

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





May 15, 2001

7:30 P.M.

Library Conference Room

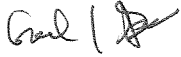
The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

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 

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

Presentation: Library Director
Recommendation: Adopt by Motion

*Sandra
7:35*

3. Minutes of the April 17, 2001 Regular Meeting.

Paul + Sandra

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

Patricia Memorial Service

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

6. Trustee Reports

*Sandra
1. White Oak - Trust good job. Bel -
2) SOW Cit - Cont. call. Bel -
Mig. tank*

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

7. Library Director Report

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

Credit book - Sandra

8. Friends of Placentia Library Board of Directors Report

*4 applications -
not yet made.*

Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Wood and Braun

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4072, 4073, 4074, 4075, 4076, 4077 and 4078 forwarded by Library Director for a total of \$21,996.22 during this report period.

12. Current Claims and Payroll (Approve)

Current Claims 4082, 4083, 4084, 4085, 4086 and 4087 for \$15,964.91; and Payrolls 4079 for \$24,513.00, 4080 for \$24,513.00 and 4081 for \$24,513.00, for a combined total of Current Claims and Payroll of \$89,503.91.

13. FY2000-2001 Cash Flow Analysis and recommendations to Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through May 15, 2001; and

Authorize the Orange County Treasurer to transfer \$95,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption).

FINANCIAL REPORTS (Items 14 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 14 – 19 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.

14. Financial Reports for April 2001 (Receive & File)

15. Office General Ledger & Check Registers for April 2001 (Receive & File)

16. Acquisitions Report for April 2001 (Receive & File)

17. Collection Agency Report for April 2001 (Receive & File)

18. Debit Card System Reimbursement Report for April 2001 (Receive & File)

19. Gifts Report for April 2001 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 27 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.

20. Building Maintenance Report for April 2001 (Receive & File)
21. Personnel Report for April 2001 (Receive, File, and Ratify Appointments)
22. Volunteer Report for April 2001 (Receive & File)
23. Circulation Report for April 2001 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Status report on the Placentia History Room project with the City of Placentia (Receive & File)
26. Report on Civic Center Authority Meeting of May 10, 2001 (Receive & File)
27. Ratification of submission of Families for Literacy Grant Proposal for Fiscal Year 2001-2002 to the State Library of California (Receive & File)
- 27a. Local Area Formation Commission (LAFCO) Proposed Budget for Fiscal Year 2001-2002 with recommendation from the Library Director that no comments be submitted at this time (Receive & File)

CONTINUING BUSINESS

28. Legislative issues for Fiscal Year 2001-2002

Presentation: Library Director
Recommendation: Give direction for future action

29. Discussion of ways to expand the Library's visibility in the community

Presentation: Trustee Wood
Recommendation: Give direction for future action

NEW BUSINESS

- 30. Review significant budget development issues for Fiscal Year 2001-2002.

Presentation: Library Director Minter
 Recommendation: Give direction for Budget development

Not to exceed 800

- 31. Staff Appreciation Dinner

Presentation: Library Director Minter
 Recommendation: Set a date, location and budget for the Staff Appreciation Dinner

Diff / Scribe

STAFF REPORTS (Items 32 - 37)

Diff.

Items 32 – 37 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 32. Program Committee Report for April 2001 (Roberts)
- 33. Children's Services Report for April 2001 (Smith)
- 34. Placentia Library Literacy Services Report for April 2001 (Roberts)
- 35. Placentia Library Web Site Report for April 2001 (Roberts)
- 36. Publicity Materials Produced in April 2001. (Willauer)
- 37. Safety Committee Minutes for April 2001 (Matas)

ADJOURNMENT

- 38. Agenda Preparation for the June Regular Meeting, which will be held on Tuesday, June 19, 2001.
- 39. Review of Action Items.


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

- 40. Adjourn

def. votes to pass.
Adm - Bd - Adv
review

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 15, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 10, 2001.



Placentia Library Board Calendar

May 2001 - April 2002

May 2001

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Jun 2001

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Jul 2001

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May

- 7 7:00 PM Friends Board Meeting, Braun
- 13 1:00 PM Friends Book Sale
- 15 7:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 3:36 PM Library Closed for Monday Holiday
- 28 Library Closed for Memorial Day

June

- 4 7:00 PM Friends Board Meeting, Wood
- 10 1:00 PM Friends Book Sale
- 14 2:34 PM ALA Annual Conference, San Francisco, through June 20
- 19 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 18 7:30 PM Library Board Meeting
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 15 7:30 PM Library Board Meeting

September

- 2 Library Closed for Monday Holiday
- 3 Library Closed for Labor Day
- 10 7:00 PM Friends Board Meeting, Dinsmore
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 1 7:00 PM Friends Board Meeting, Shkoler
- 13 9:00 AM Heritage Parade
- 17 7:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 2 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 5 7:00 PM Friends Board Meeting, Stark

Nov 2001

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Placentia Library Board Calendar

May 2001 - April 2002

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November

- 11 Library Closed for Veterans Day
- 21 7:30 PM Library Board Meeting
- 22 Library Closed for Thanksgiving

December

- 3 7:00 PM Friends Board Meeting, Braun
- 7 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 19 7:30 PM Library Board Meeting

January

- 7 7:00 PM Friends Board Meeting, Wood
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer at Placentia Round Table

- 18 ALA Midwinter Meeting, New Orleans, through Jan 23
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 7:00 PM Friends Board Meeting, Shkoler
- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 1 7:00 PM Friends Board Meeting, Stark
- 17 7:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Nov 2001						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 17, 2001**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 17, 2001 at 7:30 P.M. by President Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

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

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

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

MINUTES It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Minutes of the March 21, 2001 Regular Meeting as printed.

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

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

PRESIDENT'S REPORT Nothing to report at this time.

TRUSTEE'S REPORT Trustee Stark reported that she attended the Placentia City Council Meeting on April 3, 2001 as the Library's representative. The Education Reform Augmentation Fund Resolution implemented by Placentia Mayor Chris Lowe was scheduled to be approved at the meeting. Unfortunately, due to other urgent city issues, the meeting lasted longer than anticipated and Trustee Stark had to leave the meeting before the resolution agenda item was addressed.

LIBRARY DIRECTOR REPORT Library Director Minter reported that Circulation Supervisor, Peggy Burkich, passed away Easter weekend. Ms. Burkich's Memorial Service is scheduled for April 21, 2001 in the library. All are invited to attend.

FRIENDS REPORT

Public Services Manager, Jim Roberts, reported that the Annual Meeting on April 2, 2001 was a great success. There were over 120 people in attendance. Special guests were Mayor Chris Lowe, Councilwoman Constance Underhill, and the Placentia Library Board of Trustees. Earlene Fowler was the featured speaker. Ms. Fowler is a local author who has written several novels. She had several quilts displayed at the program.

Also, certificates of recognition were presented to several library and literacy volunteers. The Friends Annual Meeting was telecast live on Adelphia Channels 3 and 53 in Placentia and other surrounding cities.

FOUNDATION REPORT

Foundation President Wood reported that the Foundation Board of Directors met on April 26, 2001.

CLAIMS

It was moved by Trustee Wood, seconded by Trustee Stark to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 4053 and 4056 forwarded by the Library Director, and 4054 and 5055 forwarded by Library Trustees for a total of \$12,105.00.

Current Claims 4059, 4060, 4061, 4062, 4063, 4064, 4065, 4066, 4067, 4068, 4069; 4070 (fund 702); for \$95,484.33; and Payroll Claims 4057 for \$24,513.00; 4058 for \$24,513.00; and 4071 for \$24,513.00 for a combined total of \$169,023.33.

FY2000-2001 Cash Flow Analysis through April 17, 2001 and recommendation that no funds be transferred at this time.

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

FINANCIAL REPORTS

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

Financial Reports for March 2001

Office General Ledger & Check Registers for March 2001

Acquisitions Report for March 2001

Overdue Collection Report for March 2001

Debit Card System Reimbursement Report for March 2001

Gifts Report for March 2001

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 19-26:

Building Maintenance Report for March 2001. (Receive & File)

Personnel Report for March 2001 (Receive, File & Ratify Appointments)

Volunteer Report for March 2001 will be presented in April 2001.

Circulation Report for March 2001 (Receive & File)

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

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

Status report on the Library Roof Replacement Project (Receive & File)

Certification of Resolution and Application for a Public Entity Certificate of Consent to Self Insure (Receive & File and authorize signature by the Secretary of the Library Board)

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that she will attend the Assembly Local Government Committee hearing in Sacramento on April 18, 2001. She will testify representing the independent special library districts. Assemblymember Lynn Daucher is a member of this committee.

President Shkoler and Library Director Minter met with Senator Ackerman on Friday, March 23, 2001. He said that he will support the Education Reform Augmentation Fund (ERAF) reversal for library districts.

**RESOLUTION 00-5
ENERGY
CONSERVATION**

The California Special District Association (CSDA) has been asked by the Governor's Office to coordinate the development of energy plans and resolutions with California's independent special districts.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to read Resolution 00-5, Energy Reduction Efforts.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to remove paragraph #6 and approve Resolution 00-5 as amended.

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

**CALIFORNIA
ASSOCIATION OF
LIBRARY TRUSTEES
& COMMISSIONERS'
WORKSHOP IN
LIBRARY
LEADERSHIP**

President Shkoler and Trustees Dinsmore and Wood reported that they attended the California Association of Library Trustees and Commissioners' (CALTAC) Workshop in Library Leadership on April 10, 2001. Topics included increasing customer service and technology services.

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

**LIBRARY'S
VISIBILITY IN THE
COMMUNITY**

Trustee Wood requested feedback on ways of promoting Placentia Library.

**INDEPENDENT
SPECIAL DISTRICTS
OF ORANGE
COUNTY
ALLOCATION
FORMULA**

President Shkoler reported he attended the Independent Special Districts of Orange County (ISDOC) meeting on March 29, 2001 to discuss the proposed Local Area Formation Committee (LAFCO) allocation formula.

It was moved by Trustee Stark, seconded by Trustee Wood to approve the allocation formula as recommended by Independent Special Districts of Orange County on March 2, 2001 and authorize signature of the ballot by the Library Board President.

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

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 31-36:

Program Committee Report for March 2001.

Children's Services Report for March 2001.

Placentia Library Literacy Services Report for March 2001.

Placentia Library Web Site Report for March 2001.

Publicity Materials produced for January, February, and March 200.

Safety Committee Minutes for February 2001.

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

The May Meeting will be held on Tuesday, May 15, 2001.

**AGENDA
PREPARATION**

No action items at this time.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 17, 2001 adjourned at 8:45 P.M.

Geoff Braun, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: May 15, 2001

The Board of Directors of the Friends of the Library met on Monday, May 7, 2001. Library Trustee Geoff Braun, Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting.

Treasurer Himes reported the balance on hand is 10,486. She issued a check, covering 10% of the January, February, March, and April book sales, to the Placentia Library Foundation for \$390.77.

The Friends approved the request to again financially support the American Library Association *Libraries Alive* program.

The Friends also approved purchasing a new paperback display tower for the ongoing book sale area in the Library's lobby.

The Friends will act as the depository for the Placentia Community Network's fundraising activity, Christmas Books 2001.

The Friends endorses the concept of Downtown Placentia.

The Directors elected the following officers for the next year:

President – Pat Irot

Vice President – Ellie Rankin

Secretary – Barbara Hemmerling

Treasurer – Camille Himes

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

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 15, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
May 15, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	April 19, 2001	4072	1,549.19
	April 19, 2001	4073	3,898.90
	May 1, 2001	4074	10,247.81
	May 1, 2001	4075	1,840.46
	May 10, 2001	4076	1,693.96
	May 10, 2001	4077	2,507.57
	May 10, 2001	4078	258.33
	TOTAL		21,996.22

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pl 4-30-01

DATE 04/19/01
REPORT NO 4072

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance PO Bo 81889 Lincoln NE 68501-1889	May 01 010-19000-05435		0300	00		577.20		
Lab Safety Supply Inc Acct 6031820 PO Box 5004 Janesville WI 53547-5004	4/10/01 1000568140		1000	00		51.53		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	4/7/01 253-2062		0700	01		329.21		
N15185B G Neil PO Box 451179 Sunrise FL 33345-1179	4/6/01 5816854		1800	00		18.31		
N09284 Jeffco 1671 S Research Loop Tucson AZ 85710-6708	4/11/01 352002		1800	00		68.38		
N01879 Photography by John Walcek 119 N. Bradford Ave Placentia CA 92870	4/17/01 017		1800	00		27.84		
N06569 Demco PO Box 8048 Madison WI 53708-8048	4/6/01 318731		1800	00		226.72		
N03738B CMRS - PB PO Box 504766 The Lakes NV 88905-4766	May 01 Postage		1803	00		250.00		

The claims listed above (totaling \$1,549.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/19/01
REPORT NO 4073

pd 4-30-01

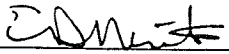
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N23030 Linda Baesler 150 Anned Dr Placentia CA 92870	Musictime Apr 01		1900	00		562.50		
	Musictime Feb 01		1900	00		450.00		
	TOTAL							
N19776 Donna Bass 500 Vanderbilt Ave Placentia CA 92870	Storyteller Mar 01		1900	00		300.00		
N18379A BNY Western Trust PO Box 19445 Newark NJ 07195-0445	4/2/01 6500968-010		2200	00		2,586.40		

The claims listed above (totaling \$3,898.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/01/01
REPORT NO 4074

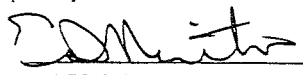
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03645A Blue Shield of California File 55331 Los Angeles CA 90074-5331	May 01 VH1181		0300	00		4,091.15		
N06556A C N A Group Benefits 75 Remittance Dr Ste 1641 Chicago IL 60675-1641	May 01 000005182		0300	00		212.65		
N20042 Fortis Benefits PO Box 806644-1 Kansas City MO 64180-6644	May 01 4027912-1		0300	00		84.70		
N03646 Vision Service Plan CA PO Box 45210 San Francisco CA 94145-5210	May 01 12 099603 0001		0300	00		230.74		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	4/16/01 528-8236		0700	02		97.28		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	4/17/01 528-1906		0700	00		121.16		
	4/17/01 528-8236		0700	02		30.85		
TOTAL						152.01		
N22072 CW Performance Technology PLEASE NOTE NAME CHANGE 2603 Main Street Suite 600 Irvine CA 92614	3/31/01 T0083 IT Support		1300	01		5,000.00		
	3/31/01 T0083 Maint. HP Server		1300	01		379.28		
TOTAL						5,379.28		

The claims listed above (totaling \$10,247.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

DATE 05/01/01
REPORT NO 4075

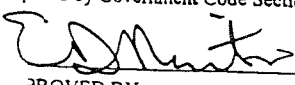
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N01833 Christenson Electric Unit 75 PO Box 4800 Portland OR 97208-4800	4/24/01 3117168		1400	00		67.94		
N06569 Demco PO Box 8048 Madison WI 53708-8048	4/17/01 326447		1800	00		194.30		
N03654 Library Store PO Box 964 Tremont IL 61568	4/17/01 300591		1800	00		36.05		
N13034A Omnigrafix Printing PLEASE NOTE ADDRESS CHANGE 1571 S. Sunkist St Ste L Anaheim CA 92806	4/30/01 A34586		1800	00		154.11		
N21533 Kelly Paper 1441 E. 16th St Los Angeles CA 90021	4/25/01 298611		1800	00		29.35		
N16779 Literacy ProSystems 333 West Maude Ave Ste 207 Sunnyvale CA 94086	4/3/01 Registration Frank Frizell May 3, 2001		1800	08		109.00		
N06686D Office Depot Dept 56-6183976509 PO Box 9020 Des Moines IA 50368-9020	5/16/01 Mar/Apr 01		1800	00		302.11		
			1800	08		129.72		
			TOTAL			431.83		
N01074 Southern California Gas PO Box C Monterey Park CA 91756	4/23/01 053 911 8800 9		2800	00		817.88		

The claims listed above (totaling \$1,840.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


PROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/10/01
REPORT NO 4076

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	5/2/01 223-1698		0700	02		254.57		
N22948 Net Manage PO Box 45557 San Francisco CA 94145-0557	Hostlink Maintenance 3/01 - 3/02		1300	01		48.38		
N03653 Bear State 3548 Enterprise Dr Anaheim CA 92807-1640	5/8/01 01-05-516		1400	00		228.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	5/7/01 062753		1400	00		950.00		
.21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	5/7/01 299199		1800	00		58.70		
N13034A Omnigrafix 1571 S. Sunkist St Ste L Anaheim CA 92806	5/8/01 A34598		1800	00		93.31		
N03648A Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	5/1/01 045502		1800	00		26.00		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	5/1/01 EAP		1900	00		35.00		

The claims listed above (totaling \$1,693.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,693.96

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/10/01
REPORT NO 4077

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
N04780B Orange County Register PO Box 51384 Los Angeles CA 90051-5684	4/30/01 4/23/01-4/30-01 Ad Lib Asst		1900	00		425.94		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	4/27/01 332		1900	00		37.71		
N06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	4/26/01 20010426		1900	00		281.80		
Nicasia Navarrete 840 W. La Jolla Apt 8H Placentia CA 92870	SP Lit 4/3/01-4/27/01 SP Lit 4/23/01-4/30/01		1900	08		245.52		02
						85.92		02
TOTAL						331.44		
Ana Maria Garcia 1962 W. La Palma Anaheim CA 92801	SP Lit 4/19/01-4/30/01		1900	08		137.40		02
Sandra C. Gutierrez 1636 Orchard Dr #H Placentia CA 92870	SP Lit 4/17/01-4/30/01		1900	08		212.38		02
Sandra Chavez 955 S Melrose St #A Placentia CA 92870	SP Lit 4/3/01-4/30/01		1900	08		377.02		02
N22558 Nancy Mory 1136 Moro Circle Placentia CA 92870	Storyteller Apr 01 SP Lit 4/3/01-4/29/01		1900	08		135.00		02
						568.88		02
TOTAL						703.88		

The claims listed above (totaling \$2,507.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,507.57

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/10/01
REPORT NO 4078

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
N03659F Southern California Water 500 Cameron St Placentia CA 92870	4/20/01 312083-9		2800	00		258.33		

The claims listed above (totaling \$2,507.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 15, 2001

TYPE	REPORT NUMBER	AMOUNT
Regular	4082	6,100.83
	4083	1,004.92
	4084	1,294.42
	4085	2,688.55
	4086	3,796.17
	4087	1,080.02
	Subtotal for Regular	
Payroll	4079	24,513.00
	4080	24,513.00
	4081	24,513.00
Subtotal for Payroll		73,539.00
TOTAL CURRENT CLAIMS		89,503.91

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4079

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	May 15, 2001 Pay period #24 May 18, 2001 May 31, 2001		0100	00		22,770.00		
Account # 07605-80156 Route #12100358	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, MAY 31, 2001								

The claims listed above (totaling \$24,513) 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

24,513.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4080

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	May 15, 2001 Pay period #25 June 1, 2001 June 14, 2001		0100	00		22,770.00		
Account # 07605-80156 Route #12100358	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, JUNE 14, 2001								

The claims listed above (totaling \$24,513) 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

24,513.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4081

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	May 15, 2001 Pay period #26 June 15, 2001 June 28, 2001		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, JUNE 28, 2001								

The claims listed above (totaling \$24,513) 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

24,513.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4082

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
Frank Frizell Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Apr 01 Travel Reimb		2700	01		18.63		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	Apr 01 Storyteller		1900	00		200.00		02
	Apr 01 Storyteller (2)		1900	00		405.00		02
	Apr 01 Storyteller (3)		1900	00		120.00		02
	TOTAL					725.00		
ILL - 20010329 Orradre Library Santa Clara University Santa Clara 95053	OCLC ILL 20010329		2400	01		7.40		
N22072 CW Performance Technology 2603 Main Street Irvine CA 92614	4/15/01 31555		4000	00		379.28		
N01035 City of Placentia 401 E. Chapman Ave Placentia CA 92870	5/9/01 54333		2800	00		2,597.85		
			1400	00		2,228.21		
	TOTAL					4,826.06		
St Jude Heritage Health Dept LA 21327 Pasadena CA 91185-1327	Insurance 65673		0300	00		60.89		
N03660A Elizabeth Minter c/o Placentia Library 411 E. Chapman Ave Placentia CA 92870	Petty Cash Claims		1000	00		12.96		
			1800	00		61.53		
			1803	00		9.08		
	TOTAL					83.57		

The claims listed above (totaling \$6,100.83) 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

6,100.83

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4083

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09178A Grolier Publishing Co PO box 1795 Danbury CT 06816	4/9/01 10566537		2400	01		95.48		
N06771 H.W. Wilson Dept 100 950 University Ave Bronx NY 10452-4297	4/9/01 53829425		2400	01		215.50		
N03832 Books on Tape PO Box 7900 Newport Beach CA 92658	4/10/01 4395607M		2400	01		26.88		
N14997 Bernan 4611-F Assembly Dr Lanham MD 20706-4391	4/9/01 9256874		2400	01		46.00		
J3660A Elizabeth Minter 539 Gardenia Placentia CA 92870	Apr 01 Travel Reimb		2700	00		254.14		
			2700	01		69.69		
	TOTAL					323.83		
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	4/12/01 74526984		2400	01		4.45		
	4/4/01 74407941		2400	01		18.83		
	4/11/01 74503646		2400	01		18.31		
	4/11/01 74500198		2400	01		54.59		
	4/11/01 74500197		2400	01		106.88		
	4/11/01 74500196		2400	01		16.81		
	4/11/01 74500195		2400	01		77.36		
	TOTAL					297.23		

The claims listed above (totaling \$1,004.92) 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.

ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,004.92

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4084

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	4/11/01		2400	01		31.65		
	74500194							
	4/11/01		2400	01		52.14		
	74500193							
	4/11/01		2400	01		16.60		
	74500192							
	4/4/01		2400	01		34.34		
	74407942							
	4/4/01		2400	01		205.83		
	74401344							
	4/4/01		2400	01		18.57		
	74401343							
	4/4/01		2400	01		17.71		
	74401342							
	4/4/01		2400	01		53.34		
	74401341							
	4/4/01		2400	01		17.06		
	74401340							
	4/4/01		2400	01		34.71		
	74401339							
4/16/01		2400	01		53.32			
74558547								
4/16/01		2400	01		17.14			
74558546								
4/16/01		2400	01		49.05			
74558545								
4/16/01		2400	01		54.77			
74558544								
	TOTAL					656.23		
N03833 Brodart PO Box 3488 Williamsport PA 17705	4/26/01		0700	05		215.00		
	A33376							
	10/26/00		1800	00		248.14		
	6179/S1700							
	4/17/01		2400	01		48.49		
	U369376							
	4/17/01		2400	01		21.14		
U369365								
4/17/01		2400	01		105.42			
U369366								
	TOTAL					638.19		

The claims listed above (totaling \$1,294.42) 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 05/15/01
REPORT NO 4085

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03883 Brodart PO Box 3488 Williamsport PA 17705	4/17/01 U369367		2400	01		19.29			
	4/17/01 U369368		2400	01		464.55			
	4/17/01 U369369		2400	01		21.99			
	4/17/01 U369370		2400	01		58.58			
	4/17/01 U369371		2400	01		220.05			
	4/17/01 U369372		2400	01		187.04			
	4/17/01 U369373		2400	01		28.11			
	4/17/01 U369374		2400	01		60.23			
	4/17/01 U369375		2400	01		69.82			
	4/13/01 U364352		2400	01		128.45			
	4/13/01 U364351		2400	01		47.28			
	4/13/01 U364350		2400	01		182.18			
	4/13/01 U364349		2400	01		22.31			
	4/13/01 U364348		2400	01		46.58			
	4/13/01 U364346		2400	01		975.43			
	4/13/01 U364345		2400	01		31.04			
	4/13/01 U364344		2400	01		64.09			
	4/13/01 U364343		2400	01		21.14			
	4/13/01 U364342		2400	01		21.14			
	4/13/01 U364341		2400	01		19.25			
	TOTAL						2,688.55		

The claims listed above (totaling \$2,688.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/15/01
REPORT NO 4086

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	
N03883 Brodart PO Box 3488 Williamsport PA 17705	4/13/01 U364347		2400	01		119.33			
	4/9/01 U348755		2400	01		19.40			
	4/9/01 U348754		2400	01		20.48			
	4/9/01 U3648764		2400	01		514.34			
	4/9/01 U348763		2400	01		568.27			
	4/9/01 U348759		2400	01		10.41			
	4/9/01 U348757		2400	01		313.18			
	4/9/01 U348756		2400	01		25.21			
	4/9/01 U348758		2400	01		36.91			
	4/9/01 U348760		2400	01		68.73			
	4/9/01 U348761		2400	01		669.12			
	4/9/01 U348765		2400	01		573.62			
	4/9/01 U348762		2400	01		553.63			
	4/11/01 U356626		2400	01		76.60			
	4/11/01 U356625		2400	01		47.16			
	4/11/01 U356624		2400	1		50.80			
	4/11/01 U356623		2400	01		28.11			
	4/11/01 U356622		2400	01		53.33			
	4/11/01 U356621		2400	01		31.04			
	4/11/01 U356620		2400	01		16.50			
	TOTAL						3,796.17		

The claims listed above (totaling \$3,796.17) 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 05/15/01
REPORT NO 4087

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
			BS Acct				Doc Number	SC	
N03883 Brodart PO Box 3488 Williamsport PA 17705	4/5/01 U341859		2400	01		19.86			
	4/5/01 U341858		2400	01		207.98			
	4/5/01 U341857		2400	01		33.04			
	4/5/01 U341856		2400	01		19.40			
	4/5/01 U341855		2400	01		246.75			
	4/5/01 U341854		2400	01		196.00			
	4/5/01 U341853		2400	01		16.50			
	4/11/01 U356630		2400	01		38.34			
	4/11/01 U356629		2400	01		27.15			
	4/11/01 U356627		2400	01		64.54			
	4/11/01 U356628		2400	01		13.00			
	4/5/01 U341852		2400	01		16.87			
	4/5/01 U341851		2400	01		45.19			
	4/5/01 U341850		2400	01		19.29			
	4/10/01 U352978		2400	01		16.50			
	4/10/01 U352979		2400	01		16.52			
	4/10/01 U352980		2400	01		49.49			
	4/10/01 U352983		2400	01		33.60			
	TOTAL						1,080.02		

The claims listed above (totaling \$1,080.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,080.02

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Cash Flow Analysis
DATE: May 15, 2001

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2000-2001 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2000-2001 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

I am recommending that the \$95,000 borrowed from Fund 706 (Bond Redemption) by General Fund 707 be repaid at this time.

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through May 15, 2001.
2. Authorize the Orange County Treasurer to transfer \$95,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption).

