ...	-225.00	X	5,317.05
09/15/1999	2076	Jeanine Walters	Children's Summer Re...	3 Storytime p...	-120.00	X	5,197.05
09/16/1999	2077	Lake Center Cle...	Children's Summer Re...	Heritage Day...	-24.00	X	5,173.05
09/30/1999	2078	Java Centrale	Refreshments	Reference Pl...	-26.94		5,146.11

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		2,747.26
Cleared Checks and Payments	4 Items	-910.64
Cleared Deposits and Other Credits	20 Items	614.88
Cleared Balance		2,451.50

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 09/30/1999 (statement closing date)		2,451.50
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	6 Items	157.10
Ending Account Balance		2,608.60

Register

County Exempt - Savings Register through 09/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
09/01/1999			-split-	Deposit	40.45	X	2,558.06
09/07/1999			-split-	Deposit	30.75	X	2,588.81
09/08/1999			Cash Register - Copy ...	Deposit	23.15	X	2,611.96
09/09/1999			-split-	Deposit	42.25	X	2,654.21
09/13/1999			Cash Register - Copy ...	Deposit	14.75	X	2,668.96
09/13/1999			-split-	Deposit	40.00	X	2,708.96
09/14/1999			Cash Register - Copy ...	Deposit	1.25	X	2,710.21
09/15/1999			Cash Register - Copy ...	Deposit	16.00	X	2,726.21
09/15/1999	1086	IKON	Copier Maintenance C...	inv 106817 d...	-229.65	X	2,496.56
09/15/1999	1085	Sharp Electronics	Copier Lease Payments	inv 9910647...	-446.34	X	2,050.22
09/16/1999			-split-	Deposit	38.05		2,088.27
09/16/1999			-split-	Deposit	38.05	X	2,126.32
09/20/1999			Cash Register - Copy ...	Deposit	13.35	X	2,139.67
09/20/1999			-split-	Deposit	39.95	X	2,179.62
09/21/1999			Cash Register - Copy ...	Deposit	1.20	X	2,180.82
09/22/1999			Cash Register - Copy ...	Deposit	17.00	X	2,197.82
09/23/1999			-split-	Deposit	35.20	X	2,233.02
9/27/1999			Cash Register - Copy ...	Deposit	34.20	X	2,267.22
09/27/1999			-split-	Deposit	44.80	X	2,312.02
09/28/1999			-split-	Deposit	36.15	X	2,348.17
09/29/1999			-split-	Deposit	102.55	X	2,450.72
09/30/1999			-split-	Deposit	39.20	X	2,489.92
09/30/1999			Bank Fees	Service Charge	-5.00	X	2,484.92
09/30/1999			Interest Inc - Savings	Interest	4.63	X	2,489.55

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		8,492.03
Cleared Checks and Payments	10 Items	-1,407.51
Cleared Deposits and Other Credits	13 Items	1,114.65
Cleared Balance		8,199.17

Uncleared Transactions

Uncleared Checks and Payments	6 Items	-345.45
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/1999 (statement closing date)		7,853.72
New Checks and Payments	5 Items	-228.01
New Deposits and Other Credits	2 Items	907.61
Ending Account Balance		8,533.32

Register

General Fund - Checking Register through 09/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
09/01/1999			Bankcard Deposit	Deposit	99.50	X	8,179.86
09/02/1999			Bankcard Deposit	Deposit	15.00	X	8,194.86
09/07/1999			County Reimbursements	Deposit	694.00	X	8,888.86
09/09/1999			Bankcard Deposit	Deposit	61.00	X	8,949.86
09/10/1999			Bankcard Deposit	Deposit	18.95	X	8,968.81
09/13/1999	4088	Bahia Resort	Transportation & Travel	Conf #33947...	-131.50	X	8,837.31
09/13/1999			General Fund - Savings	Funds Transfer	-316.95	X	8,520.36
09/14/1999			County Exempt - Chec...	passport chec...	-436.75	X	8,083.61
09/14/1999			Bankcard Deposit	Deposit	15.00	X	8,098.61
09/15/1999			Bankcard Deposit	Deposit	61.00	X	8,159.61
09/16/1999	4091	Planned Giving ...	Memberships	Elizabeth D. ...	-90.00	X	8,069.61
09/16/1999	4092	Placentia Chamb...	Transportation & Travel		-10.00	X	8,059.61
09/16/1999			Bankcard Deposit	Deposit	15.00	X	8,074.61
09/21/1999	4093	Elizabeth D Minter	Petty Cash Reimburse...	petty cash rei...	-58.52	X	8,016.09
09/21/1999	4094	California Librar...	Transportation & Travel	CLA Annual ...	-79.00		7,937.09
09/21/1999	4095	California Librar...	Transportation & Travel	CLA Annual ...	-124.00		7,813.09
09/21/1999			Bankcard Deposit	Deposit	17.00	X	7,830.09
09/21/1999			Bankcard Deposit	Deposit	55.60	X	7,885.69
09/22/1999			Bankcard Deposit	Deposit	17.60	X	7,903.29
09/28/1999			Bankcard Deposit	Deposit	30.00	X	7,933.29
09/29/1999	4096	Home Depot	Household Expenses	1000-00	-59.86		7,873.43
09/29/1999	4097	Sam's Club	Household Expenses	1000-00	-8.59		7,864.84
09/30/1999			Bankcard Deposit	Deposit	15.00	X	7,879.84
09/30/1999			Debit Cards	Service Charge	-26.12	X	7,853.72

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		4,825.55
Cleared Checks and Payments	3 Items	-7,383.60
Cleared Deposits and Other Credits	24 Items	16,619.38
 Cleared Balance		 14,061.33

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 09/30/1999 (statement closing date)		14,061.33
New Checks and Payments	1 Items	-11,737.75
New Deposits and Other Credits	6 Items	902.25
 Ending Account Balance		 3,225.83

Register

General Fund - Savings Register through 09/30/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
09/01/1999			-split-	Deposit	150.45	X	4,976.00
09/02/1999			-split-	Deposit	154.30	X	5,130.30
09/07/1999			-split-	Deposit	191.70	X	5,322.00
09/07/1999	1067	Orange County A...	Transfers to County		-2,214.64	X	3,107.36
09/08/1999			-split-	Deposit	261.20	X	3,368.56
09/09/1999			-split-	Deposit	418.20	X	3,786.76
09/13/1999			-split-	Deposit	139.60	X	3,926.36
09/13/1999			-split-	Deposit	381.75	X	4,308.11
09/13/1999			General Fund - Checki...		316.95	X	4,625.06
09/14/1999			-split-	Deposit	337.15	X	4,962.21
09/15/1999			-split-	Deposit	162.15	X	5,124.36
09/16/1999			-split-	Deposit	141.85	X	5,266.21
09/20/1999			-split-	Deposit	143.31	X	5,409.52
09/20/1999			-split-	Deposit	281.20	X	5,690.72
09/21/1999			-split-	Deposit	217.94	X	5,908.66
09/22/1999			-split-	Deposit	197.60	X	6,106.26
09/22/1999			State Library Reimbur...	Deposit	2,010.96	X	8,117.22
09/23/1999			-split-	Deposit	122.35	X	8,239.57
09/23/1999	1068	Orange County A...	Transfers to County	revenue trans...	-5,131.46	X	3,108.11
09/27/1999			-split-	Deposit	311.50	X	3,419.61
09/27/1999			-split-	Deposit	36.20	X	3,455.81
09/28/1999			-split-	Deposit	249.15	X	3,704.96
09/29/1999			-split-	Deposit	251.05	X	3,956.01
09/29/1999			State Library Grants	Deposit	10,000.00	X	13,956.01
09/30/1999			-split-	Deposit	131.60	X	14,087.61
09/30/1999			Return Check Item & ...	Service Charge	-37.50	X	14,050.11
09/30/1999			Interest Inc - Savings	Interest	11.22	X	14,061.33

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		7,087.43
Cleared Checks and Payments	1 Items	-3,000.00
Cleared Deposits and Other Credits	1 Items	9.77
Cleared Balance		4,097.20

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 09/30/1999 (statement closing date)		4,097.20
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,097.20

Reconciliation Report

Payroll Checking account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		24,243.88
Cleared Checks and Payments	44 Items	-52,075.34
Cleared Deposits and Other Credits	2 Items	42,826.00
Cleared Balance		14,994.54

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-2,372.37
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/1999 (statement closing date)		12,622.17
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		12,622.17

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/1999

Cleared Transactions

Previous Balance		2,705.40
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.90
Cleared Balance		2,712.30

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 09/30/1999 (statement closing date)		2,712.30
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,712.30

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 1999
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	534.79	33	127.07	7	661.86	40	366.60	16	1,028.46	56
Adult Circulating Non-Fiction	1,239.88	50	571.30	22	1,811.18	72	1,096.80	66	2,907.98	138
Adult Reference	248.16	2	90.29	1	338.45	3	0.00	0	338.45	3
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	6,070.00	2	0.00	0	6,070.00	2	0.00	0	6,070.00	2
Total Adult Non-Fiction	7,558.04	54	661.59	23	8,219.63	77	1,096.80	66	9,316.43	143
TOTAL ADULT PRINT MATERIALS	8,092.83	87	788.66	30	8,881.49	117	1,463.40	82	10,344.89	199
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	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Educational	0.00	0	0.00	0	0.00	0	125.00	7	125.00	7
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	200.00	10	200.00	10
Total Adult Video	0.00	0	0.00	0	0.00	0	325.00	17	325.00	17
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	325.00	17	325.00	17
TOTAL ADULT MATERIALS	8,092.83	87	788.66	30	8,881.49	117	1,788.40	99	10,669.89	216
Juvenile Fiction	590.14	148	0.00	0	590.14	148	431.63	36	1,021.77	184
Juvenile Circulating Non-Fiction	94.42	4	0.00	0	94.42	4	371.99	25	466.41	29
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	94.42	4	0.00	0	94.42	4	371.99	25	466.41	29
Young Adult Grant (Print & Non-Print)	5,914.84	313	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE PRINT MATERIALS	6,599.40	665	0.00	0	684.56	152	803.62	61	1,488.18	213
Juvenile Audio/Music	0.00	0	92.21	11	92.21	11	0.00	0	92.21	11
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	92.21	11	92.21	11	0.00	0	92.21	11
Juvenile Video Educational	0.00	0	362.25	20	362.25	20	10.00	1	372.25	21
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	362.25	20	362.25	20	10.00	1	372.25	21
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	454.46	31	454.46	31	10.00	1	464.46	32
TOTAL JUVENILE MATERIALS	6,599.40	665	454.46	31	1,139.02	183	813.62	62	1,952.64	245
Total Fiction	1,124.93	181	127.07	7	1,252.00	188	798.23	52	2,050.23	240
Total Non-Fiction	7,652.46	58	661.59	23	8,314.05	81	1,468.79	91	9,782.84	172
Total Audio	0.00	0	92.21	11	92.21	11	0.00	0	92.21	11
Total Video	0.00	0	362.25	20	362.25	20	315.00	18	697.25	38
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,777.39	239	1,243.12	61	10,020.51	309	2,602.02	161	12,622.53	461

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 1999

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$11,444.03	\$1,882.02	\$13,326.05

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-2000 THROUGH THE MONTH OF AUGUST 1999
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,594.67	159	156	844.83	46	44	3,439.50	205	200	1,292.20	59	58	4,731.70	264	258
Adult Circulating Non-Fiction	1,704.06	190	189	5,356.10	206	199	7,060.16	396	388	4,871.65	235	224	11,931.81	631	612
Adult Reference	2,422.49	18	15	195.40	2	2	2,617.89	20	17	0.00	0	0	2,617.89	20	17
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	6,070.00	2	2	0.00	0	0	6,070.00	2	2	0.00	0	0	6,070.00	2	2
Total Adult Non-Fiction	10,196.55	210	206	5,551.50	208	201	15,748.05	418	407	4,871.65	235	224	20,619.70	653	631
TOTAL ADULT PRINT MATERIALS	12,791.22	369	369	6,396.33	254	245	19,187.55	623	607	6,163.85	294	282	25,351.40	917	889
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Total Adult Audio	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	125.00	7	7	125.00	7	7
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	200.00	10	10	200.00	10	10
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	325.00	17	17	325.00	17	17
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	110.24	0	0	0.00	0	0	110.24	0	0	325.00	17	17	435.24	17	17
TOTAL ADULT MATERIALS	12,901.46	369	369	6,396.33	254	245	19,297.79	623	607	6,488.85	311	299	25,786.64	934	906
Juvenile Fiction	966.79	265	136	0.00	0	0	966.79	265	136	821.35	79	68	1,788.14	344	204
Juvenile Circulating Non-Fiction	161.49	7	7	832.51	36	34	994.00	43	41	458.94	31	30	1,452.94	74	71
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	161.49	7	7	832.51	36	34	994.00	43	41	458.94	31	30	1,452.94	74	71
Young Adult Grant (Print & Non-Print)	5,914.84	513	338	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	7,043.12	785	481	832.51	36	34	1,960.79	308	177	1,280.29	110	98	3,241.08	418	275
Juvenile Audio/Music	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Video Educational	62.85	3	3	362.25	20	20	425.10	23	23	10.00	1	1	435.10	24	24
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	62.85	3	3	362.25	20	20	425.10	23	23	10.00	1	1	435.10	24	24
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	62.85	3	3	454.46	31	29	517.31	34	32	10.00	1	1	527.31	35	33
TOTAL JUVENILE MATERIALS	7,105.97	788	484	1,286.97	67	63	2,478.10	342	209	1,290.29	111	99	3,768.39	453	308
Total Fiction	3,561.46	424	292	844.83	46	44	4,406.29	470	336	2,113.55	138	126	6,519.84	608	462
Total Non-Fiction	10,358.04	217	213	6,384.01	244	235	16,742.05	461	448	5,330.59	266	254	22,072.64	727	702
Total Audio	110.24	0	0	92.21	11	9	202.45	11	9	0.00	0	0	202.45	11	9
Total Video	62.85	3	3	362.25	20	20	425.10	23	23	335.00	18	18	760.10	41	41
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	14,092.59	644	508	7,683.30	321	308	21,775.89	965	816	7,779.14	422	398	29,555.03	1,387	1,214

TO: Elizabeth D. Minter, Library Director

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

DATE: October 20, 1999

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

The report was received from Unique Management on October 12, 1999.

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					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	40	205	17	728.51	45

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 10/03/99

Time Run: 10:18PM
Date Run: OCT 03 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	138	Dollars Submitted	:	12,572.91	Dollars Received	:	2,215.60
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	2,680.92
Incorrect Addresses	:	26	Dollars in Skips	:	1,792.45	Dollars Waived	:	809.83
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	7,850.04
Accounts in Process	:	111	Dollars in Process	:	10,269.87	% of Dollars Activated	:	76.44%
# of Accounts Activated	:	79						
% of Accounts Activated	:	71.17%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: October 20, 1999
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT SEPTEMBER, 1999**

SUMMARY OF PRINTER/COPIER ACCOUNTS SEPTEMBER, 1999

Beginning Balance 8/31/99 (\$2,670.61)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	322.85	
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 September		446.34
Total Copier Maintenance Payment in September		229.65
Debit Card System Loan Payback		0.00
	322.85	675.99

Ending Balance 9/30/99 (\$3,023.75)

September 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 9/31/99	(8,565.48)
Loan Amount as of 9/31/99 (Literacy Fund)	7,700.00
September Payment (Fund 702)	0.00
September Payment (Literacy Fund)	0.00
Balance 9/30/99	\$ 15,694.02

Prepared by: Wendy Goodson



TO: Foundation Board of Directors

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

DATE: October 15, 1999

SUBJECT: GIFT REPORT

The following gifts were received from Aug 1, 1999 through September 30, 1999

ADOPT-A-BOOK DONATIONS

Marla Anderson	Sandy Koizumi
Hermelinda Andrade	Larry & Kathy Law
Terry & Kathleen Anger	Ed & Linda Low
David Appel	Darwyn Lumley
Bob & Pauline Arietta	Dr & Mrs. Hrag Marganian
Robert Arrieta (ARCO)	Jerry & Fumiko Mason
Theresa Backes	Robin J. Masters
Diane Bacon	Doris J. McCann
Jim & Ruth Bailey	Doris J. McClary
Bing Baksh	J.R. McGillvray
Bruce & Laura Barrett	Pat & Larry Mercier
Michael & Cleofe Barretto	John & Shirley Mignot
Rik & Paula Bennett	Elizabeth Monaghan
The Book Faire	James & Arlene Morikawa
Fran Blemker	Tryna & Alan Morton
Karen Cain	Kathleen Murphy
Jean Campbell	Ernest & Jane Murray
Fred & Maxine Cantrell	Jo Ann Nelson
Helen C. Carter	Joan Nemsgern
Anna Lee Cave	Lois Nemic
DeWitt S. Cheney	Beverly Nestande
Helen Christman	North O.C. Glass & Mirror
Bob & Sue D'Amato	Lise & Carey Orwig
Karen C. Davidson	Paul J. Pamer
Carolyn H. Davis	J. Pandian
Richard & Karen Davis	Jm & Lucy Polen
Michelle & Tim Dean	Mary Pommler
Jose & Catalina de la Torre	Bob & Judy Pruitt
Marcia Derrico	Florence Purdy
Richard & Phyllis DeVecchio	David & Jodie Ramshorst
Emilie Disen	Joyce R. Rosenthal
Dr. Mildred R. Donoghue	Phil Rothstein
Nancy & David Dorius	Wallace & Veldean Rowe
Joan Dressel	Stephanie Salamon
Bess Farkas	Nancy Schmoltd
Dennis E. Ferris	James F. Scholle
Jack & Lora Fisher	The Schwinn Family
Carol Fizzard	Renee Scott
Fun Foods Distributing	Ted Shettler

Charles & Lois Geeter	Barbara Sipe
Gloria Geyer	William & Audrey Snow
Janet Genow	Dennis J. Spiro
Shirley Gilbert	Ralph & Mary Anne StJohn
Dale Goodman	Frances Stoller
Ron Gottula	Stephen & Kathryn Stoughton
Nancy M. Hamell	Don & Carol Swearingen
Valaries, Mike & Tori Harris	Taormina Industries Inc
Susan Hillman	Vern Temple
Murray & Susan Hochman	Vernon M. Temple Jr.
Elizabeth & Ross Housewright	James & Gloria Thomas
Patricia Anne Ingram	Manuel & Julie Toledo
Steve & Cathy Janowicz	Marie Tourne
Jerry & Pat Jertberg	Ernest & Jan Wagner
Susan Johnson & Family	Victoria Allec Weselich
Nancy A. Keating	William Whalen
William & Lois Keenan	Linda Wilson
June Keir	Hugh & Gae Wood
Bev Kent	Barbara A. Young
Mr & Mrs. Kim	Carol Young
Edna A. King	

TOTAL AAB DONATIONS \$5,094.67


BOOK ENDOWMENT DONATIONS

Liz Spring & Michael Hince

TOTAL BE DONATIONS \$100.00

TOTAL ALL DONATIONS **\$5,194.67**

Prepared by : Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: October 20, 1999

SUBJECT: BUILDING MAINTENANCE REPORT FOR SEPTEMBER, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Economy Lighting Systems has completed retrofitting the lighting system throughout the Library as part of the Energy Conservation Program directed by IEC Inc. Christensen Lighting Service will provide on call service.
3. **Plumbing** – Manwill Plumbing Co. replaced a toilet seal in the women's public restroom due to tree root obstruction. Manwill removed the root and advised that there should not be any problems in the near future.
4. **Electrical** – Causey Electric found an exposed wire in the exterior electrical room. Causey Electric repaired the hazard. Also, administration ordered installation and maintenance for ten (10) dedicated circuits throughout the Library for the Gates Initiative Program.
5. **Cleaning** – Emil's House Cleaning Service cleaned the windows and the upholstered furniture throughout the Library. Also, all the meeting room chairs were cleaned by staff.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director ^{EMZ}
DATE: October 15, 1999
SUBJECT: PERSONNEL REPORT FOR SEPTEMBER, 1999

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, Volunteer Coordinator ^{cw}
 SUBJECT: Volunteer Report for the Month of August 1999