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			258,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	234,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	210,924.41
06/21/00	3935	General		6,506.57	204,417.84
06/26/00	3936	General by Library Director		4,265.77	200,152.07
07/03/00		Reverse Interest May	(1,674.39)	(33.00)	198,510.68
07/03/00		Reverse Interest Apr	(2,320.49)	(47.05)	196,237.24
07/05/00	3937	General by Library Trustees		1,664.42	194,572.82
07/05/00	3938	General by Library Trustees		5,545.03	189,027.79
07/11/00		Interest Apr	2,320.49	47.05	191,301.23
07/13/00	3939	General by Library Director		2,917.43	188,383.80
07/19/00	3940	Payroll to wire August 10, 2000		37,054.00	151,329.80
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	127,723.80
07/19/00	3942	General		10,101.35	117,622.45
07/19/00	3943	General		11,394.97	106,227.48
07/19/00	3944	General		3,028.21	103,199.27
07/19/00	3945	General		983.51	102,215.76
07/19/00	3946	General		602.39	101,613.37
07/20/00		Secured Final FY99-00	12,028.08	30.07	113,611.38
07/20/00		Supplemental 1985+ #1	1,591.68		115,203.06
07/20/00	3947	General by Library Director		4,670.05	110,533.01
07/21/00		Reverse Interest Jun	(1,792.31)	(34.02)	108,774.72
07/24/00		Teeter Secured Current Delinquent	12,334.14		121,108.86
07/24/00		Library Passport Revenue, Jul	3,747.45		124,856.31
07/24/00		Library Revenue, Jul	1,633.84		126,490.15
07/24/00		Delinquent Supplemental & Penalties	1,088.54		127,578.69
07/26/00		Supplemental Paid 1984	0.58		127,579.27
08/03/00	3948	General by Library Director		1,350.99	126,228.28
08/03/00	3949	General by Library Director		1,379.73	124,848.55
08/08/00		Library Passport Revenue, Jul	2,318.00		127,166.55
08/08/00		Interest May	1,674.39	33.00	128,807.94
08/08/00		Library Revenue Jul	1,165.85		129,973.79
08/10/00	3950	General by Library Director		6,269.78	123,704.01
08/16/00		Supplemental 1st Actual	1,268.62		124,972.63
08/16/00	3951	General		19,028.23	105,944.40
08/16/00	3952	General		2,412.86	103,531.54
08/16/00	3953	General		1,940.26	101,591.28
08/16/00	3954	General		689.20	100,902.08
08/16/00	3955	General		4,467.99	96,434.09
08/16/00	3956	Payroll to wire September 7, 2000		24,513.00	71,921.09
08/16/00	3957	Payroll to wire September 21, 2000		24,513.00	47,408.09
08/16/00	3958	General by Library Trustees		35,900.00	11,508.09
08/17/00	3959	General by Library Director		4,399.29	7,108.80
08/18/00		Library Passport Revenue, Aug	2,436.25		9,545.05
08/18/00		Library Revenue, Aug	1,227.80		10,772.85
08/28/00	3960	General by Library Director		4,734.53	6,038.32
08/28/00	3961	General by Library Director		1,842.57	4,195.75
09/08/00		Interest Jun	1,792.31	34.02	5,954.04
09/11/00	3962	General by Library Director		2,053.08	3,900.96
09/12/00		State Library Family Literacy Grant	5,000.00		8,900.96

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/12/00		Library Passport Revenue, Aug	2,592.00		11,492.96
09/12/00		State Library ILL, 4th Qtr	1,960.80		13,453.76
09/12/00		Library Revenue, Aug	1,274.03		14,727.79
09/14/00	3963	General by Library Director		2,533.33	12,194.46
09/20/00		Transfer from Fund 706 (Bond Redemption)	85,000.00		97,194.46
09/20/00		Interest Jul	1,478.33	28.11	98,644.68
09/20/00	3964	Payroll to wire October 5, 2000		24,513.00	74,131.68
09/20/00	3965	Payroll to wire October 19, 2000		24,513.00	49,618.68
09/20/00	3966	General		8,597.93	41,020.75
09/20/00	3967	General		8,461.41	32,559.34
09/20/00	3968	General		1,220.38	31,338.96
09/20/00	3969	General		576.12	30,762.84
09/20/00	3970	General		852.25	29,910.59
09/20/00	3971	General		868.99	29,041.60
09/21/00		Unsecured 1st	48,209.51	133.86	77,117.25
09/21/00		Supplemental #2	5,837.89		82,955.14
09/21/00	3972	General by Library Director		4,270.37	78,684.77
09/22/00		State Library ILL, 5th Qtr	1,983.58		80,668.35
09/22/00		Library Passport Revenue, Aug	1,051.75		81,720.10
09/22/00		Library Revenue, Sep	568.15		82,288.25
09/28/00		Interest Aug	1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24
10/19/00		Supplemental #3	299.84		6,681.08
10/20/00		State Library Family Literacy Grant	10,000.00		16,681.08
10/20/00		Library Passport Revenue, Oct	2,669.00		19,350.08
10/20/00		Library Revenue, Oct	2,179.94		21,530.02
10/25/00	3982	General by Library Director		2,967.55	18,562.47
10/25/00	3983	General by Library Director		4,672.42	13,890.05
10/26/00		Interest Sep	536.65	10.08	14,416.62
11/02/00	3984	General by Library Director		941.78	13,474.84
11/02/00	3985	General by Library Director		1,353.28	12,121.56
11/15/00	3986	Payroll to wire November 2, 2000		24,513.00	-12,391.44
11/15/00	3987	Payroll to wire December 14, 2000		24,513.00	-36,904.44
11/15/00	3988	Payroll to wire December 28, 2000		24,513.00	-61,417.44
11/15/00	3989	General (Immediately)		10,886.44	-72,303.88
11/15/00	3990	General (Transmit November 29, 2000)		995.60	-73,299.48
11/15/00	3991	General (Transmit November 29, 2000)		2,629.55	-75,929.03
11/15/00	3992	General (Transmit November 29, 2000)		1,409.69	-77,338.72
11/15/00	3993	General (Transmit November 29, 2000)		603.81	-77,942.53
11/15/00	3994	General (Transmit November 29, 2000)		945.40	-78,887.93
11/15/00	3995	General (Transmit November 29, 2000)		645.64	-79,533.57
5/10/01	11/17/00	Library Passport Revenue, Oct/Nov	2,986.25		-76,547.32

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/00		Library Revenue, Oct/Nov	2,014.61		-74,532.71
11/17/00		State Library OCLC	65.00		-74,467.71
11/21/00		Orange County Treasurer		1,977.96	-76,445.67
11/22/00	3996	General by Library Director		5,756.59	-82,202.26
11/22/00	3997	General by Library Director		2,420.58	-84,622.84
11/22/00	3998	General by Library Director (FUND 702)			-84,622.84
11/29/00		Secured #1	98,335.17	245.84	13,466.49
11/29/00		Supplemental #4	1,481.23		14,947.72
11/30/00		Interest Oct	753.41	14.14	15,686.99
12/01/00		Library Passport Revenue, Nov	1,999.85		17,686.84
12/01/00		Library Revenue, Nov	1,101.88		18,788.72
12/07/00		Homeowners Subvention 1st	2,436.72		21,225.44
12/07/00	3999	General by Library Director		2,047.17	19,178.27
12/07/00	4000	General by Library Director		1,218.50	17,959.77
12/13/00		Secured #2	70,026.81	175.07	87,811.51
12/14/00	4001	General by Library Director		1,659.44	86,152.07
12/14/00	4002	General by Library Director		463.07	85,689.00
12/20/00		Secured #3	192,925.81	482.31	278,132.50
12/20/00		Supplemental #5	3,289.73		281,422.23
12/20/00	4003	Payroll to wire January 11, 2001		24,513.00	256,909.23
12/20/00	4004	Payroll to wire January 25, 2001		24,513.00	232,396.23
12/20/00	4005	General		39,300.94	193,095.29
12/20/00	4006	General		15,219.99	177,875.30
12/20/00	4007	General		3,511.45	174,363.85
12/20/00	4008	General		1,163.02	173,200.83
12/20/00	4009	General		751.52	172,449.31
12/20/00	4010	General		157.68	172,291.63
12/21/00	4011	General by Library Director		11,704.24	160,587.39
12/21/00	4012	General by Library Director		1,047.64	159,539.75
12/22/00		Library Revenue, Dec	1,617.96		161,157.71
12/22/00		Library Passport Revenue, Dec	1,540.50		162,698.21
12/22/00		Interest Nov	482.29	9.01	163,171.49
01/04/01	4013	General by Library Director		1,698.41	161,473.08
01/04/01	4014	General by Library Director		1,421.72	160,051.36
01/10/01		ERAF Fiscal Relief	25,238.87		185,290.23
01/10/01		Homeowners Subvention 2nd	5,685.69		190,975.92
01/11/01	4015	General by Library Director		2,904.04	188,071.88
01/17/01	4016	Payroll to wire February 8, 2001		24,513.00	163,558.88
01/17/01	4017	Payroll to wire February 22, 2001		24,513.00	139,045.88
01/17/01	4018	General		11,070.14	127,975.74
01/17/01	4019	General		467.47	127,508.27
01/18/01		Supplemental #6	7,644.37		135,152.64
01/18/01		Unsecured 2nd	2,766.23		137,918.87
01/18/01	4020	General by Library Director		5,001.29	132,917.58
01/18/01	4021	General by Library Director		1,770.49	131,147.09
01/22/01		State Property Tax Shift Grant (To Fund 702)	72,570.72		203,717.81
01/22/01		State Library CA Literacy Campaign	18,818.00		222,535.81
01/22/01		State Library Interlibrary Loan	2,579.88		225,115.69
01/22/01		Library Revenue, Dec & Jan	1,802.87		226,918.56
5/10/01	01/22/01	Library Passport Revenue, Dec & Jan	1,642.85		228,561.41

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/25/01		Secured #4	164,591.29		393,152.70
01/29/01	4022	General by Library Director		1,475.98	391,676.72
01/31/01		Interest Dec	1,338.30	25.37	392,989.65
02/26/00		Prop 10 Families for Literacy	5,000.00		397,989.65
02/01/01		Public Utility #1	12,003.37	30.01	409,963.01
02/07/01	4023	General by Library Director		1,797.43	408,165.58
02/15/01	4024	General by Library Director		2,267.02	405,898.56
02/15/01	4025	General by Library Director		1,088.21	404,810.35
02/20/01		Supplemental #7	667.97		405,478.32
02/21/01	4026	Payroll to wire March 8, 2001		24,513.00	380,965.32
02/21/01	4027	Payroll to wire March 22, 2001		24,513.00	356,452.32
02/21/01	4028	General		9,648.48	346,803.84
02/21/01	4029	General		4,046.80	342,757.04
02/21/01	4030	General		1,920.00	340,837.04
02/21/01	4031	General		987.50	339,849.54
02/21/01	4032	General		716.85	339,132.69
02/21/01	4033	General		833.70	338,298.99
02/21/01	4034	General		4,061.71	334,237.28
02/21/01	4035	General		3,961.77	330,275.51
02/21/01	4036	General		1,402.03	328,873.48
02/21/01	4037	General		11,477.05	317,396.43
02/21/01	4038	General		24,076.18	293,320.25
02/26/01		SDATF #1	4,292.00		297,612.25
02/26/01		Library Passport Revenue, Feb	3,694.75		301,307.00
02/26/01		Library Revenue, Feb	2,115.23		303,422.23
02/27/01		Coding Correction to Fund 702	(72,570.72)		230,851.51
02/28/01		Interest Jan	1,833.06	35.72	232,648.85
03/01/01	4039	General by Library Director		6,723.11	225,925.74
03/01/01	4040	General by Library Director		2,526.71	223,399.03
03/01/01	4041	General by Library Director		1,273.24	222,125.79
03/12/01	4042	General by Library Director		2,770.65	219,355.14
03/15/01	4043	General by Library Director		898.32	218,456.82
03/21/01	4044	Payroll to wire April 5, 2001		24,513.00	193,943.82
03/21/01	4045	Payroll to wire April 19, 2002		24,513.00	169,430.82
03/21/01	4046	General		50,689.46	118,741.36
03/21/01	4047	General		3,760.21	114,981.15
03/21/01	4048	General		1,141.82	113,839.33
03/21/01	4049	General		1,810.58	112,028.75
03/21/01	4050	General		2,673.68	109,355.07
03/21/01	4051	General		4,333.48	105,021.59
03/21/01	4052	General		3,353.14	101,668.45
03/22/01		Secured #5	49,977.23	124.94	151,520.74
03/22/01		Supplemental #8	900.58		152,421.32
03/26/01		State Library Public Library Foundation	88,826.00		241,247.32
03/26/01		Library Passport Revenue, Mar	5,774.00		247,021.32
03/26/01		State Library Prop 10 Families for Literacy	5,000.00		252,021.32
03/26/01		State Library Interlibrary Loan	2,016.52		254,037.84
03/26/01		Library Revenue, Mar	1,778.30		255,816.14
03/26/01	4053	General by Library Director		6,261.10	249,555.04
5/10/01	03/29/01	Interest Feb	2,322.57	45.95	251,831.66

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
04/05/01	4054	General by Library Board		1,026.97	250,804.69
04/05/01	4055	General by Library Board		2,070.36	248,734.33
04/12/01	4056	General by Library Director		2,746.57	245,987.76
04/17/01	4057	Payroll to wire May 3, 2001		24,513.00	221,474.76
04/17/01	4058	Payroll to wire May 17, 2001		24,513.00	196,961.76
04/17/01	4059	General		13,027.88	183,933.88
04/17/01	4060	General		4,382.71	179,551.17
04/17/01	4061	General		675.72	178,875.45
04/17/01	4062	General		6,227.13	172,648.32
04/17/01	4063	General		2,758.54	169,889.78
04/17/01	4064	General		1,616.22	168,273.56
04/17/01	4065	General		5,197.95	163,075.61
04/17/01	4066	General		2,046.60	161,029.01
04/17/01	4067	General		1,656.80	159,372.21
04/17/01	4068	General		2,870.57	156,501.64
04/17/01	4069	General		2,657.21	153,844.43
04/19/01		Secured #6	216,201.39	7,868.53	362,177.29
04/19/01		Supplemental #9	4,725.85		366,903.14
04/23/01		Library Passport Revenue, Apr	6,641.50		373,544.64
04/23/01		Library Revenue, Apr	2,368.33		375,912.97
04/24/01		Interest Mar	1,893.39	39.81	377,766.55
04/30/01		1999/2000 Admin Fee Rebate & Interest	2.68	(41.38)	377,810.61
04/17/01	4071	Payroll to wire April 19, 2001		24,513.00	353,297.61
04/19/01	4072	General by Library Director		1,549.19	351,748.42
04/19/01	4073	General by Library Director		3,898.90	347,849.52
05/01/01	4074	General by Library Director		10,247.81	337,601.71
05/01/01	4075	General by Library Director		1,840.46	335,761.25
05/09/01	4076	General by Library Director		1,693.96	334,067.29
05/09/01	4077	General by Library Director		2,507.57	331,559.72
05/09/01	4078	General by Library Director		258.33	331,301.39
05/15/01	4079	Payroll to wire 5/31/01		24,513.00	306,788.39
05/15/01	4080	Payroll to wire 6/14/02		24,513.00	282,275.39
05/15/01	4081	Payroll to wire 6/28/03		24,513.00	257,762.39
05/15/01	4082	General		6,100.83	251,661.56
05/15/01	4083	General		1,004.92	250,656.64
05/15/01	4084	General		1,294.42	249,362.22
05/15/01	4085	General		2,688.55	246,673.67
05/15/01	4086	General		3,796.17	242,877.50
05/15/01	4087	General		1,080.02	241,797.48

Placentia Library District
Property Tax Apportionments
Fiscal Year 2000-2001

Agenda Item 13
Attachment B

Date	Category	Amount
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	
8/17/00	Prior Year Secured Taxes & Penalties #1 Jul	
8/17/00	Supplemental #1 Jul	
9/14/00	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/00	Supplemental #2 Aug	
9/22/00	Unsecured collections at 8/31/00, #1	80% - 85%
10/12/00	Prior Year Secured Taxes & Penalties #3 Sep	
10/20/00	Supplemental #3 Sep	
11/16/00	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/00	Supplemental #4 Oct	
11/29/00	Current secured #1	7% - 10%
12/8/00	Homeowners Property Tax Relief	15%
12/13/00	Current secured #2	14% - 18%
12/14/00	Prior Year Secured Taxes & Penalties #5 Nov	
12/21/00	Current secured #3	20% - 24%
12/21/00	Supplemental #5 Nov	
1/11/01	Homeowners Property Tax Relief	35%
1/11/01	Prior Year Secured Taxes & Penalties #6 Dec	
1/19/01	Supplemental #6 Dec	
1/19/01	Unsecured collections at 12/31/00, #2	5% - 10%
1/26/01	Current secured #4	3% - 6%
2/9/01	State-Assessed Public Utility, #1	49% - 50%
2/15/01	Prior Year Secured Taxes & Penalties #7 Jan	
2/21/01	Supplemental #7 Jan	
3/15/01	Prior Year Secured Taxes & Penalties #8 Feb	
3/23/01	Current secured #5	5% - 7%
3/23/01	Supplemental #8 Feb	
4/12/01	Prior Year Secured Taxes & Penalties #9 Mar	
4/20/01	Current secured #6	25% - 30%
4/20/01	Supplemental #9 Mar	
5/10/01	Homeowners Property Tax Relief	35%
5/17/01	Prior Year Secured Taxes & Penalties #10 Apr	
5/18/01	Current secured #7	3% - 5%
5/18/01	Supplemental #10 Apr	
5/25/01	State-Assessed Public Utility, #2	49% - 50%
6/8/01	Homeowners Property Tax Relief	15%
6/14/01	Prior Year Secured Taxes & Penalties #11 May	
6/22/01	Prior Year Unsecured	
6/22/01	Supplemental #11 May	
6/22/01	Unsecured collections at 5/31/01, Final	3% - 6%
7/19/01	Current secured final for FY00	1% - 3%
7/20/01	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/20/01	Supplemental, FY00 #12 Jun	
7/23/01	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/24/01	Delinquent Supplemental, FY01	

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
May 15, 2001

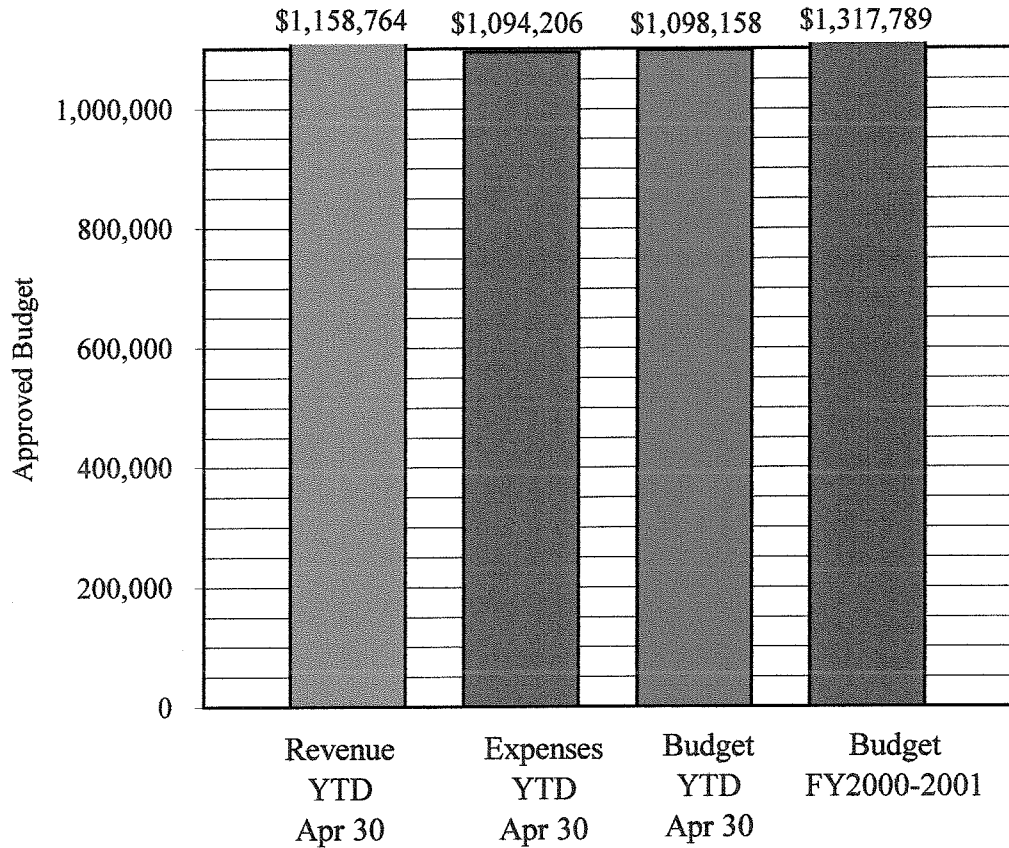
	Fiscal Year 2000-2001						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37
31-Dec-00	88,417.19	9,198.67	56,823.25	259,208.69	8,975.31	422,623.11	163,414.42
31-Jan-01	89,526.99	9,300.58	57,570.97	491,153.97	9,074.74	656,627.25	165,473.28
28-Feb-01	162,088.15	9,299.59	57,564.82	379,847.44	9,073.77	617,873.77	238,026.33
31-Mar-01	162,580.42	9,350.78	57,881.70	347,353.21	9,123.72	586,289.83	238,936.62
30-Apr-01	110,693.74	9,401.52	58,201.45	444,151.50	9,173.91	631,622.12	187,470.62
31-May-01						0.00	0.00
30-Jun-01						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 1999-2000						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
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

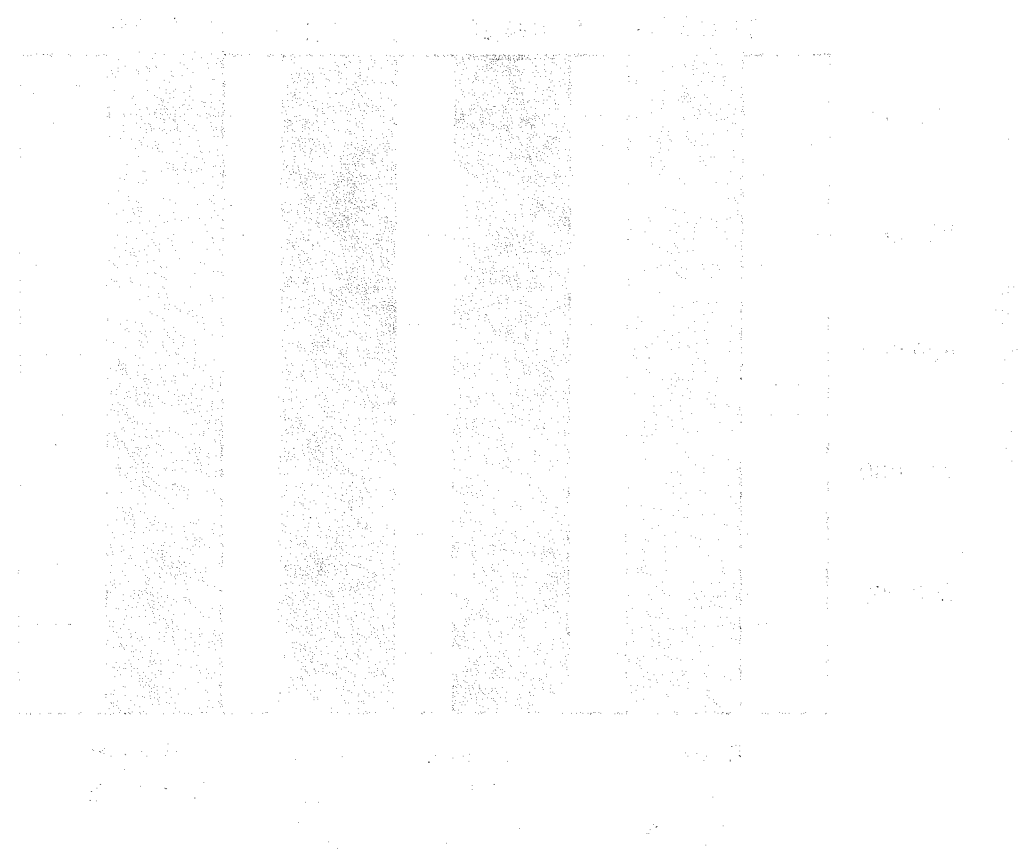
PLACENTIA LIBRARY DISTRICT

Fiscal Year 2000 - 2001

General Fund Cash Flow



EFFECT OF TEMPERATURE ON THE GROWTH OF *ESCHERICHIA COLI* IN A NUTRIENT BROTH



PLACENTIA L. JURY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	792,077.70	733,615.77	216,201.39	193,193.61	87.14%
6210-01	Public Utility	25,000	12,003.37	13,222.58	0.00	0.00	48.01%
6210-04	Teeter Plan - current delinquent	0	12,331.12	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	933,989	816,412.19	746,838.35	216,201.39	193,193.61	87.41%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	50,975.74	48,594.91	0.00	0.00	94.75%
6230-00	Prop. Taxes - Prior Secured	20,000	12,028.08	11,120.83	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	8,812.21	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	20,000	12,028.08	19,933.04	0.00	0.00	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	4,292.00	8,120.00	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	25,000	26,116.08	15,712.00	4,725.85	4,470.27	104.46%
6280-01	Final supplemental for prior years	0	1,592.26	11,331.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	25,000	27,708.34	27,043.60	4,725.85	4,470.27	110.83%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	820.72	719.86	0.00	0.00	102.59%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	267.82	249.47	0.00	0.00	
	TOTAL TAXES	1,044,339	912,504.89	851,499.23	220,927.24	197,663.88	87.38%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % REV BUD
6610-00	Interest	17,500	11,752.22	9,683.02	1,896.07	3,267.06	67.16%
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	17,500	11,752.22	9,683.02	1,896.07	3,267.06	67.16%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,500	8,122.41	8,111.77	0.00	0.00	49.23%
6970-00	State - ILL. & Direct Loan Reimbursement	10,000	8,605.78	7,793.66	0.00	0.00	86.06%
6970-01	State - CA Foundation Funds	88,450	88,826.00	88,458.77	0.00	0.00	100.43%
6970-02	State - CA Literacy Campaign	20,000	18,818.00	10,390.00	0.00	0.00	94.09%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	10,000	25,000.00	6,003.08	0.00	0.00	
6970-05	State - Project Grants	5,000	0.00	10,000.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	20,000	25,238.87	18,180.32	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,450	166,488.65	140,825.83	0.00	0.00	101.86%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	36,814.08	0.00	(45,585.25)	
7670-00	Local Revenue	28,500	20,848.79	23,255.90	2,368.33	2,977.58	73.15%
7670-01	Local Revenue -- Passport	47,500	39,064.15	37,116.65	6,641.50	5,979.00	82.24%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	25,331.38	0.00	0.00	
	TOTAL LOCAL REVENUE	76,000	59,912.94	85,703.93	9,009.83	8,956.58	78.83%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	79.68	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	1,158,781.11	1,132,717.54	231,833.14	164,302.27	87.93%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
0100	Salaries & Wages	592,047	509,986.00	440,808.52	68,310.00	41,894.00	86.14%
0200	Retirement (Social Security & Pension Contribution)	82,885	75,569.18	62,696.45	5,229.00	3,146.00	91.17%
	Health & Life Insurance/Blue Shield CA	36,837	28,348.22	26,163.25	(685.66)	3,359.47	76.96%
	Long Term Disability/CNA	2,960	2,102.31	1,660.35	229.39	182.88	71.02%
	Life Insurance/Fortis & Protective Life	1,950		0.00	84.70	0.00	0.00%
	Vision Service Plan/VSP	2,465	2,290.65	2,002.12	230.74	17.86	92.92%
	Dental/Ameritas	5,474	6,296.10	4,691.20	577.20	528.70	115.01%
0300	Total Employee Insurance	49,686	39,037.28	34,516.92	436.37	4,088.91	78.57%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	4,785.00	2,754.00	0.00	0.00	88.61%
	TOTAL SALARIES & EMPLOYEE BENEFITS	730,018	629,377.46	540,775.89	73,975.37	49,128.91	86.21%
0700-00	Communications - Telephone	2,300	1,721.34	1,671.88	178.21	106.80	74.84%
0700-01	Communications - Modem/Fax	4,400	4,560.63	3,996.43	583.76	482.08	103.65%
0700-02	Communications - Internet/Database	5,000	2,448.41	5,718.62	64.77	338.12	48.97%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	2,154.00	2,217.96	215.00	431.00	76.93%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	320.70	703.82	36.38	20.43	40.09%
	Total Communications	15,300	11,205.08	14,308.71	1,078.12	1,378.43	73.24%
0900-00	Food - General Fund	50	98.46	42.98	43.91	42.98	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	78.10	112.02	12.00	112.02	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	176.56	155.00	55.91	155.00	70.62%
1000-00	Household Expense	4,500	2,299.51	3,124.05	1,306.02	77.10	51.10%
1100-00	Insurance - Liability	5,070	5,068.57	6,945.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	4,117.02	1,963.51	60.00	0.00	137.23%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	6,263.16	9,960.78	0.00	1,059.00	52.19%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy 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 - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,380.18	11,924.29	60.00	1,059.00	69.20%
	HVAC						
	Carpet Cleaning	2,500	1,011.76	2,104.65	0.00	0.00	40.47%
	Groundskeeping, City of Placentia	3,500	0.00	3,073.81	0.00	0.00	0.00%
	Plumbing	30,000	18,990.21	27,834.19	1,814.29	2,301.42	63.30%
	Electrical	1,200	1,798.78	1,270.18	109.34	0.00	149.90%
	Cleaning Service	1,500	1,102.29	15,519.86	0.00	0.00	73.49%
	Locksmith	11,700	9,650.00	9,500.00	950.00	950.00	82.48%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	185.08	2,040.51	0.00	0.00	92.54%
1400-00	Total Maintenance of Building & Grounds	14,800	25,715.54	1,278.50	219.75	138.00	173.75%
		65,400	58,453.66	62,621.70	3,093.38	3,389.42	89.38%
1600-00	Memberships - General Fund	3,400	3,133.00	3,248.50	0.00	54.00	92.15%
1600-07	Memberships - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	355.00	150.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,800	3,488.00	3,398.50	0.00	54.00	91.79%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Prop 10 Families for Literacy 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 - Families for Literacy	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)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
	Library Supplies	10,000	6,865.19	5,151.34	513.62	0.00	68.65%
	Printing	9,500	6,440.14	6,016.15	747.42	0.00	67.79%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	661.92	559.96	37.97	371.50	88.26%
	Paper	1,700	1,469.48	1,552.38	119.33	73.49	86.44%
	Drinking Water Service	300	259.00	225.00	26.00	25.00	86.33%
	Other Office Supplies	6,000	7,170.45	7,477.54	286.15	748.83	119.51%
1800-00	Total Office Supply Expense - General Fund	28,250	22,866.18	20,982.37	1,730.49	1,218.82	80.94%
1800-07	Prop 10 Families for Literacy Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	465.03	784.04	0.00	0.00	
	Publications	0	428.92	874.00	0.00	0.00	
	Paper	50	0.00	50.74	0.00	0.00	
	Other Office Supplies	425	1,862.56	20.49	38.65	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,100	2,756.51	1,729.27	38.65	0.00	88.92%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
	Total Office Expense	32,050	25,622.69	22,711.64	1,769.14	1,218.82	79.95%
1803-00	Postage Expense - General Fund	4,800	1,900.78	4,097.92	505.85	762.24	39.60%
1803-01	Postage Expense - LSCA II Grant	0	250.00	0.00	0.00	0.00	0.00%
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	0.00%
	Total Postage Expense	4,900	2,150.78	4,097.92	505.85	762.24	43.89%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
	Care Resources (Employee Assistance)	420	350.00	315.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	7,500	6,558.01	6,664.78	1,134.48	1,241.29	87.44%
	Anaheim Consortium Automated Library System	45,000	41,395.00	40,584.00	0.00	40,584.00	91.99%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	420	377.10	321.39	37.71	37.71	89.79%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	217.93	1,265.01	(1.57)	68.22	14.53%
	Advertising (Including WEB Site)	2,500	345.80	1,200.00	0.00	0.00	13.83%
	Medical Exams	500	262.50	315.00	0.00	0.00	52.50%
	Collection Services - Accounts Receivable	2,200	1,665.79	1,401.88	87.65	0.00	75.72%
	Audit & Accounting Services	4,000	5,140.00	3,775.00	0.00	0.00	128.50%
	Payroll Preparation	2,750	2,364.55	2,200.12	189.20	275.70	85.98%
	Election Expenses	3,000	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)	7,500	8,603.60	16,914.38	1,492.50	0.00	114.71%
1900-00	Total Specialized Services - General Fund	77,290	67,280.28	74,956.56	2,974.97	42,241.92	87.05%
1900-01	Specialized Services - Partnerships for Change Grant	5,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	200	6,841.60	80.00	1,265.43	0.00	3420.80%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	11,443.58	922.92	7,868.53	482.98	127.15%
	Total Specialized Services	91,490	85,565.46	75,959.48	12,108.93	42,724.90	93.52%
2000-00	Legal Notices - General Fund	500	457.92	0.00	0.00	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	0.00	0.00	91.58%
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)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	70,195.48	91,372.60	9,953.19	11,084.75	64.52%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	105.65	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	74,736.45	55,315.96	23,891.73	12,551.21	49.82%
2400-02	Special Department Expense - Video	0	1,193.41	1,006.05	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	23,500.88	19,109.49	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	6,270.79	19,827.48	0.00	0.00	
2400-05	Special Department Expense - Audio	0	2,776.74	2,132.25	472.90	0.00	
2400-07	Special Department Expense - Prop 10 Families for Literacy Grant	2,000	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	3,300	4,291.77	3,209.67	511.81	1,155.33	130.05%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	112,875.69	100,600.90	24,876.44	13,706.54	72.68%
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	556.73	1,444.56	0.00	0.00	37.12%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	3,299.04	1,692.41	511.94	448.76	109.97%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	581.56	124.00	0.00	0.00	116.31%
2700-03	Transportation/Travel - Meetings, Board Local	500	466.25	237.33	12.00	35.00	93.25%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	375.93	831.29	0.00	507.14	37.59%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	635.00	0.00	635.00	
	Total Transportation/Travel - Meetings	6,800	5,279.51	4,964.59	523.94	1,625.90	77.64%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 15, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 APR 2001	FY1999-2000 APR 2000	FY2000-2001 % EXP BUD
2800-00	Electricity	30,000	31,941.59	35,807.79	2,390.20	2,460.49	106.47%
	Gas	3,500	4,610.08	2,502.66	783.61	20.69	131.72%
	Water	3,750	2,528.75	3,006.37	126.99	131.00	67.43%
	Total Utilities	37,250	39,080.42	41,316.82	3,300.80	2,612.18	104.91%
	TOTAL SUPPLIES & SERVICES	546,410	432,299.51	443,501.71	58,631.72	79,848.28	79.12%
3700-00	Taxes, Assessments (Sales Tax)	3,750	1,160.00	3,652.24	0.00	0.00	30.93%
4000-00	Equipment - General Fund	30,000	28,660.74	16,616.76	2,367.43	0.00	95.54%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	557.59	0.00	0.00	0.00	55.76%
4000-09	Equipment - Families for Literacy	0	0.00	14,436.36	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	31,000	29,218.33	31,053.12	2,367.43	0.00	94.25%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	31,000	29,218.33	31,053.12	2,367.43	0.00	94.25%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	6,611	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,317,789	1,092,055.30	1,018,982.96	134,974.52	128,977.19	82.87%