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 August	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	4.00	10.00	9/95	370.25
Backes, Theresa	8.00	11.50	6/98	115.25
Brown, Bill	4.00	4.00	8/99	4.00
Clugston, Patricia	7.50	9.75	6/98	63.75
Cravotta, Leo	3.50	7.00	5/99	7.50
Dell, Lyla	15.50	31.75	8/98	275.25
Farkas, Ted	1.00	4.50	10/98	23.50
Fioroni, Pete	6.00	10.00	3/97	158.00
Fioroni, Ruth	0.00	4.00	3/97	152.00
Fitzgerald, Joan	3.00	13.50	10/93	1,697.00
Godwin, Nita	8.00	16.00	2/96	163.25
Hemmerling, Barbara	6.00	12.25	10/95	305.50
Hochman, Sue	5.00	19.75	1/98	138.25
Horrocks, Marjorie	0.00	4.00	10/95	201.00
Hyams, Rose	9.00	21.50	7/98	245.50
Irot, Pat	13.00	35.75	2/96	1,074.75
Jertberg, Pat	8.50	15.75	4/98	152.00
Livezey, Jane	8.50	10.50	4/96	360.50
Mignot, John	4.00	6.25	6/98	41.75
Mignot, Shirley	10.00	18.00	9/95	348.75
Myers, Claire	14.50	30.00	10/95	693.00
Olson, Bob	6.00	9.50	9/95	249.75
Pence, Thomas	5.75	11.75	1/99	41.25
Project Independence	30.00	47.75		125.00
Robb, Barbara	3.25	5.00	7/98	36.50
Schlichter, Allan	10.00	14.00	10/93	556.50
Schmidt, Marie	12.00	15.25	4/98	95.00
Schwartzkopf, Jan	2.00	3.50	6/99	15.25
Shaw, Dixie	0.50	2.00	5/94	146.00
Stark, Allan	0.50	2.50	4/97	345.00
Stark, Sandra	3.50	8.50		187.25
Vaughn, Judy	8.00	8.00	8/99	8.00
Wymer, Betty	15.00	24.75	1/96	476.25
J.T.P.A. / Job Training Partnership Act	60.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	120.00	200.00		5,753.75
TOTAL	415.50	768.25		15,796.25

TEMPORARAY VOLUNTEERS

	FY99/00			FY99/00	
	August	YTD		August	YTD
Baek, Jisco	2.00	2.00	Keyuravong, Francis	2.00	8.00
Bone, Shawnda	7.25	10.25	Lee, Paihan	14.00	14.00
Brudenbaker	2.25	2.25	Levreault, Michelle	0.00	2.00
Burke, Marsha	7.25	7.25	Margary, Gale	3.00	9.00
Bui, Jennifer	29.00	32.00	Marghard, Yvonne	3.00	3.00
Cai, Quynhvy	39.00	40.00	Martinez, Josh	0.00	39.00
Cai, Hoangvy	30.00	31.00	Matta, Manuel	8.25	14.25
Chavez, Alfredo	2.25	2.25	Molina, Emil	3.00	3.00
Cheam, Makyka	0.00	16.00	Nguyen, Cindy	16.00	16.00
Cho, Soonj	13.00	13.00	Nguyen, Don	41.00	41.00
Chopra, Kunal	12.00	28.00	Nogales, Jenny	14.00	14.00
De Carlo, Joey	3.00	3.00	Piha, Richard	3.00	9.00
Delcon, Noel	3.00	3.00	Reed, Renee	3.00	3.00
DeVillez, Jennifer	30.50	36.50	Rorex, Jamie	3.00	3.00
Falcon, Maria	8.75	17.75	Shah, Janki	30.25	60.25
Gomez, Jessica	0.00	10.00	Tran, David	27.00	64.00
Grim, Cindy	0.00	6.00	Valadez, Violette	15.00	36.25
Grim, Lisa	6.00	6.00	Vasquez, Joel	3.00	3.00
Hanizavareh, Sheri	21.00	21.00	Villanoeva, Jorge	10.00	14.25
Hasirauni, Layal	10.25	10.25	Wang, Grace	9.25	12.00
Harnett, Tom	7.25	7.25	Wang, Shuan	14.00	16.50
Hibino, Satoko	8.00	9.50	Whalen, Mark	0.00	3.00
Jucker, Krister	6.00	6.00	Yada, Julie	0.00	6.00
TOTAL	247.75	320.25	TOTAL	221.75	393.50

LVA VOLUNTEERS

Literacy Volunteer Hours 202.00

TOTAL VOLUNTEERS HOURS 1,087.00

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

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

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 September	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	0.00	10.00	9/95	370.25
Backes, Theresa	4.50	15.00	6/98	119.75
Brown, Bill	0.00	4.00	8/99	4.00
Clugston, Patricia	3.50	13.25	6/98	67.25
Cravotta, Leo	4.75	11.25	5/99	12.25
Dell, Lyla	16.00	47.75	8/98	291.25
Farkas, Ted	0.00	4.50	10/98	23.50
Fioroni, Pete	1.00	11.00	3/97	159.00
Fioroni, Ruth	0.00	4.00	3/97	152.00
Fitzgerald, Joan	9.25	22.75	10/93	1,706.25
Godwin, Nita	4.00	20.00	2/96	167.25
Hemmerling, Barbara	6.00	18.25	10/95	311.50
Hochman, Sue	2.50	22.25	1/98	140.75
Horrocks, Marjorie	4.00	8.00	10/95	205.00
Hyams, Rose	15.50	37.00	7/98	261.00
Irot, Pat	32.00	67.75	2/96	1,106.75
Jertberg, Pat	5.00	20.75	4/98	157.00
Livezey, Jane	9.00	19.50	4/96	369.50
McGuire, Gloria	2.50	2.50	9/99	2.50
Mignot, John	4.50	10.75	6/98	46.25
Mignot, Shirley	8.50	26.50	9/95	357.25
Myers, Claire	17.50	47.50	10/95	710.50
Olson, Bob	0.00	9.50	9/95	249.75
Pence, Thomas	4.00	15.75	1/99	45.25
Project Independence	30.00	77.75		155.00
Robb, Barbara	1.50	6.50	7/98	38.00
Schlichter, Allan	8.00	22.00	10/93	564.50
Schmidt, Marie	22.50	37.75	4/98	117.50
Schwartzkopf, Jan	3.00	6.50	6/99	18.25
Shaw, Dixie	3.00	5.00	5/94	149.00
Stark, Allan	0.00	2.50	4/97	345.00
Stark, Sandra	0.00	8.50		187.25
Vaughn, Judy	9.75	17.75	8/99	17.75
Walker, Jim	3.00	3.00	9/99	3.00
Walker, Virginia	3.00	3.00	3/99	110.00
Wymer, Betty	12.50	37.25	1/96	488.75
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	120.00	320.00		5,873.75

TEMPORARAY VOLUNTEERS

	FY99/00			FY99/00	
	September	YTD		September	YTD
Alpert, David	1.00	1.00	Keyuravong, Francis	0.00	8.00
Baek, Jisco	0.00	2.00	La, Stephanie	12.50	12.50
Bone, Shawnda	6.00	16.25	Lee, Paihan	4.00	18.00
Brudenbaker	0.00	2.25	Levreault, Michelle	0.00	2.00
Burke, Marsha	0.00	7.25	Margary, Gale	0.00	9.00
Bui, Jennifer	0.00	32.00	Marghard, Yvonne	0.00	3.00
Cai, Quynhvy	0.00	40.00	Martinez, Josh	0.00	39.00
Cai, Hoanggy	0.00	31.00	Matta, Manuel	6.00	20.25
Chavez, Alfredo	0.00	2.25	Molina, Emil	1.00	4.00
Cheam, Makyka	0.00	16.00	Nguyen, Cindy	4.00	20.00
Cho, Soonj	0.00	13.00	Nguyen, Don	0.00	41.00
Cooper, Hamilton	19.50	19.50	Nguyen, Trung	2.00	2.00
Chopra, Kunal	0.00	28.00	Nogales, Jenny	0.00	14.00
De Carlo, Joey	0.00	3.00	Oakins, Cindy	3.00	3.00
Delcon, Noel	0.00	3.00	Peck, Jean	3.00	3.00
DeVillez, Jennifer	0.00	36.50	Piha, Richard	1.00	10.00
Diaz, Jeannie	7.00	7.00	Reed, Renee	0.00	3.00
Falcon, Maria	0.00	17.75	Rorex, Jamie	3.00	6.00
Fluss, Michelle	3.00	3.00	Shah, Janki	0.00	60.25
Garry, Kevin	17.00	17.00	Sung, Alice (Chi)	4.00	4.00
Gomez, Jessica	0.00	10.00	Tran, David	0.00	64.00
Grim, Cindy	0.00	6.00	Valadez, Violette	0.00	36.25
Grim, Lisa	0.00	6.00	Vasquez, Joel	0.00	3.00
Hanizavareh, Sheri	0.00	21.00	Villanoeva, Jorge	0.00	14.25
Hasirauni, Layal	0.00	10.25	Wang, Grace	0.00	12.00
Harnett, Tom	3.00	10.25	Wang, Shuan	0.00	16.50
Hibino, Satoko	0.00	9.50	Whalen, Mark	0.00	3.00
Jucker, Krister	0.00	6.00	Yada, Julie	1.00	7.00
TOTAL	56.50	376.75	TOTAL	44.50	438.00

LVA VOLUNTEERS

Literacy Volunteer Hours 220.00

TOTAL VOLUNTEERS HOURS

691.25

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		435.00	332.00	
November	492.75	443.75		369.00	345.00	
December	556.00	312.25		273.00	179.00	
January	558.25	413.75		301.00	242.00	
February	533.50	372.00		450.00	504.00	
March	687.00	478.75		398.00	347.00	
April	594.00	601.75		383.00	265.00	
May	453.50	423.25		480.00	346.00	
June	805.25	543.25		317.00	283.00	

Placentia Library District
 Circulation Report
 OCTOBER 20, 1999

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 SEPTEMBER 99	FY98-99 SEPTEMBER 98
1st Time Checkouts	34,906	37,538	-7.01%	10,385	11,021
Phone Renewals	4,412	3,053	44.51%	1,434	845
In-Building Renewals	982	3,074	-68.05%	271	884
Total Renewals	5,394	6,127	-11.96%	1,705	1,729
TOTAL CHECKOUTS	40,300	43,665	-7.71%	12,090	12,750
On-Time Checkins	34,941	37,159	-5.97%	9,555	9,200
Late Checkins	5,340	6,340	-15.77%	1,616	1,991
TOTAL CHECKINS	40,281	43,499	-7.40%	11,171	11,191
Holds Placed	911	943	-3.39%	283	322
Holds Cancelled	181	184	-1.63%	56	63
Holds Filled	847	842	0.59%	258	239
Holds Expired	3	7	-57.14%	0	4
Overdue Items	1,736	2,140	-18.88%	529	639
Overdue Notices	800	881	-9.19%	242	286
Billing Notices	1,016	1,100	-7.64%	273	355
Patrons Registered	818	822	-0.49%	334	354
Titles Added	2,395	1,525	57.05%	577	424
Volumes Added	3,872	2,129	81.87%	1,140	576
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	18,576	19,555	-5.01%	6,070	6,119
Juvenile Print	18,482	20,452	-9.63%	5,016	5,569
Total Print	37,058	40,007	-7.37%	11,086	11,688
Audio	1,488	1,448	2.76%	529	459
Visual	1,752	2,209	-20.69%	475	603
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,240	3,657	-11.40%	1,004	1,062
TOTAL CIRCULATION	40,300	43,665	-7.71%	12,090	12,750
Placentia Circulation	25,680	27,571	-6.86%	7,240	7,746
% Placentia Circulation	63.73%	63.14%	0.93%	59.89%	60.75%
Anaheim/Yorba Linda Circulation	7,052	7,954	-11.34%	2,401	2,689
% Anaheim/Yorba Linda Circulation	17.50%	18.22%	-3.95%	19.86%	21.09%
TYPES OF ACTIVE BORROWERS					
Adult	26,882	28,697	-6.32%	8,575	8,793
Young Adult	958	880	8.88%	313	315
Juvenile	9,446	11,475	-17.68%	2,199	2,641
New Borrower	3,014	2,612	15.39%	1,003	1,001
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	40,300	43,664	-7.70%	12,090	12,750
TOTAL REGISTERED BORROWERS	20,403	25,691	-20.58%	20,403	25,691
ATTENDANCE	75,843	73,360	3.38%	24,563	23,164
Adult Reference - In Building	2,359	3,231	-26.99%	774	1,118
Adult Reference - Telephone	644	632	1.90%	263	213
Children's Reference - In Building	1,933	2,112	-8.48%	362	438
Children's Reference - Telephone	107	77	38.96%	28	28
Total Adult Reference	3,003	3,863	-22.26%	1,037	1,331
Total Children's Reference	2,040	2,189	-6.81%	390	466
Total In Building Reference	4,292	5,343	-19.67%	1,136	1,556
Total Telephone Reference	751	709	5.92%	291	241
TOTAL REFERENCE	5,043	6,052	-16.67%	1,427	1,797



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

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

ISDOC Executive Committee Members Present:

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

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

Vacant
3rd Vice President

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
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

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

Call to Order

1. Preliminaries

President Coolidge called the meeting to order at 7:35 A.M.

2. Review Minutes of August 3, 1999 Executive Committee Meeting.

Minutes approved as submitted.

3. Financial Report

Financial report by Joan Finnegan reviewed and filed. (copy attached)

Action Items

4. Appointment to fill term of Third Vice-President - Keith Coolidge

Committee approved recommendation Larry D. Dick, Serrano Water District.

5. Changes in CSDA Bylaws - Keith Coolidge

Keith distributed materials and led discussion of proposed amendments.

Amendments endorsed by Committee encouraging all member agencies to vote.

6. September 30 Program - Keith Coolidge for Mary Aileen Matheis

Committee approved program featuring State Senator Joe Dunn speaking on "Insights as Freshman Senator". (The Committee discussed tentative dates for the next luncheon meeting selecting November 18th for now.)

Informational Items

7. Report on Little Hoover Commission Hearing

Mike Dunbar reported that the Special District Presentation featuring comments from Dana Smith, Joyce Crosthwaite, and Mike Dunbar followed presentations on the Los Angeles County Ground Water Replenishment District Case Study and Fire Districts in Sacramento County. Presentation went well but only 6 of 13 Commissioners were present.

8. LAFCO Matters

Bill Goodwin reported on the Lake Forest Sphere of Influence Study and the proposed continuance of the Dana Point application to succeed South Coast Water District.

Mike Dunbar pointed out that LAFCO correspondence indicating that SCWD concurred with the proposal to continue this until March of 2000 was incorrect. Bill acknowledged the problem and agreed to follow-up with Dana Smith.

Arlene Schaffer reported on the Cal LAFCO meeting that she attended with many other delegates. Majority of attendees from Northern California. O.C. LAFCO was recognized as "most effective LAFCO" at Conference.

9. CSDA Matters

Russell Paris reminded all agencies to vote on the Bylaws Amendments proposed by CSDA.

10. O.C. Emergency Management

Bob Hanson reported on Committee activities and the importance of this.

11. Orange County Council of Governments

No report.

12. Legislative Update

Keith Coolidge reported on the passage of the Water Bond including \$1.8 Billion in funding for statewide projects.

13. Other Concerns/Comments

The next meeting of the Executive Committee will be on October 12, 1999.

13. Adjourned at 9:00 A.M.

Dated September 7, 1999.

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 AUGUST 2, 1999: \$ 4,136.75

RECEIPTS:

7/29/99 ISDOC LUNCHEON MEETING \$ 24.00

TOTAL RECEIPTS FOR PERIOD 8/2/99 to 9/6/99 \$ 20.00

EXPENSES:

#1191 Keith Coolidge - Reimbursement for
plaque for Teri Cable \$ 14.31

#1192 CCK Food Service - Catering for
7/29/99 ISDOC Luncheon Meeting 380.00

TOTAL EXPENSES FOR PERIOD 8/2/99 to 9/6/99: \$ 394.31

BALANCE ON HAND AS OF SEPTEMBER 6, 1999: \$ 3,762.44

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99								0.00
Oct-99								0.00
Nov-99								0.00
Dec-99								0.00
Jan-00								0.00
Feb-00								0.00
Mar-00								0.00
Apr-00								0.00
May-00								0.00
Jun-00								0.00
TOTAL		9,948.06	1,636.74	1,735.22	215.00	0.00	0.00	13,535.02
AVG		4,974.03	818.37	867.61	107.50			6,767.51

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				0.00	0.00
Oct-99				0.00	0.00
Nov-99				0.00	0.00
Dec-99				0.00	0.00
Jan-00				0.00	0.00
Feb-00				0.00	0.00
Mar-00				0.00	0.00
Apr-00				0.00	0.00
May-00				0.00	0.00
Jun-00				0.00	0.00
TOTAL	2,880.08	560.00	30.35	3,470.43	1,735.22
AVG	1,440.04	280.00	15.18	1,735.22	867.61

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						0.00
Oct-99						0.00
Nov-99						0.00
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	596.48	600.20	113.80	0.00	1,569.60	2,880.08
AVG	298.24	300.10	56.90	0.00	784.80	1,440.04

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99						0.00
Oct-99						0.00
Nov-99						0.00
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	16.00	20.00	4.00	0.00	60.00	100.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00



CALIFORNIA LIBRARY ASSOCIATION ■ 717 K Street, Suite 300 ■ Sacramento, California 95814 ■ 916/447-8541

FOR IMMEDIATE RELEASE

October 8, 1999

Contact: Anne Campbell
CLA President
619-336-4364

**GOVERNOR SIGNS READING AND LITERACY IMPROVEMENT
AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION
BOND ACT OF 2000**

SACRAMENTO, CA — Governor Gray Davis signed a \$350 million bond measure for public library renovation and construction. California Library Association President Anne Campbell remarked, “ We fought hard to get this measure on the ballot and we are grateful for the Governor’s support. Today’s public library is the center for literacy, information and culture in our communities. Californians need and deserve public libraries that are ready for the 21st century.”

Set to appear on the March statewide ballot, this measure will enable hundreds of public libraries to replace or renovate outdated, overcrowded facilities. A survey by the State Library documented over \$2 billion of public library construction needs throughout the State. Senator Richard Rainey (R-Walnut Creek), the measure’s author, recognizes the tremendous infrastructure needs. He stated, “Unfortunately many of California’s public libraries need structural repairs or seismic fitting...Others need to be rewired to accommodate the latest computer technology. Local governments would like to make these changes but they can’t afford to finance projects.”

If passed on the March ballot, this bond measure will provide a 65% match to local communities for renovation, expansion or construction of new library facilities. Funds will be awarded through a competitive application process.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: October 20, 1999

City Administrator Bob D'Amato told me that we should begin the planning phase for the History Room project in early November.

The District will be renting a dumpster at the end of October to begin clearing out the space needed for the History Room expansion.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 1999-2000 for the California Library Literacy Services**

DATE: October 20, 1999

BACKGROUND:

Attachment A is a copy of the District's Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 1999-2000 for the California Library Literacy Services.

Filing the Certification of Eligibility and Statement of Intent with the State Library of California is required in order for the District to remain Certification of Eligibility and Funding for Fiscal Year 1998-99 for the California Library Literacy Services eligible for California Literacy Campaign Matching grant funds.

RECOMMENDATION:

Receive and File

Statement Of Intent, CLSA Matching Funds For Literacy

Fiscal Year 1999/2000

CALIFORNIA LIBRARY LITERACY SERVICE

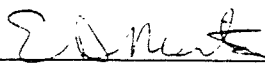
Please use this form to indicate your intent to request or not to seek continued California Library Services Act (CLSA) literacy funding for the 1999/2000 fiscal year by completing and signing one of the following options. Return this form in **ORIGINAL plus ONE COPY** postmarked by September 30, 1999, to:

California State Library
Budget Office, Literacy
PO Box 942837
Sacramento CA 94237-0001

If you intend to request funds for this fiscal year, please use this check list to assure that you have included the necessary additional completed forms:

- Funding Certification Worksheet (CLSA-67)
- Certification of Eligibility and Funding (CLSA-68)

I intend to request State funds available under the provisions of Section 18733.2 (b) (6) of the Education Code for the 1999/2000 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.



Library Director Signature

SEPT 13, 1999

Date

ELIZABETH D. MINTER

Library Director Printed Name

PLACENTIA LIBRARY DISTRICT

Library Name

--OR--

My library will **not** apply for CLSA literacy funds for the 1999/2000 fiscal year.

Library Director Signature

Date

Library Director Printed Name

Library Name

PLACENTIA LIBRARY DISTRICT

Library Name

Funding Certification Worksheet

Fiscal Year 1999/2000

CALIFORNIA LIBRARY LITERACY SERVICE

List below eligible private and public funds budgeted for the purposes of the California Library Literacy Service in Fiscal Year 1999/2000 (attach additional pages if necessary):

Note: be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Service Act (eg., portions of LSCA and other grants to be used for ESL, in-school-youth, etc.) and funds that will not be expended during this fiscal year (eg., portions of LSCA and other funds on a different fiscal year to be used after June 30, 2000.) In-kind contributions (eg., payments to VISTA Volunteers by The Corporation For National Services) cannot be used for matching.