Placentia Library District
Balance Sheet
As of April 30, 2001

	Apr 30, '01
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,739.61
County Exempt - Savings	3,285.46
General Fund - Checking	5,116.47
General Fund - Savings	8,377.92
Literacy Fund - Savings	5,413.32
Payroll Checking	7,421.46
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)	32,500.00
Payroll Savings (Fees)	2,376.75
Payroll Savings (Int CDs)	3,199.27
Total Checking/Savings	71,430.26
Total Current Assets	71,430.26
TOTAL ASSETS	71,430.26
LIABILITIES & EQUITY	
Equity	
Retained Earnings	13,728.93
Total Capital	67,222.66
Net Income	-9,521.33
Total Equity	71,430.26
TOTAL LIABILITIES & EQUITY	71,430.26

05/10/01

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

April 2001

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Bankcard Deposit	0.00	2,221.08	0.00	0.00	2,221.08
Cash Register - Copy Cards	489.05	0.00	0.00	0.00	489.05
Cash Register - Fines	0.00	2,189.59	0.00	0.00	2,189.59
Cash Register - Lost Items	0.00	152.40	0.00	0.00	152.40
Cash Register - Reserves	0.00	87.00	0.00	0.00	87.00
Interest Inc - CD's	0.00	0.00	0.00	312.61	312.61
Interest Inc - Savings	4.46	12.98	6.89	0.00	24.33
Life Insurance Supplement(EDM)	39.88	0.00	0.00	0.00	39.88
Meeting Room Income	130.00	0.00	0.00	0.00	130.00
Passport Check Reimbursement	5,926.87	0.00	0.00	0.00	5,926.87
Passport Revenue	0.00	7,317.50	0.00	0.00	7,317.50
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	73,539.00	73,539.00
Total Income	6,610.26	11,980.55	6.89	73,851.61	92,449.31
Expense					
Bank Fees	14.00	0.00	0.00	0.00	14.00
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.50	0.00	0.00	0.00	229.50
Debit Card Transfers for Passpo	1,664.65	0.00	0.00	0.00	1,664.65
Debit Card Usage Bank Expense	0.00	61.64	0.00	0.00	61.64
Employee Benefits	0.00	0.00	0.00	2,361.38	2,361.38
Employee Insurance	0.00	0.00	0.00	840.76	840.76
Employer Payroll Taxes	0.00	0.00	0.00	19,308.65	19,308.65
Food	0.00	190.63	0.00	0.00	190.63
Friend's Director's Fund	247.84	0.00	0.00	0.00	247.84
Life Insurance payment	0.00	0.00	0.00	39.88	39.88
Live at the Library Expense	1,110.70	0.00	0.00	0.00	1,110.70
Passport Expenses	3,214.50	0.00	0.00	0.00	3,214.50
Payroll Processing Fees	0.00	0.00	0.00	6.56	6.56
Return Check Item & Fees	0.00	20.00	0.00	0.00	20.00
Salaries	0.00	0.00	0.00	45,741.65	45,741.65
Transfers to County	0.00	9,009.83	0.00	0.00	9,009.83
Transportation & Travel	0.00	385.00	0.00	0.00	385.00
Total Expense	6,927.53	9,667.10	0.00	68,298.88	84,893.51
Net Income	-317.27	2,313.45	6.89	5,552.73	7,555.80

**Placentia Library District
Profit & Loss by Class
July 2000 through April 2001**

05/10/01

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Bankcard Deposit	0.00	8,143.22	0.00	0.00	8,143.22
Cash Register - Audio Visual	0.00	69.00	0.00	0.00	69.00
Cash Register - Copy Cards	3,737.30	4.85	0.00	0.00	3,742.15
Cash Register - Fines	0.00	18,200.61	0.00	0.00	18,200.61
Cash Register - Lost Items	0.00	1,818.50	0.00	0.00	1,818.50
Cash Register - Misc.	0.00	266.10	0.00	0.00	266.10
Cash Register - Reserves	0.00	846.10	0.00	0.00	846.10
Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	5,500.00
Children's Dept Income	35.00	0.00	0.00	0.00	35.00
County Reimbursements	0.00	6,332.05	0.00	0.00	6,332.05
Debit Card Income	618.20	3,446.45	0.00	0.00	4,064.65
Directors Fund (Friends)	816.28	0.00	0.00	0.00	816.28
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	1,714.58	1,714.58
Interest Inc - Savings	48.72	365.93	78.33	0.00	492.98
Life Insurance Supplement(EDM)	418.74	319.04	0.00	0.00	737.78
Live at the Library 2000 Grant	625.00	0.00	0.00	0.00	625.00
Meeting Room Income	2,320.00	30.00	0.00	0.00	2,350.00
Miscellaneous Income	125.27	419.14	0.00	0.00	544.41
Passport Check Reimbursement	25,310.37	110.00	0.00	0.00	25,420.37
Passport Revenue	-30.00	41,171.45	0.00	0.00	41,141.45
Special Grants	0.00	0.00	500.00	0.00	500.00
Staff Appreciation Reimbursement	120.00	0.00	0.00	0.00	120.00
State Library Grants	0.00	30,834.52	0.00	0.00	30,834.52
State Library Reimbursements	0.00	94,159.98	0.00	0.00	94,159.98
State of CA Foundation Funds	0.00	88,826.00	0.00	0.00	88,826.00
Telephone Income	0.00	3.35	0.00	0.00	3.35
Test Proctoring Income	80.00	0.00	0.00	0.00	80.00
Transfer to raise minimum balan	700.00	0.00	0.00	0.00	700.00
Transfers from County	0.00	0.00	0.00	549,106.00	549,106.00
Typewriter Income	0.00	4.00	0.00	0.00	4.00
Total Income	40,424.88	295,370.29	1,578.33	550,820.58	888,194.08
Expense					
Bank Fees	100.50	0.00	0.00	15.15	115.65
Chair Reupholstery Project Exp	5,500.00	0.00	0.00	0.00	5,500.00
Children's Camp Library	435.04	0.00	0.00	0.00	435.04
Children's Storytime (Friends)	18.09	0.00	0.00	0.00	18.09
Children's Summer Reading Prgm	892.36	0.00	0.00	0.00	892.36
Copier Lease Payments	4,246.71	0.00	0.00	0.00	4,246.71
Copier Maintenance Contract	2,512.59	0.00	0.00	0.00	2,512.59
credit card transactions	1,820.50	4,446.94	0.00	0.00	6,267.44
Debit Card Transfers for Passpo	5,054.40	3,155.99	0.00	0.00	8,210.39
Debit Card Usage Bank Expense	37.93	403.75	0.00	0.00	441.68
Employee Benefits	0.00	0.00	0.00	24,015.79	24,015.79
Employee Insurance	0.00	239.70	0.00	8,416.99	8,656.69
Employer Payroll Taxes	0.00	0.00	0.00	159,017.96	159,017.96
Equipment (400)	0.00	624.66	0.00	0.00	624.66
Food	0.00	221.06	0.00	0.00	221.06
Friend's Director's Fund	656.32	0.00	0.00	0.00	656.32
Household Expenses	201.38	222.92	0.00	0.00	424.30
Library Board Expenses	106.00	0.00	0.00	0.00	106.00
Library Materials (books)	0.00	150.00	0.00	0.00	150.00
Life Insurance payment	0.00	0.00	0.00	259.22	259.22
Live at the Library Expense	1,210.70	0.00	0.00	0.00	1,210.70
LVA Expenses	80.00	0.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	70.00
Memberships	0.00	105.00	0.00	0.00	105.00
Miscellaneous	112.93	-17.00	0.00	0.00	95.93
Office Expense	13.00	647.12	0.00	0.00	660.12
Passport Expenses	18,753.25	0.00	0.00	0.00	18,753.25
Payroll Processing Fees	0.00	0.00	0.00	6.56	6.56
Petty Cash Reimbursement	-125.00	0.00	0.00	0.00	-125.00
Postage	1.97	62.47	0.00	0.00	64.44
Printing	0.00	254.29	0.00	0.00	254.29
Prof & Spec Services	0.00	1,059.65	0.00	0.00	1,059.65
Return Check Item & Fees	0.00	123.90	0.00	0.00	123.90
Salaries	0.00	0.00	0.00	372,311.89	372,311.89
Special Dept Expense	0.00	79.93	0.00	0.00	79.93
Staff Appreciation	820.00	0.00	0.00	0.00	820.00
Taxes & Fees (370)	0.00	1,160.00	0.00	0.00	1,160.00
Transfers to County	0.00	274,052.48	0.00	0.00	274,052.48
Transfers to Raise Minimum Bala	700.00	0.00	0.00	0.00	700.00
Transportation & Travel	0.00	3,268.95	0.00	0.00	3,268.95
Tutor Training Expense	0.00	66.10	0.00	0.00	66.10
Vending Machine Supplies	125.27	0.00	0.00	0.00	125.27
Total Expense	43,343.94	290,327.91	0.00	564,043.56	897,715.41
Net Income	-2,919.06	5,042.38	1,578.33	-13,222.98	-9,521.33

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		2,852.02
Cleared Checks and Payments	51 Items	-3,954.29
Cleared Deposits and Other Credits	17 Items	5,816.75
Cleared Balance		4,714.48

Uncleared Transactions

Uncleared Checks and Payments	24 Items	-1,215.00
Uncleared Deposits and Other Credits	6 Items	240.13

New Transactions

Account Balance as of 04/30/2001 (statement closing date)		3,739.61
New Checks and Payments	13 Items	-800.00
New Deposits and Other Credits	5 Items	764.94
Ending Account Balance		3,704.55

Placentia Library District

Register: County Exempt - Checking

From 04/01/2001 through 04/30/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/02/2001			Passport Check Reimb...	Deposit		X	50.00	2,409.90
04/02/2001	2599	Earlene Fowler	Live at the Library Exp...	Speaker Fee A...	800.00	X		1,609.90
04/02/2001	2600	Sam's Club	Live at the Library Exp...	April 2, 2001 ...	137.71	X		1,472.19
04/02/2001	2601	Albertson's	Live at the Library Exp...	April 2, 2001 F...	12.99	X		1,459.20
04/02/2001	2602	Marie Callendars	Live at the Library Exp...	Luncheon Apri...	160.00	X		1,299.20
04/02/2001	2606	Passport Services	Passport Expenses	Eduardo Felix ...	80.00	X		1,219.20
04/03/2001	2607	Passport Services	Passport Expenses	miller	90.00	X		1,129.20
04/03/2001	2608	Passport Services	Passport Expenses	acosta 5-14-70	45.00	X		1,084.20
04/03/2001	2609	Passport Services	Passport Expenses		80.00	X		1,004.20
04/03/2001	2610	Passport Services	Passport Expenses	Darryl G Wals...	160.00	X		844.20
04/03/2001	2611	Passport Services	Passport Expenses	Rebecca Ruth ...	25.00	X		819.20
04/03/2001	2612	Passport Services	Passport Expenses	Rtina Lynn Bac...	90.00	X		729.20
04/04/2001			Passport Check Reimb...	Deposit		X	135.00	864.20
04/04/2001			Passport Check Reimb...	Deposit		X	160.00	1,024.20
04/05/2001	2613	Passport Services	Passport Expenses	Robert Anthon...	25.00	X		999.20
04/05/2001	2614	Passport Services	Passport Expenses	Hans Peter Stei...	45.00	X		954.20
04/08/2001			Passport Check Reimb...	Deposit		X	80.00	1,034.20
04/09/2001			Passport Check Reimb...	Deposit		X	300.00	1,334.20
04/09/2001	2615	Passport Services	Passport Expenses	Patricia Hodso...	114.50	X		1,219.70
04/09/2001	2616	Passport Services	Passport Expenses	Matthew Haldo...	90.00	X		1,129.70
04/09/2001	2617	Passport Services	Passport Expenses	Erica Rose Pet...	25.00	X		1,104.70
04/09/2001	2618	Passport Services	Passport Expenses	Ronald Wilfred...	45.00	X		1,059.70
04/09/2001	2619	Passport Services	Passport Expenses	Tran 9-12-66, ...	140.00	X		919.70
04/09/2001	2620	Passport Services	Passport Expenses		45.00	X		874.70
04/10/2001			Life Insurance Supple...	Deposit		X	19.94	894.64
04/10/2001	2621	Passport Services	Passport Expenses	Maggie Chiang...	25.00	X		869.64
04/10/2001	2622	Passport Services	Passport Expenses	Hess 2-20-51, ...	90.00	X		779.64
04/11/2001			Passport Check Reimb...	Deposit		X	25.00	804.64
04/11/2001			-split-	Deposit		X	2,663.97	3,468.61
04/11/2001	2623	Passport Services	Passport Expenses	James Baily Ea...	45.00	X		3,423.61
04/12/2001			Passport Check Reimb...	Deposit		X	90.00	3,513.61
04/12/2001	2624	Passport Services	Passport Expenses	Paul Fredrick ...	45.00	X		3,468.61
04/12/2001	2625	Passport Services	Passport Expenses	Sylvia Gutierre...	80.00	X		3,388.61
04/12/2001	2626	Passport Services	Passport Expenses	Cheryl Lynn H...	80.00	X		3,308.61
04/12/2001	2627	Passport Services	Passport Expenses	Brian Patrick K...	80.00	X		3,228.61
04/16/2001	2628	Passport Services	Passport Expenses	Keely Mari Gal...	45.00	X		3,183.61
04/17/2001			Passport Check Reimb...	Deposit		X	1,664.65	4,848.26
04/17/2001	2629	Christopher's Flowers	Directors Fund (Friends)	Peggy Burkich	59.13	X		4,789.13
04/17/2001	2630		Directors Fund (Friends)	Guestbook for ...	13.71	X		4,775.42
04/17/2001	2631	Passport Services	Passport Expenses	Christalle Espir...	35.00	X		4,740.42

Placentia Library District

Register: County Exempt - Checking

From 04/01/2001 through 04/30/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/17/2001	2632	Passport Services	Passport Expenses	Brie Taylor Joh...	45.00	X		4,695.42
04/18/2001			Passport Check Reimb...	Deposit		X	45.00	4,740.42
04/19/2001	2635	Passport Services	Passport Expenses	Fatima Garti 9-...	45.00	X		4,695.42
04/19/2001	2636	Passport Services	Passport Expenses	Jeffrey Ryan B...	80.00	X		4,615.42
04/19/2001	2637	Passport Services	Passport Expenses	Robert Anthon...	80.00	X		4,535.42
04/19/2001	2639	Passport Services	Passport Expenses	Angelique Pris...	80.00	X		4,455.42
04/19/2001	2640	Passport Services	Passport Expenses	Eric Christian ...	80.00	X		4,375.42
04/19/2001	2642	Passport Services	Passport Expenses	James Cody St...	45.00	X		4,330.42
04/21/2001	2641	Anita Iceman	Directors Fund (Friends)	Peggy Burkich ...	150.00			4,180.42
04/23/2001			Passport Check Reimb...	Deposit		X	80.00	4,260.42
04/23/2001			Passport Check Reimb...	Deposit		X	96.00	4,356.42
04/23/2001			Life Insurance Supple...	Deposit		X	19.94	4,376.36
04/23/2001	2643	Passport Services	Passport Expenses	Floyd Richard ...	45.00			4,331.36
04/23/2001	2644	Passport Services	Passport Expenses	Ramiro Macias...	45.00			4,286.36
04/23/2001	2645	Passport Services	Passport Expenses	Kim Trung Du ...	80.00	X		4,206.36
04/23/2001	2646	Passport Services	Passport Expenses	Jeffrey Aristide...	80.00	X		4,126.36
04/23/2001	2647	Passport Services	Passport Expenses	Charissa Renae...	45.00			4,081.36
04/24/2001			Passport Check Reimb...	Deposit		X	150.00	4,231.36
04/24/2001	2648	Passport Services	Passport Expenses	Islam Mohama...	25.00			4,206.36
04/24/2001	2650	Passport Services	Passport Expenses	Natalee Lauryl ...	45.00			4,161.36
04/24/2001	2651	Passport Services	Passport Expenses	Theresa Veneg...	45.00			4,116.36
04/24/2001	2652	Passport Services	Passport Expenses	Douglas Antho...	45.00			4,071.36
04/25/2001			Passport Check Reimb...	Deposit		X	212.25	4,283.61
04/25/2001	2653	Passport Services	Passport Expenses	Nancy Julie Ch...	45.00			4,238.61
04/25/2001	2654	Passport Services	Passport Expenses	Amanda Sami ...	25.00			4,213.61
04/25/2001	2655	Passport Services	Passport Expenses	Nashawaty, Ma...	25.00			4,188.61
04/25/2001	2656	Passport Services	Passport Expenses	Ashley Nicole ...	80.00			4,108.61
04/25/2001	2657	Passport Services	Passport Expenses	Maria Eugenia ...	80.00			4,028.61
04/25/2001	2658	Albertson's	Friend's Director's Fund	Director's Fund...	25.00	X		4,003.61
04/25/2001	2659	Passport Services	Passport Expenses	Gunwoo Danie...	25.00			3,978.61
04/25/2001	2660	Passport Services	Passport Expenses	Jonathan Jay K...	45.00			3,933.61
04/26/2001			Passport Check Reimb...	Deposit		X	25.00	3,958.61
04/26/2001	2662	Passport Services	Passport Expenses	Paul Eugene D...	45.00			3,913.61
04/29/2001			Passport Check Reimb...	Deposit			45.00	3,958.61
04/29/2001	2663	Passport Services	Passport Expenses	Michael Dougl...	45.00			3,913.61
04/29/2001	2664	Passport Services	Passport Expenses	Roger John Fat...	80.00			3,833.61
04/29/2001	2665	Passport Services	Passport Expenses	Nathan Isaac Y...	25.00			3,808.61
04/30/2001			Passport Check Reimb...	Deposit			105.00	3,913.61
04/30/2001			Bank Fees	Service Charge	14.00	X		3,899.61
04/30/2001	2666	Passport Services	Passport Expenses	Terry Lane Co...	80.00			3,819.61

Placentia Library District

Register: County Exempt - Checking

From 04/01/2001 through 04/30/2001

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/30/2001	2667	Passport Services	Passport Expenses	Janice Gale Wa...	35.00			3,784.61
04/30/2001	2668	Passport Services	Passport Expenses	Emily Gihan P...	45.00			3,739.61

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		3,317.79
Cleared Checks and Payments	2 Items	-675.84
Cleared Deposits and Other Credits	20 Items	596.86
Cleared Balance		3,238.81

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	2 Items	46.65

New Transactions

Account Balance as of 04/30/2001 (statement closing date)		3,285.46
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	7 Items	227.80
Ending Account Balance		3,513.26

Reconciliation Report

General Fund - Checking account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		6,383.96
Cleared Checks and Payments	9 Items	-3,237.58
Cleared Deposits and Other Credits	16 Items	2,221.08
Cleared Balance		5,367.46

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-340.99
Uncleared Deposits and Other Credits	3 Items	90.00

New Transactions

Account Balance as of 04/30/2001 (statement closing date)		5,116.47
New Checks and Payments	3 Items	-255.23
New Deposits and Other Credits	1 Items	440.60
Ending Account Balance		5,301.84

Placentia Library District

Register: General Fund - Checking
From 04/01/2001 through 04/30/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/02/2001			Bankcard Deposit	Deposit		X	79.40	5,276.71
04/02/2001		Sanwa Bank	Debit Card Usage Ban...		61.64	X		5,215.07
04/04/2001			Bankcard Deposit	Deposit		X	124.40	5,339.47
04/05/2001			Bankcard Deposit	Deposit		X	197.00	5,536.47
04/06/2001			Bankcard Deposit	Deposit		X	56.00	5,592.47
04/09/2001			Bankcard Deposit	Deposit		X	81.10	5,673.57
04/10/2001			Bankcard Deposit	Deposit		X	145.50	5,819.07
04/11/2001			Bankcard Deposit	Deposit		X	182.00	6,001.07
04/16/2001			Bankcard Deposit	Deposit		X	273.80	6,274.87
04/17/2001	4307	Jim Roberts	Food		100.00	X		6,174.87
04/17/2001	4308	Jim Roberts	Food		90.63	X		6,084.24
04/17/2001	4309	PLAcentia Library D...	Debit Card Transfers f...	COE reimburse...	1,664.65	X		4,419.59
04/18/2001			Bankcard Deposit	Deposit		X	61.00	4,480.59
04/19/2001			Bankcard Deposit	Deposit		X	68.80	4,549.39
04/20/2001			Bankcard Deposit	Deposit		X	317.00	4,866.39
04/23/2001			Bankcard Deposit	Deposit		X	45.00	4,911.39
04/24/2001			Bankcard Deposit	Deposit		X	118.68	5,030.07
04/24/2001	4312	City of Santa Fe Spri...	Transportation & Travel	Jim Roberts reg...	330.00	X		4,700.07
04/26/2001			Bankcard Deposit	Deposit		X	218.00	4,918.07
04/27/2001			Bankcard Deposit	Deposit		X	204.60	5,122.67
04/30/2001			Bankcard Deposit	Deposit		X	48.80	5,171.47
04/30/2001	4313	AFP/GLAC	Transportation & Travel	Registration for...	55.00			5,116.47

Reconciliation Report

General Fund - Savings account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		7,648.28
Cleared Checks and Payments	2 Items	-9,029.83
Cleared Deposits and Other Credits	28 Items	8,756.77
Cleared Balance		7,375.22

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	3 Items	1,002.70

New Transactions

Account Balance as of 04/30/2001 (statement closing date)		8,377.92
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	2,666.20
Ending Account Balance		11,044.12

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		5,406.43
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.89
Cleared Balance		5,413.32

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 04/30/2001 (statement closing date)		5,413.32
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,413.32

Reconciliation Report

Payroll Checking account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance		3,987.74
Cleared Checks and Payments	43 Items	-68,952.12
Cleared Deposits and Other Credits	2 Items	73,539.00
Cleared Balance		8,574.62

Uncleared Transactions

Uncleared Checks and Payments	6 Items	-1,153.16
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 04/30/2001 (statement closing date)		7,421.46
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,421.46

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 04/30/2001

Cleared Transactions

Previous Balance			2,886.66
Cleared Checks and Payments	0	Items	0.00
Cleared Deposits and Other Credits	1	Items	312.61
Cleared Balance			3,199.27

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 04/30/2001 (statement closing date)			3,199.27
New Checks and Payments	0	Items	0.00
New Deposits and Other Credits	0	Items	0.00
Ending Account Balance			3,199.27

ACQUISITIONS REPORT FOR THE MONTH OF APRIL 2001
 Prepared by Julie Shock, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,638.56	93	83	0.00	0	0	1,638.56	93	83	38.95	2	2	1,677.51	95	85
Adult Circulating Non-Fiction	12,056.30	508	497	19.90	1	1	12,076.20	509	498	314.92	12	12	12,391.12	521	510
Adult Reference	5,339.93	85	40	0.00	0	0	5,339.93	85	40	0.00	0	0	5,339.93	85	40
Adult Print Collections	1,001.40	4	4	0.00	0	0	1,001.40	4	4	0.00	0	0	1,001.40	4	4
Adult Electronic Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	18,397.63	597	541	19.90	1	1	18,417.53	598	542	314.92	12	12	18,732.45	610	544
TOTAL ADULT PRINT MATERIALS	20,036.19	690	624	19.90	1	1	20,056.09	691	625	353.87	14	14	20,409.96	705	639
Adult Audio/Music	221.46	22	22	0.00	0	0	221.46	22	22	0.00	0	0	221.46	22	22
Adult Audio Books	26.88	0	0	0.00	0	0	26.88	0	0	0.00	0	0	26.88	0	0
Total Adult Audio	248.34	22	22	0.00	0	0	248.34	22	22	0.00	0	0	248.34	22	22
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	248.34	22	22	0.00	0	0	248.34	22	22	0.00	0	0	248.34	22	22
TOTAL ADULT MATERIALS	20,284.53	712	646	19.90	1	1	20,304.43	713	647	353.87	14	14	20,658.30	727	661
Juvenile Fiction	455.00	38	30	0.00	0	0	455.00	38	30	94.00	14	14	549.00	52	44
Juvenile Circulating Non-Fiction	4,374.90	235	216	0.00	0	0	4,374.90	235	216	0.00	0	0	4,374.90	235	216
Juvenile Reference	617.69	5	5	0.00	0	0	617.69	5	5	0.00	0	0	617.69	5	5
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	4,992.59	240	221	0.00	0	0	4,992.59	240	221	0.00	0	0	4,992.59	240	221
TOTAL JUVENILE PRINT MATERIALS	5,447.59	278	251	0.00	0	0	5,447.59	278	251	94.00	14	14	5,541.59	292	265
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	5,447.59	278	251	0.00	0	0	5,447.59	278	251	94.00	14	14	5,541.59	292	265
Total Fiction	2,093.56	131	113	0.00	0	0	2,093.56	131	113	132.95	16	16	2,226.51	147	129
Total Non-Fiction	23,390.22	837	762	19.90	1	1	23,410.12	838	763	314.92	12	12	23,725.04	850	775
Total Audio	248.34	22	22	0.00	0	0	248.34	22	22	0.00	0	0	248.34	22	22
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	25,732.12	990	897	19.90	1	1	25,752.02	991	898	447.87	28	28	26,199.89	1,019	926

OUTSTANDING ORDERS AS OF APRIL 30, 2001

General Fund
 Amount \$24,394.17

Adopt-A-Book
 Amount \$698.18

TOTAL
 Amount \$25,092.35

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Julie Shook, Technical Services Manager
SUBJECT: Collection Agency Report for April 2001
DATE: May 15, 2001

The Collection Agency Report from Unique Management Systems did not arrive in time for inclusion in the Board Agenda Packet.

The Report will be distributed at the Library Board Meeting on May 15, 2001.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: May 15, 2001
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT APRIL, 2001**

SUMMARY OF PRINTER/COPIER ACCOUNTS APRIL, 2001

Beginning Balance 3/31/01 (\$7,487.08)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	489.05	
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 April		446.34
Total Copier Maintenance Payment in April		229.65
Debit Card System Loan Payback		0.00
	489.05	675.99

Ending Balance 4/30/01 (\$7,674.02)

April 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 4/30/01	(8,565.48)
Loan Amount as of 4/30/01 (Literacy Fund)	7,700.00
April Payment (Fund 702)	0.00
April Payment (Literacy Fund)	0.00
Balance 4/30/01	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Placentia Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: May 17, 2001
SUBJECT: GIFT REPORT

The following gifts were received from April 5, 2001 through April 30, 2001.

ADOPT A BOOK DONATIONS

Diane Morgan
 JoAnn Nelson
 John & Nancy Spangler
 Victoria Allec Weselich

TOTAL AAB DONATIONS \$205.00

BOOK ENDOWMENT DONATIONS

*in memory of Bev Johnson

Phyllis Benson	Eunice Megrund
Ruth Cain	Cynthia McClain
Jim & Betty Dalton	Fred & Elizabeth Minter
J.A. & Gulnare Kergel	Sessions Family
Don & Jane Livezey	Charles & Carolyn Sylvia
Pat Irot	Alice Wheeler
Janet Irvin	Theresa D. Wielenga
William Johnson	

*in memory of Peggy Burkich

Hermelinda B. Andrade	Barbara Pomykata
Troy & Edana Beck	Renee Scott
Shannon Dailey	Gordon & Dixie Shaw
Polly Gast	Nancy Schmoldt
Nita Godwin	David & Kay Schneider
Margaret Horrocks	Jeanette Schwartzkopf
Bill & Mary Ellen Jackson	Ralph & Pat Shook
Jean Lasley	Swan Sie
Nancy Lone	Barbara Sineri
Kathy McKnight	Allan & Sandra Stark
Larry & Pat Mercier	Al & Mary Strazdas
John & Shirley Mignot	Peggy Vincent
Fred & Elizabeth Minter	Jim & Virginia Walker
Charles & Claire Myers	Ed & Velda Wittstock
Leonora Pierotti	Hugh & Gae Wood

TOTAL BE DONATIONS \$3,390.00

IN KIND DONATIONS

Omnigrafix (Bill & Jill Dale)

TOTAL ALL DONATIONS \$3,657.53

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: May 15, 2001

SUBJECT: BUILDING MAINTENANCE REPORT FOR APRIL, 2001

1. **Roofing** - The roof project is complete. Invoice for work performed was submitted for payment at the April Regular Board Meeting.
2. **Plumbing** – Manwill Plumbing Co. repaired the women’s public restroom toilet.
3. **History Room** – Additional shelving was installed by McMurray & Stern Inc. The Invoice for work performed has not been received as of April 30, 2001.

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 15, 2001
SUBJECT: PERSONNEL REPORT FOR APRIL, 2001

RESIGNATIONS:

Peggy D. Burkich, Library Assistant/Circulation Supervisor, Effective Apr 17, 2001.

APPOINTMENTS:

None

OPEN POSITIONS:

Library Assistant/Circulation Supervisor (F/T)

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director
 FROM: ^{CW} Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of April 2001

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY00/01 April	FY00/01 YTD	Starting	Cumulative
Andrade, Linda	2.00	73.50	Sep-95	523.00
Backes, Theresa	0.00	36.50	6/98	192.50
Boelman, Marge	10.75	10.75	Apr-01	10.75
Botha, Jill	5.00	5.00	Apr-01	5.00
Chou, Tzu-Shiu	0.00	3.00	Feb-00	33.50
Clugston, Patricia	8.75	74.00	6/98	203.50
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	24.00	121.50	8/98	524.25
Fioroni, Pete	4.00	37.00	3/97	219.00
Fioroni, Ruth	4.00	37.00	3/97	159.00
Fitzgerald, Joan	15.00	117.00	10/93	1,928.75
Godwin, Nita	10.00	76.00	2/96	305.25
Hemmerling, Barbara	11.25	89.50	9/95	405.50
Hochman, Sue	2.50	22.25	1/98	208.00
Horrocks, Marjorie	2.00	30.00	10/95	265.00
Hyams, Rose	9.00	101.50	7/98	461.75
Irot, Pat	80.50	328.75	2/96	1,822.50
Jertberg, Pat	4.00	96.25	4/98	528.00
Livezey, Jane	9.00	85.25	4/96	519.25
Lord, Audrey	0.00	97.50	Jul-00	97.50
Mignot, Shirley	6.25	53.25	9/95	472.00
Myers, Claire	9.50	126.00	10/95	963.00
Olson, Bob	6.00	36.00	9/95	337.00
Pence, Carol	0.00	2.25	Nov-00	2.25
Pence, Thomas	6.00	48.00	1/99	156.75
Project Independence	60.00	343.00		850.50
Rodriguez, Carmen	2.00	53.00	2/00	78.00
Salem, Rose	6.00	40.25	Oct-00	40.25
Schlichter, Allan	10.00	80.00	10/93	764.50
Schwartzkopf, Jan	0.00	4.00	Mar-01	692.50
Schmidt, Marie	1.50	105.50	4/98	464.50
Shaw, Dixie	0.50	15.50	5/94	177.00
Tapia, Jerry	0.00	8.50	10/1	8.50
Vaughn, Judy	3.50	54.00	8/99	123.75
Walker, Virginia	0.00	11.00	3/1	122.50
Wymer, Betty	17.25	107.75	1/96	690.75
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Prog	0.00	25.00		6,727.75
TOTAL	330.25	2,557.25		22,300.50

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY00/01			FY00/01	
	April	YTD		April	YTD
Aaron, Darryl	0.00	7.75	Montes, Eric	0.00	16.00
Arellano, Jonathan	0.00	3.00	Moya, David	0.00	2.00
Barrera, Karen	0.00	5.00	McCustian, Nicole	0.00	15.00
Blanco, Nelson	0.00	59.00	Muranaha, Amber	0.00	14.50
Bone, Shawnda	0.00	20.25	Murphy, Jimmy	0.00	6.50
Carey, Kim	0.00	8.00	Nguyen, Don	0.00	54.00
Chan, Stephanie	0.00	19.00	Nguyen, Paul	0.00	32.00
Chavez, Alfredo	6.00	22.50	Noble, Luciano	0.00	34.00
Choi, Nathan	0.00	14.50	Nwanezi, Ama	0.00	21.00
Cohen, Darleen	0.00	15.75	Oswal, Alok	0.00	80.25
Cohma, Milessa	3.00	16.25	Padilla, Eric	0.00	5.00
Cravotta, Brian	0.00	32.00	Patel, Bhavik	0.00	18.50
Davis, Ken	0.00	5.75	Piha, Richard	3.00	7.50
De Hart, Desiree	0.00	16.75	Pineda, Juanita	0.00	5.00
Dhupar, Pooja	21.50	21.50	Plinski, Sara	0.00	18.00
Fartash, Arian	0.00	7.75	Rabadan, Jessica	0.00	11.50
Flores, Norma	0.00	2.00	Ramani, Rupal	0.00	8.50
Garcia, Elizabeth	0.00	15.75	Robinson, Shawn	0.00	16.00
Gupta, Sameer	0.00	13.00	Rorex, Jamie	2.25	27.25
Harnett, Tom	0.00	2.50	Ruffin, Marlena	0.00	2.00
Harris, Jennifer	0.00	3.75	Runyon, Beth	0.00	7.50
Hernandez, Mia	0.00	23.75	Serrano, Celine	0.00	5.00
Hernandez, Ricardo	0.00	14.00	Shah, Hardik	3.25	21.00
Herzog, Einav	3.00	13.00	Shah, Soham	0.00	20.25
Ho, Evelyn	0.00	47.50	Sobien, Lisa	0.00	36.00
Ho, Irene	0.00	2.25	Stark, Jaine	9.00	9.00
Hung, Yang	3.00	33.00	Tapia, Mark	0.00	12.50
Keezer, Linda	5.00	5.00	Temple, Joerg Ryan	4.00	4.00
Lam, Phung	2.00	14.00	Vasquez, Joel	3.00	11.50
Laub, Jennifer	0.00	1.00	Vera, Andrew	35.00	40.00
Lee, Jaclyn	0.00	32.25	Vidhyarkorn, Tammy	0.00	14.50
Lee, James	0.00	9.50	Vu, Elizabeth	0.00	29.00
Lim, Michelle	0.00	4.25	Vue, Kia	0.00	5.00
Lin, Cheng	1.50	33.50	Waller, Jennifer	0.00	27.75
Manzo, Robert	2.50	2.50	Walsh, Cheyanne	0.00	3.00
Maru, Sid	0.00	23.50	Yada, Julie	3.00	13.25
Matta, Manal	3.00	35.50	Zhou, Charles	0.00	15.75
Miller, Jon	14.00	22.75			
<hr/>			<hr/>		
TOTAL	64.50	621.25	TOTAL	62.50	636.50
TOTAL Library Volunteer Hours		457.25			
TOTAL Literacy Volunteer Hours		656.00			
TOTAL VOLUNTEERS HOURS		1,113.25			

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		
	FY98/99	FY99/00	FY00/01	FY98/99	FY99/00	FY00/01
July	929.00	601.25	562.00	449.00	222.00	658.00
August	919.25	885.00	563.25	427.00	202.00	662.00
September	531.75	471.25	248.00	261.00	220.00	581.00
October	497.00	490.00	385.00	332.00	458.50	614.00
November	443.75	368.00	369.25	345.00	425.00	685.50
December	312.25	330.50	205.25	179.00	178.00	564.00
January	413.75	397.00	387.25	242.00	142.00	797.00
February	372.00	598.25	376.75	504.00	530.00	617.00
March	478.75	616.25	377.25	347.00	595.00	622.50
April	601.75	610.75	457.25	265.00	632.00	656.00
May	423.25	921.50		346.00	805.00	
June	543.25	608.25		283.00	709.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY00/01 April	FY00/01 YTD	Cumulative		FY00/01 April	FY00/01 YTD	Cumulative
Agrazsanchez, Rafael	-	15.00	30.00	Kulsum, Khako	-	18.00	18.00
Aiama, Antara	-	43.00	43.00	Kumagai, Regina	14.00	153.00	249.00
Aicantara, Carmelita	17.00	116.00	116.00	Lagow, Cassie	6.00	42.00	42.00
Anderson, Susan	3.00	36.00	36.00	Larson, Li	-	71.00	71.00
Andreyeva, Anna A.	7.00	46.00	46.00	Lee, Anyika	4.00	40.00	40.00
Barrera, Karen	5.00	67.00	67.00	Leslie, Sandra	4.00	16.00	16.00
Bauernfiend, Ida	10.00	92.00	92.00	Li, Stephanie	3.00	46.00	46.00
Belsher, Kristin	14.00	77.00	77.00	Licari, Lynne	6.00	22.00	22.00
Bereiter, Gretchen	4.00	52.00	93.00	Liou, Betty	14.00	14.00	14.00
Blanco, Ramon	-	42.00	42.00	Madurang, Rizza	-	6.00	6.00
Bolkovatz, Alta	6.00	49.00	49.00	Malle, Patty	6.00	69.00	69.00
Brufuh, Faley	3.00	3.00	3.00	Martlaro, Diane	4.00	32.00	32.00
Bryan, Danny	6.00	23.00	23.00	McCartney, Shannon	4.00	34.00	34.00
Bryan, Jennyfer	6.00	24.00	24.00	McMahon, Kelly	6.00	42.00	42.00
Cacho, Rosario	-	6.00	6.00	Medland, Karen	4.00	16.00	16.00
Cantwell, Kenneth	23.00	229.00	330.00	Merias, Aaron	6.00	18.00	18.00
Carlson, Grace	6.00	59.00	59.00	Meza, Jack	8.00	8.00	8.00
Cassidy, Meghan	-	10.00	10.00	Mitchell, Cheryl	6.00	54.00	218.00
Chakraborty, Sujata	-	18.50	18.50	Mohan, Kshema	3.00	44.00	44.00
Chamatouch, Nattanai	16.00	28.00	28.00	Moore, Kim	6.00	51.00	132.00
Chen, April	3.00	36.00	36.00	Moyer, Disa	6.00	60.00	118.00
Cheng, Huichin	-	12.00	12.00	Murray, Edward	3.00	45.00	45.00
Coffee, Nancy	-	60.00	180.00	Ngo, Sandy	8.00	12.00	18.00
Colenso, Bill	6.00	39.00	39.00	Nguyen, Anthony	-	36.00	36.00
Counts, Courtney	-	18.00	18.00	Ornstein, Mary	-	30.00	288.50
Croom, Carolyn	5.00	59.00	179.00	Ozsuath, Geoff	-	18.00	94.00
Del Angel, Laura	-	55.00	68.00	Patel, Deepa	3.00	61.00	61.00
Duffie, Pat	14.00	96.00	96.00	Paulson, Valerie	8.00	76.00	421.00
Dunlop, Mary	-	30.00	30.00	Pham, An	2.00	22.00	22.00
Eckert, Thomas	12.00	142.00	289.00	Pham, Nhu	3.00	21.00	21.00
Ekelund, Lysie	-	40.00	40.00	Pham, Thuy	3.00	25.00	25.00
Elinsky, Janet	12.00	132.00	132.00	Piatt, April	-	12.00	12.00
Espinoza, Adriana	4.00	4.00	4.00	Pineda, Juanita	2.00	4.00	7.00
Falcon, Maria	6.00	6.00	6.00	Reyes, Mary Lou	-	34.00	87.00
Fartash, Arian	6.00	111.00	111.00	Risso, Edith	6.00	70.00	96.00
Favaro, Lee	6.00	72.00	106.00	Rodriguez, Carmen	4.00	47.00	75.00
Fenwick, Randy	-	87.00	87.00	Roth, Howard	6.00	36.00	36.00
French, Susan	5.00	35.00	35.00	Rowe, Edana	6.00	66.00	66.00
Fukuda, Lynn	-	84.00	84.00	San Jose, Elaine	-	15.00	15.00
Fuller, Janice	3.00	35.00	44.00	Sanchez, Margo	6.00	72.00	134.00
Gast, Polly	30.00	301.00	728.00	Sciaini, Matthew	4.00	28.00	28.00
Ghosh, Deepa	-	40.50	40.50	Shah, Krishna	6.00	42.00	42.00
Goebel, Trang	6.00	51.00	51.00	Shepherd, Kathy	6.00	47.00	47.00
Gonzalez, Ariel	-	12.00	12.00	Skimizu, Ken	8.00	72.00	72.00
Gonzalez, Lizeth	4.00	57.00	57.00	Skinner, Courtney	-	30.00	30.00
Gonzalez, Veronica	4.00	35.00	35.00	Smith, Charlene	4.00	20.00	20.00
Goodfriend, Louise	6.00	49.00	169.00	Smith, Jeff	-	4.00	4.00
Goodman, Dale	31.00	382.00	1,433.00	Stalnaker, Linda	6.00	60.00	155.00
Graves, David	6.00	42.00	42.00	Stichter, Julie	4.00	34.00	34.00
Gwatney, Aimee	-	45.50	130.50	Tellez, Martha	24.00	24.00	24.00
Harzett, Sheila	11.00	11.00	11.00	Tooley Marita	6.00	65.00	74.00
Hawk, John	6.00	80.00	80.00	Van Zee, Karin	-	94.00	120.00
Heer, Kim	4.00	57.00	57.00	Vert, Joann	-	24.00	24.00
Hernandez, Rosy	6.00	62.00	184.00	Vu, Elizabeth	10.00	34.00	34.00
Hutton, Katherine (Kate)	6.00	68.00	72.00	Vue, Kia	3.00	26.00	26.00
Isaia, Monte	3.00	27.00	27.00	Vukovich, Ruthrup	9.00	9.00	9.00
Johnson, Nicole	5.00	48.00	48.00	Westfall, Carolyn	8.00	52.00	52.00
Karbaum, Isabel	-	24.00	24.00	Wiegman, Karin	6.00	60.00	60.00
Keller, Christina	8.00	73.00	73.00	Wilburn, Anthony J	-	2.00	2.00
Khuu, Michelle	6.00	42.00	42.00	Zamora, Mary	12.00	60.00	60.00
Kramer, Bill	14.00	154.00	154.00	Zaharoapouos, Jennie	4.00	10.00	10.00
Krause, Matt	6.00	53.00	53.00				
Total	370.00	3,902.50	6,311.50	Total	286.00	2,327.00	3,713.50

Placentia Library District
Circulation Report
MAY 15, 2001

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 APRIL 01	FY99-00 APRIL 00
1st Time Checkouts	115,086	119,183	-3.44%	12,569	12,513
Phone Renewals	17,735	17,779	-0.25%	2,023	2,150
In-Building Renewals	4,176	3,969	5.22%	494	395
Total Renewals	21,911	21,748	0.75%	2,517	2,545
TOTAL CHECKOUTS	136,997	140,931	-2.79%	15,086	15,058
On-Time Checkins	110,972	114,272	-2.89%	11,929	12,547
Late Checkins	21,930	21,129	3.79%	2,753	2,562
TOTAL CHECKINS	132,902	135,401	-1.85%	14,682	15,109
Holds Placed	2,522	2,673	-5.65%	240	241
Holds Cancelled	497	534	-6.93%	43	57
Holds Filled	2,557	2,562	-0.20%	236	227
Holds Expired	28	18	55.56%	2	2
Overdue Items	8,568	8,255	3.79%	1,225	1,059
Overdue Notices	3,741	3,632	3.00%	533	446
Billing Notices	3,848	4,163	-7.57%	533	505
Patrons Registered	2,742	2,916	-5.97%	377	261
Titles Added	11,328	8,443	34.17%	743	1,232
Volumes Added	13,402	15,319	-12.51%	804	1,936
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	55,144	58,194	-5.24%	6,187	6,503
Juvenile Print	66,318	69,174	-4.13%	7,080	7,424
Total Print	121,462	127,368	-4.64%	13,267	13,927
Audio	5,625	4,823	16.63%	628	497
Visual	8,032	4,823	66.54%	471	427
Equipment	0	0	100.00%	0	0
Total Audio Visual	13,657	9,646	41.58%	1,099	924
TOTAL CIRCULATION	135,119	137,014	-1.38%	14,366	14,851
Placentia Circulation	85,636	88,542	-3.28%	9,208	9,273
% Placentia Circulation	63.38%	64.62%	-1.93%	64.10%	62.44%
Anaheim/Yorba Linda Circulation	26,248	27,267	-3.74%	3,038	2,895
% Anaheim/Yorba Linda Circulation	19.43%	19.90%	-2.39%	21.15%	19.49%
TYPES OF ACTIVE BORROWERS					
Adult	89,911	90,927	-1.12%	9,569	10,265
Young Adult	3,928	3,945	-0.43%	394	481
Juvenile	31,325	33,688	-7.01%	3,506	3,350
New Borrower	10,307	10,607	-2.83%	1,442	962
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	135,471	139,167	-2.66%	14,911	15,058
TOTAL REGISTERED BORROWERS	16,243	27,447	-40.82% *	16,243	27,447
ATTENDANCE	275,051	343,620	-19.95%	31,784	30,387
Adult Reference - In Building	11,952	7,996	49.47%	1,374	976
Adult Reference - Telephone	2,551	1,680	51.85%	142	175
Children's Reference - In Building	7,197	5,792	24.26%	792	455
Children's Reference - Telephone	250	295	-15.25%	25	32
Total Adult Reference	14,503	9,676	49.89%	1,516	1,151
Total Children's Reference	7,447	6,087	22.34%	817	487
Total In Building Reference	19,149	13,788	38.88%	2,166	1,431
Total Telephone Reference	2,801	1,975	41.82%	167	207
TOTAL REFERENCE	21,950	15,763	39.25%	2,333	1,638

* There was a major patron purge in April in preparation for the data migration to the new automation system

CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00	4/26/00	2,272.78	1,727.84	608.66	107.50			4,716.78
Apr-00	5/24/00	2,534.75	863.92	611.89	107.50			4,118.06
May-00	7/10/00	2,917.34	1,908.21	608.66	107.50			5,541.71
Jun-00	8/7/00	3,871.11	0.00	607.66	107.50			4,586.27
TOTAL		38,553.68	10,425.10	9,471.70	2,109.56	0.00	0.00	60,560.04
AVG		3,212.81	868.76	789.31	175.80			5,046.67

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01								0.00
May-01								0.00
Jun-01								0.00
TOTAL		27,750.99	9,654.36	5,830.08	2,110.00	0.00	0.00	45,345.43
AVG		3,083.44	1,072.71	647.79	234.44			5,038.38

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00	976.84	234.00	4.48	1,215.32	607.66
TOTAL	15,757.92	3,069.00	125.46	18,952.38	9,476.19
AVG	1,313.16	255.75	10.46	1,579.37	789.68

TOTAL DOLLARS SPENT

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01				0.00	0.00
May-01				0.00	0.00
Jun-01				0.00	0.00
TOTAL	9,482.46	2,076.00	101.68	11,660.14	5,830.07
AVG	1,053.61	230.67	11.30	1,295.57	647.79

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00	232.62	249.68	59.18	0.00	435.36	976.84
Apr-00	232.62	249.68	59.18	0.00	435.36	976.84
May-00	232.62	249.68	59.18	0.00	435.36	976.84
Jun-00	232.62	249.68	59.18	0.00	435.36	976.84
TOTAL	3,274.62	3,497.94	698.76	0.00	8,277.54	15,748.86
AVG	272.89	291.50	58.23	0.00	689.80	1,312.41

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01	232.62	249.68	59.18	0.00	435.36	976.84
Feb-01	310.16	249.68	59.18	0.00	435.36	1,054.38
Mar-01	282.16	283.40	59.86	0.00	809.70	1,435.12
Apr-01						0.00
May-01						0.00
Jun-01						0.00
TOTAL	2,375.74	2,280.84	533.30	0.00	4,292.58	9,482.46
AVG	263.97	253.43	59.26	0.00	476.95	1,053.61

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
Jul-99	8.00	10.00	2.00	0.00		30.00	50.00
Aug-99	8.00	10.00	2.00	0.00		30.00	50.00
Sep-99	8.00	10.00	2.00	0.00		30.00	50.00
Oct-99	8.00	10.00	2.00	0.00		30.00	50.00
Nov-99	8.00	10.00	2.00	0.00		30.00	50.00
Dec-99	8.00	12.00	2.00	0.00		36.00	58.00
Jan-00	8.00	12.00	2.00	0.00		36.00	58.00
Feb-00	6.00	8.00	2.00	0.00		24.00	40.00
Mar-00	6.00	8.00	2.00	0.00		16.00	32.00
Apr-00	6.00	8.00	2.00	0.00		16.00	32.00
May-00	6.00	8.00	2.00	0.00		16.00	32.00
Jun-00	6.00	8.00	2.00	0.00		16.00	32.00
TOTAL	86.00	114.00	24.00	0.00		310.00	534.00
AVG	7.17	9.50	2.00	0.00		25.83	44.50

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-00	6.00	8.00	2.00	0.00		16.00	32.00
Aug-00	6.00	8.00	2.00	0.00		16.00	32.00
Sep-00	6.00	8.00	2.00	0.00		16.00	32.00
Oct-00	6.00	8.00	2.00	0.00		16.00	32.00
Nov-00	8.00	8.00	2.00	0.00		16.00	34.00
Dec-00	8.00	8.00	2.00	0.00		16.00	34.00
Jan-01	6.00	8.00	2.00	0.00		16.00	32.00
Feb-01	8.00	8.00	2.00	0.00		16.00	34.00
Mar-01	8.00	10.00	2.00	0.00		20.00	40.00
Apr-01							0.00
May-01							0.00
Jun-01							0.00
TOTAL	62.00	74.00	18.00	0.00		148.00	302.00
AVG	6.89	8.22	2.00	0.00		16.44	33.56

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Status Report on the Placentia History Room Project with the City of Placentia

DATE: May 15, 2001

Kelly Maddock, Placentia Glass, has examined the exhibit cases and will be preparing the glass doors for the upper display cabinets and the new exhibit case. Some preparation work will need to be done by the carpenter.

PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92870

THURSDAY, MAY 10, 2001

8:00 A.M.

Community Meeting Room

AGENDA

CALL TO ORDER: President Castner

ROLL CALL: Lee Castner, Commissioner
Chris Lowe, Commissioner
Al Shkoler, Commissioner
Constance Underhill, Commissioner
Gaeten Wood, Commissioner

Carolyn Davis, City Treasurer
Robert D'Amato, City Administrator
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Chris Becker, Director of Public Works

ORAL COMMUNICATIONS: At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.


MINUTES OF PREVIOUS MEETING: Minutes of the March 26, 2001 meeting.

OLD BUSINESS: Civic Center renovation projects
• Monument sign – design and cost
• Bid for painting of building

NEW BUSINESS: Approve financing proposals. Recommendation to be presented at meeting.

ADJOURNMENT:

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the May 10, 2001 meeting of the Placentia Civic Center Authority was posted on May 5, 2001.


Steven L. Brisco
Secretary

**MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION**

March 26, 2001 – 4:30 p.m.
Community Meeting Room

The meeting of the Placentia Civic Center Authority Commission was called to order at 4:33 p.m. by Commissioner Castner.

ROLL CALL:

Present: Lee Castner, Commissioner
Chris Lowe, Commissioner
Constance Underhill, Commissioner
Gaeten Wood, Commissioner
Al Shkoler, Commissioner

Others Present: Robert D'Amato, City Administrator
Carolyn Davis, City Treasurer
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Geoff Cobbett, Public Works Superintendent

ORAL COMMUNICATION:

ROLL CALL:
None.

OLD BUSINESS:

City Administrator presented several drawings of the proposed modifications to the Civic Center and he discussed in detail each proposed change. Following actions were taken:

Motion by Commissioner Underhill, seconded by Commissioner Castner, and approved by unanimous vote, to proceed with the design of the monument sign. It was recommended that both City Hall and Library addresses be on the sign. A report on the design and cost will be presented at the next meeting.

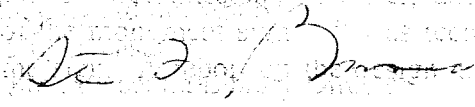
Motion by Underhill, seconded by Commissioner Wood, and approved by unanimous vote, to remove two of the water fountains and refurbish the water tower fountain.

Motion made by Commissioner Wood, seconded by Commissioner Lowe, and approved by unanimous vote, to approve the recommended new colors (teal, beige/tan and brown) to paint the Civic Center buildings. The painting of buildings will go out to bid and bid selection and cost will be discussed at next meeting.

ADJOURNMENT:

The meeting was adjourned at 5:25 p.m.

Motion by Underhill, seconded by Commissioner Wood, and approved by unanimous vote, to proceed with the design of the monument sign. It was recommended that both City Hall and Library addresses be on the sign. A report on the design and cost will be presented at the next meeting.


Steven L. Brisco, Secretary

Motion by Underhill, seconded by Commissioner Wood, and approved by unanimous vote, to remove two of the water fountains and refurbish the water tower fountain.

MEMORANDUM

City of Placentia

TO: MEMBERS OF THE PLACENTIA CIVIC CENTER AUTHORITY

FROM: PUBLIC WORKS DEPARTMENT

DATE: MAY 1, 2001

SUBJECT: CONTRACT AWARDS FOR CIVIC CENTER REPAIR AND REHABILITATION PROJECT

INTRODUCTION:

Over the last several months, the Civic Center Authority has met to discuss the scope of work, cost and financing plans to implement the above-referenced project. Now that the financing decisions have been made, it is time to implement the early phase project elements, outlined below.

DISCUSSION:

Expedited Bidding:

We can quickly move forward on several project elements and take full advantage of the good weather season. Other project elements will require architectural and engineering services and the preparation of plans and bid documents for formalized bidding.

It is recommended that the Authority Board direct staff to seek cost proposals for expediting the award of contracts for the following items:

1. Facia and arbor/trellis, damaged wood replacement and termite work.

Not to Exceed Cost: \$15,000.00

2. Exterior staining and painting of all trim, arbor/trellis including full preparation, power washing. Includes painting of all soffits and walls and gates (P.D. area), and one gazebo. Since new colors are lighter, two to three coats of stain will be needed.

Not to Exceed Cost: \$40,000.00

3. Demolition of old monument sign on corner of Chapman/Kraemer. Includes haul away.

Not to Exceed Cost: \$ 4,000.00

MEMBERS OF THE PLACENTIA CIVIC CENTER AUTHORITY
MAY 1, 2001
PAGE TWO

4. Landscape/Irrigation Improvements on Chapman/Kraemer corner per plans for new monument sign.

Not to Exceed Cost: \$25,000.00

Staff will solicit bids/proposals from at least three (3) contractors for each of the above tasks, provided that costs for each task are within the established project budget (not to exceed amount). The Board can give staff authority to enter into a purchase order for the task. Alternatively, we can bring each cost proposal back to the Board for decision, but this is not recommended as it will add time to the process.

Professional Services:

Architectural and Landscape Architectural Services for the preliminary project phase were completed by Robert Borders and Associates. The Borders team has proven to be very well qualified to fulfill the Authority's unique needs for this project. Additionally, this architectural firm has extensive knowledge of the Civic Center structures and grounds from several previous City projects. This advantage will save time and budget money. Staff has negotiated a scope of work and associated fees for this work element (copy attached) and recommends the Board enter into a contract with Robert Borders and Associates. The proposal fees are within the industry standard for this type of project, which range from 10-12 percent.

City Hall/Police Department Needs Assessment/Space Planning:

This item is exclusively a City cost work element. Last year, the City conducted a staff level preliminary needs assessment for the future space planning of City Hall and the Police Department. The building space requirements for each department have changed over the years. The assessment will involve a bottoms-up planning approach to solicit input from all the building users. Ultimately, a master space plan will be prepared that will identify future specific improvement or remodel projects that can be programmed and matched to capital project cash flows.

Robert Borders and Associates specializes in the space planning, remodel and construction of government and commercial offices. Last year, Borders completed the updating of the City Hall and Police facilities interior floor plan layouts (to reflect existing conditions). It is recommended that the Board enter into a contract with Borders to complete this much-needed assessment. This firm's working knowledge of our facilities makes them very qualified for this task.

MEMBERS OF THE PLACENTIA CIVIC CENTER AUTHORITY
MAY 1, 2001
PAGE THREE

The project will also include disabled access review. A budget of \$25,000.00 was established for this work element and the proposal of \$18,510.00 is very competitive.

RECOMMENDATION:

It is recommended that the Civic Center Authority Board take the following actions:

1. Direct Staff to seek three (3) proposals for each of the following tasks:
 - a. The replacement of damaged wood and termite services for the facias and arbor/trellis areas
 - b. The exterior preparation and painting/staining of all trim, soffits, walls, gates, and one gazebo
 - c. The demolition and haul away of the corner monument sign
 - d. The landscape and irrigation improvements on Chapman Avenue and Kraemer Boulevard
2. If bids for the above tasks are within the established project budget, direct Staff to complete a purchase order for each of the above, naming the lowest responsible bidder for each task, and proceed with the start of work.
3. Approve a contract for architectural services for the construction documents phase with Robert Borders and Associates in the amount of \$45,050.00, plus reimbursables.
4. Approve a contract for architectural services for the City Hall and Police Facilities needs assessment and space planning with Robert Borders and Associates in the amount of \$18,510.00, plus reimbursables.

Submitted by:



Christopher Becker
Department of Public Works

CB/sr

Attachment: As stated

cc: Director of Finance

**FAMILIES FOR LITERACY
GRANT PROPOSAL
FISCAL YEAR 2001/2002**

I. RATIONALE & INTEGRATION:

The Placentia Library Literacy Service (PLLS) is a charter member of the California Library Literacy Campaign and has been providing literacy services to the City of Placentia and several adjacent cities for more than twenty (20) years. PLLS was established as a member of the California Library Literacy Campaign in 1984 as an adult literacy provider and has been a library service and an integral part of the Placentia Library District over those same years. PLLS added a Families for Literacy (FFL) component in 1990 and provided FFL services until 1996 when budget and personnel cuts forced the library to eliminate the program. We added our current FFL component in FY 2000-01. In addition the Families Program, PLLS has one-to-one adult tutoring and an English speaking conversation group that concentrates on reading, writing, and communications skills.

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

II. POPULATION TO BE SERVED:

The City of Placentia is a city of approximately 50,000 residents and is located in northern Orange County. Fullerton (population 125,000) borders the city to the west, to the north and east by Yorba Linda (population 59,000), and to the south by Anaheim (population 328,000). Placentia is an ethnically diverse community with more than 31 percent of its population Hispanic and 11 percent Asian Pacific Islanders. Anaheim, Fullerton, and Yorba Linda have similar ethnic diversity. Placentia is part of a tri-city on line library automation system with Anaheim and Yorba Linda. The only other city in north Orange County that has a California Library Literacy Campaign literacy program is

Consequently, the Placentia Library District population service area exceeds 500,000. Placentia has over 10 percent of its population below the poverty level. Many of the learners in the PLLS live below the poverty line. The PLLS presently has more than 120 learners—over 95 adults and over 25 children. Of the adult students, seven (7) are members of our Families for Literacy Program. We estimate that by the end of this fiscal year, we will add an additional three (3) matched pairs to the PLLS FFL Program. In addition, as indicated above, there is an Orange County Head Start School in Placentia less than two miles from the Placentia Library. There are more than 120 pre-school age children enrolled there, and the Head Start staff estimates that a minimum of 20 percent or 24 families have literacy needs.