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	
	<u>Private</u>	<u>Public</u>
Placentia Library District	\$	\$ 44,432.01
Placentia Library Literacy Services Fund		1,000.00

Total _____ 45,432.01

Grand total (sum of Private and Public) 45,432.01

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Letter of Understanding with McFarlin & Anderson regarding the ABN-AMBRO Incorporated Lease-Purchase Agreement finalized at the September 15, 1999 Library Board meeting
DATE: October 20, 1999

BACKGROUND:

At its meeting on August 18, 1999 the Board of Trustees approved the Energy Conservation Program proposed by IOC, Inc and authorized the Library Director to seek legal counsel to review the financing contract.

Upon the advice of Placentia City Attorney Carol Tannenbaum the Library Director selected the services of George McFarlin, McFarlin & Anderson, the City of Placentia Bond Counsel. The content of the Service Agreement with Mc Farlin & Anderson, was reviewed at the Library Board meeting on September 15, 1999 in Agenda Item 29.

The Service Agreement with McFarlin & Anderson is Attachment A.

RECOMMENDATION:

Receive & File

LAW OFFICES OF
McFarlin & Anderson
23101 LAKE CENTER DRIVE
SUITE 120
LAKE FOREST, CALIFORNIA 92630
(949) 452-0500

GEORGE W. MCFARLIN
JAMES F. ANDERSON

FAX (949) 452-0577

September 16, 1999

Ms. Elizabeth D. Minter, M.L.S.
Placentia Library District of Orange County
411 East Chapman Avenue
Placentia, California 92870-6198

Re: ABN AMRO Incorporated Lease-Purchase Agreement

Dear Elizabeth:

In connection with our representation of the Placentia Library District related to the lease-purchase of energy conservation equipment by the District, this letter describes the services our firm will provide:

Scope of Services. We will act as special counsel to the District in connection with the lease-purchase of the equipment. These services will include the following:

- (1) Review of the Lease-Purchase Agreement and Escrow Agreement prepared by ABN AMRO Incorporated;
- (2) Preparation of resolutions, documents and certificates for the District necessary in connection with the lease-purchase of the equipment; and
- (3) Upon completion of the lease-purchase of the equipment, we will deliver our opinion to the effect that the Lease-Purchase Agreement and the Escrow Agreement are valid and binding obligations of the District.

Services Limited to Role as Special Counsel. The scope of our services shall be limited to services as special counsel to the District in connection with the lease-purchase of the equipment as described above. We do not provide general counsel services for library districts (such as employment law, labor relations, federal or state tax law or environmental law). In addition, it is our understanding that ABN AMRO Incorporated, will, if it so chooses, engage a firm to serve as special tax counsel to provide an opinion that the interest on the rental payments under the Lease-Purchase Agreement are excludable from gross income for federal income tax purposes.

Fees and Expenses. The fees for our services and disbursements will be \$3,750.

Insurance. We are presently insured by Lawyers' Mutual Insurance Company for professional liability coverage and would be pleased to provide the District with additional information regarding our policy coverage should the District have an interest in this material.

Termination. The District has the right to terminate our representation of it at any time. We have the right to terminate our representation upon 15 days written notice to the District, subject to our

McFarlin & Anderson

Ms. Elizabeth Minter
Placentia Library District of Orange County
September 16, 1999
Page 2

obligation to give reasonable notice to arrange alternative representation and otherwise to comply with the duties imposed upon attorneys by the Rules of Professional Conduct. Upon any such termination and our presentation of a final bill, all fees and disbursements previously incurred will be due.

Prior Representations. The foregoing representation of the District will focus primarily on matters relating to the lease-purchase of the equipment. We are not aware of any adverse representation among ourselves, the District and other parties to the lease-purchase of the equipment. Should a conflict arise, or where the appearance of a conflict should arise, it is appropriate for each party to consent to our proposed representation in the particular situation prior to additional work being performed.

It would be appreciated if you would confirm that such arrangement is agreed to by the District by arranging for an authorized representative of the District to sign a copy of this letter and returning it to me.

If there are any questions regarding the matters outlined in this letter, please do not hesitate to contact me.

Very truly yours,



George W. McFarlin

Consented To and Approved

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

By: EMM
Name: Elizabeth D. Minter
Title: Library Director

Elizabeth Minter
Director
Placentia Library District Of Orange County
411 East Chapman Avenue
Placentia CA 92670

Re: Placentia Library District Of Orange County

Dear Ms. Elizabeth Minter,

On July 20, First Data Corporation (FDC) and PNC Bank Corporation (PNC) announced a definitive agreement whereby First Data Investor Services Group (ISG), a division of FDC, is to be acquired by PFPC Worldwide, Inc., a subsidiary of PNC. The transaction is expected to close during the fourth quarter of this year. ISG is a leading provider of mutual fund distribution and retirement plan services and PFPC is one of the strongest servicing companies in the mutual fund industry. The strengths of the two organizations are quite complementary and the combination of PFPC and ISG will create an organization unparalleled in the industry, providing the broadest array of services.

PFPC shares ISG's view that the retirement market represents a tremendous growth opportunity and intends to continue to strengthen and grow the retirement business. In keeping with this view, it's important for you to know that our existing team of professionals will remain intact and continue to service you and your plan participants. Nothing will change during the transition, and you can continue to expect the same commitment to high quality service. Finally, we expect the transition to be seamless for you and your plan participants.

As the transition proceeds, your Account Manager will continue to keep you informed. In the meantime, please feel free to call your Account Manager with any immediate questions.

We value you as a client and thank you for your business.

Sincerely,



Bob Guillocheau
Executive Vice President



First American Trust

RECOGNIZING CLIENT NEEDS AND DELIVERING SOLUTIONS

September 7, 1999

Account(s):
PLACENTIA LIBRARY MPPP TRUSTEE 60-1076-00

Elizabeth Minter
411 E Chapman Ave
Placentia, CA 92870-6101

Re: First American Trust Services

Dear Elizabeth Minter:

We are committed to continuing to provide clients financial services with the highest integrity possible. To enhance our ability to serve our clients, on May 19, 1998, the First American Trust Board of Directors adopted a five-year business plan. The purpose of the plan was to guide the development and offering to clients a greater breadth of services in today's competitive financial marketplace.

By August 4, 1999, we had completed two major objectives of that plan.

- First, First American Trust Company, a California state bank was re-chartered as First American Trust, FSB, a federal savings bank. However, we do not expect this change to have any substantial effect on the services we currently offer you, except that over the next few months our stationary and building signage will drop the word "Company".
- Secondly, we registered with the U.S. Securities and Exchange Commission (the SEC) as an investment advisor to comply with certain regulatory requirements that became applicable because of our conversion to a federal savings bank. Again, we do not expect this change to have any significant effect on our current services. As a result of this registration, however, we are providing for your review a copy of Part II of our Form ADV, the document by which we registered with the SEC. Your account administrator will be glad to answer any questions regarding the information in the Form ADV upon your request. In addition, annually in the future, as required by the SEC, we expect to offer you the opportunity to receive Part II of our Form ADV as then in effect, or another document containing equivalent information.

Our affiliation with The First American Financial Corporation, our management and our staff teams remain substantially unchanged. Our entire staff is proud to be serving you and looks forward to continuing to serve you in the future. Thank you for selecting First American Trust to meet your financial needs.

Sincerely,

JPL
President & C.E.O.

Enclosure

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Fiscal Year 1998-99 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller**
DATE: October 20, 1998

BACKGROUND:

Munson, Cronick & Associates has completed work on the District's Fiscal Year 1998-99 Annual Report of Financial Transactions and submitted it to the State Controller. The Report is Attachment A.

RECOMMENDATION:

Receive and File the Fiscal Year 1998-99 Annual Report of Financial Transactions for the State Controller as prepared by Munson, Cronick & Associates.

PAGE 02
ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

NUMBER OF ERRORS IN REPORT = 0

TO: State Controller
Division of Accounting
and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250
(916) 445-5153

VERIFY that your District ID listed below
is correct. (must be the full 11 digits)

District ID: 17300400000

Fiscal Year Ended
Date: JUNE 30, 1999

This report is due within 90 days
after the end of the fiscal year.

Pursuant to Government Code Section
26909, an audit is to be filed with
the State Controller within 12 months
of the end of the fiscal year. 1

Principal County:

Other Counties:

District Name
PLACENTIA LIBRARY DISTRICT

Street Address or P.O. Box
411 E CHAPMAN AVE
City, State, Zip Code
PLACENTIA, CA 92870

Place an 'X' in the box if your
mailing address has changed >

Phone Ext.
(714)528-1925

Location (if different from above)

Street Address

Report prepared by (contact person)

First M.I. Last
1 MERRIALYCE MCHENRY, CPA
Phone Ext.
2 (714)449-9909
Address
3 2501 E CHAPMAN AVE, #220
City (Please do not use commas)
4 FULLERTON
Submitted by (signature)
Merialyce Mchenry
Title
CPA
Date *9-24-99*

MEMBERS OF GOVERNING BODY

Please do not abbreviate --- ---
Name | 2 | Title | 3

- | | | |
|---|---------------------|--------------|
| 1 | AL SHKOLER | PRESIDENT |
| 2 | ROBIN J MASTERS | SECRETARY |
| 3 | GAETEN M WOOD | BOARD MEMBER |
| 4 | MARGARET V DINSMORE | BOARD MEMBER |
| 5 | SAUNDRA M STARK | BOARD MEMBER |
| 6 | ELIZABETH MINTER | DIRECTOR |
| 7 | | |
| 8 | | |
| 9 | | |

GOVERNING BODY
County Board of Supervisors
City Council
Other

OTHER OFFICIALS

Independent Auditor
5 MUNSON CRONICK & ASSOCIATES
Contact Person
6 MERRIALYCE MCHENRY, CPA
Phone Ext.
7 (714)449-9909
Address
8 2501 E CHAPMAN AVE, #220
City (Please do not use commas)
9 FULLERTON

Secretary
Mgr/Supt/Chief
Attorney
Fiscal Officer

STATE USE ONLY

Reviewed by
Date
Cleared by
Date

SUMMARY OF FINANCIAL TRANSACTIONS IN THE
"ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS"

PLACENTIA LIBRARY DISTRICT	Total Memorandum Only
	=====
1. TOTAL ASSETS:	3058676
2. TOTAL LIABILITIES:	461395
3. FUND EQUITY :	2597281

4. TOTAL REVENUES:	1091993
5. TOTAL EXPENDITURES/EXPENSES:	1007904
6. TOTAL OTHER FINANCING SOURCES (USES):	0

ASSETS		General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Cash and cash equivalents	1	\$ 537267	\$ 0	\$ 0	0			\$ 537267
Taxes receivable	2	45345	0	0	0			45345
Interest receivable	3	3940	0	0	0			3940
Accounts receivable	4	0	0	0	0			0
Loans notes & contracts rec	5	0	0	0	0			0
Due from other funds	6	0	0	0	0			0
Inv of materials & supplies	7	0			0			0
Other current assets	8				0			0
Lease payments receivable	9		0					0
Unearned finance charge	10	(0)				(0)
Investments	11	32500	0	0	0			32500
Restricted assets	12				0			0
Deferred charges	13				0			0
Unamortized disc on L/T debt	14				0			0
Other assets	15	41222	0	0	0			41222
Fixed Assets:								
Land	16				0	81498		81498
Buildings & improvements	17				0	1383219		1383219
Equipment	18				0	548685		548685
Construction in progress	19				0	0		0
Total fixed assets (pg 56)	20				\$ 0	2013402		\$ 2013402
Accumulated depreciation (pg 56)	21				(0)	(0)
Net fixed assets (pg 56)	22				\$ 0	2013402		\$ 2013402
Other Debits								
Amt avail in debt service funds	23						\$ 0	0
Amount to be provided	24						385000	385000
TOTAL ASSETS (lines 1.0 thru 24.0)	25	\$ 660274	\$ 0	\$ 0	\$ 0	2013402	\$ 385000	\$ 3058676

Page 05 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
Part B
PLACENTIA LIBRARY DISTRICT

Page 0
Part B

LIABILITIES & EQUITY	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Accounts/warrants payable	26 \$	0 \$	0 \$	0 \$	0	\$	0
Loans & notes payable	27	0	0	0	0		0
Int payable - matured/accrued	28	5486	0	0	0		5486
Other current liabilities	29	18312	0	0	0		18312
Compensated absences payable	30	52597			0	\$ 0	52597
Due to other governments	31	0	0	0	0		0
Due to other funds	32	0	0	0	0		0
Long-Term Debt - Include current & long-term portion:							
G O bonds (pg 59)	33			0		0	0
Revenue bonds (pg 62)	34			0		0	0
C O P's (pg 65)	35			0		0	0
Sp Assmt Bd (pg 68, col 2 only)	36			0		0	0
Federal (pg 71)	37			0		0	0
State (pg 74)	38			0		0	0
Time warrants (pg 77)	39			0		0	0
Other long-term liab (pg 80)	40			0		385000	385000
Unamortized premium on L/T debt	41			0			0
Advance for construction	42			0			0
Deferred revenue	43	0	0	0			0
All other non-current liab	44			0			0
Total liabilities (lines 26.0 thru 44.0)	45 \$	76395 \$	0 \$	0 \$	0	\$ 385000	461395
Fund Equity:							
Contributed capital	46			0			0
Investments in gen fixed assets	47				\$ 2013402		2013402
Retained earnings	48			0			0
Fund balances:							
Reserved	49	41222	0	0			41222
Unreserved designated	50	146063	0	0			146063
Unreserved undesignated	51	396594	0	0			396594
Total Fund Equity (lines 46.0 thru 51.0)	52 \$	583879 \$	0 \$	0 \$	0	2013402	2597281
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53 \$	660274 \$	0 \$	0 \$	0 \$	2013402 \$	3058676

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
 Part A PLACENTIA LIBRARY DISTRICT

REVENUES		Col A	Col B	Col C	Col D	
Activity Codes (See instructions)		9	0	0	0	
Activity (specify): LIBRARY						
Taxes & Assessments:						
Current secured						
(Include supplemental roll)	1 \$	818461 \$	0 \$	0 \$	0	
Current unsecured						
(Include supplemental roll)	2	49852	0	0	0	
Prior Year						
(Include supplemental roll)	3	21501	0	0	0	
Special district augmentation fund	4	9062	0	0	0	
Property assessments						
(Service type assessments go on line 19.0)	5	0	0	0	0	
Special assessments						
(Not 1911 or 1915 Bonds, include Mello/Roos, Mark/Roos Bonds only)	6	0	0	0	0	
Penalties & cost on delinquent tax and assessments	7	0	0	0	0	
Licenses, permits & franchises	8	0	0	0	0	
Fines, forfeits & penalties	9	270	0	0	0	
Revenue from use of money & property:						
Interest						
(Includes gain (loss) on investments)	10	22850	0	0	0	
Rents, concessions & royalties	11	0	0	0	0	
Intergovernmental:						
STATE						
Aid for construction	12	0	0	0	0	
Homeowner's property tax relief	13	15578	0	0	0	
Spcl supplemental subv. (repealed)	14					
Other - i.e. Timber Yield, State Water (specify): (here)	15	132450	0	0	0	
FEDERAL						
Aid for construction	16	0	0	0	0	
Other (specify): (here)	17	0	0	0	0	
Other governmental agencies	18	0	0	0	0	
Charges for current services						
(Include service type assessments)	19	0	0	0	0	
Other revenues	20	21969	0	0	0	
Total Revenues		21 \$	1091993 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part B PLACENTIA LIBRARY DISTRICT

EXPENDITURES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify): LIBRARY					
Salaries & wages	22 \$	493107 \$	0 \$	0 \$	0
Employee benefits	23	104111	0	0	0
Services & supplies (include contractual services)	24	360686	0	0	0
Contributions to outside agencies	25	0	0	0	0
Debt Service:					
Retirement of long-term debt	26	50000	0	0	0
Interest on long-term debt	27	0	0	0	0
Interest on short-term notes & warrants	28	0	0	0	0
Other (specify):(here)	29	0	0	0	0
Fixed Assets:					
Land (include on Page 56, line 2.0) (include on Page 56, line 2.0)	30	0	0	0	0
Structures and improvements (include on Page 56, line 2.0)	31	0	0	0	0
Equipment (include on Page 56, line 2.0)	32	0	0	0	0
Total Expenditures	33 \$	1007904 \$	0 \$	0 \$	0
Excess (Deficiency) Revenues Over (Under) Expenditures (21.0 less 33.0)					
	34 \$	84089 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
 Part C PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify): LIBRARY				
Proceeds of long-term debt 35 \$	0 \$	0 \$	0 \$	0
Inception of lease purchase agreements 36	0	0	0	0
Other (specify):(here) 37	0	0	0	0
Operating transfers in (intra-district) 38	0	0	0	0
Operating transfers out (intra-district) 39 (0)(0)(0)(0)
Total Other Financing Sources (Uses) 40 \$	0 \$	0 \$	0 \$	0

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures		
Other Financing Uses		
(Total column, line 34.0 + 40.0)	41 \$	84089
Fund Equity Beginning Of Period (Must agree with prior year General & Special Revenue Fund Equity - line 46.0)	42 \$	499790
Prior period adjustments	43	0
Residual equity transfers	44	0
Other - (specify): (here)	45	0
Fund Equity End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Fund Equity line 52.0)	46 \$	583879

FIXED ASSETS & DEPRECIATION SCHEDULE

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

PAGE 56 PLACENTIA LIBRARY DISTRICT

	Col A	Col B	Col C	Col D
Activity Code (See instructions)	9	0	0	0

FIXED ASSETS	Activity (specify): LIBRARY			

Balance beginning of year (Must agree with prior year Page 56, line 5.0)	1 \$ 2013402	\$ 0	\$ 0	\$ 0
Additions (include construction in progress)	2 0	0	0	0
Less retirements	3 0	0	0	0
Adjustments - increase (decrease)	4 0	0	0	0

Balance end of year	5 \$ 2013402	\$ 0	\$ 0	\$ 0

ACCUMULATED DEPRECIATION				

Balance beginning of year (Must agree with prior year Page 56, line 10.0)	6 \$ 0	\$ 0	\$ 0	\$ 0
Depreciation accruals	7 0	0	0	0
Less net charges for plant retired	8 0	0	0	0
Adjustments - increase (decrease)	9 0	0	0	0

Balance, end of year	10 \$ 0	\$ 0	\$ 0	\$ 0

NET FIXED ASSETS	11 \$ 2013402	\$ 0	\$ 0	\$ 0
=====				
ENTERPRISE ONLY				

Total depreciation + amortization (from income statement)	12.0 \$ 0	\$ 0	\$ 0	\$ 0
Less amortization included	13.0 (0)	(0)	(0)	(0)
Add/Subtract capitalized depreciation	14.0 0	0	0	0
Other	15.0 0	0	0	0

TOTAL (should agree with Line 7)	16.0 \$ 0	\$ 0	\$ 0	\$ 0
=====				

OTHER LONG-TERM INDEBTEDNESS SCHEDULE

(*Include current and long-term portion of principal)

Report debt by activity (i.e., Fire, Water, Waste, etc.)

PAGE 80 PLACENTIA LIBRARY DISTRICT

Activity Code (See instructions)	Col A 9	Col B 0	Col C 0	Col D 0	Col E 0
Activity (specify): LIBRARY					
Principal amount unmatured, beginning of fiscal year (Should agree with year Page 80, line 15.0)	1 \$ 435000 \$	0 \$	0 \$	0 \$	0
Adjustments - increase (decrease) (Explain):(here)	2 0	0	0	0	0
	3 0	0	0	0	0
Principal amount received during fiscal year	4 0	0	0	0	0
Principal amount matured during fiscal year	5 50000	0	0	0	0
Principal amount unmatured, end of fiscal year (List payees and amounts):					
ACENTIA CIVIC CENTER AUTHORITY	6 385000	0	0	0	0
	7 0	0	0	0	0
	8 0	0	0	0	0
	9 0	0	0	0	0
	10 0	0	0	0	0
	11 0	0	0	0	0
	12 0	0	0	0	0
	13 0	0	0	0	0
	14 0	0	0	0	0
Total (6.0 thru 14.0)	15 \$ 385000 \$	0 \$	0 \$	0 \$	0

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B.

PAGE 89

PLACENTIA LIBRARY DISTRICT

Appropriations limit as of the end of fiscal year	1	1982217
Total annual appropriations subject to the limit as of the end of the fiscal year	2	987558
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3	994659

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4	0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5	0
District is totally funded by sources other than "proceeds of taxes"	6	0
Other (explain) (here)	7	0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Fiscal Year 1998-99 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates**
DATE: October 20, 1999

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1998-99. The Audit is Attachment A.

The Trustee copies were mailed by District staff on September 21, 1999.

The Management Letter for the Fiscal Year 1998-99 Audit follows as Agenda Item 33.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 1998-99 as prepared by Munson, Cronick & Associates.

PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 1999

PLACENTIA LIBRARY DISTRICT

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Independent Auditor's Report	1
Combined Balance Sheet, All Fund Types And Account Groups	2
Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
Notes To Financial Statements	4

*M*unson,
*C*ronick &
*A*ssociates
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 1999, and the related statement of revenue, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards and the State Controller's minimum audit requirement for California Special Districts. Those standards require that we plan and perform the government audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 1999, and the revenue and expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
September 1, 1999

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 1999

<u>Assets</u>	<u>Government Fund General</u>	<u>Account Groups</u>		<u>Total (Memorandum Only)</u>
		<u>Fixed Assets</u>	<u>Long-Term Debt</u>	
Current assets:				
Cash and cash equivalents	\$ 537,267			\$ 537,267
Certificates of deposit	32,500			32,500
Taxes receivable	45,345			45,345
Accrued interest receivable	3,940			3,940
Prepaid expenses	<u>41,222</u>			<u>41,222</u>
Total current assets	660,274			660,274
Amount to be provided for retirement of general long-term debt			\$ 385,000	385,000
Property, plant and equipment	<u> </u>	\$2,013,402	<u> </u>	<u>2,013,402</u>
Total assets	\$ <u>660,274</u>	\$ <u>2,013,402</u>	\$ <u>385,000</u>	\$ <u>3,058,676</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Wages and taxes payable	\$ 18,214			\$ 18,214
Accrued interest	5,486			5,486
Accrued sickleave and vacation	52,597			52,597
Other liabilities	<u>98</u>			<u>98</u>
Total current liabilities	76,395			76,395
Long-term lease payable	<u> </u>		\$ 385,000	<u>385,000</u>
Total liabilities	<u>76,395</u>		<u>385,000</u>	<u>461,395</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	41,222			41,222
Unreserved:				
Designated	146,063			146,063
Undesignated	396,594			396,594
Investment in general fixed assets	<u> </u>	\$2,013,402		<u>2,013,402</u>
Total fund equity	<u>583,879</u>	<u>2,013,402</u>		<u>2,597,281</u>
Total liabilities and fund equity	\$ <u>660,274</u>	\$ <u>2,013,402</u>	\$ <u>385,000</u>	\$ <u>3,058,676</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 1999

	General Fund		Variance Favorable (Unfavorable)	Plant Funds
	Budget	Actual		
Revenues:				
Property taxes, current year	\$ 859,036	\$ 868,313	\$ 9,277	
Property taxes, prior year	21,200	21,501	301	
Homeowners property tax relief	15,484	15,578	94	
Other state funds	114,400	90,638	(23,762)	
Interest income	16,175	22,850	6,675	
Other county revenue	25,500	51,144	25,644	
Other revenue	-	21,969	21,969	
Total revenues	<u>1,051,795</u>	<u>1,091,993</u>	<u>40,198</u>	
Expenditures:				
Salaries and employee benefits	602,356	593,366	8,990	
Insurance	16,000	13,976	2,024	
Maintenance	70,100	59,975	10,125	
Utilities	53,500	48,352	5,148	
Interest expense	-	22,645	(22,645)	
Special department expense	99,500	89,683	9,817	
Office expense	24,950	27,883	(2,933)	
Specialized services	63,215	32,779	30,436	
Other county expenditures	111,574	49,052	62,522	
Other expenditures	-	20,193	(20,193)	
Total expenditures	<u>1,041,195</u>	<u>957,904</u>	<u>83,291</u>	
Excess of operating revenues over expenditures	10,600	134,089	123,489	
Additions to property, plant and equipment	(3,500)	-	3,500	
Lease payments (principal portion)	<u>(50,000)</u>	<u>(50,000)</u>	<u>-</u>	
Excess (deficit) of revenue over expenditures	\$ <u>(42,900)</u>	84,089	\$ <u>126,989</u>	\$ -
Fund balance, beginning		<u>499,790</u>		<u>2,013,402</u>
Fund balance, ending		\$ <u>583,879</u>		\$ <u>2,013,402</u>

The accompanying notes are an integral part of the financial statements.

Notes To Financial Statements

June 30, 1999

1. Summary Of Significant Accounting PoliciesFund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

General Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

General Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1999

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriations Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Trustees, then the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 1999, was \$116,609. Interest earned on these funds for the year ended June 30, 1999, was \$3,174. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1999

2. Cash And Cash Equivalents

Cash reported in the accompanying combined balance sheet is composed of the following:

Fiscal agents	\$ 386,192
Cash, including interest	46,750
Investments, cash equivalents	<u>104,325</u>
	<u>\$ 537,267</u>

The District considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of \$100,000. The amount in excess of the FDIC limit totaled \$4,228 as of June 30, 1999. The District has not experienced any losses as a result of this balance.

The Board of Trustees has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lesser amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was \$104,228 at June 30, 1999.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 1999, property, plant and equipment are comprised of:

Building and improvements	\$ 1,383,219
Furniture and equipment	548,685
Land	<u>81,498</u>
	<u>\$ 2,013,402</u>

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1999

4. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay property taxes, insurance, assessments and maintenance allocated to its' facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2000	\$ 74,594
2001	76,245
2002	72,825
2003	74,191
2004-2005	<u>151,342</u>
	449,197
Interest expense	<u>(64,197)</u>
Net long-term lease payable	<u>\$ 385,000</u>

5. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$31,231 during the year ended June 30, 1999.

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1999

6. Compensated Absences

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 1999, there was a balance of \$29,518 including accrued interest, which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District, was formed in May 1972, for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the Library based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 1999

8. Lease Commitment

The Library has a five year equipment lease expiring in February 2001. The minimum lease commitment as of June 30, 1999, is as follows:

Year Ended June 30,

2000	\$ 5,356
2001	<u>3,571</u>
	\$ <u>8,927</u>

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 82% of total revenues.

10. Other Commitment

During the fiscal year, the Library entered into an agreement with the City of Placentia for seismic retrofit of the Library facility. This commitment will be fulfilled during the fiscal year ending June 30, 2000.

Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

The Board Of Trustees
Placentia Library District

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1999, and have issued our report thereon dated September 1, 1999.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1999, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Fixed Asset Account Group

Absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
September 1, 1999

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP**

DATE: October 20, 1999

The most recent activity was a hearing on October 7, 1999 regarding the claim by the firm representing Orange County for additional fees. No report has been received about this hearing.

No information about the Orange County Investment Pool (OCIP) Bankruptcy was received from OCIP Attorney Patrick Shea during this report period.

Pillsbury

**Madison &
Sutro LLP**

ATTORNEYS AT LAW
101 W BROADWAY, SUITE 1800
SAN DIEGO, CALIFORNIA 92101-8219
TELEPHONE (619) 234-5000 FAX (619) 236-1995
internet: pillsburylaw.com

Writer's direct dial number / email:
(619) 544-3177
shea_pc@pillsburylaw.com

October 15, 1999

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange - Hennigan, Mercer & Bennett Bonus Request

Dear Pool Participant:

On October 7, 1999, the undersigned appeared before United States District Court Judge Gary Taylor on behalf of the Pool Participants to oppose Hennigan Mercer and Bennett's ("HMB") motion for a \$49 million enhancement of the \$26 million in fees it has already received respecting their representation of our Litigation Representative, Tom Hayes. Representative Hayes also opposed the motion, represented by attorney Gerald McMahon of Seltzer Caplan Wilkins & McMahon, as did the County of Orange, represented by Assistant County Counsel Tom Egan.

Judge Taylor was well prepared and had given substantial thought to the many issues presented in the motion. He posed dozens of questions to both sides before hearing oral argument from counsel. Broadly categorized, the questions included: (1) procedural aspects of the case (i.e. were all interested parties before the court, would the parties agree that the district court had jurisdiction over the matter, was a jury trial required to resolve the fee dispute); (2) the legal issues presented (i.e. how the fee agreement entered into between Tom Hayes and HMB should be interpreted, whether payment of the bonus conflicted with provisions of the California Constitution, the legal effect of HMB soliciting Tom Hayes and Pool Participants to modify the fee agreement to provide for a partial contingency fee in 1997 and 1998); and (3) factual questions at issue (the exact terms of the proposed modifications of the fee agreement, whether Pool Participants and the County had been informed of the terms of the fee agreement, and what the County and Pool Participants assessment was of HMB's performance).

The hearing consumed over three hours. There were several issues of note. Judge Taylor appeared interested in discerning the intentions and understanding of HMB and Mr. Hayes when entering into the fee agreement in July of 1996. Pool Participants, the party ultimately paying HMB's fees and which bore the risk of litigating these matters by fronting the \$50 million

litigation fund, argued that HMB was understood to be retained on an hourly fee basis. Also, to the extent the contract language in the fee agreement could be read otherwise, such other compensation was discretionary to the Representative and he had refused to approval any requested bonus.


Judge Taylor also questioned whether the fee agreement preserved Tom Hayes' discretion to approve litigation spending as provided under the Plan. I argued that the Plan, drafted by HMB, provided Mr. Hayes with discretion with respect to all aspects of the litigation cases, subject to review by a judge on an "abuse of discretion" basis. The disputed 1996 fee agreement acknowledges that it was entered into pursuant to the Plan, and therefore must be read in harmony with the Plan's provisions. Further, the earlier conduct by HMB construing the fee agreement to request a discretionary request of Hayes for any changes in hourly fees demonstrated that HMB understood Mr. Hayes' approval was necessary to adjust their fee, both regarding hourly billing rates and also when they sought his approval to modify the fee agreement to provide for a partial contingency fee.

There was also an issue as to whether under the case law cited in the briefs, the court could disregard Mr. Hayes' denial of the bonus and instead award HMB a "reasonable fee," which could include a bonus amount. I argued that the Plan contemplated that all decisions regarding the litigation spending were to be decided by Mr. Hayes, subject to court review only on an abuse of discretion basis. Therefore, it was the court's responsibility only to determine whether Mr. Hayes abused his discretion in denying HMB's requested \$49 million bonus. Neither the Plan nor the fee agreement contemplated that the court or any other third party (such as retired Judge John Davies who provided a supporting declaration to HMB's fee motion) could set a "reasonable fee" at the end of HMB's services. Whether Mr. Hayes had exercised his reasonable judgement in good faith in denying the fee enhancement was the only issue left unresolved.

At the conclusion of the hearing, Judge Taylor indicated he would issue a written opinion with his ruling, but did not say when it could be announced. I will advise you of the court's decision.

Thank you for your continued support of the Committee.


Sincerely,



Patrick C. Shea

cc: Orange County Official Investment Pool
Participants Committee and Counsel
Mr. Thomas W. Hayes

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Minutes of the Placentia Civic Center Authority Commission of October 5, 1999, and the Financial Statements and Audit for Fiscal Year 1998-99 as prepared by Conrad and Associates, LLP, CPA**
DATE: October 20, 1999

BACKGROUND:

The Annual Meeting of the Placentia Civic Center Authority Commission was held on October 5, 1999. Library District Representatives Sandra Stark and Robin Masters and Library Director Elizabeth Minter attended.

The Commission agreed to review options for remodeling the common areas between the buildings.

The Report on Audit of Financial Statements for the year ended June 30, 1999, as prepared by Conrad and Associates, LLP, CPA is Attachment A.

The Minutes for the October 5, 1999, Meeting are Attachment B.

RECOMMENDATION:

Receive & File

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 1999

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 1999

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CONRAD AND
ASSOCIATES, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

1100 MAIN STREET, SUITE C
IRVINE, CALIFORNIA 92614
(949) 474-2020
Fax (949) 263-5520

Board of Directors
Placentia Civic Center Authority
Placentia, California

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 1999. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

The supplementary information regarding the Year 2000 issue presented on page 8 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We did not audit and do not express an opinion on such information. Further, we were unable to apply to this information the procedures prescribed by professional standards because of the difficulty in ascertaining whether the information presented includes a sufficiently complete description of the year 2000 issue as it relates to the reporting government. In addition, we do not provide assurance that the Placentia Civic Center Authority is or will become year 2000 compliant, that the Placentia Civic Center Authority's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Placentia Civic Center Authority does business are or will become year 2000 compliant.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Conrad and Associates, L.L.P.

September 2, 1999

PLACENTIA CIVIC CENTER AUTHORITY

Combined Balance Sheet -
All Governmental Fund Types and Account Groups

June 30, 1999

	<u>Debt Service Funds</u>		<u>Account Group</u>	<u>Totals (Memorandum Only)</u>
	<u>Series A</u>	<u>Series B</u>		
<u>Assets</u>				
Investments held by trustee (note 3)	\$ 212,797	104,325	-	317,122
Lease payment receivable	-	-	482,103	482,103
Unearned lease finance charges	-	-	(67,024)	(67,024)
Amount available for debt service	-	-	169,921	169,921
 Total assets	<u>\$ 212,797</u>	<u>104,325</u>	<u>585,000</u>	<u>902,122</u>
 <u>Liabilities and Fund Balances</u>				
Liabilities:				
Revenue bonds payable (note 4)	\$ -	-	585,000	585,000
 Total liabilities	<u>-</u>	<u>-</u>	<u>585,000</u>	<u>585,000</u>
 Fund balances (note 5):				
Reserve for debt service	105,682	64,239	-	169,921
Reserve for bond reserve	94,600	35,900	-	130,500
Reserve for working capital	1,000	1,000	-	2,000
Unreserved	11,515	3,186	-	14,701
 Total fund balances	<u>212,797</u>	<u>104,325</u>	<u>-</u>	<u>317,122</u>
 Total liabilities and fund balances	<u>\$ 212,797</u>	<u>104,325</u>	<u>585,000</u>	<u>902,122</u>

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Combined Statement of Revenues, Expenditures and Changes in Fund Balances -
Debt Service Funds

Year ended June 30, 1999

	<u>Debt Service Funds</u>		Totals
	<u>Series A</u>	<u>Series B</u>	(Memorandum Only)
Revenues:			
Lease payments received	\$ 179,193	145,011	324,204
Investment income	<u>8,074</u>	<u>1,730</u>	<u>9,804</u>
Total revenues	<u>187,267</u>	<u>146,741</u>	<u>334,008</u>
Expenditures:			
Principal	175,000	50,000	225,000
Interest	<u>16,100</u>	<u>23,345</u>	<u>39,445</u>
Total expenditures	<u>191,100</u>	<u>73,345</u>	<u>264,445</u>
Other financing sources (uses):			
Operating transfers in	194,400	111,110	305,510
Operating transfers out	<u>(194,400)</u>	<u>(111,110)</u>	<u>(305,510)</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	(3,833)	73,396	69,563
Fund balances at beginning of year	<u>216,630</u>	<u>30,929</u>	<u>247,559</u>
Fund balances at end of year	<u>\$ 212,797</u>	<u>104,325</u>	<u>317,122</u>

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 1999

(1) Summary of Significant Accounting Policies

- a. The financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at cost which does not materially differ from fair value required to be reported by Statement No. 31 of the Governmental Accounting Standards Board, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". (See Note 3).
- d. The accounts of the Authority are organized on the basis of the following debt service funds and account groups as follows:

Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.

Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.

Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.

Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.
- e. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(1) Summary of Significant Accounting Policies. (Continued)

- f. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

(2) History and Organization

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District) for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and Library District for semiannual rental payments of \$94,600 and \$35,900, respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and investments at June 30, 1999 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	\$ 7,758	7,758
Investments:		
U.S. Treasury Bills	<u>309,364</u>	<u>309,062</u>
Total cash and investments	<u>\$317,122</u>	<u>316,820</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:		
Category 1		
Deposits which are insured by the FDIC		\$ 7,758
Investments:		
Category 3		
Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution		<u>309,364</u>
		<u>\$317,122</u>

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 1999, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 1999 were as follows:

Balance at July 1, 1998	\$810,000
Principal payments	<u>225,000</u>
Balance at June 30, 1999	<u>\$585,000</u>

Future debt service requirements are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>		<u>Interest</u>		<u>Total</u>
	<u>Series A</u>	<u>Series B</u>	<u>Series A</u>	<u>Series B</u>	
2000	\$200,000	55,000	5,600	20,378	280,978
2001	-	60,000	-	17,100	77,100
2002	-	60,000	-	13,680	73,680
2003	-	65,000	-	10,118	75,118
2004	-	70,000	-	6,556	76,556
2005	-	75,000	-	1,851	76,851
	<u>\$200,000</u>	<u>385,000</u>	<u>5,600</u>	<u>69,683</u>	<u>660,283</u>

(5) Fund Balances

Per Section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and Library District for base or additional rent previously paid.

REQUIRED SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Required Supplementary Information

Year ended June 30, 1999

Risk Mitigation for the Year 2000 Issue

The Placentia Civic Center Authority is in the process of evaluating its computer programs, computer equipment, and other equipment containing embedded chips to ascertain which of these might be impacted by a failure to properly recognize and process transactions dated on or after the year 2000. As of June 30, 1999, the Authority had no unexpended contracts with external parties to replace or upgrade its computer systems and other equipment to reduce the risk of year 2000 difficulties. Because of the unprecedented nature of the year 2000 issue, it is not possible to provide assurances that the Placentia Civic Center Authority has or will achieve complete year 2000 compliance, even after completing all planned year 2000 corrective actions and related testing. Nor can the Placentia Civic Center Authority determine the effect, if any, on Placentia Civic Center Authority operations should entities external to the Placentia Civic Center Authority (other governments, significant vendors, suppliers, service providers, customers, taxpayers, businesses, etc.) fail to achieve year 2000 compliance in a timely manner. An audit is not designed to substantiate the assertions of management with respect to this issue or to evaluate the adequacy of management's plans with respect to this issue. The Placentia Civic Center Authority is not aware of any year 2000 difficulties associated with its bond trustee, which provides financial reporting for Authority transactions.

SUPPLEMENTARY INFORMATION

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series A Bonds

June 30, 1999

	<u>Revenue</u>	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>
<u>Assets</u>					
Investments held by trustee	\$ 111,707	3,043	-	98,047	212,797
Total assets	<u>\$ 111,707</u>	<u>3,043</u>	<u>-</u>	<u>98,047</u>	<u>212,797</u>
 <u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances:					
Reserve for debt service	105,682	-	-	-	105,682
Reserve for bond reserve	-	-	-	94,600	94,600
Reserve for working capital	-	1,000	-	-	1,000
Unreserved	<u>6,025</u>	<u>2,043</u>	<u>-</u>	<u>3,447</u>	<u>11,515</u>
Total fund balances	<u>111,707</u>	<u>3,043</u>	<u>-</u>	<u>98,047</u>	<u>212,797</u>
Total liabilities and fund balances	<u>\$ 111,707</u>	<u>3,043</u>	<u>-</u>	<u>98,047</u>	<u>212,797</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series A Bonds

Year Ended June 30, 1999

	<u>Revenue</u>	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>
Revenues:					
Lease payments received	\$ 179,193	-	-	-	179,193
Investment income	<u>3,646</u>	<u>76</u>	<u>-</u>	<u>4,352</u>	<u>8,074</u>
 Total revenues	 <u>182,839</u>	 <u>76</u>	 <u>-</u>	 <u>4,352</u>	 <u>187,267</u>
Expenditures:					
Principal	-	-	175,000	-	175,000
Interest	<u>-</u>	<u>-</u>	<u>16,100</u>	<u>-</u>	<u>16,100</u>
 Total expenditures	 <u>-</u>	 <u>-</u>	 <u>191,100</u>	 <u>-</u>	 <u>191,100</u>
Other financing sources (uses):					
Operating transfers in	3,300	-	191,100	-	194,400
Operating transfers out	<u>(191,100)</u>	<u>-</u>	<u>-</u>	<u>(3,300)</u>	<u>(194,400)</u>
 Total other financing sources (uses)	 <u>(187,800)</u>	 <u>-</u>	 <u>191,100</u>	 <u>(3,300)</u>	 <u>-</u>
 Excess of revenues and other financing sources over (under) expenditures and other financing uses	 (4,961)	 76	 -	 1,052	 (3,833)
 Fund balances at beginning of year	 <u>116,668</u>	 <u>2,967</u>	 <u>-</u>	 <u>96,995</u>	 <u>216,630</u>
 Fund balances at end of year	 <u>\$ 111,707</u>	 <u>3,043</u>	 <u>-</u>	 <u>98,047</u>	 <u>212,797</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series B Bonds

June 30, 1999

<u>Assets</u>	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>
Investments held by trustee	\$ 3,064	64,239	37,022	104,325
Total assets	<u>\$ 3,064</u>	<u>64,239</u>	<u>37,022</u>	<u>104,325</u>
<u>Liabilities and Fund Balances</u>				
Liabilities:	\$ -	-	-	-
Total liabilities	-	-	-	-
Fund balances:				
Reserve for debt service	-	64,239	-	64,239
Reserve for bond reserve	-	-	35,900	35,900
Reserve for working capital	1,000	-	-	1,000
Unreserved	2,064	-	1,122	3,186
Total fund balances	<u>3,064</u>	<u>64,239</u>	<u>37,022</u>	<u>104,325</u>
Total liabilities and fund balances	<u>\$ 3,064</u>	<u>64,239</u>	<u>37,022</u>	<u>104,325</u>

PLACENTIA CIVIC CENTER AUTHORITY

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds

Year ended June 30, 1999

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>
Revenues:				
Lease payments received	\$ -	145,011	-	145,011
Investment income	<u>76</u>	<u>-</u>	<u>1,654</u>	<u>1,730</u>
Total revenues	<u>76</u>	<u>145,011</u>	<u>1,654</u>	<u>146,741</u>
Expenditures:				
Principal	-	50,000	-	50,000
Interest	<u>-</u>	<u>23,345</u>	<u>-</u>	<u>23,345</u>
Total expenditures	<u>-</u>	<u>73,345</u>	<u>-</u>	<u>73,345</u>
Other financing sources (uses):				
Operating transfers in	-	74,757	36,353	111,110
Operating transfers out	<u>-</u>	<u>(109,698)</u>	<u>(1,412)</u>	<u>(111,110)</u>
Total other financing sources (uses)	<u>-</u>	<u>(34,941)</u>	<u>34,941</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	76	36,725	36,595	73,396
Fund balances at beginning of year	<u>2,988</u>	<u>27,514</u>	<u>427</u>	<u>30,929</u>
Fund balances at end of year	<u><u>\$ 3,064</u></u>	<u><u>64,239</u></u>	<u><u>37,022</u></u>	<u><u>104,325</u></u>

MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 5, 1999 - 4:30 p.m.
Placentia City Hall

The meeting of the Placentia Civic Center Authority Commission was called to order at 4:35 p.m.