III. REQUIRED SERVICES:

- A. The Literacy Coordinator and the FFL Coordinator will work with the Children's Librarian to select books that are appropriate to give to children. The Technical Services Department will order these books. The books should be available to use with and give to the young children by early August 2001. Families for Literacy funds will be used to acquire these books. Families for Literacy Program funds will not be used to purchase books for the Placentia Library or to distribute to non-eligible learners or families.
- B. By early October 2001, the Families for Literacy Coordinator will establish a regular story time for participants in the Families for Literacy Program. These story times will reflect the multicultural materials that are available in the library. We will also draw upon the experience and expertise of staff and volunteers who have backgrounds in multi-cultural children's literature. At the story times, staff and volunteers will conduct a variety of activities, such as songs, puppetry, finger plays, and crafts to promote an interest for and love of reading.
- C.&E. The PLLS FFL Coordinator, along with the Children's Librarian, will plan and schedule two programs during the year (one in November 2001 and another one in April 2002) for parents and their children on how to encourage reading and how to do other enjoyable activities in the library. The Children's Librarian will provide materials from the library that parents can check out to help promote the love of reading to their children, for example books on how to tell stories, books on cassettes, books on arts and crafts, songbooks, etc. The FFL Coordinator will also encourage learners to sign their children up for regularly scheduled Children's story times and the Children's Summer Reading Program.
- D. The PLLS Literacy Coordinator conducts monthly tutor training workshops. In the training, he stresses to the tutors the importance of the Language Experience Approach and emphasizes the value of incorporating them into literacy instruction. He also provides additional training and orientation for the Families for Literacy Program. The PLLS has implemented a novel "team tutoring" concept in our FFL Program. In addition to adult tutors for adults family

concept in our FFL Program. In addition to adult tutors for adults family members, the PLLS also recruits and trains staff, adult, and high school tutors and teams them with a family so that when the family comes in, the tutor team is there to work with the family, with one team member tutoring the adult, and one team member tutoring the child. In addition to the pre and post FFL Parent Survey, the PLLS will use CASAS pre and post testing to measure reading improvement and coordinate with the State Library and other FFL programs for additional measurement tools.

- F. The Children's Librarian, along with the FFL Coordinator, will give tours to all Families for Literacy participants, including tutors, of the Children's Department. The Children's Librarian will point out collections pertinent to the FFL Program. As new tutors are trained and matched with learners and join the FFL Program, the FFL Coordinator or the Children's Librarian will give them a similar tour. The tour will again highlight the programs offered by the Children's Department, and include the close relationship between Children's and Families for Literacy. Each year, the Friends of the Library hold an Annual Meeting on the first Monday in April where many volunteers are recognized, including literacy volunteers. In April 2002, the Families for Literacy Program will be included in this event.
- G. The FFL Coordinator will work with the Public Services Manager to develop programs for Families for Literacy participants in using services to access books and other materials on a variety of parenting subjects, such as nutrition, parenting, health, and child care. We will invite experts on some of these different subjects to present programs and we will make library materials available for check-out. The FFL Coordinator will work with the tutors and families to promote the programs and encourage attendance.
- H. The PLLS realizes that there are obstacles for some learners when it comes to participation in library-based literacy programs. We have found that economics—the learner has to work, transportation, childcare—are the most common. With our "team tutor" concept, we have already eliminated the childcare obstacle. As far as the learner working, since we match our tutors and learners together when both are available, that has eliminated and should continue to eliminate conflicts there. We will assess transportation on an individual basis. If we determine that transportation is a limiting factor for a learner to join the Families for Literacy Program, then we will work with the tutor and try to find a way to resolve the problem.

IV. STAFF RESOURCES:

The Placentia Library District will commit the following staff resources to insure the success of the PLLS Families for Literacy Program for FY 2001-2002.

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

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

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

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

Federal Work Study (FWS) Program Staff: The FFL program has four FWS staff, funded by the U.S. Department of Education, who tutor 8 hours a week in the families program. One FWS staff member spends six hours a week at Placentia Head Start.

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

V. **EVALUATION COMPONENT:**

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

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

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

VII. **YEARS FUNDED AND LESSONS LEARNED:**

The PLLS Families for Literacy Program has been funded for one year, and this grant request is for our second year of funding. We believe the biggest lesson learned is the success and viability of the team tutoring concept, that is, to recruit two tutors for each family. With this concept we have seen the true family experience as members of the PLLS Families for Literacy Program. For example, we had a family of four come in this past year—the parents and two children, a four-year-old and a six-year-old. The parents went with their tutor, and both children went with their tutor who read to both of them.

Another lesson learned was to, if possible, have staff interaction at agencies where there are potential families. We did this last year by having a staff member spend six hours a week at the Placentia Head Start where we were able to recruit four families.

VIII. WHY ANOTHER YEAR:

The PLLS Families for Literacy Program had a great start this past year as a part of the California State Library Families for Literacy, and is looking forward to expanding this coming Fiscal Year. We believe that we have just skimmed the surface of the potential families market area in the under-served Hispanic communities in and near the City of Placentia. In addition to the Placentia Head Start out-reach, we are also marketing the Families Program at a St. Jude Medical Center Pediatric outreach program in Placentia entitled "Reach Out And Read." We anticipate more successful FFL recruitment there.

CLSA Program Budget Request for Families For Literacy Programs

Fiscal Year 2001/02

Placentia Library District
Name of Library


Library Director Signature

May 3, 2001
Date

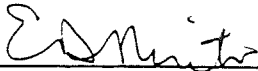
Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				_____ Dr. Kevin Starr
1. Personnel	22,000	9,600	31,600	
2. Library Materials				
3. Operations	7,000		7,000	
3a. Contract Services	1,000			
3b. Travel	2,000			
3c. Office Supplies	2,000			
3d. Printing	1,000			
3e. Instructional Resources				
3f. Children's Book Resources	1,000			
3g. Communication				
3h. Other				
4. Equipment	1,000		1,000	
5. Indirect				
6. TOTAL	30,000	9,600	39,600	

2001/2002 CLAIM FORM

California Library Services Act
Families For Literacy
(Education Code Sec. 18735)

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.



Library Director (signature)

Elizabeth Minter

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
Name of Authorized Library

Address 411 E. CHAPMAN AVENUE PLACENTIA CA 92870

Date 5-3-01

Amount Claimed:

CLSA Literacy \$ _____ State Library Budget Office Use Only

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By _____
Official Representative of Fiscal Agent Title

Note: Warrant to be issued for payment to the library to be addressed to:

(Authorized agency to receive, disburse and account for CLSA funds)

(Address of above agency)

Approval by State

STATE LIBRARY BUDGET OFFICE
BY: _____
DATE: _____

LAFCO

Orange County

Local Agency Formation Commission

April 25, 2001

CHAIR
SUSAN WILSON
 REPRESENTATIVE OF
 GENERAL PUBLIC

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

VICE-CHAIR
PETER HERZOG
 COUNCILMAN
 CITY OF LAKE FOREST

RANDAL J. BRESSETTE
 COUNCILMAN
 CITY OF LAGUNA HILLS

SUBJECT: Proposed Budget for Fiscal Year 2001-2002

CYNTHIA P. COAD
 SUPERVISOR
 FOURTH DISTRICT

Dear Ms. Minter:

ARLENE SCHAFER
 DIRECTOR
 COSTA MESA
 SANITARY DISTRICT

As you are aware, LAFCO's governing law was substantially changed last legislative session through the adoption of AB 2838. As of January 1, 2001, this legislation requires that the County, all Orange County cities and independent special districts share LAFCO's budgetary costs equally.

CHARLES V. SMITH
 SUPERVISOR
 FIRST DISTRICT

On April 11, 2001, our Commission adopted a proposed budget for fiscal year 2001-2002. Pursuant to Government Code Section 56831, a final budget will be adopted by **June 15th** and will take effect on **July 1, 2001**. A copy of the proposed budget is attached for your review. The attached packet also contains the adopted LAFCO budget manual that discusses the line item categories, definitions, and budget adoption process. The proposed FY 2001-2002 budget identifies a baseline "standstill" budget based on LAFCO's FY 2000-2001 adopted budget. It further identifies the costs associated with changes to the Cortese-Knox Act that increase LAFCOs direct costs. These are combined to create the proposed FY 2001-2002 proposed budget.

J. N. B. WITHERS
 DIRECTOR
 IRVINE RANCH WATER
 DISTRICT

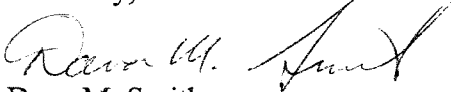
If you have written comments that you wish the Commission to consider prior to the adoption of the budget, please submit them to my attention by **June 1, 2001**.

ALTERNATE
ROBERT BOUER
 COUNCILMAN
 CITY OF LAGUNA WOODS

I am available to answer any questions that you may have regarding this new process or the proposed FY 2001-2002 LAFCO budget. You may contact me at dsmith@oclafco.ca.gov or (714) 834-2556.

ALTERNATE
RHONDA McCUNE
 REPRESENTATIVE OF
 GENERAL PUBLIC

Sincerely,



Dana M. Smith
 Executive Officer

ALTERNATE
JAMES W. SILVA
 SUPERVISOR
 SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
 DIRECTOR
 SANTA MARGARITA
 WATER DISTRICT

DANA M. SMITH
 EXECUTIVE OFFICER

Attachment



Orange County

Local Agency Formation Commission

April 11, 2001

CHAIR
SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

VICE-CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
COUNCILMAN
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

TO: Local Agency Formation Commission

FROM: LAFCO Budget Committee
Vice Chair Herzog
Commissioner Withers
Alternate Commissioner McCune

SUBJECT: Proposed Budget for Fiscal Year 2001-2002

Background

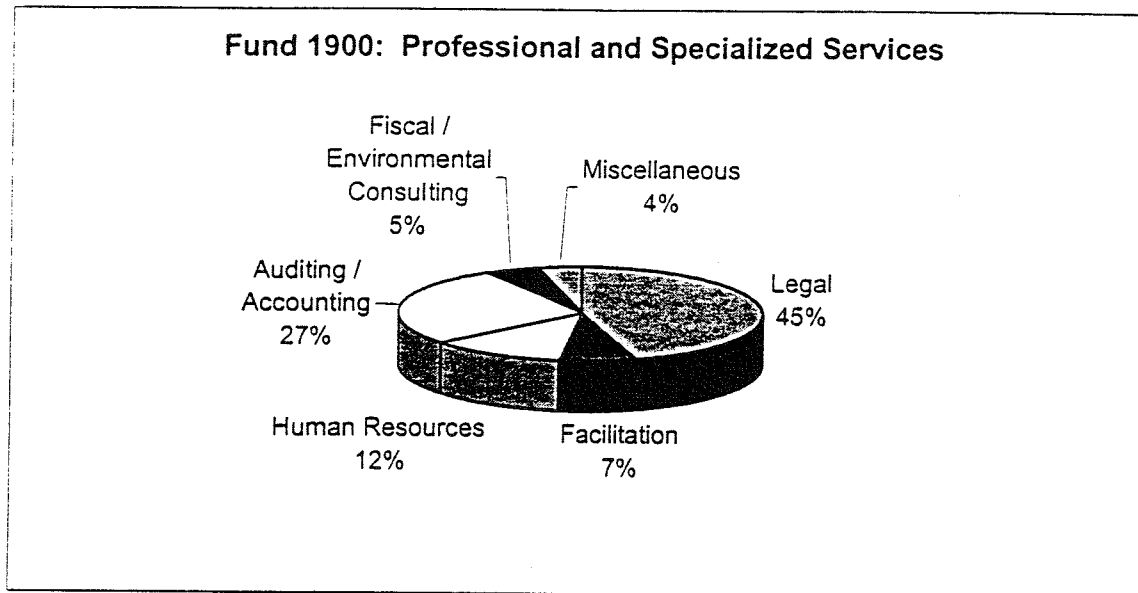
As you are aware, LAFCO's governing law was substantially changed last legislative session through the adoption of AB 2838. One change requires that LAFCO be funded in equal proportion by cities, special districts and the County. In addition, LAFCO must now operate independently and contract for all administrative services. In accordance with Government Code Sec. 56381(a), the Commission is now solely responsible for adopting a proposed budget for all LAFCO operations by May 1 and a final budget by June 15.

Narrative

On April 2, 2001, the Budget Committee of Commissioners Withers, Herzog and McCune met with staff to review a preliminary budget and to provide direct input into developing the proposed budget for Commission consideration. The attached budget reflects the approval of the Committee. A budget manual (also attached), outlining the budget calendar, adoption process and administrative procedures, was also reviewed and approved by the Budget Committee.

The proposed budget for FY 2001/02 is a static budget, which incorporates a 2% inflation factor. AB 2838-related expenses have been identified separately to make these additional costs easier to review for the Commission. The most significant AB 2838-related expense is for contracted bookkeeping services (\$35,100) and accounting/auditing services (\$12,000). Given the additional budgetary and fiduciary responsibilities of the Commission under AB 2838, we believe these additional services are warranted.

The 1900 "Professional/Specialized Services" is the largest fund in the services and supply account and it totals \$185,350. It includes bookkeeping and accounting/auditing services, referenced above, and contracted services for legal counsel, human resources, facilitation and fiscals. The percentage distribution of these costs is depicted in the chart below.



The proposed budget totals \$931,164. The County, cities and special districts will equally divide this cost, paying \$310,388 each. The cities and districts have been working on developing their own formula for sharing the LAFCO costs. They have been assuming that the split amount would be between \$300,000 and \$340,000. This proposed budget is within their anticipated range. The proposed budget also allocates all revenues generated in FY 2001/02 (projected to be 125,000) as a fund balance to be used as a contingency and to offset expenses in FY 2002/03.

Attached to the operating budget is an accounting of LAFCO's "trust" accounts. These accounts include project specific deposits for which LAFCO charges applicants for its direct costs. After June 30, these funds will be transferred to a LAFCO enterprise account where they will continue to be tracked separately. The islands account is shown on a spreadsheet to indicate County contributions anticipated in FY 2001-2002.

Proposed 2001/02 LAFCO Budget
April 11, 2001
Page 3

Recommendation

Adopt the Proposed FY 2001/2002 Local Agency Formation Commission budget and direct the Executive Officer to distribute the proposed budget for review and comment to the Board of Supervisors, each city, and each independent district.

Attachment

Proposed Commission Budget FY 2001/2002

PROPOSED FY 2001-2002 LAFCO BUDGET

April 2001

TABLE OF CONTENTS

I. Draft LAFCO Budget Manual

II. Proposed FY 2001-2002 LAFCO Budget

III. Enterprise Funds

***DRAFT* BUDGET MANUAL**

ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION

APRIL 2001

DRAFT

Role of Budget Committee

The Budget Committee ("Committee") shall be comprised of three members of LAFCO ("Commission"). Selection of the Committee members shall be subject to the approval of a majority of the Commission. The Committee shall function as advisory body to the Commission on budget-related matters. The Committee's specific responsibilities shall be to:

1. Advise and assist the Executive Officer in the review and development of the LAFCO budget.
2. Ensure that the provisions of Government Code Section 56381 regarding the adoption process for LAFCO's budget are appropriately followed.
3. Validate the process and the assumptions used in the development of the baseline budget.
4. Provide recommendations to LAFCO regarding final budget adoption.

Type of Budget

Upon LAFCO's transition from the County's budget to an independent budget process, the LAFCO budget will retain the County's budget structure which follows a programmatic/line item approach.

Budget Process/Adoption Procedures

AB 2838 (Hertzberg) was signed by the Governor and became statutory law effective January 1, 2001 as the *Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000*. The law requires that LAFCO's budgetary costs be shared equally by the County, all Orange County cities, and all Orange County independent special districts. Pursuant to Government Code Section 56381, the following process and timeframe will be followed in the adoption of the LAFCO budget each fiscal year:

1. By May 1 of each year, LAFCO shall adopt a proposed budget following a noticed public hearing.

DRAFT

2. By June 15 of each year, LAFCO shall adopt a final budget following a noticed public hearing.
3. Within five working days following adoption of the final budget, LAFCO staff shall submit the proposed and final budgets to:
 - the Board of Supervisors
 - each city, and to the clerk and chair of the city selection committee
 - each independent special district, and to the clerk and chair of the independent special district selection committee
4. Within five working days following the adoption of the final budget, LAFCO staff will request the Auditor-Controller to apportion the net operating expenses as follows: the County, cities and independent special districts provide a one-third share of LAFCO's operational costs.
5. The Auditor-Controller, pursuant to Section 56381(b)(1), shall apportion the cities' share of LAFCO costs among the cities in proportion to each cities' total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within the County, or by an alternative method approved by a majority of the cities representing the majority of the combined cities' populations. The Auditor-Controller shall use the apportionment methodology outlined in Section 56381(b)1 unless informed by LAFCO of an alternative methodology.
6. The Auditor-Controller, pursuant to Section 56381(b)(1), shall apportion the independent special districts' share of LAFCO costs according to each district's revenues for general purpose transactions as reported in the most recent edition of the "Financial Transactions Concerning Special Districts" published by the Controller, or by an alternative method approved by a majority of the agencies representing a majority of the combined populations. The Auditor-Controller shall use the apportionment methodology outlined in Section 56381(b)(1) unless informed by LAFCO of an alternative methodology.

DRAFT

7. After apportioning the LAFCO costs, pursuant to Section 56381(c), the Auditor-Controller shall request payment from the Board of Supervisors, each city and each special district no later than July 1 of each year for the amount the entity owes and the actual administrative costs incurred by the Auditor-Controller in apportioning the costs and requesting payment from each entity. Payment shall be required to be made within 60 days of billing.

Collection of Delinquencies

30-Day Notice

For any invoices that have not been paid within 30 days of mailing, the Auditor-Controller sends a collection letter to the city or independent special district, notifying the city or district that it is delinquent, and that if the invoice is not paid within 30 days, LAFCO and the Auditor-Controller may take action to offset the amount owed from property taxes normally allocated to the city or district, pursuant to Government Code Section 56381(c), or may file a small claims action against the city or district.

60-Day Notice

For any invoices that have not been paid within 60 days of mailing, the Auditor-Controller refers it to LAFCO, and LAFCO makes a determination as to whether the Auditor-Controller should offset the amount due against property tax apportionments payable to the city or district. If LAFCO makes such a determination, it issues a written directive to the Auditor-Controller to offset the amount due against property taxes due the city or district, pursuant to Government Code Section 56381(c). The Auditor-Controller provides written notice to the city or district prior to making the tax offset, and deducts the amount due for LAFCO costs, plus any costs incurred by the Auditor-Controller and LAFCO in collecting the delinquent invoice, from the next available property tax apportionment amount due to the city or district.

DRAFT

60-Day Notice and Small Claims Action

For a city or independent special district which has not paid within 60 days of mailing of the notice, and which does not receive property taxes, the Auditor-Controller refers the delinquent notice to LAFCO. LAFCO makes a determination as to whether the Auditor-Controller should initiate a small claims action for collection of the invoice. If LAFCO makes such a determination, it issues a written directive to the Auditor-Controller to initiate a small claims action for collection of the delinquent invoice. The delinquent invoice is referred to the Auditor-Controller Collections Section, which files the small claims action against the city or district in the Orange County Superior Court. The small claims action includes recovery of the Auditor-Controller and LAFCO costs of collecting the delinquent invoice.

Budget Expenditure Categories

The following outlines the expenditure categories used in the LAFCO Budget:

Salaries, Wages and Employee Benefits (0100 -0404):

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare. This category includes regular and extra help employees.

Communications (0700):

This account is used to pay for the costs associated with the telephone, fax, modem lines and Internet access.

Maintenance/Equipment (1300)

These costs include the maintenance of the office computers, typewriters, and the assigned cost of GSA communication personnel at LAFCO hearings.

DRAFT

Memberships (1600):

This account is used to pay for Orange County LAFCO's membership in CALAFCO.

Office Expense (1800):

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

Professional/Specialized Services (1900):

This category covers the costs for LAFCO legal counsel through the law offices of Best, Best & Krieger (BB&K), project and Commission support services, map review and preparation through the County Surveyor, and Commission compensation for non-County commissioners.

Publications/Legal (2000):

This category covers the cost of legal noticing.

Rents/Leases Equipment (2100):

This account reflects costs associated with rental and maintenance of office equipment such as the fax machine, copier and postage meter.

Rents/Leases Structures (2200):

This category covers the rent/lease costs for LAFCO office space.

Special Department Expense (2400):

This budget category reflects expenses paid to LAFCO consultants.

DRAFT

Transportation & Travel - General (2600):

This account is used to provide funding for the costs associated with Commissioner parking (i.e., parking debit cards), mileage reimbursement for Commissioners and staff and the Executive Officer's automobile allowance.

Transportation & Travel - Meetings (2700):

This category represents costs associated with Commissioners and staff attending CALAFCO workshops, conferences and meetings.

Mid-Year Budget Adjustment

Pursuant to Section 56381(c), LAFCO has no provision for mid-year budget adjustments. In the event of budget shortfalls, LAFCO shall be covered by a loan from the County. The loaned amount will then be credited to the County when billed by LAFCO for the following year.

LOCAL AGENCY FORMATION COMMISSION PROPOSED BUDGET FY2001-2002				Approved FY 2000-2001 Budget	Baseline FY2001-2002 Budget	AB 2838 Costs	Proposed Total FY2001-2002 Budget	Notes:
101	SALARIES AND EMPLOYEE BENEFITS							<p>Baseline FY 2001-2002 Budget Fund 101 The salary projections are provided by the County of Orange using the their salary calculations for average merit and cola adjustments.</p> <p>AB 2838 Costs Fund 1402 This is a one-time cost for improvements for a small hearing room for conducting authority proceedings</p> <p>Fund 1700 The budget committees deleted this line item - noting that revenues accumulated for a fund balance would serve as an adequate contingency during the first year.</p> <p>Fund 1800 This represents the approximate county contract cost for services as provided in the draft agreement for risk management, employee benefits, facilities, etc..</p> <p>Fund 1900 These costs are based on projected contracting costs with an accounting firm to provide 15 hours per week of bookkeeping services and 8 hours per month for CPA services</p> <p>Fund 1900 New direct costs for public hearing notices for conducting authority proceedings - now under the authority of LAFCO</p> <p>Fund 2000 Direct costs for new direct noticing requirements.</p>
102	REGULAR SALARIES	344,045	390,718		7,800	390,718		
103	EXTRA HELP	5,000	5,000			12,800		
105	OVERTIME	0	0			30,000		
111	VACATION PAYOFF	30,000	30,000			59,665		
200-401	OTHER PAY	41,623	59,665			0		
	Benefits/retirement subtotal (see next page)	420,668	485,383		7,800	493,183		
	SUBTOTAL							
	SERVICES AND SUPPLIES							
700	COMMUNICATIONS	17,000	17,000			17,000		
1300	MAINTENANCE - EQUIPMENT	5,000	5,000			5,000		
1402	MINOR ALTERATIONS & IMPROV'S				30,000	30,000		
1600	MEMBERSHIPS	1,000	1,000			1,000		
1700	MISC. EXPENSE (litigation/contingency)	50,000	50,000			50,000		
1800	OFFICE EXPENSE	50,000	50,000			50,000		
	County contract services				30,000	30,000		
1900	PROFESSIONAL/SPECIALIZED SVCS	138,250	138,250			138,250		
	Bookkeeping Services				35,100	35,100		
	Accounting and Auditing				12,000	12,000		
	Specialized Computer Training	5,000	5,000			5,000		
	AV Charges - Conducting Authority hearings				5,000	5,000		
2000	PUBLICATIONS AND LEGAL NOTICES	2,500	2,500			7,500		
	Conducting Authority Noticing				3,100	3,100		
2100	RENTS AND LEASES - EQUIPMENT	7,000	7,000			7,000		
2400	SPECIAL DEPARTMENTAL EXPENSE	50,000	50,000			50,000		
2600	TRANSPORTATION AND TRAVEL - GEN	17,900	17,900			17,900		
2700	TRANS & TRAVEL -MTGS/CONFER'S	17,000	17,900			17,900		
	Subtotal		311,550			6,231		
	Inflation Factor of 2.0%		6,231			6,231		
	SUBTOTAL	360,850	317,781		120,200	437,981		
	TOTAL	781,318	803,164		128,000	931,164		
	TOTAL BUDGET ALLOCATION					931,164		
	City					310,368		
	District					310,368		
	County					310,368		

LOCAL AGENCY FORMATION COMMISSION									
PROPOSED BUDGET FY2001-2002									
	Detail of line items fund 200-401								
	Retirement/Benefits per County Salary Cal.								
200	RETIREMENT			12,069					
203	REOPENER - RETIREMENT			0					
301	UNEMPLOYMENT INSURANCE			363					
305	SALARY CONTINUANCE INSURANCE			1,709					
306	HEALTH INSURANCE			33,361					
308	DENTAL INSURANCE			5,462					
309	LIFE INSURANCE			854					
310	ACCID DEATH & DISMEMBERM'T INS			161					
319	OTHER INSURANCE			302					
352	WORKERS COMPENSATION - GENERAL			612					
401	MEDICARE			5,383					
				60,276					
	REVENUE PROJECTIONS								
	FY 2001-2002 Revenue Projections/Fund Balance								
	Routine Projects			40,000					
	Rorganizations			30,000					
	Sphere reviews			0					
	Sphere amendments			10,000					
	County Islands			0					
	Consolidations/Mergers			15,000					
	Telega			30,000					
	Total			125,000					

The revenues for FY2001-2002 will be set aside in a contingency fund.

SUMMARY OF LAFCO ENTERPRISE FUNDS

	Project Deposits	Total Expenditures as of 3/30/01	Deposit Balance as of 3/30/01	Projected Expenditures thru 6/30/01	Projected Deposit Balance at 6/30/01
<i>Aliso Viejo</i>	\$ 47,964.00	\$ 46,422.08	\$ 1,541.92	\$ -	\$ 1,541.92
<i>Laguna Hills</i>	\$ 22,000.00	\$ 20,331.40	\$ 1,668.60	\$ -	\$ 1,668.60
<i>Islands</i>	\$ 139,000.00	\$ 19,856.47	\$ 119,143.53	\$ 29,456.47	\$ 89,687.06
<i>Talega</i>	\$ 55,000.00	\$ 12,467.00	\$ 42,533.00	\$ 4,676.00	\$ 37,857.00
<i>El Toro</i>	\$ 50,000.00	\$ 10,921.26	\$ 39,078.74	\$ 2,500.00	\$ 36,578.74
TOTAL		\$ 109,998.21	\$ 203,965.79	\$ 36,632.47	\$ 167,333.32

Draft LAFCO Budget
FY 2001 - 2002
Islands Fund

LOCAL AGENCY FORMATION COMMISSION AGENCY 046 FY 2001-2002 :		Approved FY 2000-2001 County "Island" Appropriation	FY 2000-2001 "Islands" Estimated Fund Balance	FY 2001-2002 "Islands" Year 2 Funding	FY 2001-2002 "Islands" Total Budget
	SALARIES AND EMPLOYEE BENEFITS				
101	REGULAR SALARIES	36,750	30,000	62,678	62,678
102	EXTRA HELP				
103	OVERTIME				
105	VACATION PAYOFF				
111	OTHER PAY				
200-401	Benefits/retirement subtotal			8,541	8,541
	SUBTOTAL	36,750	30,000	71,219	101,219
	SERVICES AND SUPPLIES				
700	COMMUNICATIONS				
1300	MAINTENANCE - EQUIPMENT				
1402	MINOR ALTERATIONS & IMPROVS				
1600	MEMBERSHIPS				
1700	MISC. EXPENSE (litigation/contingency)				
1800	OFFICE EXPENSE	39,000	20,000	99,000	119,000
	County contract services				
1900	PROFESSIONAL/SPECIALIZED SVCS	100,000	69,687		69,687
	AV Charges for CA hearings				
2000	PUBLICATIONS AND LEGAL NOTICES				
	Conducting Authority Expenses				
2100	RENTS AND LEASES - EQUIPMENT				
2400	SPECIAL DEPARTMENTAL EXPENSE				
2600	TRANSPORTATION AND TRAVEL - GEN				
2700	TRANS & TRAVEL -MTGS/CONFER'S				
	SUBTOTAL	139,000	89,687	99,000	188,687
	TOTAL	175,750	119,687	170,219	289,906

DM SMITH

ISLANDS ENTERPRISE FUND IA-2001

Project Name: Islands Annexation
 Start Date: 11/1/00
 Reporting Category: None
 Project Manager: Bob Aldrich

Project Deposit	Total Expenditures as of 3/30/01	Deposit Balance as of 3/30/01	Projected Expenditures thru 6/30/01	Projected Deposit Balance at 6/30/01
\$ 139,000.00	\$ 19,856.47	\$ 119,143.53	\$ 29,456.47	\$ 89,687.06

Islands Annexation

ALISO VIEJO ENTERPRISE FUND IN99-06

Project Name: Aliso Viejo Incorporation
 Start Date: 8/2/99
 Reporting Category: #0019, #0002
 Project Manager: Dan Schwarz

	Project Deposit	Total Expenditures as of 3/30/01	Deposit Balance as of 3/30/01	Projected Expenditures thru 6/30/01	Projected Deposit Balance at 6/30/01
Aliso Viejo	\$ 47,964.00	\$ 46,422.08	\$ 1,541.92	\$ -	\$ 1,541.92
Laguna Hills	\$ 22,000.00	\$ 20,331.40	\$ 1,668.60	\$ -	\$ 1,668.60

TALEGA ENTERPRISE FUND CA99-15 THRU CA00-36

Project Name: Talega Annexations
 Start Date: 9/10/99
 Reporting Category: #0021
 Project Manager: Ken Lee

Project Deposit	Total Expenditures as of 3/30/01	Current Deposit Balance	Projected Expenditures thru 6/30/01	Projected Deposit Balance at 6/30/01
\$ 55,000.00	\$ 12,467.00	\$ 42,533.00	\$ 4,676.00	\$ 37,857.00

Talega Annexation

EI TORO ENTERPRISE FUND CA99-01

Project Name: El Toro Annexation
 Start Date: 3/26/99
 Reporting Category: #0017
 Project Manager: Dana Smith

Project Deposit	Total Expenditures as of 3/30/01	Current Deposit Balance	Projected Expenditures thru 6/30/01	Projected Deposit Balance at 6/30/01
\$ 50,000.00	\$ 10,921.26	\$ 39,078.74	\$ 2,500.00	\$ 36,578.74

El Toro

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Legislative Issues for Fiscal Year 2000-2001
DATE: May 15, 2001

BACKGROUND

Review of Property Tax Shift Issues

In 1992-93 and in 1993-94, \$3.6 billion of property tax revenue was transferred from cities, counties and special districts to the Education Revenue Augmentation Fund (ERAF).

This money was directed toward K-14 schools and allowed the State to reduce its general fund spending on education.