ROLL CALL:

Present: Lee Castner, President
Chris Lowe, Commissioner
Robin Masters, Commissioner
Saundra Stark, Commissioner
Constance Underhill, Commissioner

Carolyn A. Chu, Acting Secretary
Carolyn Davis, City Treasurer
Robert D'Amato, City Administrator
✓Elizabeth D. Minter, Placentia Library Director

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 20, 1998 meeting were approved.

ELECTION OF OFFICERS:

Commissioner Lee Castner was reelected to serve as President. The position of Secretary will be filled at the next meeting, after a new Finance Director has been appointed.

OATH OF OFFICE:

Commissioner Chris Lowe was sworn in by Acting Secretary Carolyn Chu.

FINANCIAL REPORT:

Acting Secretary Chu presented the Financial Statement for the year ended June 30, 1999. The Civic Center Authority received an unqualified "clean" opinion from the outside certified public accountant firm of Conrad and Associates. The history and purpose of the Authority were discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

COMMISSION ANNOUNCEMENTS:


None.

NEW BUSINESS:

Commissioner Stark inquired about refurbishing the fountains. It was decided that a special meeting will be held in mid-January whereby the Public Works Director will present a report on the status of the fountains and Civic Center grounds.

ADJOURNMENT:

The meeting was adjourned at 5:05 p.m. until the next meeting to be held in mid-January. The annual meeting was set for Tuesday, October 3, 2000, at 4:30 p.m.


Carolyn A. Chu, Acting Secretary



CALIFORNIA STATE LIBRARY
Library Services and Technology Act
FY 1998/99 WP 97

Literacy for Adults and Children (LAC):
Library Materials for an Informed Community

FINAL REPORT

Library: Placentia Library District Date: 9-13-99

Name of Contact Person: Katie Matas
Katie Matas Literacy Coordinator
(Signature and title of person completing report)

Mailing Address: 411 E. Chapman Ave.
Placentia, CA 92870-6198

1. Did you promote/publicize your new materials? Yes No
If yes, please include a copy of any flyers, newspaper articles, mailings, etc. that you used.

2. How did you select the materials to purchase? Needs assessment Focus group
of tutors/learners Patron requests Other (please describe) _____

3. Who is your target audience for the materials? Literacy tutors Adult learners
 General public Other (please describe) _____

4. How do you intend to use these materials to enhance your literacy program? _____
By having more information available to the public on literacy
issues, we can generate more interest in the literacy program.
Learners and tutors will have more resources available to help them

5. What was the most successful/exciting aspect of this mini-grant program? reach their goals.
The most exciting aspect of this program was the variety of
material offered.

**6. PLEASE ATTACH A LIST OF THE MATERIALS YOU PURCHASED
WITH FUNDS FROM THIS GRANT.**

Return this form with original signature by October 29, 1999 to:

Carole Talan
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Materials ordered by Placentia Library District

Adult A.D.D.: A Reader Friendly Guide to Identifying, Understanding, and Treating Adult Attention Deficit Disorder

Adult Literacy in America

Art for the Fun of It: A Guide for Teaching Young Children

Attention Deficit Disorder in Adults

Basic English Grammar, Combined Volume

Closing the Literacy Gap in American Business

Clues to Meaning: Strategies for Better Reading Comprehension

Doing Our Homework: How Schools Can Engage Hispanic Communities

Driven to Distraction: Recognizing and coping With Attention Deficit Disorder from Childhood Through Adulthood

Dyslexia: Research and Resource Guide

Enhancing Adult Motivation to Learn: A Comprehensive Guide for Teaching All Adults

Family Fun Activity Book

Frames of Mind: The Theory of Multiple Intelligences

The Giant Encyclopedia of Theme Activities for Children 2 to 5: Over 600 Favorite Activities Created by Teachers and for Teachers

The Gift of Dyslexia: Why Some of the Smartest People Can't Read and How They Can Learn

Help a Child Learn to Read

The Ld Child and Adhd Child: Ways Parents and Professionals Can Help

Learning Disabilities: Lifelong Issues

Learning Disabilities, Literacy, and Adult Education

Learning Disabilities Sourcebook: Basic Information About Disorders Such As Dyslexia, Visual and Auditory Processing Deficits, Attention Deficit/hype

Let's Talk Math: Encouraging Children to Explore Ideas

Library Programming for Families With Young Children: A How-To-Do-It Manual

Light'N Lively Reads for Esl, Adult and Teen Readers: A Thematic Bibliography

Literacies of Power: What Americans Are Not Allowed to Know

Literate Beginnings: Programs for Babies and Toddlers

Look at Me: Creative Learning Activities for Babies and Toddlers

Managing the Non-Profit Organization: Principles and Practices

Meaningful Differences in the Everyday Experience of Young American Children

Multiple Intelligences: The Theory in Practice

Pronunciation Contrasts in English

Read Any Good Math Lately?: Children's Books for Mathematical Learning, K-6

Reading Rainbow Guide to Children's Books: The 101 Best Titles

Rethinking the Brain: New Insights into Early Development

Secrets to Enliven Learning: How to Develop Extraordinary Self-Directed Training Materials

Supporting Young Learners: Ideas for Preschool and Day Care Providers

Turn Off the TV And...

Working with Adults with Learning Disabilities (5 videos)

Your Child's Growing Mind: A Guide to Learning and Brain Development from Birth to Adolescence

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *com*
SUBJECT: **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**
DATE: October 20, 1999

BACKGROUND:

Library Revenue Issues

At its Meeting on April 15, 1997, the Board requested that an item for the discussion of Library Revenue Issues be included on each Agenda.

1. Property Tax
No activity to report.
2. State Funds
No activity to report.
3. Local Revenues
No activity to report

Parcel Tax Election Considerations

No activity to report.


RECOMMENDATIONS:

Give direction for future action

Not to delete it to avoid.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Elimination of Principal Librarian position and salary scale effective December 31, 1999; establishment of Public Services Manager and Technical Services Manager positions effective January 1, 2000; and adoption by Resolution 99-7 of Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999 which reflects the Library Director's salary as adopted at the September 15, 1999 Board Meeting, and the addition of the salary range for the Public Services and Technical Services Manager positions.**

DATE: October 20, 1999

BACKGROUND:

The retirement of Principal Librarian Suad Ammar in December presents Placentia Library District with the opportunity to realign its management staff and salaries.

I am recommending that the salary scale for the Principal Librarian and one of the Librarian II positions be combined and divided into two in order to create two Service Manager positions – one for Technical Services and one for Public Services. I am recommending that the Service Manager positions be defined as exempt positions.

The Technical Services Manager will be responsible for acquisitions, technical processing, computer services and the Circulation Department.

The Public Services Manager will be responsible for scheduling, allocation of the book budget, community relations and outreach in addition to working at a public service desk twenty hours per week. Since the Public Services Manager is half-time administrative and half-time public service this change makes it possible for the position to be filled by a qualified candidate from any of the professional public service areas: Reference, Children's or Literacy.

If these changes are approved the job descriptions and organization chart will be presented at the November Board Meeting.

The Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999, also includes the change in the Library Director's salary that was approved at the September 15, 1999 Board meeting.

RESOLUTION 99-7

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ~~ELIMINATE THE~~
~~POSITION OF PRINCIPAL LIBRARIAN, ADDITION OF THE POSITIONS AND SALARIES~~
~~OF PUBLIC SERVICES MANAGER AND TECHNICAL SERVICES AND APPROVE THE~~
REVISED LIBRARY DIRECTOR SALARY AS REFLECTED ON THE SALARY SCALE
FOR EXEMPT PERSONNEL, FISCAL YEAR 1999-2000

WHEREAS, Section 19469 of the Education Code of the State of California establishes
that the Board of Library Trustees shall fix the compensation of the Library Director, ~~Public~~
~~Services Manager, Technical Services Manager and eliminate the Principal Librarian position.~~

BE IT RESOLVED, that the Placentia Library District of Orange County Board of
Trustees adopts the Placentia Library District Salary Scale for Exempt Personnel for Fiscal Year
1999-2000 dated October 20, 1999, and implements such on September 16, 1999.

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

State of California)
)ss.
County of Orange)

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

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

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

RECOMMENDATIONS:

- Rob / Director*
1. Authorize elimination of Principal Librarian ^{position} and salary scale effective December 31, 1999.
 - 1a. *Authorize elimination of one ~~Librarian~~ ^{Librarian} position and add ~~one~~ ^{one} ~~Librarian~~ ^{Librarian}.*
 2. Establish Public Services Manager and Technical Services Manager positions effective January 1, 2000.
 3. Read Resolution 99-7 by title only *stake - word*
 4. Adopt Resolution 99-7

Vote:
for *Rob - Page*
NBES:

*Draw up
Stat. ag.
word ag.
Skel. ag.
Neck. ag.*

PLACENTIA LIBRARY DISTRICT
Salary Scale for Exempt Personnel
Fiscal Year 1999-2000
Effective Sep 16, 1999

	1	2	3	4	5	6	7	8	9	10
ADMIN										
ASST	HR 15.19	15.56	15.96	16.36	16.76	17.18	17.62	18.05	18.51	19.43
	PP 1,215.25	1,244.95	1,277.20	1,308.60	1,340.85	1,374.80	1,409.60	1,444.38	1,480.88	1,553.86
	AN 31,596.56	32,368.82	33,207.28	34,023.67	34,862.13	35,744.72	36,649.37	37,554.02	38,502.80	40,400.36
	MO 2,633.05	2,697.41	2,767.27	2,835.31	2,905.18	2,978.73	3,054.12	3,129.51	3,208.57	3,366.70
*PRIN	HR 25.07	25.73	26.36	27.02	27.68	28.38	29.10	29.82	30.58	32.09
LIB	PP 2,006.18	2,057.95	2,108.87	2,161.48	2,214.95	2,270.11	2,327.82	2,385.53	2,445.78	2,567.14
	AN 52,160.80	53,506.75	54,830.63	56,198.64	57,588.71	59,022.91	60,523.31	62,023.71	63,590.29	66,745.54
	MO 4,346.73	4,458.90	4,569.22	4,683.22	4,799.06	4,918.58	5,043.60	5,168.64	5,299.20	5,562.13
**PUB SVC &	HR 21.69	22.24	22.80	23.36	23.94	24.54	25.16	25.78	26.43	27.75
TECH SVC	PP 1,735.04	1,779.60	1,823.73	1,868.59	1,913.38	1,963.33	2,012.55	2,062.62	2,114.39	2,220.04
MGR	AN 45,111.15	46,269.55	47,416.91	48,597.37	49,799.89	51,046.55	52,326.30	53,628.11	54,974.05	57,721.10
	MO 3,759.26	3,855.80	3,951.41	4,049.78	4,149.99	4,253.88	4,360.53	4,469.01	4,581.17	4,810.09
LIB	HR 41.35									
DIR	PP 3,308.55									
	AN 86,022.31									
	MO 7,168.52									
LIB	HR 6.76	6.93	7.10	7.28	7.47	7.65	7.84	8.04	8.24	8.65
AIDE										

Signature: _____ Date: Oct 20, 1999

Al Shkoler, President

*The Public Service Manager and Technical Services Manager positions will be effective January 1, 1999.
*The Principal Librarian position will be eliminated effective December 31, 1999.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Selection of Term Life Insurance vendor for \$135,000 policy for the Library Director
DATE: October 20, 1999

BACKGROUND:

At its meeting on September 15, 1999 the Library Board approved the purchase of \$135,000 term life insurance for the Library Director as part of her compensation package.

Attachment A is the analysis prepared by Stormy Waldek, the District's medical and life insurance broker.

RECOMMENDATION:

Authorize the purchase of a 15-year level term life insurance policy for \$135,000 for the Library Director at a cost of \$366 per year and grant her the option of purchasing additional years at her own expense.

Stormy Waldeck, CLU, ChFC
Chartered Financial Consultant

10/12/99

TO: ELIZABETH MINTER
FROM: STORMY WALDECK
SUB: LIFE INSURANCE BENEFIT

Stormy

Dear Elizabeth,

Here is the information regarding life insurance that the Library District would provide to you.

We have several term insurance options available. The most competitive products are the type where premiums remain level for a specified period of time. For example, 5 year level premium term, 10 year level, 15 year level, etc.

The appropriate decision on the part of the Board is to select the product that best matches your likely working years. For example, if the expectation is that you would retire at age 65 the most appropriate product would be 15 year level term. (The Library District is not obligated to pay premiums for the full 15 years. If you retired in 12 years the Library District simply could discontinue further payments)

The reason to not select a shorter period term product even though the initial premium is less is that as you reach the end of each guaranteed period you must requalify. For example, assume you start with a 10 year level premium product. At the end of 10 years if you don't or can't requalify for the best rates the next year's premium may increase by a factor of 6 to 10 times. (See Exhibit A which follows. This is the comparison of the 10 year level premium products. The premiums illustrated in years 11 on are the renewal rates assuming you don't requalify for the best rates.)

You may "piggyback" on what the Board decides. For example, you may want to have the 30 year product with the intention of continuing to pay the premiums personally after you retire. The Board decides that they will pay for the 15 year product. We can issue the 30 year product, bill the Library District for what the 15 year product would have cost, and bill you the difference.

10/12/99
Elizabeth Minter
Page 2

Here are the projected annual premiums from our surveys based upon standard rates:

5 year level premium -	\$285
10 year level premium -	\$300
15 year level premium -	\$366
20 year level premium -	\$440
30 year level premium -	\$687

Please call if there are any questions - 800-543-1259.

Take care and thank you for the opportunity to be of help.

Gorham Insurance/Insurance Designers

EXHIBIT A

Pick Five Policy Analysis - Page 1 of 3 (CURRENT Annual Premiums)
===== Guaranteed Maximum Premiums on Page

California

Prepared for ELIZABETH MINTER by STORMY WALDECK

Face Amount: 135,000 Age Last: 53 Nearest: 54 Female Non-smoker

1	First Penn-Pacific Life Insurance	STO 10 - 10 Year R & C Term (Plus)
2	North American Company for Life & Health	BR-10 (P+ Premier+, Rg Standard+)
3	First Colony Life Insurance Company	Colony 10 (Pf Select, Rg Standard Plus)
4	The Midland Life Insurance Company	Alternative 2000 - 10 (P+, Rg Sel Std)
5	Banner Life Insurance Company	OPTerm 10 - 10 Year Term

Year	Policy 1 10 Year	Policy 2 10 Year	Policy 3 10 Year	Policy 4 10 Year	Policy 5 10 Year
1	299.75	311.75	325.40	328.65	348.20
2	299.75	311.75	325.40	328.65	348.20
3	299.75	311.75	325.40	328.65	348.20
4	299.75	311.75	325.40	328.65	348.20
5	299.75	311.75	325.40	328.65	348.20
Accum.	1,498.75	1,558.75	1,627.00	1,643.25	1,741.00
Index **	2.22	2.31	2.41	2.43	2.58
6	299.75	311.75	325.40	328.65	348.20
7	299.75	311.75	325.40	328.65	348.20
8	299.75	311.75	325.40	328.65	348.20
9	299.75	311.75	325.40	328.65	348.20
10	299.75	311.75	325.40	328.65	348.20
Accum.	2,997.50	3,117.50	3,254.00	3,286.50	3,482.00
Index **	2.22	2.31	2.41	2.43	2.58
11	2,030.45 *	1,875.05 *	3,352.10	2,099.85 *	2,398.85
12	2,245.10 *	2,023.55 *	3,708.50	2,322.60 *	2,593.25
13	2,475.95 *	2,184.20 *	4,091.90	2,562.90 *	2,756.60
14	2,709.50 *	2,359.70 *	4,480.70	2,811.30 *	2,986.10
15	2,944.40 *	2,550.05 *	4,872.20	3,066.45 *	3,180.50
Accum.	15,402.90	14,110.05	23,759.40	16,149.60	17,397.30
Index **	6.32	5.86	9.50	6.65	7.16
16	3,195.50 *	2,759.30 *	5,290.70	3,329.70 *	3,330.35
17	3,484.40 *	2,996.90 *	5,774.00	3,622.65 *	3,557.15
18	3,831.35 *	3,264.20 *	6,351.80	3,966.90 *	3,886.55
19	4,260.65 *	3,557.15 *	7,067.30	4,386.75 *	4,267.25
20	4,784.45 *	3,874.40 *	7,939.40	4,899.75 *	4,804.55
Accum.	34,959.25	30,562.00	56,182.60	36,355.35	37,243.15
Index **	10.05	8.92	15.86	10.49	10.83

Legend: * indicates a rate with a projected value (not guaranteed)
** index refers to the Interest Adjusted Payment Index which reflects the average cost per thousand based upon an interest rate of 5%.

NOTE: Every effort has been made to assure the accuracy of this information but we cannot guarantee accuracy and are not liable for errors or omissions.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel/training authorization for California Library Association (CLA) Annual Conference and the Special District Risk Management Authority (SDRMA) Annual Meeting and Education Day**

DATE: October 20, 1999

BACKGROUND

1. The California Library Association (CLA) Annual Conference will be held in Palm Springs, November 13-16, 1999. It is recommended that Trustee Dinsmore attend on November 13, 14, and 15 and that Library Director Minter attend on November 13. Trustee Dinsmore will be recognized at the Trustee Luncheon on November 13 as the outgoing Literacy Chair for CALTAC. The registration was paid at the discounted early rate. The travel estimates are Attachment A.

Registration	\$115.00
Hotel	557.32
Meals	268.00
Local Transportation	30.00
Mileage	198.00
<u>Miscellaneous</u>	<u>40.00</u>
TOTAL	<u>\$1,208.32</u>

Placentia Library District
Travel Estimate
October 20, 1999

Event: California Library Association
Location: Palm Springs, CA

Dinsmore	Nov 12 99	Nov 13 99	Nov 14 99	Nov 15 99	TOTAL
Registration		35.00			35.00
Hotel	139.33	139.33	139.33		417.99
Breakfast		20.00	15.00	15.00	50.00
Lunch		24.00	15.00	15.00	54.00
Dinner	20.00	20.00	20.00	20.00	80.00
Air/Train					-
Local Trans.		15.00	15.00		30.00
Mileage @ \$.31	49.50			49.50	99.00
Parking/Tolls					-
Telephone					-
Misc.	40.00				40.00
TOTAL	248.83	253.33	204.33	99.50	805.99

Minter	Nov 12 99	Nov 13 99	TOTAL
Registration		80.00	80.00
Hotel	139.33		139.33
Breakfast		20.00	20.00
Lunch		24.00	24.00
Dinner	20.00	20.00	40.00
Air/Train			-
Local Trans.			-
Mileage @ \$.31	49.50	49.50	99.00
Parking/Tolls			-
Telephone			-
Misc.			-
TOTAL	208.83	193.50	402.33

to 805.99

2. The Special District Risk Management Association (SDRMA) Annual Meeting and Education Day will be held in Sacramento on October 20, 1999. Participation in this meeting is required for the District to qualify for its premium discount in Fiscal Year 2000-2001. Administrative Assistant Wendy Goodson will attend.


Air fare	188.50
Meal	20.00
<u>Local Transportation</u>	<u>20.00</u>
TOTAL	<u>\$ 228.50</u>

RECOMMENDATIONS

1. Authorize Trustee Dinsmore and Library Director Minter to attend the California Library Association (CLA) Annual Conference in Palm Springs, November 13 - 15, 1999, at a cost not to exceed \$1,208.32 to be paid from Fund 707.
2. Ratify Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Meeting and Education Day in Sacramento on October 20, 1999, at a cost not to exceed \$228.50 to be paid from Fund 707.

Dinsmore

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Retirement Presentation for Principal Librarian Suad Ammar
DATE: October 20, 1999

BACKGROUND:

Trustees Dinsmore and Wood met on October 14, 1999 to review plans for the retirement luncheon for Principal Librarian Suad Ammar on December 23, 1999. They plan to make a recommendation at the Board Meeting.

RECOMMENDATION:

Determine the budget for the retirement presentation for Principal Librarian Suad Ammar.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Revision of Flexible Benefit Plan (Section 125 Plan) required to maintain compliance with COBRA and HIPAA regulations and the IRS rules**

DATE: October 20, 1999

BACKGROUND:

Placentia Library District subscribes to a Section 125 Plan to manage its employee benefit program.

From time to time changes in the administration contract are required in order to remain in compliance with Federal and State regulations.

Attachment A is the proposed revised contract with Woodmen Accident and Life Company, the District's Section 125 administrator.

Attachment B is Resolution 99-8 that formalizes the contract.

RECOMMENDATION:

1. Approve Flexible Benefit Plan (Section 125 Plan) service and administration contract with Woodmen Accident and Life Company
2. Read Resolution 99-8 by title only
3. Adopt Resolution 99-8

Placentia Library District

Premium Conversion Plan

**Plan Document and
Summary Plan Description**

Effective September 27, 1999

Plan Administrator
Woodmen Accident and Life Company
P.O. Box 82288
Lincoln, NE 68501-2288

ARTICLE 1 ESTABLISHMENT OF PLAN

1.1 Establishment. The Employer has restated this Plan as of the Effective Date shown on the Cover Page.

1.2 Purpose. The purpose of the Plan is to furnish Employees of the Employer with choices among various employee benefits or cash compensation. The Employer is providing its Employees these choices recognizing that employee benefit needs of individual employees differ. By establishing the Plan, the Employer is permitting its Employees to tailor their benefits in a manner calculated to meet their unique needs.

1.3 Name The Plan shall be named the Premium Conversion Plan for the Employees of Placentia Library District.

1.4 Section 125 Plan. The Plan is intended to be a "cafeteria plan" as that term is defined in Section 125 (c) of the Internal Revenue Code of 1986. As required the Plan is to be nondiscriminatory. The Plan is to be interpreted under said Section 125 and all its regulations.

ARTICLE 2 DEFINITIONS

2.1 "Affiliated Company" means:

- A. any corporation which is a member of a controlled group of corporations including those within the meaning of section 1563 (a) and 414 (b) of the Code, determined without regard to sections 1563 (a) (4) and (e) (3) (C), including the Employer;
- B. any organization under common control with the Employer within the meaning of section 414 (c) of the Code;
- C. any organization which is included with the Employer in an affiliated service group within the meaning of section 414 (m) of the Code; or
- D. any other entity required to be aggregated with the Employer pursuant to regulations under section 414 (o) of the Code.

2.2 "Benefit" means cash compensation or the benefit which can be paid for under this Plan.

2.3 "Benefit Election Period" means the period during which the Employee may complete the Election Form and Salary Reduction Agreement for the Plan. In general, the Benefit Election Period will occur during the month of March of each Plan Year, or such other dates as may be established by the Plan Administrator, and announced to employees, in lieu of this date. In addition, in the case of a newly hired Employee, the Benefit Election Period will occur during the 30 days immediately following the end of the waiting period.

2.4 "Benefit Plan" means this Plan to pay Participants' premiums for Employer provided group insurance benefits.

2.5 "Code" means the Internal Revenue Code of 1986 as it exists and as it may be amended from time to time.

2.6 "Compensation" means earned income, salary, wages, fees, commissions, overtime, bonuses, tips and all other earnings of a Participant, reportable on Form W-2 for the Plan Year, including amounts contributed by an Employee to the Plan, but excluding all other contributions to any other plan sponsored by the Employer, and all other forms of compensation.

2.7 "Election Form and Salary Reduction Agreement" means an Employee's voluntary agreement to reduce his or her Compensation for the forthcoming Plan Year for purposes of enrolling in the Plan's Benefits.

2.8 "Employee" means any person regularly scheduled to work 30 hours per week or more, rendering services to the Employer for remuneration which is subject to Social Security/Medicare taxes. However, the term "Employee" shall not include (i) an employee who owns on any day during the Plan Year more than 2 percent of the outstanding stock of the Employer or stock possessing more than 2 percent of the total combined voting power of all stock of the Employer if the Employer is an S corporation as defined in Section 1361 (a) (1) of the Code, (ii) an individual who is the sole owner of the Employer if the Employer is a sole proprietor, or (iii) an individual who is a partner of the Employer if the Employer is a partnership.

2.9 "Employer" means the Company or any successor by merger, consolidation, or purchase of substantially all of its assets and shall also include any Affiliated Company which has been approved by the Company's Board of Directors to participate in the Plan and which shall have taken all action deemed necessary by the Board to participate.

2.10 "ERISA" means the Employee Retirement Income Security Act of 1974, as amended.

2.11 "Highly Compensated Participant" means any Employee defined as such in section 414 (q) of the Code who is a Participant.

2.12 "Key Employee" means any Employee defined as such in section 416 (i) (1) of the Code.

2.13 "Participant" means any Employee who has met the conditions for participation set forth in Article 3.

2.14 "Plan" means this Section 125 Plan.

2.15 "Plan Year" means the twelve month period starting April 1 of any year.

ARTICLE 3 ELIGIBILITY AND PARTICIPATION

3.1 Eligibility. Each Employee shall be eligible for the Plan commencing on the date he or she first becomes an Employee under the Plan and on the first day of the month after a waiting period of 30 days.

3.2 Procedure for Participation. An Employee eligible under 3.1 may become a Participant in the Plan by executing an Election Form and Salary Reduction Agreement, and by providing such data as are reasonably required by the Employer as a condition of such participation. By becoming a Participant, each individual shall for all purposes be deemed conclusively to have consented to the provisions of the Plan and all amendments thereto.

3.3 Cessation of Participation. A Participant will cease to be a Participant as of the earlier of:

- A. the date on which the Plan terminates;
- B. the date on which he or she ceases to be an Eligible Employee; or
- C. the date on which he or she fails to make a contribution required under the terms of the Plan.

Notwithstanding the foregoing, a former Participant who continues to receive Compensation from the Employer shall remain a Participant for all purposes until such Compensation ceases.

3.4 Re-commencement of Participation. A re-employed former active Participant may not make a new election which is effective during the Plan Year in which he or she separated from service with the Employer. However, such Participant shall not be subject to a new waiting period.

3.5 Leave of Absence. An Employee granted an authorized leave of absence under the policy or policies prescribed by the Company will be eligible to continue coverage in accordance with the following provisions: An Employee on a paid leave of absence will continue in the Plan and be deemed to have no change in his or her employment, or eligibility, or coverage status.

An Employee who returns from an unpaid leave of absence within the same Plan Year is eligible to re-enroll on a pre-tax basis.

ARTICLE 4 ELECTION OF BENEFITS

4.1 Annual Election. Each Employee eligible to participate shall make an annual election during the Benefit Election Period. Employees who elect to participate shall make an irrevocable advance election of salary reduction and Benefits.

4.2 Election form. Employees who elect to participate shall make such election using the Election Form and Salary Reduction Agreement

4.3 Acceptance of Elections. All Employee elections are subject to acceptance, modification or rejection by the Employer. The Employer may modify or reject an election in order to satisfy legal requirements

4.4 Change in Family Status. Once an Employee has elected Benefits and the Plan year has started, the Employee cannot amend or revoke the election unless there is a "Change in Family Status". Change in Family Status means:

- Marriage, divorce, legal separation or annulment of marriage of the Employee;
- Death of the Employee's spouse and/or child(ren);
- Birth or adoption of a child(ren), (or placement for adoption) by the Employee;
- Change in the place of residence or worksite of the Employee, Employee's spouse, or dependent;
- Change in the employment status of the Employee, Employee's spouse, or dependent;
- Ineligibility for coverage of a child (or children) due to changes in age and/or education status under the terms of a Company sponsored Plan;
- A loss of group health coverage available to a former spouse and/or children of a previous marriage (if the Employee is required under a divorce decree to provide such coverage for those individuals); or
- Significant cost or coverage changes in Employee's or Employee's spouse's group health insurance plan.

Revocation of a designation of Benefits and election of new Benefits may be made by an Employee, effective prospectively only for the remainder of the Plan Year, if both the revocation of existing designation of Benefits and election of new Benefits are made on account of and consistent with the previously described Change in Family Status. The revocation and/or new election must be made by the Employee within 30 days of the Change in Family Status. Before the Plan Year has begun, an Employee may amend or revoke his or her designation of Benefits to the extent that the Employer may provide. Any new election shall be effective at such time as the Employer shall prescribe, but not later than the first pay period beginning after the modified election form is completed and returned to the Employer.

The Plan Administrator or a designated representative will review all requests for a change in an Employee's elections due to a Change in Family Status and determine (a) if the indicated Change in Family Status is consistent with the definitions and guidelines and (b) if the request for such a change is accompanied by all required documentation.

Under all circumstances, the Plan Administrator reserves the right to request additional documentation.

4.5 The Employer may reject or limit the elections of:

- A. Key Employees, in order to prevent such Employees from receiving more than 25% of the aggregate of non-taxable benefits provided all Employees under the Plan.
- B. Highly Compensated Participants, in order to prevent discrimination in favor of such Participants either in terms of eligibility or in terms of contributions and benefits.

The Plan Administrator reserves the right to convert an Employee's salary reduction to after-tax dollars as is necessary in order to comply with all nondiscrimination requirements and other applicable legislation or regulations. In the event conversions are necessary, to the extent necessary, the Employee's contribution will be paid with after-tax salary deductions rather than through salary reductions.

ARTICLE 5 FUNDING AND PAYMENT OF BENEFITS

5.1 Funding. Benefits will be paid from the Employer's general assets. Such payments are in consideration of the Employee's Election Form and Salary Reduction Agreement. Accounts of a memorandum nature will be established corresponding to each Employee's Benefit elections and Compensation Reduction. No money is actually allocated to such accounts. The Company will not allocate or segregate its funds to provide any Employee's Benefits.

5.2 Funding Limits. Subject to rules which the Employer in its sole discretion may establish regarding minimum and maximum reductions and subject to maximum limits under the Plan, Employees may reduce compensation sufficient to cover the Employees' Benefit elections.

5.3 Payment of Benefits. Amounts credited to the Employee account shall be used only to pay Plan Benefits and only for the Plan Year in which the amount was credited.

5.4 Forfeitures. If the total Benefits paid or reimbursed to an Employee with respect to any Plan Year are less than the amounts contributed to the provision of such Benefits, the unused portion shall be forfeited 60 days after the end of the Plan Year. No Employee shall be entitled to carry over any unused Benefits to the succeeding Plan Year, or to reallocate the unused portion to any other Benefit, nor shall any Participant be entitled to receive any unused Benefits in the form of additional cash.

5.5 Termination of Employment. If an Employee separates from service with the Employer during a period in which he or she is covered under the Plan, the Employer may terminate the remaining portion of Benefits provided by the Plan. If a terminated Employee who has revoked coverage under the Plan is re-employed by the Employer, said Employee shall be prohibited from making a new benefit election in the Plan Year for which the revocation was effective. However, the re-employed Employee may receive Benefits under the Plan in accordance with the election which was in effect prior to his or her termination of employment with the Employer.

5.6 Increases in Health Coverage Provider Costs. If the cost of health coverage being paid for under this Plan and provided by an independent, third party provider increases or decreases during the Plan Year, the Plan will, on a reasonable and consistent basis, automatically increase or decrease all affected Employees' contributions made under the terms of the Plan.

If a premium amount charged for health coverage by an independent, third party provider significantly increases, an Employee may make a change in the premium payments deferred from his or her Compensation consistent with the increase or, in the alternative, may revoke an election made to receive health coverage. If an election is revoked, the Employee may choose from among other health programs offered under the Plan which provide similar coverage.

Whether an increase in premium payment is significant will be determined by the Employer, or by an individual appointed by the Employer, based on the facts and circumstances of each case.

ARTICLE 6 PLAN ADMINISTRATION

6.1 Named Fiduciary. The Employer shall be the Plan Sponsor named fiduciary responsible for administration of the Plan. The Employer may delegate any of its powers or duties under the plan to any other person or entity. The delegate shall become the fiduciary only for that part of administration transferred in writing.

6.2 Plan Administrator. The Employer appoints Woodmen Accident and Life Company, a Nebraska Corporation, as Plan Administrator.

6.3 Authority. The Plan Administrator shall administer the Plan and shall have the authority, in its discretion, to take any actions and make any decisions necessary to carry out the Plan and to interpret the Plan. Any decision of the Plan Administrator with regard to the Plan, its operation or interpretations shall be conclusive.

Without any limitation on the generality of the authority above, the Plan Administrator shall have the following powers and responsibilities:

- to rely on the representations of Employees and the Employer;
- to maintain fiscal records;
- to perform the duties of any separate agreement;
- to determine Benefits payable;
- to require provision of such information as is required to administer the Plan;
- to require any person to furnish such information as it may reasonably request for the purpose of the proper administration of the Plan as a condition of receiving any benefit under the Plan;
- to make and enforce such rules and regulations and require the use of such forms as it shall deem necessary for the administration of the Plan;
- to interpret the Plan and to resolve questions;

- to decide on questions concerning the Plan and the eligibility of any Employee to participate;
- to determine the amount of benefits which shall be available to any person in accordance with the provisions of the Plan; and
- to select and/or hire advisors and appoint qualified parties to handle the day to day administrative requirements of the Plan.

6.4 Fiduciary Conduct and Liability. The Plan Administrator shall discharge its duties and responsibilities with respect to the Plan solely in the interest of the Employees and Beneficiaries of the Plan according to the terms hereof, for the exclusive purpose of providing benefits of Employees and their Beneficiaries, with the care, skill, prudence and diligence under the circumstances prevailing from time to time that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

The Plan Administrator shall not be personally liable by virtue of any contract, agreement, bond, or other instrument made or executed by it or on its behalf, unless resulting from willful misconduct or lack of good faith, for any loss or any diminution in Plan funds, or for any act or failure to act, or for any mistake of judgment; and the Plan Administrator shall not be liable for the neglect, omission, or wrong doing of any officer, actuary, or counsel of the Plan Administrator or any person to whom any authority, powers or duties have been delegated by the Plan Administrator. The Company shall indemnify and hold harmless the Plan Administrator, its employees, agents and assigns from any liability, expenses or damages of any kind, arising out of any actions or failure to act, whether or not such person was or continued to be a Plan Administrator at the time such claim, suit, or cause of action occurred or was filed except when the same is judicially and finally determined to be due to the gross or willful misconduct of such person.

6.5 Appeals Procedure Any claimant, or such claimant's duly authorized representative, whose application for benefits is denied, in whole or in part, may appeal from such denial to the Plan Administrator for a review of the decision by submitting to the Plan Administrator within sixty (60) days after receiving written notice from the Plan Administrator of the denial of the claim a written statement (i) requesting a review of the application for benefits by the Plan Administrator; (ii) setting forth all of the grounds upon which the request for review is based and any facts in support thereof; and (iii) setting forth any issues or comments which the applicant deems relevant to the application.

The Plan Administrator shall act upon each application within sixty (60) days after either receipt of the applicant's request for review by the Plan Administrator or receipt of any additional materials reasonably requested by the Plan Administrator from such applicant, whichever occurs later.

The Plan Administrator shall make a full and fair review of each such application and any written materials submitted by the applicant or the Company in connection therewith and may require the Company or the applicant to submit within thirty (30) days after receiving a written notice from the Plan Administrator such additional facts, documents or other evidence as is deemed necessary or advisable in the sole discretion of the Plan Administrator in making such a review. On the basis of the review, the Plan Administrator shall make an independent determination of the applicant's eligibility for benefits under the Plan. The decision of the Plan Administrator on any application for benefits shall be final and conclusive upon all persons if supported by substantial evidence in the record. If the Plan Administrator denies an appeal application in whole or in part, the Plan Administrator shall give written notice of the decision to the applicant setting forth the specific reasons for such denial and specific references to the pertinent Plan provisions on which the Plan Administrator's decision is based. Such written notice shall be given within one hundred twenty (120) days of the date the appeal was filed.

ARTICLE 7 AMENDMENT AND TERMINATION

7.1 Amendment of the Plan. Employer reserves the right at any time to revise or amend the Plan, in whole or part, with or without stating a reason. Such amendments may be made without the consent of any Employee or any participating Affiliated Company.

7.2 Termination of Plan. Employer and/or any participating Affiliated Company may terminate its participation in the Plan at any time. Termination shall not be retroactive except to comply with applicable laws. Termination by a participating Employer shall be accomplished by giving the Plan Administrator prior written notice specifying a termination date which shall be the last day of a month at least sixty (60) days subsequent to the date such notice is received by the Plan Administrator.

The Plan Administrator may terminate any participating Employer's participation in the Plan, as of any termination date specified by the Plan Administrator, for the failure of the Participating Company to make required contributions or to comply with any other provision of the Plan, and shall terminate a participating Employer's participation upon complete and final discontinuance of contributions. After the payment or provision for the payment of benefits which were payable under the Plan to Employees of such participating Employer on the date of such termination, and all expenses and charges properly payable under the Plan with respect to such participating Employer, any remaining funds shall continue to be held under the Plan until the end of the Plan Year.

ARTICLE 8 GENERAL PROVISIONS

8.1 No Enlargement of Employee Rights. Nothing contained in the Plan shall be deemed to give an Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge or retire any Employee at any time. The Plan shall not be deemed to constitute a contract of employment between the Employer and any Employee or to be a consideration or an inducement for the employment of any Employee.

8.2 Tax Effects. Neither the Employer nor the Plan Administrator makes any warranty or other representation as to whether or not payments received by an Employee under the Plan will be treated as includible in gross income for federal or state income tax purposes.

8.3 Source of Payments. The Employer and any insurance company contracts purchased or held by the Employer shall be the sole sources of Benefits under the Plan. No Employee or beneficiary shall have any right to, or interest in, any assets of the Employer upon termination of employment or otherwise, except as provided from time to time under the Plan, and then only to the extent of the Benefits payable under the Plan to such Employee or beneficiary.

8.4 Choice of Law. This Plan shall be construed, administered and governed in all respects under applicable federal law, including without limitation, the provisions of ERISA and the Code and relevant interpretations thereof, and to the extent not preempted by federal law, under the laws of the State of Nebraska.

8.5 Headings. The headings of the Plan are inserted for convenience of reference only and shall have no effect upon the meaning of the provision thereof.

8.6 Severability. If any provision of this Plan shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof shall continue to be fully effective.

8.7 Gender, Singular and Plural References. References in this Plan to one gender shall include both genders, singular references shall include the plural, and the plural references shall include the singular, unless the context clearly requires otherwise.

This Plan is executed as of the Effective Date.

By: _____

Title: _____

Attest: _____

Title: _____

RESOLUTION 99-8

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE SECTION 125 PLAN FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Placentia Library District, as a responsible employer, wishes to provide its employees the opportunity to purchase certain qualified benefits through salary reduction as permitted under Section 125 of the Internal Revenue Code, and

WHEREAS, the qualified benefits which can be purchased under Section 125 of the Internal Revenue Code include life, health, dental and vision insurance as well as uninsured health expenses, dependent care and other benefits, and

WHEREAS, Placentia Library District currently offers its employees life, health and dental insurance benefits, and wishes to encourage employee acceptance of other qualified benefits, and

WHEREAS, after study and review, Placentia Library District deems the establishment and adoption effective October 20, 1999 of Section 125 Plans under which employee contributions to insurance will be made through salary reduction, and

WHEREAS, the establishment and adoption of such plans requires the approval of two-thirds of the Company's Board of Directors present at the meeting. Upon motion duly made, seconded, and unanimously approved by all Directors present at the meeting, it was

RESOLVED, that the adoption and establishment, effective October 15, 1999 of a Section 125 plan of Placentia Library District containing the terms set forth above and such other terms as are necessary for qualification under the Internal Revenue Code is authorized and approved.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:


State of California)
)ss.
County of Orange)

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

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

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

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: October 20, 1999

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

The Library web site is nearing completion, and it is now searchable on eight search engines.

Five staff members and a randomly chosen patron were asked to look at the site and critique it, the feedback was then related to the webmaster who immediately started on correcting the errors and making the suggested changes.

As soon as all the text, graphics, scripts and animation are approved and accepted, a staff training session will be scheduled for sometime next month. As part of the initial agreement, this will enable the staff to update, change and edit the web contents as necessary. The major periodic maintenance will be taken care of by the webmaster as agreed.