The property tax shifts have grown an average of 3% each year and continue today. The shift for Placentia Library District for Fiscal Year 2000-2001 is \$1,040,847.67. (The shift for Buena Park Library District is \$619,610.24.)

The California Special Districts Association (CSDA) and California Library Association (CLA) Legislative Updates for this report period are Attachment A.

Assembly Local Government Committee Hearing for AB 315 (Dutra/Thomson)

Library Director Minter gave testimony on behalf of the independent special library districts at the hearing in the Assembly Local Government Committee on Wednesday, April 18, 2001. This is the Assembly version of the ERAF exemption for dependent and independent library districts. Assemblywoman Daucher is a member of this Committee. The measure passed out of the Committee on an 8-0 vote and is not awaiting a hearing in the Assembly Appropriations Committee.

RECOMMENDATION

Give direction for future action.

Barbara Custen

From: "Susan Negreen" <snegreen@cla-net.org>
To: "CLA Listserve- CALIX"
Sent: Monday, May 14, 2001 10:49 AM
Subject: NEWS FROM THE CAPITOL
 May 10, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. ASSEMBLY SUBCOMMITTEE SUPPORTS FULLY FUNDING THE PLF

Last week the Assembly Budget Subcommittee Number Two on Education Finance met to consider several items, including items relative to the State Library Budget. Chair Joe Simitian (D-Palo Alto) opened the discussion on the Public Library Foundation (PLF), and made the initial recommendation that when the May Revision numbers are released, the program is "very important" and should receive consideration for "some funding, in trying to get them closer to full funding." Assemblyman Dennis Cardoza (D-Merced), who has been a member of the subcommittee for years, and a strong supporter of the PLF, said, "Mr. Chair, I don't think we should try to find them some money. I would argue that this program is so important that we need to find them the full funding." CLA was then asked to comment on the PLF, and we subsequently thanked the subcommittee for their annual support, particularly long-time PLF supporters Assemblyman Cardoza and Assemblyman Bill Leonard (R-San Bernardino). The subcommittee, on a unanimous vote, has approved a \$15.7 million augmentation to the PLF and placed the request on the committee's so-called "check-list", predicated on the final analysis of the May Revision Budget numbers, which will be released next week.

II. "ERAF ORPHAN" BILLS HEARD IN FISCAL COMMITTEES

Last week, after more than four hours of hearings on hundreds of fiscal bills, SB 74 by Senator Jackie Speier (D-Hillsborough) and Bruce McPherson (R-Santa Cruz) received consideration by the Senate Appropriations Committee. The bill would provide property tax relief to so-called "ERAF Orphan" county libraries. Specifically the bill would provide needed property tax relief to 24 county dependent library districts and 11 independent library districts. Senator Speier appeared before the Appropriation's Committee, along with CLA and Yolo County Librarian, Mary Stephens, who urged the committees' support of the measure. As the committee analysis noted the cost for SB 74 in "the \$80 million range," the bill was sent to the committee's "suspense file." You will recall that the "suspense file" is a method by which bills with fiscal implications of \$150,000 or more are held until the Chair, Vice Chair and legislative leaders can meet and prioritize the millions of dollars worth of requests by various legislators and compare that with the state's current revenue availability.

This week the Senate Appropriations Committee considered SB 94 by Senator Tom Torlakson (D-Antioch), which is the companion measure to, and double-joined with, SB 74-Speier. Senator Torlakson's measure will allow for a prospective ERAF exemption of up to 3% of the county's ERAF obligation to be used for a county general fund library if the board of supervisors adopts a resolution to do so. "Double-joining" of the measures means that both bills must be signed by the Governor, or

5/14/2001

neither will become law. Testifying in support of the measure were CLA, Contra Costa County Librarian Ann Cain, and county lobbyists. Appropriations Chair, Senator Dede Alpert asked if the Department of Finance was in support of the bill, to which they replied, "No, due to the \$20 million cost for this bill and \$100 million cost for the Speier bill." Senator Alpert responded, "Senator Torlakson, you know the legislature has been supporting your efforts for years. We just have trouble convincing the Administration." Later, during the discussion on SB 536, an ERAF "freeze" measure by Senator Rico Oller, the Department of Finance once again opposed the measure. Vice Chair Senator Jim Battin asked the Department, "Is there an ERAF bill on calendar today that you do support?" The Department answered, "No." Senator Alpert added, "We have had bi-partisan support from the legislature, and now bi-partisan opposition from the last two Governors." (SB 536 was sent to "suspense" as well.)

Lastly, yesterday the Assembly Appropriations Committee sent AB 315 by Assemblyman John Dutra to their "suspense file." The measure would provide needed property tax relief to the ERAF Orphan county libraries. CLA and Susan Fuller, Santa Clara County Librarian, were present in support of the measure.

III. BILL TO WEAKEN HIRING STANDARDS OF COUNTY LIBRARIANS STALLED

A special "thank you" to the CLA members and friends who took the time to write in opposition to AB 1041 by Assemblyman Keith Richman, which would weaken the existing standards and qualifications required of a county librarian. Current law requires that a candidate for county librarian must be a graduate from a graduate library school program accredited by the American Library Association. AB 1041 merely requires that the candidate graduate from a "program in administration from an accredited university."

The "power of the pen" can be mighty at times: as a result of your letters, and CLA's lobbying efforts, AB 1041 was "pulled from calendar," meaning that the bill had been scheduled for hearing and then was removed from the agenda at the author's request. AB 1041 was originally scheduled to be heard yesterday in the Assembly Local Government Committee. Friday marks an important policy deadline for all committees, in that all policy bills that do not have fiscal implications must be passed from their house of origin, or the bill is considered dead for the year. AB 1041 would be eligible for hearing in January of 2002 if the author is desirous of resurrecting the bill at that time.

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

Barbara Custen

From: "Diana Paque" <dpaque@library.ca.gov>
To: <localibrary@yahoogroups.com>
Cc: <lgibson@library.ca.gov>; <tandersen@library.ca.gov>; <cberger@library.ca.gov>;
 <ibray@library.ca.gov>; <shabbestad@library.ca.gov>; <mparker@library.ca.gov>;
 <btichauer@library.ca.gov>; <csiloc@library.ca.gov>; <dpaque@library.ca.gov>;
 <wgreen@library.ca.gov>; <ctackett@library..ca.gov>
Sent: Monday, May 14, 2001 1:35 PM
Subject: LoCA group: May Revise Out

Hi all. well the word isn't good. The May revise shows a continuation of the 2000-01 levels for all programs, except the small augmentations that were included to fund current CLSA participation. All other augmentations are recommended not to be funded. These include

\$3.2 million for LoC

\$500,000 for Families for Literacy

\$2.1 for PLF

The message was that this is a result of slower economic growth and revenue decline, and not any programmatic considerations. Also, that this does not impact current year funding for these programs.

Other agencies are recommended for cuts to the current year levels of funding next year, including K-12 education with a total of 1 billion between current year and new funds identified to be removed. I haven't read beyond this, so if you want to see how others did, the URL for the May Revise is here.

Mark and I have a conference call with Jim Dawe and Victoria Fong this afternoon, so we will be getting back to you about possible directions that the Board might consider. diana

<http://www.dof.ca.gov/HTML/Budgt01-02/mayRevis01.pdf>

Diana Paque

Director, Library of California

California State Library

P.O. Box 942837

Sacramento, CA 94237

voice: (916) 653-7183

fax: (916) 653-8443

email: dpaque@library.ca.gov

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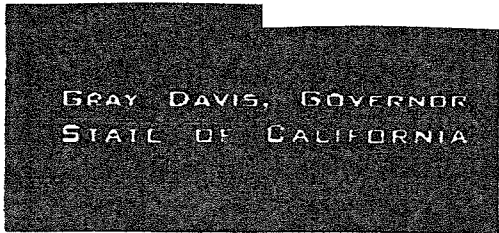
To unsubscribe from this group, send an email to:
localibrary-unsubscribe@yahoogroups.com

or contact:

Gerry Maginnity

Moderator, LoCALibrary

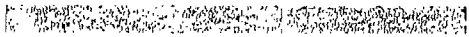
mvls@ns.net



2001-02

May REVISION

GOVERNOR'S
BUDGET



OVERVIEW



The May Revision to Governor Davis' January Budget provides updated economic and revenue forecasts, as well as the latest caseload, enrollment, and population information for programs in the education, public safety, and health and human services areas.

Although California's economy remains strong, the rate of economic growth has slowed, and the stock market has experienced steep declines. Accordingly, anticipated tax revenues, particularly from capital gains and stock options, have been significantly reduced in this budget forecast. The May Revision projects that revenues in the current year will be above the January forecast by \$1.144 billion in 2000-01 and below the January forecast by \$4.592 billion in 2001-02, for a combined two-year reduction of \$3.448 billion.

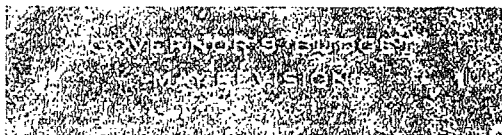
Consistent with this drop in revenues, the May Revision proposes to reduce General Fund spending by \$3.177 billion compared with the January Budget, and proposes a year-over-year reduction of \$570 million compared to the current fiscal year.

In spite of lower overall General Fund spending, the Governor's Budget continues to reflect a strong commitment to public education, with K-12 funding increased by \$676 million above the January budget proposal.

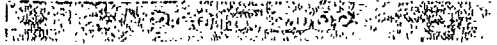
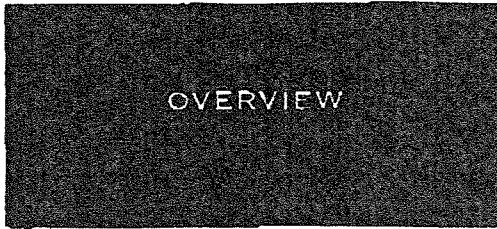
New initiatives and proposed program expansions in a wide array of other program areas have been scaled back in order to bring the budget into balance and avoid more harmful cuts in programs vital to public safety and health.

The volatility of the stock market and the resulting impact on General Fund revenues underscore the importance of the Administration's emphasis on achieving the appropriate balance of one-time and ongoing spending.

OVERVIEW

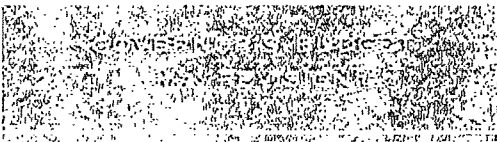




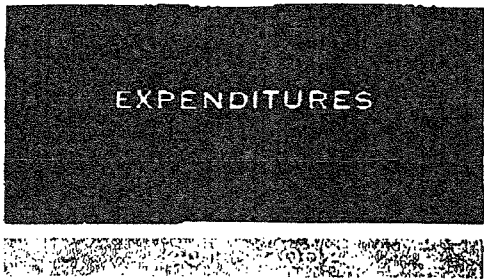


On January 17, 2001, the Governor issued an emergency proclamation due to the financial insolvency of two of the State's investor-owned utilities and rolling black-outs. Subsequently, legislation was passed to authorize advances from the General Fund for the Department of Water Resources to purchase power. Revenue bonds have been authorized for the purpose of repaying the General Fund for the amounts advanced to purchase power. The May Revision assumes that these revenue bonds are sold in mid to late August, resulting in reimbursement of the General Fund at that point.

OVERVIEW







10 percent to 5 percent (\$9 million). Caseload has increased approximately 11,300 children per month since January for a total average monthly caseload of 111,200 in 2001-02. Additional Child Care and Development Fund increases were received after the January Budget was released, providing \$106 million from surplus one-time funds in the current year and ongoing funds which are needed to meet the increased Stage 2 caseload. An additional \$10 million from prior-year unspent CalWORKs child care appropriations is also available to offset the caseload increase, thus requiring an additional Temporary Assistance for Needy Families (TANF) transfer of approximately \$6 million to fully fund needs.

CHILD CARE QUALITY IMPROVEMENT

The May Revision includes an additional \$10 million for quality improvement programs from the additional Child Care and Development Fund increase addressed above. These expenditures will be directed to improve the quality of early childhood development programs for infants and toddlers pursuant to federal earmark requirements.

CALIFORNIA STATE LIBRARY

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2000-01	NO CHANGE
2001-02	-\$5.8 MILLION

Due to the slower economic growth, and an expected decline in revenue in the budget year, the May Revision proposes a decrease of \$5.8 million in the State Library's General Fund support. The following program reductions do not result in any program being funded below the current year level.

- \$3.2 million proposed for the Library of California
- \$500,000 proposed for the Families for Literacy Program
- \$2.1 million proposed for the Public Library Foundation

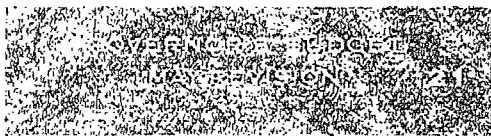
COMMISSION ON TEACHER CREDENTIALING

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2000-01	NO CHANGE
20001-02	\$1.2 MILLION

Teacher Credentialing Service Improvement Project—The May Revision provides the Commission on Teacher Credentialing with \$1.2 million for the Teacher Credentialing Service Improvement Project. When fully implemented, this information technology initiative will enable persons to apply for and renew teaching credentials on-line.

EXPENDITURES





LEGISLATIVE ALERT *(click on a date to view)*

March 19, 2001	September 1, 2000	June 12, 2000
March 2, 2001	June 30, 2000	
October 2, 2000	June 26, 2000	

(Leg Alert for Thursday, April 12, 2001)

CSDA is activating its grassroots network in an effort to derail AB 1355 and is asking all member districts to fax a letter to Assembly Local Government Committee Chairwoman Patricia Wiggins and fax copies to her colleagues on the committee.

AB 1355 would require in each county that negotiations take place between counties, cities, and special districts regarding the distribution of the annual property tax increment that is in excess of 2 percent (referred to as the designated increment portion) of the allocation from the previous fiscal year.

There are a number of problems with AB 1355, but two in particular are cause for concern:

- While the bill requires negotiations, it does not promise any agreements, rather it provides a default formula for allocating the designated increment portion. The default formula would provide zero dollars to independent special districts and instead give 40% to schools, 35% to cities, and 25% to the county.
- What local governments need is a rational restructuring of the state-local fiscal relationship that will protect our revenues and provide us with greater predictability.

The Assembly Local Government will be hearing AB 1355, Wednesday, April 18th.

Please take the following steps:

- Use the sample letter as a model to draft your own individualized letter. If every letter received is identical, the impact diminishes considerably. (Your letter can be shorter, if necessary) **See Sample Letter**
- Address the letter and fax to The Honorable Patricia Wiggins at 916.319.2107
- Fax a single copy to CSDA for our records at 916.442.7889
- Fax a copy to each of the committee members
- Fax a copy to Joanne Wong, Committee Consultant at 916.319.3959

Committee Members and Fax Numbers

The Honorable David Cogdill	916.319.2125
The Honorable Lou Correa	916.319.2169
The Honorable Lynn Daucher	916.319.2172
The Honorable Manny Diaz	916.319.2123
The Honorable Tom Harman	916.319.2167
The Honorable Jay La Suer	916.319.2177
The Honorable Alan Lowenthal	916.319.2154
The Honorable Gloria Negrete McLeod	916.319.2161
The Honorable Fran Pavley	916.319.2141
The Honorable Simon Salinas	916.319.2128

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(Leg Alert for Monday, March 19, 2001)

CALIFORNIA'S ENERGY CHALLENGE

As the Governor and his Administration, California's lawmakers and citizens, continue to focus on California's energy challenge, non-energy related issues being addressed in the Capitol appear to be moving at a less-frenzied pace. Although 1500 bills were ultimately introduced by February 23, California's ability to respond to this energy situation is in the forefront of everyone's minds. The BIG question is what will be the final price tag attached to the final solution? A March 17, 2001 Los Angeles Times article stated that since January 17, 2001 when the Department of Water Resources started buying electricity for customers of the near-bankrupt Southern California Edison and Pacific Gas & Electric, Co., the State has spent nearly \$3 billion.

CSDA has taken the following positions on energy bills introduced during the special session:

- AB 40x (Steinberg) – Energy Efficiency Program: Grants (Support)
- AB 47x (Wiggins) – Public Utilities: Public Agencies (Support)
- AB 59x (Pacheco, R) – Electricity Generation: Local Government (Support)
- AB 61x (Alquist) – Public Utilities: Public Agencies (Support)
- AB 62x (Cohn) – Powerplant Facilities: Property Tax Incentives (Support)

CSDA is mailing out an energy conservation packet to all independent special districts and we ask that you review the materials and update us on a regular basis on the implementation of any energy conservation strategies.

GOVERNMENT AFFAIRS DAY – 2001

The 2001 Special Districts Government Affairs Day is scheduled for Monday, April 23, 2001 at the Sacramento Convention Center. Six special district associations are co-sponsoring this important day-long event. The following is a CONFIRMED program agenda:

ERAF 2001 – Proposals and Solutions

Senator Tom Torlakson, Chair, Senate Local Government Committee

Local Government Update from the Assembly

Assembly Member Pat Wiggins, Chair, Assembly Local Government Committee

Local Government Fiscal Reform

Chris McKenzie, Executive Director, League of CA Cities
Steve Szalay, Executive Director, California State Association of Counties
Davis Campbell, Executive Director, California School Boards Association

The Energy Crisis and California Local Government

Assembly Member Anthony Pescetti

Speaker's Commission on Regionalism

Nick Bollman, Chair

Insider's View of the State Capitol

Greg Lucas, San Francisco Chronicle

Special District Legislative Review

Ralph Heim, Legislative Advocate

Please register as many representatives from your district as possible. The information registrants receive will be vital for both governing officials and senior management of special districts. The fee for 2001 has been reduced to encourage multiple registrations. Sponsors of the Government Affairs Day would like to see a record-breaking crowd reinforcing the important role that independent special districts play in delivering vital services to California's residents.

We need you in Sacramento on April 23!

Contact CSDA at (877) 924-CSDA for registration information.

GAD Co-sponsors:

- Association of California Healthcare Districts
- California Association of Public Cemeteries
- California Association of Recreation and Park Districts
- California Rural Water Association
- California Special Districts Association
- Mosquito and Vector Control Association of California

SPEAKING OF THE CSDA WEBSITE...

CSDA has expanded the legislative information available for CSDA Members. Through an agreement with Capitol Web Works in Sacramento, CSDA members can access not only our legislative bills but committee hearings, news events, press information and much much more! Be sure to check out the new legislative information available to CSDA members ONLY through our website. The expanded member service is just one more benefit available to CSDA members in an effort to keep our members updated on vital public policy information. Let us know how you like it. Click our **Bill Position** button in our members section to view the **NEW AREA** of our site!

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(Leg Alert for Friday, March 2, 2001)

CALIFORNIA SUPREME COURT DENIES REQUEST to hear the case of County of Sonoma et. al. vs. Commission on State Mandates, et. al. CSDA collaborated with local

government representatives and other concerned parties asking the Supreme Court to grant the Petition for Review in the case. Additional information will be included in the May issue of CSDA News.

Although the Governor and the Legislature are strongly focused on the State's power crunch, over 1,500 pieces of legislation made it through the process by the February 23, 2001 deadline for bill introduction. The CSDA Legislative Committee convened today and will be forwarding a number of recommendations to the CSDA Board of Directors for ratification. To date, the CSDA Board of Directors has taken the following positions on bills:

AB 3 (Ashburn) - Property Tax Revenue Shifts: Limitation (Support)
AB 15 (Harman) - Storm Water Discharges (Support)
AB 37 (Strickland) - Sales and Use Taxes: Exemptions (Support)
AB 38 (Strom-Martin) - Sonoma Flood Control/Water Conservation District (Watch)
AB 49 (Washington) - Public Libraries: Resources for Youth (Support)
AB 88 (Alquist) - Santa Clara Valley WD: Special Taxes (Support)
AB 92 (Chavez) - Liability: Flood Control/Water Conservation (Support, seeking amendments)
AB 100 (Simitian) - Property Tax Revenue Shifts: Limitation (Support)
AB 111 (Havice) - County Employees Retirement (Watch)
AB 132 (Horton) - Meyers-Miliar-Brown: Agency Shop Agreements (Watch)
AB 134 (Kelley) - State Water Resources: Contracts (Watch)
SB 12 (Chesbro) - Disaster Relief (Support)
SB 27 (Brulte) - Local Enforcement Funding (Support)
SB 68 (Battin) - Local Agency Investments (Support if amended)
SB 72 (Kuehl) - Storm Water (Watch)
SB 74 (Speier) - Property Tax Revenue Shifts: Exemption: Libraries (Support)
SB 92 (Torlakson) - Property Tax Revenue Shifts: Fire Districts (Support)
SB 93 (Figueroa) - Property Tax Revenue Shifts: Park Districts (Support)
SB 94 (Torlakson) - Property Tax Revenue Shifts: Library (Support)
SB 102 (Johannessen) - Water Storage Facilities (Watch)
SB 147 (Bowen) - Employee Computer Records (Support)

This list has been ratified by the CSDA Board of Directors. The bills reviewed by the Committee today will be posted as soon as the Board has accepted/modified/rejected the recommendations.

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(Leg Alert for Monday, October 2, 2000)

GOVERNOR VETOS ERAF CAP LEGISLATION

Governor Davis has vetoed Senate Bill 1637 by Senate President Pro Tem John Burton that proposed to cap the ERAF over a three-year period. In his veto message Governor Davis said: "Although this bill begins to address the ERAF issues, I am vetoing the bill because the State-local fiscal relationship should be approached more broadly and comprehensively and not restricted to examination of the property tax only. I am also vetoing this bill because it would result in substantial, on-going General Fund costs that would increase dramatically over time. I have instructed my Director of Intergovernmental Relations and my Director of Finance to open a dialogue with local government leaders and leaders in the Assembly and Senate, which can result in a proposal for broad and comprehensive reform of the State-local government fiscal relationship."

ASSEMBLY BILL 1396 SIGNED

The Governor did sign Assembly Bill 1396, which allocates approximately \$8.6 million, one-time fiscal relief to special districts. The bill also allocates an additional \$2 million, one-time relief to recreation and park special districts and library districts, based on their ERAF-loss formula. As with the one-time fiscal relief approved by the Legislature last year,

NEWS FROM THE CAPITOL: Legislative Updates 2001

April 6, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL - ACTION REQUESTED

I. "ERAF ORPHAN" BILLS RECEIVE FAVORABLE HEARING

On Wednesday, April 5, the Senate Local Government Committee heard testimony on SB 74 by Senator Speier, and SB 94 by Senate Local Government Chair, Tom Torlakson, which would provide needed relief to so-called "ERAF Orphan" libraries. Senator Speier presented her bill first, which would prohibit county auditors from shifting funds into ERAF from dependent library districts in 24 specified counties and 11 specified independent library districts. In her opening remarks she provided the committee with some of the devastating effects of the property tax shifts of the early 90's upon libraries, including cuts in budgets, staff, decreases in materials and collection acquisitions, and other critical areas. Present in support of the bill were CLA, numerous library representatives, a county supervisor and city council member, the special district's association, and county lobbyists. Senator Torlakson applauded Senator Speier for her interest in this area and for coordinating such a strong show of support and noted, "Senator, this is great timing during Library Week.

We have magnificent professionals here in support of libraries." Senator Torlakson asked Senator Speier if she would be amenable to "double-joining" her measure to his, as they are similar, and sometimes policy committees do not desire to pass from committee bills of similar content. Senator Speier agreed to the compromise, to which Senator Torlakson responded, "I look forward to working together. I think it will be to the benefit of both bills." SB 74 then passed from committee by a unanimous vote.

Senator Speier's bill will provide assistance to the "Orphan" and independent district libraries, while Senator Torlakson's bill will allow for a "prospective ERAF exemption of up to 3% of the county's ERAF obligation to be used for a county general fund library if the board of supervisors adopts a resolution to do so." (*Senate Local Government analysis*) "Double-joining" of the measures means that both bills must be signed by the Governor, or neither will become law. Senator Torlakson also had more than a dozen witnesses support his SB 94, which passed on a unanimous vote as well. He later met with members of the "ERAF Orphan" coalition in the hall and thanked them for attending. CLA thanked the Senator for his efforts in working with the Governor's office to convince them of the need to approve the concept and provide property tax relief for libraries.

Both SB 74-Speier and SB 94-Torlakson are headed for the Senate Appropriations Committee, and may be scheduled for hearing in two or three weeks. Please take a moment today to write the members of Senate Appropriations and urge their strong support. Members of the Senate Appropriations Committee are:

Senator Dede Alpert, Chair
Senator Jim Battin, Vice Chair
Senator Debra Bowen
Senator John Burton
Senator Martha Escutia
Senator Ross Johnson
Senator Maurice Johannessen
Senator Betty Karnette

Senator Kevin Murray
Senator Don Perata
Senator Chuck Poochigian
Senator Jackie Speier

II. SENATE BUDGET SUBCOMMITTEE SPEAKS IN FAVOR OF PLF

In the afternoon on Wednesday, the Senate Budget Subcommittee on Education Finance met to consider items relative to the State Library Budget. Chair Senator Jack O'Connell asked that CLA come forward to speak on behalf of the Public Library Foundation (PLF), then commented to Mike Dillon, "Regarding the PLF, I have received more letters on that this year – more than any other item." Mike thanked the subcommittee for their support in past years, and in particular for the augmentation last year for full funding, which was later "blue penciled" by the Governor. He further asked that the subcommittee respectfully give consideration to a similar action this year, and approve \$15.7 million to fully fund the PLF. When the Department of Finance was asked to comment, they responded, "The Governor's [January] Budget includes a \$2.1 million augmentation (COLA on the current amount). We are not supporting an additional augmentation at this time." CLA replied, "We would like to recognize the Governor for the \$2.1 million. It is the first time a Governor has ever given us an inflation adjustment on his own." Senator O'Connell stated, "I would like to recommend that the subcommittee place \$15.7 million on the 'checklist,' and revisit this in May." He added, "I hope that you will be able to hold on to what you have right now, the \$2.1 million, but if there is a chance for more we will try." Note: the committee "checklist" process is a way in which the subcommittee endorses the merits of the program or issue, and makes a preliminary recommendation to fund the item at the stated level, but reserves the right to revisit the item after the May Revise is released and the subcommittee can obtain a better sense of the state's General Fund picture.

The Assembly Subcommittee will hear the PLF on May 1, 2001.

III. INTERNET FILTER BILL PASSES FIRST COMMITTEE

Despite strong opposition from CLA, the ACLU, and the lobbyist for Alameda County (note: credit to the Alameda County Board of Supervisors for passing a resolution in opposition), AB 151 by Assemblywoman Sarah Reyes (D-Fresno) passed the Assembly Local Government Committee on a vote of 8 "ayes", including 4 Republicans and 4 Democrats, with 3 Democrats "not voting." Clearly, this was in stark contrast to the Senate policy committees where CLA has been successful in defeating similar measures in past years. The bill is now headed to the Assembly Jobs, Economic Development, and the Economy Committee, which Assemblywoman Reyes chairs, as the bill has been double-referred.

You will recall that AB 151 would require every public library that provides access to the Internet, to purchase, install, and maintain computer blocking/filter software for use on all computers, to prohibit access to obscene matter. Recent amendments would "limit access" by minors to obscene matter, rather than "prohibit access." Unlike previous versions of the legislation, AB 151 would appropriate "an unspecified sum from the General Fund to the State Librarian for allocation to public libraries" for the purchase of the software.

CLA argued before the committee that local policies were in place that respect the individual beliefs of each community, and also noted in detail the fallible nature of the internet blocking software. Assemblywoman Reyes responded, "Filters are imperfect – if they catch 50% it will be worth it. CLA will say the technology is not 100%. I will commit to you and CLA to find software that works. But CLA will have to work with us too."

CLA is assuming AB 151 will successfully pass from Assemblywoman Reyes' own committee, and will then be sent to the Assembly Appropriations Committee because of its fiscal impact upon the state's General Fund. IF YOU CARE ABOUT THIS ISSUE—

Please take a moment today to write to the members of the Assembly Appropriations Committee immediately, and express your concerns.

ASSEMBLY APPROPRIATIONS COMMITTEE

Carole Migden (Chair)

Patricia Bates (Vice Chair)

Elaine Alquist

Dion Aroner

Roy Ashburn

Gil Cedillo

Ellen Corbett

Lou Correa

Lynn Daucher

Jackie Goldberg

Abel Maldonado

Robert Pacheco

Lou Papan

George Runner

Kevin Shelley

Joe Simitian

Helen Thomson

Herb Wesson

Patricia Wiggins

Rod Wright

Charlene Zettel

March 28, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL - ACTION REQUESTED

I. "ERAF ORPHAN" BILL BY ASSEMBLYMEMBER DUTRA SET FOR HEARING

AB 315 by Assemblymember John Dutra (D-Fremont) has been set for hearing in the Assembly Local Government Committee on Wednesday, April 18, 2001 at 1:30 p.m. The bill, which is co-authored by Assemblywoman Helen Thomson (D-Davis) will provide property tax relief to so-called "ERAF Orphan libraries." Specifically, the bill provides relief to county dependent library districts and independent library districts, similar to SB 94-Torlakson and SB 74-Speier.

Please take a moment today to write the members of the Assembly Local Government Committee and urge their support for this important bill, which will provide needed assistance to libraries. The members of the Assembly Local Government Committee are:

Assemblywoman Patricia Wiggins (Chair)

Assemblyman Simon Salinas (Vice Chair)

Assemblyman Dave Cogdill

Assemblyman Lou Correa

Assemblyman Lynn Daucher

Assemblyman Manny Diaz

Assemblyman Jay La Suer
Assemblyman Alan Lowenthal
Assemblywoman Gloria Negrete McLeod
Assemblywoman Fran Pavley

Sample address:

Assemblywoman Patricia Wiggins, Chair
Assembly Local Government Committee
State Capitol
Sacramento, CA. 95814

II. SB 94-TORLAKSON: AMENDED TO BENEFIT ADDITIONAL LIBRARIES

You will recall that Senator Tom Torlakson (D-Antioch) and Assemblywoman Liz Figueroa (D-Fremont) have introduced SB 94, an ERAF "Orphan libraries" bill, which is scheduled for hearing in the Senate policy committee next Wednesday. The bill targets relief to county dependent library districts and independent library districts.

Amendments added to the measure late this week will also make provisions for assisting county general fund libraries. The amendments state that a "county auditor shall transmit up to 3 percent of the Educational Revenue Augmentation Fund obligation of the county or city and county to a county general fund library, if a majority of the entire membership of the board or supervisors of the county or city and county has approved a resolution that expressly provides for that annual transfer." When defining a "county general fund library," the bill assumes two definitions as follows: "(A) a county free library, established pursuant to Article 1 (commencing with Section 19100) of Chapter 6 of Part 11 of Division 1 of Title 1 of the Education Code, for which a separate property tax rate was not levied in the 1977-78 fiscal year, (B) a library located in a city and county." (San Francisco).

Yesterday we spoke with Senator Torlakson, who explained that the amendments to SB 94 address his desire to try to assist more libraries in need. He stated that the county general fund library budgets were also significantly impacted by the property tax shifts, and hoped to provide them some additional relief through this measure.

March 21, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL – ACTION REQUESTED

SB 94-TORLAKSON: ERAF ORPHAN BILL SCHEDULED FOR HEARING

SB 94 by Senator Tom Torlakson (D-Contra Costa) has been scheduled for hearing in the Senate Local Government Committee on Wednesday, April 4, 2001. The measure, which is co-authored by Senator Liz Figueroa (D-Fremont), would provide property tax relief to so-called "ERAF Orphan" county libraries. It is very important that if you are an Orphan county library and benefit under this measure, that you send letters in support of SB 94 today. While in the Assembly, then Assemblymember Torlakson was a major champion for library issues, library construction, and library funding. He has now carried this commitment to libraries into the Senate. You may recall from our previous note to the field

that Senator Torlakson recently appeared before the Speaker's Commission on Regionalism and stated that with regard to relief for local government, "we need to clear the deck completely on three major pieces: libraries, parks and fire. We need to entirely roll the clock back to the early 1990's for them, with no strings attached."

Senator Torlakson met with several library representatives and CLA in early January, and continues to work with our office on a regular basis. As Senator Torlakson is the new Chair of the Senate Local Government Committee, it will be important for him to receive numerous letters in support of SB 94. In addition, please take a moment today to write each of the members of the committee and encourage their support for this important measure. Thank you for your help.

Members of the Senate Local Government Committee

Senator Tom Torlakson, Chair
Senator Bob Margett, Vice Chair
Senator Dick Ackerman
Senator Mike Machado
Senator Don Perata

Sample address:

The Honorable Tom Torlakson
Chair, Senate Local Government
State Capitol
Sacramento, CA. 95814

March 14, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL – ACTION REQUESTED

I. BUDGET SUBCOMMITTEES BEGIN HOLDING HEARINGS: LETTERS ON PLF NEEDED

Once again, CLA has made securing full funding for the Public Library Foundation (PLF) program a top legislative priority. The PLF currently stands at \$58,970,000, which includes a \$2.1 million COLA adjustment that was added by Governor Davis in his January Budget. CLA will be requesting the budget subcommittees' assistance with fully funding the PLF, which will require another \$13.2 million.

Last week the Assembly and Senate Budget Subcommittees on Education Finance began their hearings on various aspects of the Governor's Education Budget. The subcommittees will make policy decisions and recommendations based on testimony from the Department of Finance, Legislative Analyst's Office, the Department of Education, lobbyists and others through the 1st May. Recommendations of the subcommittee will then be forwarded to the larger Budget Conference Committee who will either accept the report, or decrease or delete specific items.

Within the purview of these two committees is the Budget for the California State Library, and specifically, the PLF. Thus, the two Budget Subcommittees on Education Finance determine or not there will be additional Public Library Foundation funding this year. Without subcommittee action and support, the PLF will almost assuredly not receive consideration when the full Budget Conference Committee adopts the various subcommittee recommendations.

Please take a moment today to write each of the members of the Assembly and Senate Budget Subcommittee on Education Finance during this month. In your letters, please request an augmentation to the Public Library Foundation (Budget Item# 6120-221-0001) in the amount \$13.2 million.

Note: Due to the extraordinary circumstances surrounding this year's energy crisis, severe constraints have been placed upon the state coffers. Back in the Fall, when initial projections for 2001 revenue estimates were being developed, the state's fiscal picture was much brighter. In 11 months, with estimates upwards of \$50 million per day being spent on energy, the state's General Fund will be significantly tighter. Consequently, the subcommittee members will need to receive hundreds of letters on the PLF in order to elevate it above other competing interests. Thank you for your help!

ASSEMBLY BUDGET SUBCOMMITTEE NO. 2 ON EDUCATION FINANCE

State Library/PLF Scheduled for hearing on: Tuesday, May 1 at 10 a.m.

Assemblyman Joe Simitian, Chair
Assemblyman Dennis Cardoza
Assemblywoman Lynn Daucher
Assemblyman Jerome Horton
Assemblyman Bill Leonard

SENATE BUDGET SUBCOMMITTEE NO. 1 ON EDUCATION FINANCE

State Library/PLF Scheduled for hearing on: Wednesday, April 4 at 1:30 p.m.

Senator Jack O'Connell, Chair
Senator Bob Margett
Senator John Vasconcellos

II. FIRST OF THE "ERAF ORPHAN" BILLS SCHEDULED FOR HEARING

SB 74 by Senators Jackie Speier (D-Hillsborough) and Bruce McPherson (R-Santa Cruz) would provide property tax relief to so-called "ERAF Orphan" county libraries. The bill would provide needed property tax relief to 24 county dependent library districts and 11 independent library districts. The bill has been scheduled for hearing in the Senate Local Government Committee on Wednesday, April 4, 2001. If you are an "ERAF Orphan Library" and benefit under this measure, please take a moment today to write the members of the Senate Local Government Committee to request their support of SB 74.

Members of the Senate Local Government Committee

Senator Tom Torlakson, Chair
Senator Bob Margett, Vice Chair
Senator Dick Ackerman
Senator Mike Machado
Senator Don Perata

Sample address:

Senator Tom Torlakson
Chair, Senate Local Government Committee
State Capitol
Sacramento, CA 95814

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Discussion of ways to expand the Library's visibility in the community
DATE: May 15, 2001

BACKGROUND


Trustee Wood led a discussion with the Board at its March 21 and April 17, 2001 Regular Meetings concerning ways to expand the Library's visibility in the community through Trustee activities.

Trustee Wood requested that each Trustee think about ways that he/she could promote Placentia Library and be prepared to discuss the item further at the May Board Meeting.

RECOMMENDATIONS

Give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Review significant budget development issues for Fiscal Year 2001-2002
DATE: May 15, 2001

BACKGROUND

Library Director Minter will make a presentation on the budget issues and assumptions for Fiscal Year 2001-2002.

RECOMMENDATIONS

Give direction for Budget development.

Preliminary Draft

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 2000-2001
 June 19, 2001

Object Code	Category	FY1990-91 Actual	FY1992-93 Actual	FY1994-95 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Adopted	FY2001-02 Proposed
6210-00	Current Secured	823,832	824,818	644,816	673,850	710,413	764,422	849,522	908,989	979,590
6210-01	Public Utility	25,633	28,058	25,128	22,568	24,908	24,001	25,854	25,000	25,000
	SUB-TOTAL CURRENT SECURED	849,465	852,876	669,944	696,419	735,321	788,422	875,376	933,989	1,004,590
6230	Prior Secured	24,856	47,569	6,809	28,818	18,290	19,667	19,936	20,000	20,000
	TOTAL SECURED	874,321	900,445	676,753	725,237	753,611	808,089	895,312	953,989	1,024,590
6220	Current Unsecured	64,438	56,872	47,239	33,588	45,613	50,053	53,807	53,800	53,000
6240	Prior Unsecured	978	435	461	3,528	1,036	1,054	936	1,000	1,000
	TOTAL UNSECURED	65,416	57,307	47,700	37,115	46,650	51,107	54,743	54,800	54,000
6690	HOMEOWNER	19,790	18,101	12,454	14,896	15,180	15,578	16,224	16,500	15,750
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	975,853	736,908	777,249	815,441	874,774	966,278	1,025,289	1,094,340
6250	SPECIAL DISTRICT AUGMENTATION									
6260/6540	PENALTIES/DELINQUENCIES	4,289	7,676	0	448	3,447	270	249	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	34,058	8,242	9,668	14,786	24,408	33,580	25,000	27,750
6300	SUPPLEMENTAL - PRIOR	2,103	4,939	2,312	1,066	952	781	720	800	800
6610	INTEREST	46,331	36,599	13,041	18,502	13,450	12,734	20,286	17,500	17,500
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	83,272	23,595	29,684	32,634	47,255	64,618	53,050	55,800
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,059,125	760,503	806,933	848,075	922,030	1,030,896	1,078,339	1,150,140
6970	STATE LIBRARY & STATE	144,764	105,612	74,112	53,648	56,040	78,601	142,922	163,450	144,826
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS			5,324	0	0	0	36,814	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		100,000	0	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	32,866	32,251	25,754	23,454	41,587	108,350	76,000	113,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS		9,102	(750)	7	231	224	101	0	0
	TOTAL REVENUE	1,243,597	1,306,705	871,441	886,342	927,800	1,042,442	1,319,082	1,317,789	1,408,466

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
 June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
0100	Salaries & Wages	624,948.00	752,402.94	518,987.81	482,527.00	472,750.00	494,352	537,311	592,047	644,219
0200	Retirement (Social Security & Pension Contribution)	86,162.64	101,063.84	73,368.39	67,885.59	66,159.34	69,130	69,960	82,885	86,894
	Health Insurance/Care America									
	Long Term Disability/CNA	38,981.19	38,981.19	19,117.42	22,398.24	21,054.70	20,247	28,006	36,837	39,691
	Life Insurance/Fortis & Protective Life	2,485.32	2,485.32	2,492.04	2,093.66	2,055.00	2,431	2,028	2,960	3,221
	Vision/Vision Service Plan	0.00	0.00	0.00	0.00	0.00	0	0	1,950	1,950
	Dental/Aneritas	2,013.44	2,013.44	1,263.69	1,188.40	883.00	2,015	2,430	2,465	2,832
0300	Total Employee Insurance	5,702.00	5,702.00	4,219.10	4,163.08	4,477.29	5,153	5,737	5,474	7,008
		40,194.04	49,181.95	27,092.25	29,843.38	28,469.99	29,845	38,201	49,686	54,702
0310	Unemployment Insurance	2,115.00	2,579.76	415.46	0.00	0.00	0	0	0	0
0350	Workers Compensation - General	8,979.77	6,098.85	3,864.00	7,125.00	5,502.00	5,136	2,754	5,400	6,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	911,327.34	623,727.91	587,380.97	572,881.33	598,463	648,226	730,019	791,815
0700-00	Communications - Telephone	5,841.73	3,554.15	1,928.80	1,708.04	2,561.03	2,169	2,029	2,300	2,500
0700-01	Communications - Modem/Fax/TV/DSL			2,713.84	5,275.50	3,068.14	1,938	4,432	4,400	5,000
0700-02	Communications - Internet Access			483.46	85.28	4,483.15	4,897	6,600	5,000	3,000
0700-05	Communications - Brodart Cataloging Access		6,092.77	5,320.19	5,085.84	4,681.97	5,150	2,649	2,800	2,800
0700-07	Communications - 321 Grant/Prop 10 FFL Grant			134.20	522.53	540.55	380	0	0	0
0700-08	Communications - Adult Literacy		896.35	553.09	179.24	308.00	438	412	800	800
	Total Communications	5,841.73	10,543.27	11,133.58	12,856.43	15,642.84	14,973	16,121	15,300	14,100
0900-00	Food - General Fund	0.00	0.00	205.98	0.00	24.75	0	43	50	50
0900-07	Food - 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	0	0	0	0
0900-08	Food - Adult Literacy			30.43	7.17	0.00	0	154	200	200
0900-009	Food - Family Literacy		32.26	35.74	0.00	32.55	0	0	0	0
	Total Food	0.00	32.26	272.15	7.17	57.30	0	197	250	250
1000-00	Household Expense	3,311.71	3,596.68	3,177.16	2,152.25	4,370.02	3,468	4,271	4,500	4,500
1100-00	Insurance	13,065.63	14,649.00	15,223.66	11,323.44	10,183.10	10,124	6,946	5,070	6,000

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
 June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,003.13	4,453.27	5,377.32	29,098.85	19,065.05	9,712	2,037	3,000	5,000
1300-01	Maintenance of Equipment - General Fund (Computer)			0.00	0.00	0.00	0	9,961	12,000	12,000
1300-07	Maintenance of Equipment - 321 Grant/Prop 10 FFL Grant			969.00	44.95	0.00	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy			0.00	0.00	0.00	0	0	0	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			6,346.32	29,143.80	19,065.05	9,712	11,998	15,000	17,000
	Total Maintenance of Equipment	3,003.13	4,453.27	6,346.32	29,143.80	19,065.05	9,712	11,998	15,000	17,000
	HVAC									
	Carpet Cleaning		13,623.83	2,390.82	5,560.09	4,448.64	2,852	2,105	2,500	2,500
	Groundskeeping, City of Placentia		2,894.55	800.00	550.00	0.00	0	3,074	3,500	3,500
	Plumbing		23,537.42	21,979.52	20,188.23	23,276.99	28,653	31,862	30,000	30,000
	Electrical		523.71	765.56	1,111.47	2,083.97	1,681	1,656	1,200	1,800
	Cleaning Service		982.57	3,601.71	2,621.44	3,720.96	4,212	15,520	1,500	1,500
	Locksmith		13,060.20	11,400.00	11,400.00	11,400.00	11,400	11,400	11,700	11,700
	Other (includes fire alarms & seismic retrofit project)		87.45	55.19	245.46	93.95	74	2,041	200	200
	Total Maintenance of Building & Grounds	44,124.45	1,141.36	3,639.32	1,647.21	2,443.67	1,391	1,331	14,800	15,000
1400-00		44,124.45	55,851.09	44,632.12	43,323.90	47,468.18	50,263	68,988	65,400	66,200
1600-00	Memberships - General Fund	2,199.00	3,325.25	2,154.65	2,358.00	2,884.00	2,580	3,356	3,400	3,400
1600-07	Memberships - 321 Grant/Prop 10 FFL Grant			0.00	295.00	75.00	225	0	0	0
1600-08	Memberships - Adult Literacy			135.00	95.00	95.00	240	150	400	400
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0	0	0	0
	Total Memberships	2,199.00	3,325.25	2,289.65	2,748.00	3,054.00	3,045	3,506	3,800	3,800
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	702.50	0.00	0.00	0	0	0	0
1700-07	Miscellaneous Expense - 321 Grant/Prop 10 FFL Grant			0.00	20.00	0.00	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy			28.03	0.00	0.00	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy			0.00	0.00	0.00	0	0	0	0
	Total Miscellaneous Expense	0.00	0.00	730.53	20.00	0.00	0	0	0	0

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
 June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
1800-00	Library Supplies	9,042.32	5,618.20	3,673.37	7,108.99	6,818	6,275	10,000	10,000	10,000
	Printing	4,172.71	8,610.34	8,641.63	8,842.42	9,135	8,630	9,500	9,500	9,500
	EZ Copy - copy cards for sale to patrons	1,571.32	0.00	0.00	0.00	0	0	0	0	0
	Publications	1,985.00	830.05	2,742.75	1,999.66	730	560	750	750	750
	Paper	1,143.69	885.95	1,126.10	1,274.99	894	1,664	1,700	1,700	1,700
	Drinking Water Service	299.40	299.40	274.45	274.45	274	275	300	300	300
	Other Office Supplies	10,585.64	6,462.27	5,895.60	2,653.86	4,883	8,408	6,000	6,000	7,500
	Total Office Supply Expense - General Fund	28,800.08	22,726.21	22,333.90	22,154.37	22,734	25,812	28,250	28,250	29,750
1800-07	Literacy Dept Educ 321 Grant Supply Expense/Prop 10 FFL Grant	0.00	0.00	636.39	1,141.00	1,890	0	0	0	0
1800-08	Printing	616.54	2,938.36	1,796.25	1,473.04	1,680	784	2,625	2,625	2,625
	Publications	0.00	2,062.86	2,532.02	3,371.73	0	874	0	0	0
	Paper	86.93	0.00	0.00	0.00	0	51	50	50	50
	Other Office Supplies	1,953.93	328.25	1,685.66	401.10	1,034	543	425	425	425
	Total Adult Literacy Office Supply Expense	2,657.40	5,329.47	6,013.93	5,245.87	2,714	2,252	3,100	3,100	3,100
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	4,832.97	6,014.75	0.00	5,181.20	0	0	700	700	700
	Total Office Expense	19,390.29	34,070.43	29,004.22	33,722.44	27,337	28,064	32,050	32,050	33,550
1803-00	Postage Expense - General Fund	1,970.50	1,450.99	692.24	778.77	2,446	4,642	4,800	4,800	4,800
1803-01	Postage Expense - LSCA II Grant	894.17	19.95	0.00	0.00	0	0	0	0	0
1803-08	Postage Expense - Adult Literacy	29.00	182.42	224.00	75.50	64	9	100	100	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	2,893.67	114.84	0.00	1,063.44	0	0	0	0	0
	Total Postage Expense	2,375.04	1,768.20	916.24	1,917.71	2,510	4,651	4,900	4,900	4,900

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
 June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
	Care Resources (Employee Assistance)									
	Pension Fund Operating & Investment Mgmt. Expenses									
	Anaheim Library Automated Library System									
	Anaheim Consortium Computer Technical & Consulting Services									
	Clipping Service									
	Tax Collection Services & Fees by Orange County									
	Advertising (including WEB site)									
	Medical Exams									
	Collection Services - Accounts Receivable									
	Audit & Accounting Services									
	Payroll Preparation									
	Election Expenses									
	Staff Training in Library									
	Other (Includes contract storyteller)									
1900-00	Total Specialized Services - General Fund	61,688.26	63,563.37	57,610.67	60,723.03	59,614.50	59,761	77,430	77,290	71,290
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	10,278.00	0.00	11,243.26	0.00	0.00	0	0	5,000	5,000
1900-07	Specialized Services - 321 Grant/Prop 10 FFL Grant			0.00	1,625.00	2,321.00	0	0	0	0
1900-08	Specialized Services - Adult Literacy	6,093.95	1,077.40	2,653.08	1,333.86	725.00	80	80	200	200
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	812.00	5,505.00	0.00	4,003.99	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	2,401.91	1,813.96	1,877.98	1,976.08	2,117	8,826	9,000	12,000
	Total Specialized Services	78,060.21	67,854.68	78,825.97	65,559.87	68,640.57	61,958	86,335	91,490	88,490
2000-00	Legal Notices - General Fund									
2000-01	Legal Notices - LSCA II Grant	0.00	521.08	141.75	1,064.56	0.00	0	0	500	500
	Total Legal Notices	0.00	521.08	141.75	1,064.56	0.00	0	0	500	500

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
 June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200-00	Semi-Annual Bond Payment	71,800.00	0.00	35,900.00	1,542.61	66,259.01	72,215	91,373	108,800	120,800
2300-00	Small Tools/Instruments		497.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400-00	Special Department Expense - Miscellaneous		14.95	414.19	644.34	16.03	0	0	0	0
2400-01	Special Department Expense- Books	122,463.09	109,878.89	50,853.68	10,246.41	15,769.09	82,661	73,446	150,000	150,000
2400-02	Special Department Expense - Video	5,790.92	957.33	27.45	0.00	592.80	3,400	1,480	0	0
2400-03	Special Department Expense - Electronic	0.00	0.00	4,431.22	35,441.99	25,292.53	5,230	20,301	0	0
2400-04	Special Department Expense - Periodicals	10,233.49	39,890.38	9,414.09	5,230.97	4,039.57	4,228	19,827	0	0
2400-05	Special Department Expense - Audio	5,411.88	4,027.63	0.00	0.00	251.34	347	6,753	0	0
2400-07	Special Department Expense - 321 Grant/Prop 10 FFL Grant	0.00	0.00	215.34	0.00	36.78	0	0	2,000	2,000
2400-08	Special Department Expense - Adult Literacy	118.80	118.80	1,381.15	1,980.84	786.57	3,594	6,424	3,300	3,300
2400-09	Special Department Expense - Family Literacy	0.00	1,439.19	3,228.99	0.00	0.00	0	0	0	0
	Total Special Department Expense	143,899.38	156,327.17	69,966.11	53,544.55	46,784.71	99,459	128,232	155,300	155,300
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700-00	Transportation/Travel - Meetings, Staff Out of Town									
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00	6,292.83	6,590.33	1,304.04	1,003.86	1,531	1,445	1,500	1,500
2700-02	Transportation/Travel - Meetings, Board Out of Town			1,867.75	3,369.52	3,805.34	1,907	2,699	3,000	3,000
2700-03	Transportation/Travel - Meetings, Board Local			61.48	835.92	647.50	1,035	124	500	500
2700-04	Transportation/Travel - Meetings, LSCA II Grant			699.00	1,020.09	287.60	534	477	500	500
2700-07	Transportation/Travel - Meetings, 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	0	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy		728.00	2,631.92	260.00	1,380.90	915	0	0	0
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	941.50	137.00	25.20	0.00	212	936	1,000	1,000
	Total Transportation/Travel - Meetings	8,427.00	7,962.33	12,079.13	6,824.44	7,125.20	6,135	6,316	6,800	6,800

Preliminary Draft

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
June 19, 2001

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY1997-1998 ACTUAL	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 BUDGETED	FY2001-2002 PROPOSED
	Electricity		56,813.70	48,474.74	42,250.50	43,533.26	40,519	40,615	30,000	50,000
	Gas		2,917.30	2,938.78	6,102.59	5,273.78	5,852	3,115	3,500	6,500
	Water		1,888.97	1,803.99	2,955.74	2,466.19	2,266	3,588	3,750	3,750
2800-00	Total Utilities	59,583.61	61,619.97	53,217.51	51,308.83	51,273.23	48,637	47,318	37,250	60,250
	TOTAL SUPPLIES & SERVICES	455,081.18	426,417.49	369,774.27	311,340.31	375,563.36	409,835	504,316	546,410	582,440
3700-00	Taxes, Assessments (Sales Tax)	0.00	610.04	1,284.00	778.00	0.00	1,001	3,652	3,750	3,750
	Equipment		711.12	4,725.29	2,625.36	0.00	16,445	26,993	30,000	30,000
4000-07	Equipment - 321 Grant/Prop 10 EFL Grant	0.00		0.00	0.00	0.00	2,800	0	0	0
4000-08	Equipment - CLC Grant	0.00	0.00	2,150.05	877.07	0.00	120	0	1,000	1,000
4000-09	Equipment - Gates Foundation Grant			0.00	0.00	0.00	0	14,436	0	0
4000-11	Equipment	11,181.79	0.00	0.00	0.00	0.00	0	0	0	0
	Total Equipment	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	41,429	31,000	31,000
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0	0	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	41,429	31,000	31,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0	0	6,611	0
5600	INVESTMENT POOL LOSS	0.00	0.00	34,733.31	0.00	0.00	0	0	0	0
	TOTAL EXPENSES	1,228,662.42	1,339,065.99	1,036,394.83	903,001.71	948,444.69	1,028,664	1,197,624	1,317,790	1,409,005

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Authorization for Staff Appreciation Dinner for 2001
DATE: May 15, 2001

BACKGROUND:

The 2000 Staff Appreciation Dinner was held Rembrandt's Restaurant on Yorba Linda Boulevard, Placentia, on Thursday, October 5 at 6:30 P.M.

The Friends of Placentia Library will have this item on its agenda for June 4, 2001.

The budget for the 2000 Dinner was \$800 and the total cost was \$700.00. The Friends reimbursed the District \$350. Spouses and personal guests attended at their sponsor's expense.

In 2000 the following were invited to attend:

Current and retired Library Staff

Volunteer Paul Deputy and Ilse Deputy (no longer a volunteer)

Library Trustees

Friends Directors

Foundation Directors

Work-study Students -

The 2000 attendance was 41.

For the past several years the staff has indicated that a Thursday evening at 6:30 P.M is its preferred time.

RECOMMENDATION:

Set a date, location and budget for the Staff Appreciation Dinner

Agenda Item 32

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: May 9, 2001
 SUBJECT: Program Committee Report for the month of April

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	130
<u>TYD Total</u>	2	156

CHILDREN'S SERVICES

Community Center		
Story Times	3	19
CBET Visits	1	20
Head Start Story Times	21	20
Class Visits	19	364
Wed. PM Story Times	4	38
Th. AM Story Times	4	65
Lapsit	4	157
Music Times (3-4 Yrs.)	4	107
Music Times (5-6 Yrs.)	4	60
Spring Party & Story Time	1	65
TOTAL FOR Apr	65	<u>1,315</u>
YTD TOTAL	<u>391</u>	<u>10,204</u>

<i>LITERACY SERVICES</i>	Apr 2000-01	FY2000-01 YTD
Total Tutors	117	159
Total Students	166	179
Total Hours	708	7,429

For more detailed literacy statistics, see Agenda Item 34, page 2 of 2.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *CS*

Date: May 15, 2001

Subject: April Activities in the Children's Department

Programming- The spring programming session began in April. There were 8 storytimes , 4 lapsits, and 8 musictimes with a total attendance of 427.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	82 children / 75 adults
3 - 6 year old storytimes (a.m.)	4	42 children / 23 adults
3 - 6 year old storytimes (p.m.)	4	25 children / 13 adults
MusicTime 3 – 4 year olds	4	64 children / 43 adults
MusicTime 5 – 6 year olds	4	35 children / 25 adults
Totals	20	248 children / 179 adults

School Visits- School visits have continued. 19 classes visited during April. A total of 364 children participated in these visits.


Offsite Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 3 storytimes at the community centers with a combined attendance of 19. Two storytimes were performed for each of the seven Head Start classes with a combined attendance of 280.

Other programs- The Placentia Library District again had the special Springtime party for children 2 – 4 years. It was a success again this year with 42 children and 23 adults attending storytime and participating in an egg hunt.

Corrections- Please note the following corrections to the April 2001 board report. In March there were four community center storytimes with a combined attendance of 39, and 21 Headstart storytimes with a combined attendance of 420.

Agenda Item 34

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: May 9, 2001

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of April.**

Tutor Training. The Literacy Coordinator conducted a tutor training workshop on Sunday, April 1 and eight tutors were trained, four adults and four teens. Additionally, one adult and one teen tutor received accelerated training for a total of ten for the month. All ten new tutors are matched and tutoring in the Library. The next tutor training is scheduled for May 6.

Annual Friends Meeting Featured "Live at the Library." This year's April 2 Annual Meeting of the Friends of Placentia Library featured guest author, Earlene Fowler, and was held in the Placentia City Council Chambers. The event, which attracted over 120 people, also went out live on cable television. Earlene also conducted a writing workshop for high school students the afternoon of April 2, and six students from Valencia and El Dorado attended.

New Families for Literacy (FFL) Program Status. We had no new families begin in April. Erin, one of our FWS staff, is now on site at Placentia Head Start every Monday and Wednesday morning. She is there to interface with the Head Start classes and to recruit FFL families.

Partnership for Change (PFC) Coalition Spanish Literacy Second Class Begins. PFC is a coalition, consisting of the Library, the City of Placentia, Placentia Head Start, and Altrusa. The second Spanish Literacy class began in April and three students were enrolled. We expect more students to enroll in May.

Rotary Reading Assistance Program (RRAP) Continues. RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District, and the Library, continued in April at three district high schools: El Dorado, Esperanza, and Valencia. A concept developed by Jeff White of the Yorba Linda Sunrise Rotary Club, RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. RRAP Tutors began going to local elementary schools the last week of March and continued in April. Placentia Library's Literacy Coordinator developed the training for the program, and had trained over 80 volunteers high school volunteers by the end of April.

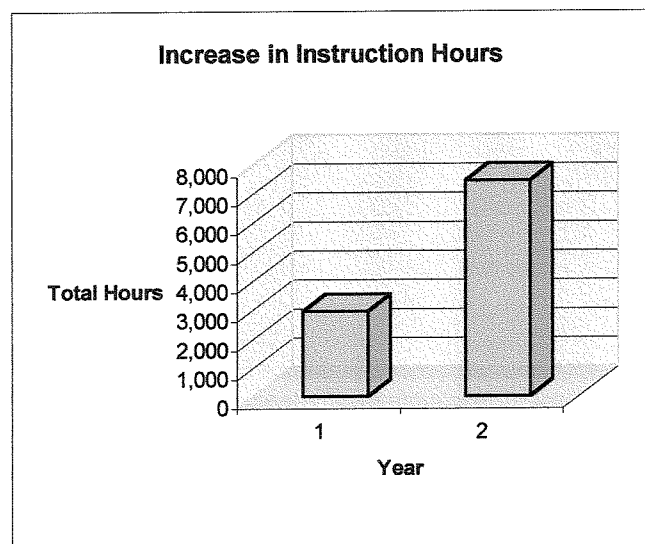
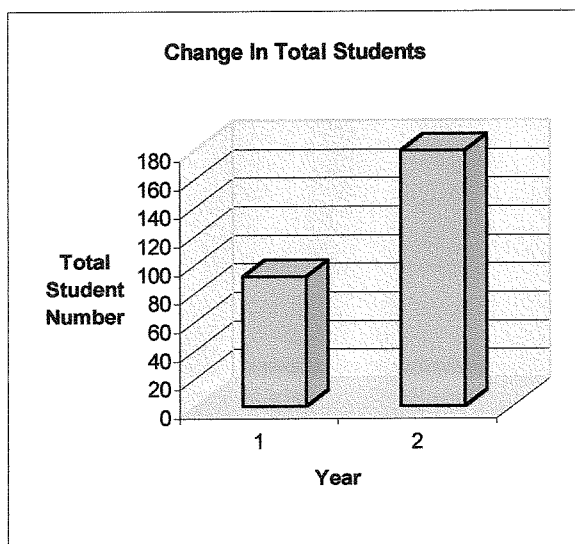
Reach Out and Read Partnership Continues. In April, the Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. On Monday mornings, one of our staff members, Charris Medina, and a volunteer, Diane Martlo, go to the Whitten Center in Placentia and read to children in the waiting room while they are waiting to see the St. Judes pediatric staff.

Literacy statistics. See Agenda Item 34, page 2 of 2.

Placenta Library Literacy Services

Report of Growth and Progress

	Apr 1999-01	April 2000-01	YTD Apr 1999-0	YTD Apr 2000-01
Tutors:				
Adult	86	91	93	105
Teen	10	40	10	49
Hours Instruction	632	708	2,922	7,429
Other Volunteer Hours	85	84	761	452
Total Hours	717	792	3,683	7,881
Training Workshops				
Workshops Held	1	2	4	19
Tutors Trained	5	10	51	106
Students				
With Adult Tutors	86	133	86	143
With Teen Tutors	15	33	15	47
In Groups	NA	17	NA	30
Families for Literacy				
Family Students	NA	9	NA	14
Family Tutors	NA	9	NA	14
Hours of Instruction	NA	64	NA	219
Total Tutors	86	117	86	159
Total Students	91	166	91	179
Total Instruction Hours	632	708	2,932	7,429



1

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

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

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

4. The fourth part of the document discusses the importance of communication and reporting. It emphasizes the need for clear and concise communication of the findings and conclusions of the study.