TO: Elizabeth Minter, Library Director


FROM: Suad Ammar, Principal Librarian

DATE: October 20, 1999

SUBJECT: Program Committee Report for the Month of August 1999

DEPARTMENT	SEPTEMBER	
Literacy Services	Number Of Programs	Number of Attendees
Tutor Training	1	21
Total		21
YTD Total		21
Children's Services		
Way Out Wednesdays	N/A	N/A
SRP Registration		N/A
SRP School Visits		
Class Visits to the Library	1	18
Story Times 3-6	N/A	N/A
Group Visits to the Library (Brownie)	N/A	N/A
Scavenger Hunt	N/A	N/A
Lapsits	N/A	N/A
MusicTime	N/A	N/A
	N/A	N/A
Total	1	18
YTD Total	27	1710

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: October 20, 1999

Subject: September Activities in the Children's Department

Programming- There were no storytimes or lapsits in September. Programming will resume in October.

School Out Reach- Flyers were delivered to nine elementary schools in the Placentia/Yorba Linda Unified School District announcing the "Every child a Library Card" program. The flyers also listed the storytime, lapsit and musictime schedules as well as announcing this year's Camp Library.

School Visits- There was one class visit in September, with a total of 18 children visiting the department.

Young Adult Grant- The purchasing for the \$10,000.00 young adult grant has been completed. Purchases include: 9 new magazine titles, over \$600.00 in music CD's, over \$300.00 in videos, over \$1300.00 in audio-books, and over \$500.00 in Spanish titles, with the balance being used to purchase fiction and non-fiction books.

Heritage Day Parade- Plans are under way for this year's Heritage Day Parade. Eleven teens have committed to participating as literary characters. New characters added this year include Dorothy from the Wizard of Oz, and Harry Potter.

Community Center Outreach- Plans have been finalized with Lori Jarmacz, Recreation Services Manager for the City of Placentia, in regards to busing children to the library from the three local community centers. Visits will begin on Wednesday October 27 and will continue through out the school year. Each visit will accommodate approximately 20 children from one center. Centers will rotate visits, with each center sending children every third week. This schedule works well with the library's three week check-out period.

Plans are also under way to begin a series of bi-lingual storytimes at the community centers. Nancy Morey, who has conducted parenting classes at the community centers, has expressed an interest in being our bilingual storyteller. Nancy comes recommended by Marisa Cordova, Human Services Manager for the City of Placentia. These programs should commence in November.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willaber, Library Assistant
DATE: October 20, 1999
SUBJECT: **Publicity materials produced for August & September 1999**

Information on the Placentia Library cable channel #53:

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

Newspaper articles published:

1. Paul Deputy – He brought home a gold medal.
2. Placentia Library hours and dates and times of children programs.
3. Literacy tutors needed.
4. Unlocking your retirement funds seminar at the Library.
5. Parents, tots enjoy storytime.
6. Placentia Library Literacy programs targets reading, writing.
7. Library history room expansion funded.
8. Preserve our past – trying to save historic Brower Ranch.
9. Placentia: A look back.
10. Library will expand history room with money from the City.
11. Helping your clients optimize income and Minimize taxation by supporting local charities.
12. Library offers water video.
13. Patrons of Placentia Library are pleased to find 2,500 new books.
14. Mission Viejo – Library is second in Orange County to issue passports.
15. Los Angeles - Libraries on wheels still rolling.



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santa ana, calif. 92711

Placentia News
Weekly SEP - 9 1999

Library history room expansion funded

By Karen Robes
Placentia News Times 332

Because of an overflow of historic pictures and other artifacts displayed by the historic committee, the City Council voted unanimously Tuesday at City Hall to allow an estimated \$50,000 expansion for a history room in the

Placentia Library.

The space considered for expansion is the library's storage area, allowing construction of the project to be convenient. The storage of library material on on-line technology has made the storage room obsolete.

Two alternatives for the expansion were proposed by

the chief building official. At the meeting, the council decided to use both alternatives for expansion. The cost will include the building and furnishing of the new history room. Additional furnishings to the room will include bookshelves and display cases. Monies will come from the current fiscal year

budget. The date to begin construction is unknown at this time.

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santa ana, calif. 92711

The Register
Daily AUG 4 - 1999

Group urges Placentia council to block development of ranch

332
CITIES: The woman who is credited with giving the city its name once lived on the site.

By WES ORSHOSKI
The Orange County Register

PLACENTIA — The City Council deliberated into the night Tuesday over a developer's project for Brower Ranch.

HQT Development wants to build 16 homes on the 3.66-acre site.

Until last fall, the land was home to Ysidora McFadden-Brower, the granddaughter of Sarah Jane Earl, the woman credited with naming Placentia.

After the Planning Commission unanimously approved HQT's plans last month, residents founded a group called Preserving Our Past to save the land.

In about two weeks, POP members collected 537 signa-

tures on a petition to turn the property — including its 94-year-old, two-story farmhouse, a barn and a small home once used as workers' quarters — into a museum and orange grove park.

Marcus Gorley, a Yorba Linda resident who runs by the orange grove, called its smell "heavenly."

"Ladies and gentlemen, as an American Indian, I can't tell you how sick (developing this property is)," he said.

Paraphrasing a Cat Stevens song, he asked, "When it is gone, what will you tell the children?"

The property is worth more than \$2 million, said Jeanne Christensen, a trustee of McFadden-Brower's estate.

HQT, which is about to close escrow on the land, wants to build 3,300- to 4,100-square-foot homes on the ranch.

McFadden-Brower lived on the property — at the southwest corner of Valencia Avenue and Bastanchury Road — until she died last fall at age 92.

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post office box 11789
santa ana, calif. 92711

The Register
Daily AUG 6 - 1999

PLACENTIA 332

Preserve Our Past: The group formed to save the historic Brower Ranch is seeking a philanthropist to purchase the property from HQT Development. "The developer will sell for a profit," says Nancy Smith of POP. Preservation of the estate and the city's last orange grove was shot down by the City Council on Tuesday, but got somewhat of a reprieve when Mayor Constance Underhill "gave the historic committee five months to remove any relics from the site and got the developer to agree not to remove one orange tree prior to January of 2000," Smith said. Smith can be reached at (714) 996-7941.

— Diane Reed
(714) 704-3792

Diane_Reed@link.freedom.com

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post office box 11789
santa ana, calif. 92711

The Register
Daily

AUG 6 - 1999

► Placentia Library, 411 E. Chapman Ave., Placentia — Programs: **Music Time**, for ages 3-6, 6:30-7:30 p.m. Tue. through Aug. 31. **Way Out Wednesdays**, for ages 4-13, 1 p.m.: "Creature Feature," **Wed. Lapsits**, stories for infants and toddlers, ages 2 and younger, 10:15-10:45 a.m. Thu., through Aug. 26. **Storytime**

ages 3-6, 5:30-7 p.m. Wed., through Aug. 25 and 11-11:30 a.m. Thu. through Aug. 26. (714) 528-1906, Ext. 212.

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The Register
Daily

SEP 16 1999

PLACENTIA 332

Literacy tutors needed:

About 23 students remain on a waiting list to take part in the Placentia Library's Adult Literacy Program. The program, which tutors adults with limited English or reading skills, is looking to train more tutors. A tutor training course begins Sept. 27. Information: (714) 528-1906.

— Eric Carpenter
(714) 704-3769

Eric.Carpenter@link.freedom.com

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The Register
Daily

SEP 26 1999

► **UNLOCKING YOUR RETIREMENT FUNDS:** 4-6 p.m., Placentia Library, 411 E. Chapman Ave., Placentia. Sponsor: Money Concepts. Free. Reservations: Linda, (800) 255-2545

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Placentia News

Weekly SEP 23 1999

*A*pleasant **APLACE**

A Pleasant Place is devoted to two pieces of good news each week. If you have any ideas or items, call 704-3704 or fax them to Placentia News-Times, 704-3714.

He brought home a gold medal ³³²

Paul Deputy is a fixture at the Placentia Library District. Over the past 17 years, he has contributed 6,713 hours of volunteer time there — most of it in "the dungeon," a windowless space amidst piles of paper.

Deputy, a 22-year Placentia resident began his volunteer service as a "shelf-reader." At first he had casual contact with library staff and patrons. The former Pacific Bell planning engineer was more interested in numbers than in books, however, and gravitated toward the organization of all the library's miscellaneous paper work.

Some would have called it a thankless job, working alone processing, sorting and disposing of all that paper and assorted publications. But Deputy admits, "I like numbers and I like putting together puzzles, making things fit." He adds, "I have a lot of patience."

That patience has paid off for the Placentia Library and its patrons, as Deputy has created order from chaos. In so doing Deputy found not only a great way to spend his weekdays, but gather together an extended family that has seen him and his wife Ilse through health problems and surgery. Although he is fine now, he will retire soon and will be sorely missed by his friends at the library.

Even in retirement though, Deputy will still have books and papers around him. He plans to use his retirement to "write my story," he says.

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Placentia News
Weekly SEP 2 1999

Parents, tots enjoy Storytimes

By Maurice Alcalá
For the Placentia News-Times

The amused children's gazes revealed that their first experience with literature was a positive one. That is what the Placentia library's story hour programs are all about.

Two reading programs are offered by the Library, a Lapsit story hours, for toddlers and infants under two; and Storytimes, for preschoolers 3- to 6- years-old. The story hours feature fingerplays, flannel boards, rhymes, stories, poetry, songs and more.

"I like just how animated the storytelling is, (to) get together and have fun," said Karen McKinney, parent of 6-month-old Morgan.

They joined 15 other babies and their parents or guardians last Thursday for the half-hour Lapsit-session.

Jeannine Walters, who read for both groups last Thursday, said her work is especially rewarding.

She said, "When you can tell that something clicks (as the children) become engaged. Some idea and concept starts to become a part of them," that is her reward.

Children's librarian Cyrise Smith said she thinks some parents show up with their kids time and again because "they like (their children) to have exposure to books, songs, movement and activity, all in one place. Parents like, "to show the kids they can have fun with books," Smith said.

She supervises Storytimes and has some input into selection of the material.

Toddler Morgan Escapite's mother, Hilda, said she returned to the Lapsits session with her son to see the "enthusiastic storytellers and the interaction with the other children." She said she believes Morgan enjoys the animated movement and looking at the other children.

Please see LIBRARY 9



Stan Bird Placentia News-Times

This little piggy went to market was one of games played by Lisa Worrell and son Bret, 4-months-old, at the Lapsit Storytime at the Placentia Library.

LIBRARY

FROM 1

Lapsits has been funded by The Gordon and Dixie Shaw Endowment. Since its inception, two years ago. The program is a "parent-education project," according to Dixie.

"I believe in education from the womb to the tomb, (including) getting the baby

out of the nest," said Dixie, a retired Anaheim School District teacher.

"It's an opportunity to see other parents and kids. I'm looking forward to coming back in October," said Anne Kodama, who brought her 1-year-old son Kit.

Storytimes involve more text and participation among the audience and the per-

former.

"I like the illustrations," said Erin Rapae, 7, who joined 16 other children in an enthusiastic display of love for books and play.

Upcoming sessions are scheduled for Oct. 6 - Nov. 24. Lapsits will be offered on Thursdays from 10:15-10:45 a.m. Storytimes are scheduled on Wednesdays at 6:30-7 p.m. and Thursdays from 11:30 a.m.

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Placentia News
Weekly

SEP - 9 1999

Literacy program targets reading, writing

By Eric Carpenter
Placentia News Times

Imagine the frustration of a parent receiving an important letter from his child's

teacher and not being able to read a word of it.

Or, going to the doctor and not being able to communicate what's wrong.

Combating these and similar scenarios is the goal of the Placentia Library Adult Literacy Program.

The program serves adults who speak English but have trouble reading or writing the language. It also serves as an English-as-a-second-language program, teaching immigrants to better read bus signs, medical pam-

phlets and DMV forms.

"People who don't have these skills can feel at a complete loss," said Suad Ammar, principal librarian and founder of the literacy program. "We want to help build their skills and confidence."

Volunteer tutors meet one-on-one or in small groups with students to help them

learn at their own pace.

No set course works for all students; rather, students set their own goals for the program, whether it's learning how to read basic English, studying for a citizenship exam or finding out how to use public transportation.

Sessions are usually held at the library and are kept confidential, Ammar said.

All students are adults. Tutors must be at least high school-age and are asked to dedicate a minimum of two hours each week.

Ammar said the library is always in need of tutors. Last month, there were 47 students and 44 tutors. Twenty-three students remain on a waiting list.

"It's a great way to help people with their life skills," said tutor Rosemarie Andrews, 62, "whether it's to help them get their (high-school equivalency) diploma or to help them read to their grandchildren."

Andrews, who describes herself as shy, said helping others had also boosted her self-confidence.

Ammar, who started the program in 1980, said the need for it is greater than ever. The difficulty over the years has been in finding people who need the program and convincing them it's all right to participate.

A five-week training session for tutors begins Sept. 27.

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The Register

Daily AUG 22 1999

► **Placentia Library**, 4177 Chapman Ave., Placentia - Programs: **Music Time**, for ages 3-6, 6:30-7:30 p.m. Tue., through Aug. 31. **Lapsits**, stories for infants and toddlers ages 2 and younger, 10:15-10:45 a.m. Thu. **Storytime**, for ages 3-6, 5:30-7 p.m. Wed. and 11-11:30 a.m. Thu. (714) 528-1906, Ext. 212.

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Placentia News
Weekly AUG 12 1999

Placentia: a look back

By Diane Reed ³³¹
Placentia News-Times

Although it remained unincorporated until 1926, The City of Placentia was originally carved out of a Mexican land grant known as Rancho San Juan Cajon De Santa Ana. The Governor of Mexico granted Juan Ontiveros rights to the territory in 1837, some 89 years before the city was officially founded. And, the Governor may have been glad to get rid of it. The early Mexican settlers are said to have referred to the area as "peor que nada," Spanish for "worse than nothing."

The name Placentia predates the city's incorporation by half-a-century. It was also derived from Spanish. Apparently Ontiveros and others who settled there later, were more impressed. They adopt-

ed the name Placentia which means "a pleasant place to live."

This pleasant place is not unique, however. There are Placentias in the Italian Alps, (where Hannibal and his army of "warrior elephants" are said to have stopped), in Newfoundland and on the coast of British Honduras.

Sarah Ann McFadden, wife of pioneer settler William McFadden is credited with giving the Orange County city its name. She suggested Placentia as the name of the area's first school district in 1876 and it has remained with the district and the city for 123 years.

The McFaddens were among the areas earliest settlers but they weren't the first.

Please see HISTORY/4

HISTORY

FROM 1

The progenitor of the city was one Daniel Kraemer who purchased 3900 acres from Ontiveros in 1865 to form the nucleus of what is Placentia, today. The McFadden Family bought 100 acres three years later, bringing the area to an even 4,000 acres in size, during the Civil War era.

It took A.S. Bradford to get the city rolling, however. He convinced the Santa Fe Railway to take a short cut to Los Angeles by rerouting its tracks and rolling stock through Placentia and building a depot there in 1910. It was as a railroad stop that the community finally earned a spot on the map.

Bradford also laid out the city's early streets, providing locations for packing houses that served the community's agricultural economy. He served as the first president of the Placentia Chamber of Commerce, a position he held until his death in 1933. It is for these things that a

street was eventually named in his honor.

Early Placentia was known as a place where all kinds of local fruits and nuts could be found. Valencia oranges and citrus crops were the backbone of the economy but the area's fertile land also produced acres of walnuts, avacados and grapes.

Although the railroad brought some growth to the area and inspired the formation of the Chamber of Commerce in 1924, growth came slowly to what the chamber called, "The Rich Little Town." Seventy five years later, the chamber's Executive Director Carol Gallo said, "we must be doing something right, we're still here."

The community hired its first policeman, William E. Bouldin in 1925 but when the city was finally incorporated in 1926 there were still only 500 residents for Harry Easton the city's first mayor to govern.

The building of Valencia High School in 1933 was a major landmark in community development. Roy A. Tillery was the first graduate, receiving his diploma

in the class of 1934. That was the same year that Victoria Weselich won the first Miss Placentia title.

The housing boom didn't hit Placentia until 1960. Then, the population soared to 5,000. In the next decade, the addition of numerous tracts of affordable suburban homes, the building of community churches of several denominations and the expansion of city schools drew thousands of young families to Placentia.

By 1970 the city had increased to 25,000 residents. It has continued to grow steadily ever since.

Today Placentia is a city of 45,000 people with a culturally diverse population and a broad economic base. A community that boasts an historic downtown "Placita Santa Fe," that pays homage to its historic Mexican roots.

Although firmly rooted in Early California history, Placentia is clearly moving into the future. You have only to visit the city's website — www.placentia.org/city — to see that.

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The Register
 Daily SEP 9 1999

PLACENTIA 332

Library expands: A room at the Placentia library will be enlarged at a cost of \$50,000 to allow display of historic pictures and artifacts. City Council members Tuesday approved the expansion into a storage area that new technology has made obsolete. The cost includes building the room and furnishing it with bookshelves and display cases. No date has been decided for the start of construction.

— Karen Robes
 (714) 704-3704
 Karen_Robes@link.freedom.com

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The Register
 Daily SEP 6 1999

PLACENTIA 332

► **City Council:** Members will vote on whether to carry out zoning changes for a proposed 51-acre residential development at Rose Drive and Alta Vista. The development will house 183 single-family units. The council will also receive a report from the Library District regarding its proposal to expand the history room at a cost of \$50,000.

Call City Editor Diane Reed at (714) 704-3792 to submit upcoming events.

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Los Angeles Times
 OC Edition
 Daily SEP 20 1999

FRIDAY
 SEPT. 3rd

24



**KEYNOTE
 SPEAKER**

Marian Bergeson, a member of the California Board of Education, will be the luncheon speaker at a symposium on "California's Infrastructure Challenge." Hours are 7:30 a.m. to 4 p.m. at the Beckman Center at UC Irvine. Information: Jayne Hess, (949) 824-4757.

■ **Import/Export Conference**

Sponsor/Group: Anaheim Chamber of Commerce and Anaheim Community Development Department.

Where: Anaheim Embassy Suites, 3100 E. Frontera
Time: 8:30 a.m. to 1 p.m., luncheon

Admission: \$25 for members; \$35 for nonmembers
Information/Reservations: (714) 953-5757, Ext. 124

■ **A Tale of Three Cities: What's Happening in Orange County Cities That Will Make an Impact in the New Millennium**

Sponsor/Group: Newport Beach Public Library and the Newport Beach Library Foundation

Where: Central Library, 1000 Avocado Ave., Newport Beach

Time: 7 p.m.

Admission: \$10

Information/Reservations: (714) 644-3296

■ **Helping Your Clients Optimize Income and Minimize Taxation by Supporting Local Charities**

Sponsor/Group: Placentia Library Foundation

Where: Placentia Library District, 411 E. Chapman Ave.

Time: 7:30 to 9 a.m.

Information/Reservations: (714) 528-1925, Ext. 201

■ **Breakfast Mixer**

Sponsor/Group: Lake Forest Chamber of Commerce

Where: Freedom Village Retirement Community, 23442 El Toro Road, Lake Forest

Time: 7:30 to 9 a.m.

Admission: \$5 for members; \$7 for nonmembers

Information/Reservations: (949) 830-1100

■ **Better Investment Strategies for Retirees**

Sponsor/Group: A.G. Edwards

Where: Strawberry Farms Golf Course, Irvine

Time: 8:30 to 10:30 a.m.

Admission: Free

Information/Reservations: Christie Bena or Patricia Packer, (949) 756-0353

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The Register
 Daily AUG 13 1999

► **Placentia Library, 411 E. Chapman Ave., Placentia** — Programs: **Music Time**, for ages 3-6, 6:30-7:30 p.m. Tue., through Aug. 31. **Lapsits**, stories for infants and toddlers ages 2 and younger, 10:15-10:45 a.m. Thu., through Aug. 26. **Storytime**, for ages 3-6, 5:30-7 p.m. Wed., through Aug. 25 and 11-11:30 a.m. Thu. through Aug. 26. (714) 528-1906, Ext. 212.

Library offers water video

332
A video about Orange County's newest proposed water purifica-

tion process is available at the Placentia Library courtesy of the Orange County Water District and the Orange County Sanitation District.

The video is part of the district's continuing public outreach efforts to provide residents with information about the groundwater replenishment system, which will take highly treated wastewater and purify it to near distilled water quality.

The groundwater replenishment system video offers background information on Orange County's water supply and the water purification process.

The video has been distributed to libraries throughout north and central Orange County and can be checked out by library patrons for home viewing.

The system would take highly treated wastewater from the Orange County Sanitation District, purify it through 100 percent reverse osmosis and microfiltra-

tion technologies, and then percolate it through the ground into the Orange County groundwater basin.

Adding this water into the groundwater basin would improve the quality of Orange County's overall drinking water supply by reducing the heavy salt content found in the Colorado River and State Water Project water.

The groundwater system is expected to be a cost-effective solution to predicted future water shortages caused by population increases and droughts.

Over the next 18 months, OCWD and OCSD will continue to study the potential benefits of this project. A final vote to proceed with design of the replenishment system is scheduled for January 2001.

For more information on this plan visit the Orange County Water District's Web site www.ocwd.com

Property's history cited in fighting Placentia project



DANIEL A. ANDERSON/The Register

DEVELOPMENT: Ranch is linked to the woman who named the city.

By WES ORSHOSKI
The Orange County Register

Placentia residents are fighting to save the former home of Ysidora McFadden-Brower, the granddaughter of the woman who gave the city its name.

A citizens group called Preserve Our Past has gathered more than 300 signatures opposing Tustin-based HQT Service Corp.'s plans to develop Brower Ranch, McFadden-Brower's home until she died last fall at age 92.

HQT wants to build 16 homes on the 3.66-acre ranch, which contains one of the city's last orange groves.

But POP member John Penner calls the ranch "a tremendous educational tool for our children. ... They live in a suburban life and they have no idea about what that world was like. Does it have to be Hearst Castle or the Taj

Mahal to keep it?"

POP members will ask the City Council on Tuesday to stop HQT's plans and turn the property — including its 94-year-old, two-story farmhouse, a barn and a small home once used as workers' quarters — into a museum and orange-grove park.

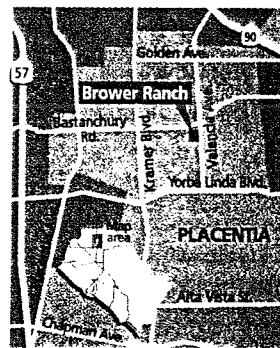
The group formed two weeks ago after the Planning Commission's unanimous approval of HQT's project. It is allied with the Placentia Historical Committee.

On Thursday, the committee decided to ask the council to recognize the ranch property as historically significant.

The buildings on the property don't meet that standard, but the families who lived in them do. Historical Committee Chairwoman Donna Bass said.

"The fact that it is the location of one of the last orange groves in Placentia also had quite a bit of appeal," she said.

HQT is closing escrow on the property, worth more than \$2 million, said Jeanne Christen-



The Orange County Register

sen, a longtime friend and neighbor of McFadden-Brower and trustee of her estate.

At the city's request, HQT has agreed to post a bronze plaque memorializing the property's past.

Beyond that, HQT co-owner Carl Quinn said he's not getting involved in POP's fight to save the land, at the southwest corner of Valencia Avenue and Bastan-

chury Road.

"They have an agenda, and that's their business. We have an agenda, and that's our business," he said.

Penner said POP members are hoping the land will be bought by the city or the county — which owns George Key Ranch, a historic Placentia site that has orange groves and is used for concerts and school tours.

If they're not interested, he said the group may seek corporate donations or solicit from residents directly.

The property once belonged to William McFadden, who bought it in 1869. His wife, Sarah Jane Earl, is credited with naming Placentia.

"If you were in Boston and somebody tried to tear down something like this, people would be outraged," Penner said.

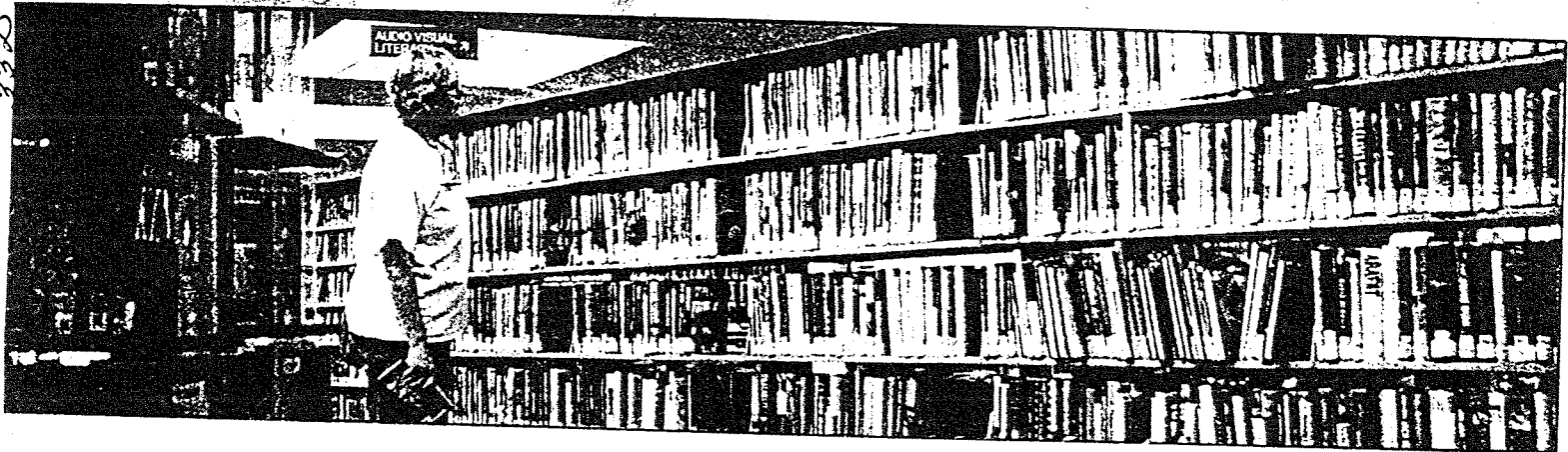
Modern-day Brower Ranch is the center of what used to be McFadden's 50-acre barley farm.

PRESERVATIONISTS: Placentia activists John Penner, front, and, from left, John Walcek, Peggy Jamieson and Nancy Smith want Brower Ranch set aside as a park and historical monument.

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Placentia News
Weekly AUG - 5 1999



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Saddleback Valley News
Bi-Weekly

AUG 2 5 1999

Library will soon issue passports

332
Mission Viejo is second agency in Orange County given privilege.

By HALA ALI ARYAN
THE NEWS

Local travelers will no longer have to wait in long lines and ditch work in the middle of the day in order to get a passport.

The Mission Viejo Library will soon accept and process passport applications.

As of Friday, Sept. 17, locals will be able to apply for a passport, replace a lost passport and pick up a passport renewal form all at the local library.

The library is the second in

Orange County to take part in a new pilot program of the United States Department of State. The department is encouraging libraries to become Passport Acceptance Agencies to meet the increasing demand for new U.S. passports.

The Department of State chose libraries as agencies because they tend to have longer hours, be open more days of the week and are usually in need of more money. The library receives \$15 for each passport issued.

The Mission Viejo Library's main purpose in becoming involved in the program is to bring potential new patrons to the library and increase funding.

"I thought Mission Viejo was the perfect community to try

this type of service," said City Librarian Valerie Meyer. "A lot of people have the opportunity to travel and we have a large population base."

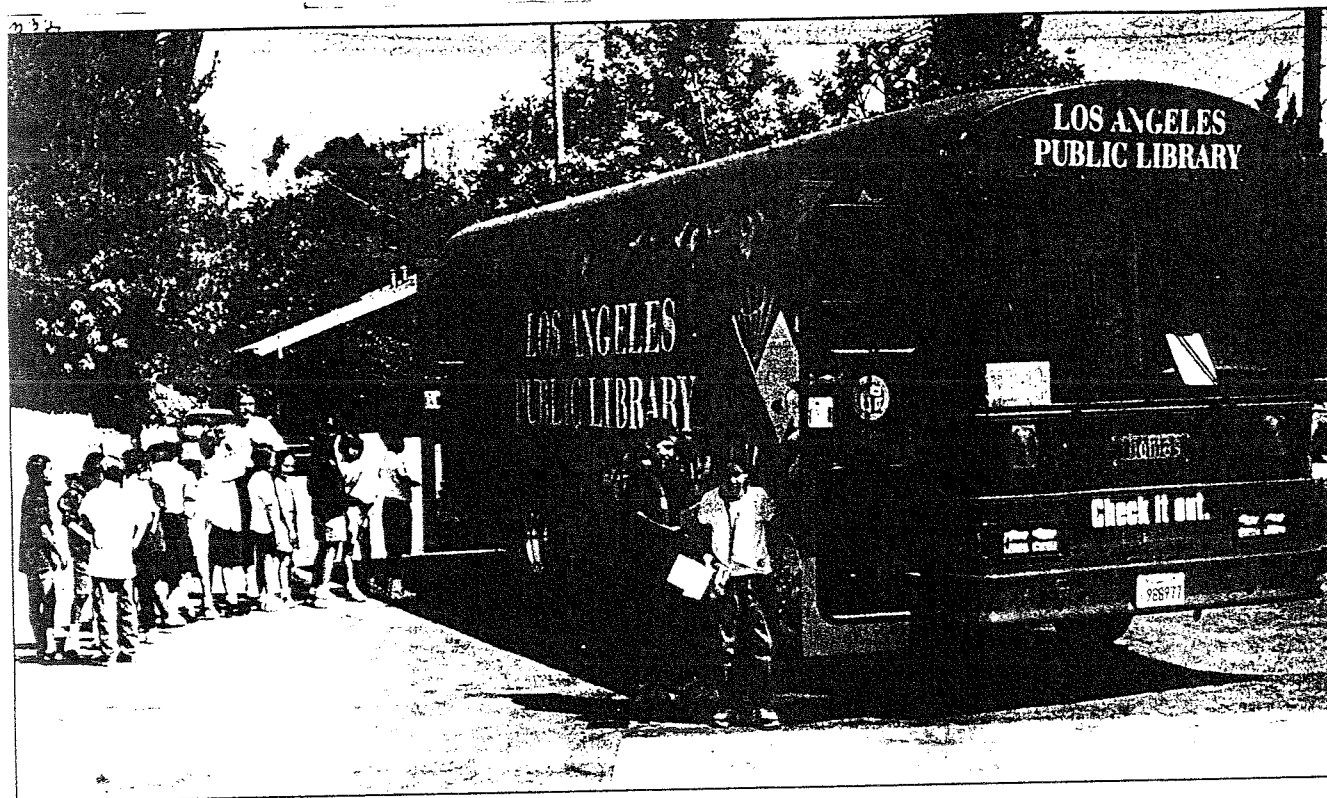
Laguna Hills Post Office is currently the nearest passport acceptance agency and accepted more than 8,000 applications last year. The library will take some of the burden off the post office.

Eleven library staffers will be trained Sept. 15 and 16 to verify the documentation passport applicants must provide and to learn to ensure forms are completed properly.

Proposed application hours: 5-8 p.m., Wednesday; 10 a.m.-1 p.m., Friday; 10 a.m.-3 p.m., Saturday.

More information: 830-7100.

Patrons of the Placentia Library are pleased to find 2,500 new books, additional music selections on CDs and an enhanced electronic reference resource area. Here a resident reviews some of the newly donated books which have come to the library through the generosity of local donors. The foundation is now hoping to find additional methods of funding so that the library can remain open more hours.



Children at Allessandro Elementary School near Elysian Heights in Los Angeles line up to visit a city library bookmobile. Stocked with 3,500 books, this bookmobile is one of four in the city's system.

KEN LUBAS
Los Angeles Times

Libraries on Wheels Still Rolling

■ Fifty years after their start, city and county bookmobiles are as busy as ever, serving areas that are not close to a branch building. And sites are asking to be added to the vehicles' schedules.

By NEDA RAOUF
Times Staff Writer

Jumping up and down and clapping her hands, 6-year-old Yasmine Hernandez could barely contain her excitement when the purple and red bus arrived at Allessandro Elementary School near Elysian Heights in Los Angeles.

"Yes! Yes!" she squealed, standing in line with her classmates to board the brightly colored bookmobile, a traveling library that visits her school every three weeks.



After the line inched ahead, Yasmine squeezed into a packed, 5-foot-wide aisle where she and her friends each picked a few books. Then, they retreated to a tree-shaded part of the parking lot to read.

For these students at Allessandro Elementary, which is not within walking distance of any public libraries, the bookmobile is their only access to a library outside school.

access to schools and community centers throughout the city that do not have local public libraries within a mile.

The Los Angeles County library system has three bookmobiles, concentrating on the Antelope Valley, the Santa Clarita Valley and the Las Virgenes area.

For some students who lack transportation, bookmobiles provide the only opportunity to visit a public library and to develop a relationship with books outside school, said Grace.

"They love it," she said. "They get to check out so many books at one time that it's like a kid in a candy store."

Bookmobiles have provided an outreach service to communities in Los Angeles since 1949, when they became available for the city and county library systems.

Now, 50 years later, bookmobiles are still in demand in Los Angeles and nationwide, with the only real change having been in the vehicles themselves.

"It's our mission to be responsive to the communities we serve," said Michael Eisenberg, the city system's area manager for the western San Fernando Valley.

In the year that ended in July 1998, the city's bookmobiles circulate 1,338,331 books at schools, community centers, senior citizen homes and public housing developments, said Leslie Nordby, assistant director of the Los Angeles Public Library.

In the less densely populated areas covered by the county system, the bookmobiles last year had a circulation of about 122,000 volumes.

Bookmobiles, usually staffed by one librarian and a driver, work four days a week and make two stops a day. They

the San Fernando Valley. That area is slated next month to receive one of the new bus-like bookmobiles, estimated to cost about \$120,000 before book purchases. It will replace a bookmobile from the older generation that resembles an oversized ice cream truck.

City bookmobiles stop more often at schools than any other location.

At a recent stop at Fenton Elementary School in Lake View Terrace, students checked out 900 books in just two hours of a

■ SOUTHERN CALIFORNIA LIVING

With school days fast approaching, even preschoolers can join in the learning process with easy-to-follow books that teach how to count. **E5**

three-hour stop, officials said.

First-grader Taylor Wright was not just happy to have a chance to check out the book "How Many Feet? How Many Tails? A Book of Math Riddles." She also enjoyed the experience of visiting the bookmobile.

"I love it," Taylor said. "It's nice and clean."

Stocked daily, each van has books chosen specifically to meet the needs of its stops, and in most areas until this year, this has meant an increase in the number of Spanish-language books.

Last year, about 40% of the books in the San Fernando Valley bookmobiles were in Spanish, said children's librarian Wyntan. That number has decreased since the switch from bilingual programs at public schools, where teachers are encouraging students to read more English. Wyntan said.

the Los Angeles Public Library as the "traveling branch." At a cost of \$6,000, the van carried 4,000 books and magazines, and it was such a novelty that it was exhibited at the L.A. County Fair that year.

At the same time, the county library system also received a bookmobile that would serve more remote regions.

Bookmobiles have consistently been in demand at locations that want to be added to routes, said Carmen Martinez, director of branches for the city library system.

The popularity of bookmobiles has prompted letters of support for them when the public has perceived any threat of cuts to the library budget. The overall size of the city fleet has not changed for the last 10 years and no cuts are expected, Martinez said.

There has been a small national movement to outfit bookmobiles with Internet access via satellite dishes, but so far that is only in the discussion stage in the city and county library systems.

With new technology or not, officials say they expect to keep bookmobiles going, maybe even for another 50 years.

"[It's] in demand because the library is more in demand," said Martinez. "People read about the resources that the library offers and they want us to bring the library to them."

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *Kum*
DATE: October 20, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of September**

Program Statistics

Active tutors: 37
Active students: 38
Students waiting to be matched: 23
Percentage of tutors reporting (September hours): 76%
Tutoring hours reported: 145.5
Other volunteer hours reported: 74.5
Total volunteer hours: 220

Tutor Training. The fall Tutor Training Workshop began Monday, September 27, 1999 and will continue through October 25, 1999. Twenty-one prospective tutors attended the first training session.

Southern California Library Literacy Network (SCLLN). The first tutor conference presented by SCLLN was held September 11, 1999 in Beverly Hills. Three tutors from Placentia Library Literacy Services attended the conference. The September 16, 1999 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas.

Other networking activities. Literacy Coordinator Matas was the featured speaker at the September 28, 1999 meeting of Altrusa International, Inc. of Placentia-Yorba Linda.

SAFETY COMMITTEE MEETING
AUGUST 29, 1999
MINUTES

I. Call to Order: 11:30 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Cindy McClain

Members Absent: Wendy Goodson
Cyrise Smith

III. Old Business

None.

IV. New Business

1. Any problems with the new lighting (loose wires etc.) should be reported to administration immediately.

2. The safety committee suggests the purchase of The Complete Library Safety and Security Manual for the reference collection.

The next meeting will be October 27, 1999 at 11:30 A.M.

Respectfully submitted,



Katie Matas

TO: Library Board of Trustees
 FROM: Julie Shook and Wendy Goodson, Staff
 DATE: October 20, 1999
 SUBJECT: **Report on Y2K Preparations for September, 1999**

Project – Julie Shook	Status/Scheduled
LAN Management System/Software	Consultation scheduled
LAN Workstations	Checked BIOS –waiting for MS disk
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Coordinating with Anaheim Public Library
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

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

Board & Administrator

FOR BOARD MEMBERS

October 1999 Vol. 16, No. 2

Editor: Jeff Stratton

Try case studies as a board education exercise

Board development

Boards need to practice continuing education. There are many ways to do this: Reading your *Board & Administrator* is certainly one effective option, as is arranging for educational opportunities like guest speakers and providing for thorough orientation for new board members that veteran board members take part in.

To add variety, you also might want to schedule some time to review and discuss case studies of actual issues other boards have wrestled with. In this month's issue, I've provided your administrator with two case studies for your board's consideration.

These exercises will allow your board to examine its role and how the issues presented in the case study might have been handled by your board. Be sure to discuss your views on the case studies as a

group with your administrator.

The first example is of a board committee that authorized a significant expense for the organization without its administrator's input.

The second case study discusses the problems two board members have with a purchase the administrator makes, despite there being money in the budget for the purchase.

I like these two case studies, shared by a Missouri nonprofit with *Board & Administrator* readers, because they speak to key board responsibilities like setting policy, delegating day-to-day management responsibilities, monitoring finances and approving the budget.

Ask your administrator to provide copies of the case studies if you're interested in a low-cost education session! ■

Solutions to common board meeting problems

Because meetings are where the business of the board gets accomplished, it's vital that they be efficient and productive. Here are some solutions to common meeting problems that can help your board improve its meetings.

1) *Meetings digress or their format doesn't suit the board's needs.* Try an annual meeting evaluation to solve this problem. A North Dakota board

uses an annual "Keep or Change" exercise to evaluate and fine-tune its board meetings. Once a year, board members list the aspects of meetings they feel are useful and productive, and then point out the areas they think could be improved. All suggestions are listed on a flip chart, and then the board, as a group, settles on

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Meeting management

what to keep and what to eliminate. "It's an effective exercise for us," says one board member. "It takes very little time and helps us make sure that the meetings are run in a way that suits the board."

- 2) **Meetings are just too long for today's busy volunteer board member.** Make sure the board is using a consent agenda. You can shorten your meetings by grouping certain board agenda items like the minutes and various financial reports under a "consent" agenda item. The board's chairperson only has to ask for a motion and second to approve everything under this agenda item. There's no discussion and the board quickly moves to the next item. Board members can, however, ask that before the agenda is approved that a specific item be removed from the consent agenda section and placed on the regular agenda. All background information for consent items should be sent to board members for their review in advance of the meeting.
- 3) **Absent board members.** When quorums aren't being achieved, your board should consider a tough board

attendance policy that removes members of the board for too many absences. Three unexcused absences in a year is a standard many boards use.

Or, if this isn't a recurring problem, but one that arises unexpectedly, ask board members who can't make a meeting to call in at the time a meeting is scheduled to begin. "By putting absent board members on a speakerphone, we get both their perspective on an issue and their vote," says a Nevada board member.

- 4) **Board members aren't prepared for meetings.** A Missouri board chairperson says that a brief phone call to each board member a day or two before a scheduled meeting has eliminated this problem. "When I call, I ask each board member if they have any problems with the agenda or if they need more information about an issue," she says. "Then, I help out any way that I can. This makes our meetings run more smoothly, because each board member arrives prepared. My call is a reminder about what the board needs to be thinking about." ■

Nonprofit boards must think long-term

A new publication from The Governance Institute, "Embracing Change: Governance Trends and the New Consumerism in Health Care," has some excellent advice for board members in all types of nonprofits.

The information in this publication is particularly relevant in this day and age, as nonprofits wrestle with so many thorny issues like increased competition, mergers and funding problems.

The publication puts strong emphasis on meeting consumers' needs and suggests that board members should adopt a long-term consumer focus. It suggests these steps for board strategic planning for long-

term consumer relationships. The following steps cite the work of Dick Ruhe, as published in the January 1999 Health Forum Journal.

- Identify the world-class standard in your service niche.
- Map your processes for convenience, quality and efficiency.
- Communicate with staff as if they are volunteer partners, as though your continued existence as an organization depended on it. (It does.)
- Describe the consequences of a crisis of consumer confidence or erosion of brand loyalty if action doesn't begin.
- Persevere.

Boards, more than ever, need to plan