5. The fifth part of the document discusses the importance of ethical considerations in research. It highlights the need for researchers to adhere to ethical standards and to be transparent about their methods and findings.

6. The sixth part of the document discusses the importance of ongoing evaluation and improvement. It emphasizes the need for researchers to regularly assess the quality of their work and to make necessary adjustments to their methods and procedures.

7. The seventh part of the document discusses the importance of collaboration and teamwork. It highlights the need for researchers to work together and to share their knowledge and expertise.

8. The eighth part of the document discusses the importance of staying up-to-date on the latest research and developments in the field. It emphasizes the need for researchers to continuously learn and to adapt to new challenges and opportunities.

9. The ninth part of the document discusses the importance of maintaining a high level of integrity and honesty in all aspects of the research process. It emphasizes the need for researchers to be truthful and to avoid any form of plagiarism or data manipulation.

10. The tenth part of the document discusses the importance of being open to feedback and criticism. It emphasizes the need for researchers to listen to the opinions and suggestions of others and to use them to improve their work.

Agenda Item 35

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: May 9, 2001

SUBJECT: Placentia Library Web Site Development Report for the month of April.

In April, the Placentia Library District had 20,647 "hits" on the Web Site, an average of 677 a day. Frank Frizell updated the Library's Web Page again in April. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	Nov-00	Dec-00	Jan-01	Feb-01	Mar-01	Apr -01
Borrowers	552	637	984	865	901	1,143
Friends	804	627	978	858	916	1,129
Hours	562	640	986	879	904	1,148
Information	561	643	988	877	914	1,151
Foundation	534	629	963	858	897	1,125
History Room	535	626	966	851	892	1,121
Literacy/CLC Logo	831	971	1,498	1,302	1,367	1,716
Passports	586	632	972	863	912	1,136
Total Views Most Hits	5,210	5,405	8,335	7,353	7,703	9,669

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: May 15, 2001
SUBJECT: **Publicity materials produced for April 2001**

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Program asking for volunteers
6. Children's storytime, lapsit and musictime programs
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday except May's sale will be May 20th
9. Closed for Memorial Day holiday Sunday, May 27th and Monday May 28th

Newspaper articles published:

1. Friends of Placentia Library will hold annual meeting, guest speaker will be mystery writer Earlene Fowler.
2. Friends of Placentia Library holding special sale on second Sunday of the month.
3. Lapsit stories for ages 2 and younger.
4. Literacy classes set for volunteer tutors.
5. Storytimes held at the Placentia Library.
6. Story times for children for children ages 3 to 6 held at Placentia Library.
7. Literacy tutor training session held at Library.
8. Four artists exhibit at the Placentia Library.
9. Library classes set for volunteer tutors.
10. Musictime for ages 3 & 4 and 5 & 6 meets at the Library.
11. Jim Roberts, Literacy Services director at Placentia Library will be guest speaker at Chamber breakfast.

pacific clippings

**post office box 11789
santa ana, calif. 92711**

Placentia News
Weekly **APR 26 2001**

WEDNESDAY 332
Breakfast at J.O.E.'S. is held from 6:15 to 7:30 a.m. in the Parish Hall of St. Joseph's Catholic Church, 717 N. Bradford Ave. Breakfast is served. Call (714) 528-0720.

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Placentia Round Table Club meets at 10:30 a.m. and 7 p.m. at 901 N. Bradford Ave. Call publicity chairman Pat Irot at 996-8390.

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

***What is happening in your club, organization or civic group? Call 704-3796 or fax information to 704-3714. Listings must include phone numbers.

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**post office box 11789
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Placentia News
Weekly **APR 26 2001**

TODAY 332

'Lapsit' stories for ages 2 and younger are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

pacific clippings

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

The Register
Daily

MAR 31 2001

PLACENTIA 332
Writer visits: The Friends of the Placentia Library

will hold its annual meeting at 6:30 p.m. Monday with guest speaker mystery novelist Earlene Fowler. She will present a talk on "A Patchwork of Words: The Making of a Quilt and a Novel." The meeting will be in council chambers at City Hall, 401 E. Chapman Ave. (714) 524-8408, Ext. 213.

- Karen Robes
(714) 704-3796
krobes@ocregister.com

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The Register
Daily APR 5 - 2001

TROUBLE SHOOTER

A golf tourney will aid college scholarship fund

³³²
Dear Trouble Shooter: The Santiago Canyon College Foundation and SCC Hawk Boosters will hold its inaugural golf tournament at Tustin Ranch Golf Club, 12442 Tustin Ranch Road on April 6. Check-in is scheduled for 10:30 a.m. with a putting contest at 11 a.m. and a shotgun start at noon. Cost of the event is \$200 per person and includes lunch, green fees, cart, driving range, tee bag and dinner. Proceeds will

fund scholarships for scholar athletes and assist with upgrading and creating new athletic facilities.

Brad Holseth,
Sports Information Director,
Santa Ana

For ticket information, readers can call Patti Cole at (714) 564-4090.

Dear Trouble Shooter: Shoppers! The Friends of Placentia Library hold parking lot used book sales on the second Sunday of each month. In May,

the sale will be on the third Sunday. Come for bargains in cookbooks, history, children's literature, reference, fiction and non-fiction. All proceeds go directly to support Placentia Library services.

A.C. Irot, President
Placentia

Interested readers can call (714) 528-1925 Ext. 202 for more information.

Dear Trouble Shooter: My daughter has had a stroke and is very lonely. ... Would you

ask your readers to send card for her birthday April 9

Celia Sample, Garden Grove

Interested readers can send cards to Virginia Binder, Pacific Haven, C-24, 12072 Tras Ave., Garden Grove, CA 92643.

• If you have a request or donation, write to the Trouble Shooter at P.O. Box 11626, Santa Ana, CA 92711. Or fax to (714) 796-5052. Or send e-mail to trouble@link.freedom.com.

pacific clippings

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

The Register
Daily APR 2 4 2001

PLACENTIA 332

Chamber breakfast: The Chamber of Commerce will host its monthly breakfast Thursday at the Alta Vista Country Club. The guest speaker will be Jim Roberts, literacy services director for the Placentia Library District. He will speak about the library's latest literacy services. The event is set for 7:15 a.m. at 777 Alta Vista St. Information: (714) 528-1873.

- Karen Robes
(714) 704-3796
kr obes@ocregister.com

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly APR 1 9 2001

Four artists exhibit

Four Placentia Art Association members will host a free exhibit their works at the Placentia Library in April. Artists Jo Knight, Hal Wrightman, Virginia Bannister and Ray Bohon will showcase more than two dozen works.

pacific clippings

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The Register
Daily APR 7 2001

PLACENTIA 332

Business honored: The Chamber of Commerce recently named the Placentia Round Table as April's Business of the Month. The 100-member

nonprofit women's organization supports city events and awards numerous scholarships to local high school students. Information: Pat Dart, (714) 528-5190.

- Karen Robes
(714) 704-3796
kr obes@ocregister.com

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santa ana, calif. 92711**

Placentia News
Weekly **APR 26 2001**

Literacy to headline chamber breakfast

The Placentia Chamber of Commerce will host its monthly breakfast today at the Alta Vista Country Club.

The breakfast will feature Jim Roberts, literacy services director at the Placentia Library District, as the guest speaker. He will speak about the library's latest literacy services, including teen tutoring and Spanish Literacy workshops.

The event is set for 7:15 a.m.

Four artists exhibit works at Placentia Library this month

Four Placentia Art Association members will host a free exhibit their works at the Placentia Library in April.

Artists Jo Knight, Hal Wrightman, Virginia Bannister

and Ray Bohon will showcase more than two dozen works of art. Art media include: watercolor, pastels, oil, photography, ink and graphite.

The exhibit can be seen during library hours and is located at 411 E. Chapman Ave.

Information: 528-1906.

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Placentia News
Weekly **APR 19 2001**

Literacy is Chamber breakfast topic

The Placentia Chamber of Commerce will host its monthly breakfast April 26 at the Alta Vista Country Club.

The breakfast will feature Jim Roberts, literacy services director at the Placentia Library District, as the guest speaker. He will speak about the library's latest literacy services, including teen tutoring and Spanish Literacy workshops.

The event is set for 7:15 a.m. at 777 Alta Vista St.

Information: 528-1873.

pacific clippings

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santa ana, calif. 92711**

Placentia News
Weekly

APR 26 2001

TUESDAY 3:30pm

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906.

Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Overcomers Outreach meets at 7 p.m. at Rose Drive Friends Church's Room 106, 4221 Rose Drive. Call 528-6496.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at the Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call 777-5639.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KLM*
DATE: May 15, 2001
SUBJECT: **Safety Committee report for April**

There was no safety committee meeting in April. The next meeting is scheduled for Thursday, May 24, 2001 at 9:00 A.M.

Board & Administrator

FOR BOARD MEMBERS

May 2001 Vol. 17, No. 9

Editor: Jeff Stratton

The board/staff connection: If not handled properly, the organization always suffers

Understanding the board's role

Let me tell you a true story about a nonprofit organization that, on the surface, seems like a real success...

A Texas nonprofit board brought in a new administrator when the organization was suffering from severe financial problems. The nonprofit had nearly \$750,000 in losses over the previous four years.

The administrator went to work, and in a few short years had resolved the organization's problems by concentrating on its core programs and making some staff cuts. In the last two years, the nonprofit has reduced its total debt, has shown significant revenue growth, and last summer it was named business of the year by a local foundation.

You would think that this story has a happy ending—but it doesn't. When you look closely, nobody's happy, because the board became involved in a staff termination issue. The terminated employee requested, and received, a private hearing with the board. The board's relationship with its executive is now strained.

What should board members do when staff members bring complaints to them? Board members should first, foremost and always ask staff to work through their administrator to resolve problems. A direct board-to-staff connection bypasses the individual that the board has hired to manage the nonprofit, including its personnel issues.

When you get involved in staff issues,

you take away the administrator's authority to manage and resolve staff problems.

Nobody's happy, because the board became involved in a staff termination issue. The board's relationship with its executive is now strained.

Effective nonprofit boards leave the management of staff to their executives. They give the administrator full authority and the final say on staff issues.

This authority extends to hiring, evaluating, setting individual compensation levels and yes, firing staff when it is necessary.

Handling staff problems is not a board responsibility. The board oversees the bottom-line results of the organization, not the day-to-day workings of the organization.

Why did this board get involved in a staff termination issue in the first place—an area that is clearly the administrator's responsibility? Lack of education. Boards need opportunities, annually, to learn and reinforce their responsibilities and the board in this story just isn't receptive to it. The organization isn't served well when this is the case. ■

Constituent pressure and board service

There are times that the nonprofit's supporters and clients will question you as a board member. And, they'll usually want a quick response to their concerns.

Three tips to handle pressure

As a board member, however, you're in a much better position to provide good information when you are measured in your response to these kind of requests and complaints. Here are three effective tips to help you handle inquiries.

1. **Don't make hasty decisions.** A Pennsylvania board has a policy that states, "If the board doesn't review a matter prior to the board meeting, the board will not vote on it at the meeting." "People know that if they try to run something in at the last minute, it won't go through with this board," says Board Member **George Swartz** (Littlestown, PA). "If we don't have

time to check something out and investigate it, we won't address it."

2. **If you don't have an answer for the public, get the facts first.** "Tell people that you'll find out what you need to know and ask your executive director to get back to them," says Swartz. "Many times you think you know something, but you don't have the entire story. That just makes matters worse. Shoot straight and don't fabricate."
3. **Listen to the entire story.** "Sometimes, with board service it seems like nothing we do is right to those on the outside," he says. "And it can get tiresome listening to people's complaints. But our job is to listen carefully, make sure you have the facts straight, and then check matters out with the administrator." ■

Effective board meeting preparation

Use the following checklist to determine whether your board and administrator team prepare effectively for meetings. Check "A" for

Adequate, or "NI" for Needs Improvement to evaluate how well you prepare for board meetings. ■

	A	NI
1. Does the board have a procedure for setting the meeting agenda?		
2. Do meeting preparation materials arrive in time to give members a chance to prepare?		
3. Do the board chairperson and administrator discuss agenda items in advance of meetings and anticipate problems that might occur?		
4. Are matters which require action thoroughly studied and discussed before coming to the board in the form of a written recommendation from the administrator?		
5. Does the meeting agenda specify which items will require board action?		
6. Does your administrator provide a recommended action for action items, which has his or her recommendation, alternatives and the impact of the decisions on the organization?		
7. Do board members bring items up at board meetings, without giving the board and administrator time to prepare?		
8. Do board members come to meetings well prepared and ready to discuss agenda items?		
9. Are committee reports and recommendations distributed to board members in advance of meetings?		
10. Do staff members attend meetings to provide advice and background information on issues, as needed?		
11. Is the board meeting space adequate and conducive to effective decision making?		

CONNECTION

LIBRARY OF CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 11
May 2001

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State Library launching Library Awareness Campaign statewide

On March 14, at the Public Library Directors' Forum in Santa Barbara, State Librarian of California, Dr. Kevin Starr, announced that the California State Library (CSL) will launch a statewide awareness campaign this year called "The Library-Check It Out."

"In the past few years, the State Library has invested considerable Library Services and Technology Act (LSTA) funding and staff resources in planning a statewide awareness campaign," Dr. Starr said. "We've tested 'The Library-Check It Out' campaign in San Diego and Fresno. I'm convinced of this campaign's potential for success in California, and I am committing the State Library to take the campaign statewide over the next eighteen months to two years. We'll roll out the campaign around the state--media market by media market--and build on the success we've enjoyed so far."

Librarians first identified that California's public libraries needed a promotional campaign in May 1997, during the California State Library's Convocation on Providing Public Library Service to California's 21st Century Population. In fact, at the convocation and the eight public forums that followed, the librarians recommended that a statewide campaign promoting libraries should be the CSL's number one priority.

Therefore, the CSL established a project task force that discovered, during its research and planning in 1997-1999, the Public Library of Charlotte and Mecklenberg County's (North Carolina) successful 1999 "The Library-Check It Out" campaign. The Charlotte campaign leveraged \$60,000 in library funds into a \$1.3 million media campaign, an accomplishment that convinced the CSL task force to use North Carolina's paradigm.

The CSL's "Check It Out" campaign message will focus on libraries in general, not just public libraries, a benefit for all types of

California's libraries. To promote the general value of libraries, books, and reading, the campaign will use community and celebrity spokespeople.

THE LIBRARY. Check It Out.

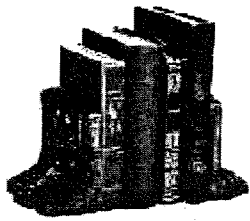
As part of its research, from January to April 2000, the CSL conducted a TV-only test of "The Library-Check It Out" campaign in San Diego. Using LSTA funds, the CSL hired Specialized Media Marketing & Promotions (the firm that created the campaign in Charlotte) to leverage \$50,000 into a media campaign valued at nearly \$400,000. The CSL used META Information Services, a Sacramento market research firm, to evaluate the campaign's impact. META concluded that the 13-week campaign was effective: nearly 6 in 10 surveyed San Diego residents were aware of the campaign to which they reacted positively.

This year, the CSL funded a second test campaign from January to April in Fresno, expanding the campaign to include TV, radio and billboards, and using bilingual messages. META Information Services will soon evaluate the impact of the Fresno campaign and report on the results of their evaluation in late May.

When Dr. Starr announced the campaign at the Public Library Directors' Forum, the audience applauded. "This campaign is something the library community has wanted for years," he said. "I believe the State Library is the appropriate agency to take the lead on this and make it a reality."

In addressing how the California campaign relates to the American Library Association's nation-wide "@ your library" campaign, Dr. Starr commented, "We see many opportunities to incorporate ALA's slogan into our campaign, especially on the radio and with library programming. We plan to pursue those opportunities."

Please see Awareness, page 2



Governor's Book Fund kick-off

Last summer, Governor Gray Davis and First Lady Sharon Davis created the Governor's Book Fund in coordination with the California State Library Foundation. The Governor's and First Lady's purpose in starting the fund was, according to Governor Davis, "to develop private sector resources...to increase literacy and to enhance the pleasure of reading for all Californians, especially for our children and youth." One component of the fund is the School Library Enrichment Grant program. This spring, 47 schools from throughout the state were selected in a competitive process to receive \$5000 grants for their school libraries through this program.

To celebrate the Governor's Book Fund's distribution of grant monies in 2001, Ms. Davis and State Librarian Dr. Kevin Starr hosted two kick-off events, one in Sacramento and one in Los Angeles. At the celebrations, eager children showed not just a "pleasure of reading," but a passion for it. As the First Lady and Dr. Starr presented each check, the children celebrated the fact that the \$5000 checks meant more books for their schools.

In Sacramento on March 27, the opening ceremony was in the California State Library's Gillis Hall. Over seventy representatives from winning schools attended. Students from recipient schools, such as Fruitridge Elementary, sat on alphabet blocks in front of the library's podium as teachers, librarians or principals talked about their schools and how they would use their grants to purchase new books.

On April 2, in Los Angeles, the Los Angeles Public Library hosted the kick-off event in the library's Children's Literature Room. More than one hundred guests joined the First Lady and Dr. Starr in Los Angeles where a large portion of the winning schools is located.

In both northern and southern California, the First Lady talked about how important reading is to a child's future. Defining "reading as a gateway skill," the First Lady asked the students surrounding the podium about their favorite books. The students overwhelmingly voted for the Harry Potter series. Now that the Book Fund's grant money is reaching recipient schools, California children will be able to reach beyond Mr. Potter to many other books.

Office of Library Construction working on construction regs

Staff at the California State Library are performing research and revising drafts of the pre-regulatory bond act program language for the dispersal of funds for library construction and renovation. This next release will have a draft application form included in it as well as the overall program requirements.

"Our goal is to send out the next draft of the pre-

regulatory language for Title 5 and Title 24 early in June," says Richard Hall, manager of the library bond act. When the new version is ready, Hall says, it will be made available to the library community for written public comment and suggestions.



from page 1

Awareness

He made it clear, however, that the CSL was committed primarily to "The Library-Check It Out" campaign theme.

"Since 1999 the State Library has invested over \$200,000 in LSTA funds to test and evaluate 'The Library-Check It Out' campaign. To abandon that theme at this time would also mean reshooting more than three dozen TV spots we've already produced. I believe we'll be able to effectively support ALA's campaign, while building on our own successful theme here in California."

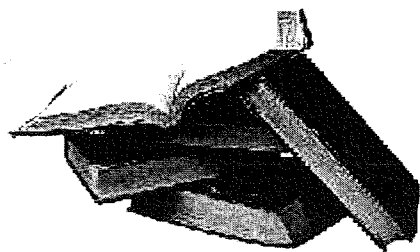
The CSL issued a Request for Proposals for the campaign in March to over 60 advertising firms. After reviewing the proposals, the CSL anticipates it will issue a contract this spring with the firm that

submitted the winning proposal.

This project is supported primarily by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian of California.

For information about the Fresno County Public Library bilingual awareness campaign, see the February 2001 issue of Connection, p. 5.

Any questions or comments about the campaign should be directed to Kathy Low, human resource development consultant, CSL, at (916) 653-6822, or by email to klow@library.ca.gov.



Library Practitioner Certification Project underway

State Librarian of California, Dr. Kevin Starr, recognizes that rural libraries need an expanded pool of qualified persons to help staff their libraries. Dr. Starr knows that library staff in rural areas need library training options to improve their professional skills but that those training options might not be currently available in rural areas. Therefore, Dr. Starr has instituted a project to work with both members of the library community and library education professionals to investigate viable training alternatives for these two groups.

In the spring and summer of 2000, Dr. Starr received letters supporting the development of a library practitioner education program from California public library directors. These directors expressed their on-going concern that, particularly in isolated rural libraries, library staff members have little opportunity to improve their professional competencies.

The directors explained that since local library classes are often not available in rural communities, staff members must travel to distant locations, and most cannot afford the expense of classes and travel. The directors said that rural libraries cannot afford to fund substitutes to accommodate extended absences. Branches with only one or two staff members, for example, have to close in order for staff to attend training. Therefore, most employees never get a chance to improve their work-related skills.

Further, experience has shown that library staff recruitment in rural communities is difficult: good people may not stay in library work because they can find better paying jobs elsewhere. Thus, rural libraries must continually look for employees who have a long-term commitment to the community. This means that rural libraries must find alternative ways to deliver library education to library employees and to sharpen the career path for dedicated staff.

In late 2000, the CSL formed an advisory group of key players knowledgeable in rural librarianship to help in developing a program that would address the employment challenges of California's rural libraries. The advisory group developed a preliminary list of training needs. It identified the barriers rural libraries faced in participating in current continuing education activities, then suggested possible steps to help overcome those barriers. Finally, the group listed potential "features" that might be

included in a continuing education program, such as a variety of alternative delivery methods and options for certification and/or college credit.

The advisory group developed a survey which it mailed to 350 rural public library outlets in California. The advisory group received thoughtful responses from the 124 surveys that were returned. On April 6, 2001 advisory group members met to review the survey results and formulate program recommendations for the State Librarian.

The project is still in its early, formative stages, and a report of initial advisory group thinking will be developed later this year for review by the field. At this stage, however, some of the advisory group's preliminary considerations for the broader library community and the State Librarian are:

- 1) Develop a pilot continuing education program, focusing on rural libraries which allows individuals to take individual classes of specific interest to them, or to pursue a complete course, potentially resulting in a "Library Practitioner Certification;"
- 2) Certification should ensure participants and libraries that an agreed-upon set of skills, abilities and knowledge has been achieved by certified participants;
- 3) Such a program must be composed of a variety of program delivery methods to assist in overcoming the barriers of distance, terrain and weather faced by many rural libraries;
- 4) A mechanism is needed to assist with participant costs of the continuing education, and to assist the participants' libraries with limited staffing in obtaining substitute staff when the participants must be off site to participate in the program.

Watch for more on this project as it develops, including a proposed session on the project at the November, 2001 California Library Association annual conference, featuring members of the advisory group. Questions about the project or requests for a copy of the advisory group's report, which is scheduled for completion this summer, should be referred to Kathy Low library programs consultant at the California State Library, at (916) 653-6822, or by email to klow@library.ca.gov.

Introducing the *Connection* Training Center

Connection is intended to not only provide stories about California's library world, but to also connect readers with information to use in the workplace. Therefore, beginning this month, the newsletter will offer a Training Corner with a monthly list of courses designed to help expand the knowledge of library staff. Look to this column each month for classes and seminars on skills and topics sure to make a library staff member's day go more smoothly, and more effectively, whether he or she works independently, or with patrons, in California's libraries.

Although *Connection* will list a variety of provider's courses, a key training provider for those who work in

libraries is InFoPeople, a program started with a California State Library Library Services and Technology Act (LSTA) grant. InFoPeople offers user-friendly training programs for library staff statewide, designing classes with content that people can use on the job right after the class. Most of InFoPeople's workshops cost \$50.00.

The *Connection* Training Corner will list the names, dates and locations of the classes, followed by the link to the class. Log-on to the site that piques your interest for in-depth course descriptions, prices and directions.



Training Corner

Provider: InFoPeople

Course: Getting the Most from Microsoft Word

Date and location:

Tuesday, July 10,
Vallejo, John F. Kennedy Library Branch,
Solano County Library
<http://infopeople.org/WS/workshop/Workshop/24>

Provider: InFoPeople

Course: Law on the Net: A Workshop for Non-Law Librarians

Dates and locations:

Monday, June 11, San Francisco Public Library
Monday, July 9, Riverside County Library-Robidoux Branch
Thursday, July 26, Sacramento County Office of Education
Tuesday, August 14, National City Public Library
<http://infopeople.org/WS/workshop/Workshop/8>

Provider: InFoPeople

Course: Technology Planning Simplified

Dates and locations:

Thursday, April 26, San Francisco Public Library
Tuesday, May 15, San Bernardino Public Library-Central
Wednesday, May 16, Los Angeles Public Library
Tuesday, June 5, Sacramento County Office of Education
Thursday, June 7, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/46>

Provider: InFoPeople

Course: Common Sense Project Management

Date and location:

Thursday, September 13, Belvedere-Tiburon Public Library
(SF area-North Bay)
<http://infopeople.org/WS/workshop/Workshop/48>

Provider: InFoPeople

Course: Internet Policy and Filtering Update

Dates and Locations:

Tuesday, May 29, San Francisco Public Library
Monday, June 11, Sheraton Ontario Airport Hotel
Thursday, June 21, Sacramento County Office of Education
Tuesday, July 10, Courtyard Old Pasadena by Marriott
<http://infopeople.org/WS/workshop/Workshop/50>

Provider: 3-Day UCLA Extension Course

Course: Document Imaging -Document Management

Dates and locations for three-day seminars:

Spring 2001:

Friday, May 18, 8:00 AM to 5:00 PM,
Saturday, May 19, 8:00 AM to 5:00 PM,
and Sunday, May 20, 8:00 AM to 5:00 PM at the
Downtown Los Angeles World Trade Center,
350 S. Figueroa Street, Suite 100, Los Angeles, CA 90071
(213) 628-9709

Summer 2001:

Thursday, August 9, 8:00 AM to 6:00 PM,
Friday, August 10, 8:00 AM to 6:00 PM,
and Saturday, August 11, 8:00 AM to 6:00 PM,
at the World Trade Center.
<http://www.ArchiveBuilders.com>

**Provider: Los Angeles Chapter of the American Society
for Information Science and Technology**

Course: Licensing 101:

a Workshop on Licensing Digital Resources

Date and Location:

Saturday, May 19, 2001
UCLA Young Research Library,
West Electronic Classroom, 2nd floor
<http://www.lacasis.org>

**Provider: Stanford-California State Library Institute
on 21st Century Librarianship**

Course: One-day Workshop on Technology
and Library Buildings

Dates and Locations:

Tuesday, May 1, 2001
Hilton Glendale, 100 West Glenoaks Blvd, Glendale
Thursday, May 3, 2001
Hyatt Regency at Capitol Plaza, 1209 L Street, Sacramento
Friday, May 4, 2001
Oakland Airport Hilton, One Hegenberger Road, Oakland
[http://institute21.stanford.edu/programs/workshop/facilities/
techno.html](http://institute21.stanford.edu/programs/workshop/facilities/techno.html)

**Provider: Council on Library/Media Technicians Annual
Conference**

Course: Library Support Staff:

Still Moving in the Right Direction

Dates and location:

June 13-16, 2001
Hyatt Regency San Francisco/ Embarcadero
San Francisco, California
<http://library.ucr.edu/COLT>

APPOINTMENTS

Mayor Names New San Francisco City Librarian

San Francisco Mayor, Willie Brown, Jr., appointed Susan Hildreth San Francisco's City Librarian effective March 2001. Hildreth has been acting City Librarian since February 2000 and has unofficially managed the Library as Deputy Director since May 1999 when City Librarian Regina Minudri suffered a stroke.

During her tenure with San Francisco City Library, Hildreth has developed a new strategic plan, created a "Post Occupancy Evaluation of the Main Library," guided the first new branch library in more than 30 years and won San Francisco's Public Management Excellence Award.

Hildreth served as deputy director of the Sacramento Public Library and director of the Auburn-Placer County and the Benicia Public libraries. Immediately before assuming the position of deputy director of the San Francisco library, Hildreth worked as a planning consultant for the California State Library.



Los Angeles County Board of Supervisors selects County Librarian

After a national search, the Los Angeles County Board of Supervisors has announced that, effective May 1, 2001, Margaret Donnellan Todd will be the new County Librarian for the County of Los Angeles Public Library. Todd has been the Director of the Whittier Public Library since 1989.

One of the nation's largest public library systems, the County of Los Angeles Public Library operates 84 community libraries in the cities and unincorporated areas of Los Angeles County. The Library serves 3.3 million residents, and offers a collection of over 7 million items.

New literacy program consultants hired at State Library

Cindy Costales, literacy coordinator for the County of Los Angeles Public Library, and Valerie Reinke, outreach services and literacy coordinator for Corona Public Library, have been hired as literacy program consultants for the Library Development Services bureau of the California State Library.

Under the direction of Liz Gibson, assistant bureau chief, at the CSL, Costales and Reinke join a growing literacy services development team that already includes Carole Talan and Al Bennett. Costales and Reinke will play major roles in developing of California Library Services Act (CLSA) and Prop-10-funded public library literacy programs as well as Governor Davis' English Language Literacy Intensive (ELLIE) initiative.

Cindy can be contacted by phone at (916) 651-8304 or by email to ccostales@library.ca.gov, and Valerie can be contacted by phone at (916) 651-6980 or by email to vreinke@library.ca.gov.

Questionnaire coming this summer

Since *Connection* went on-line in July 2000, *Connection's* editors have wanted to know what *Connection's* readers think about the newsletter, to get feedback on how useful, readable, or dry, readers find *Connection*.

Therefore, we are designing an on-line reader questionnaire that will be in the June 2001 issue of *Connection*; watch for it next month. We look forward to hearing from you.

CORRECTION

On page 3 of the April issue of *Connection*, the Governor's Book Fund was incorrectly listed as one of the California Literacy Campaign (CLC) programs. The Governor's Book Fund School Library Enrichment Grant program is a separate literacy-related activity, the purpose of which is to direct grants to school libraries with a demonstrated need for new books.

2001

June

June 9-14, 2001

Special Libraries Association Annual Conference, San Antonio

June 11, 2001

LSTA fiscal year 2001/2002 applications due

June 13-15, 2001

First National Conference on Asian Pacific American Librarians, San Francisco

June 14-20, 2001

ALA Annual Conference, San Francisco

June 27-29, 2001

Library of California board meeting, Fresno

August

August 15-17, 2001

Library of California board meeting, San Diego

October

October 31-November 2, 2001

California School Libraries Association (CSLA) Annual Conference, Long Beach

November

November 2-5, 2001

California Library Association (CLA) Annual Conference, Long Beach

November 5-7, 2001

Library of California board meeting, Long Beach

November 14-18, 2001

American Association of School Librarians (AASL) National Conference, Indianapolis

2002

January

January 18-23, 2002

American Library Association (ALA) Midwinter Meeting, New Orleans

CONNECTION

is the website newsletter of the
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and the Library of California.

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Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Sarah Dalton.



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