

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

November 17, 1999

7:30 P.M.

Library Conference Room

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

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

7:33pm

1. Roll Call Administrative Assistant

About: Stank,
Wood.

2. Adoption of Agenda

Rob / Peggy

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the October 20, 1999 Regular Meeting.

Rob / Peggy.

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 Donor Reception -

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

Wood - 7:35
Sandra 7:40pm

6. Trustee Reports

Gee - no
Rob - no

Donations - Gold Medal, 2000 for CFA Exhibit.
Book - puppet to Children's dept.
Richard Rodriguez book - from Helen
also have (see about tape)

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

~~Francine~~

Memoirs of a Geisha
Windfall by Juan Marquez
Francine Ten Bd - motion to Sr. Cetera

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

8. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Representative Renee Scott
Francine Mealy.

① Sandra - SOLSCA - Bd.

② Dec 6th
→ Motion to declare item as urgent - Sandra / Ann.
want to be returned to Bd after Dec Meet.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Rob / Peggy

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3823, 3824, 3825 and 3826 for a total of \$8,779.48 forwarded by Library Director during this report period.

11. Current Claims and Payroll (Approve)

Current Claims 3829, 3830, 3831, 3832, 3833, 3834, 3835 and 3836; and Payrolls 3827 for \$21,520.00 and 3828 for \$21,520.00, for a combined total of Current Claims and Payroll of \$72,756.18. All Claims except 3829 will be held for transmittal to the Orange County Auditor on November 29, 1999.

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

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 - 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 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.

- Ret / Peggy*
19. Building Maintenance Report for October 1999 (Receive & File)
 20. Personnel Report for October 1999 (Receive, File, and Ratify Appointments)
 21. Volunteer Reports for October 1999 (Receive & File)
 22. Circulation Report for October 1999 (Receive & File)
 23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 12, 1999 (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. Certification to Receive Funds from the Public Library Fund, Fiscal Year 1999-2000, submitted to the State Library of California on October 19, 1999. (Receive & File)

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

CONTINUING BUSINESS

28. Elimination of Principal Librarian position and salary scale effective December 31, 1999; establishment of Public Services Manager and Technical Services Manager positions effective January 1, 2000; and adoption by Resolution 99-9 of Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective January 1, 2000 that reflects the addition of the salary range for the Public Services and Technical Services Manager positions; adoption of job descriptions for the Public Services and Technical Services Manager positions; and adoption of Organization Chart and Personnel Allocation for Fiscal Year 1999-2000 effective January 1, 2000; and determine whether to waive the publicly advertised search process for the Public Services Manager position.

Presentation: Library Director

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

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

Read Resolution 99-9 by title only; and

Adopt Resolution 99-9; and

Adopt Job Descriptions for Public Services and Technical Services Manager positions; and

Adopt Organization Chart and Personnel Allocation for Fiscal Year 1999-2000, effective January 1, 2000; and

Determine whether to waive the publicly advertised search process for the Public Services Manager position

NEW BUSINESS

STAFF REPORTS (Items 29 - 35)

Items 29 – 35 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

29. Placentia Library Web Site Development Report for October 1999 (Ammar)

- 30. Program Committee Report for October 1999 (Ammar)
- 31. Children's Services Report for October 1999 (Smith)
- 32. Publicity Materials produced for October 1999 (Willauer)
- 33. Placentia Library Literacy Services Report for October 1999 (Matas)
- 34. Safety Committee Minutes for October 1999 (Matas)
- 35. Report on Y2K Preparations for October 1999 (Shook & Goodson)

ADJOURNMENT

- 36. Agenda Preparation for the December Regular Meeting which will be held on December 15, 1999.
- 37. Review of Action Items.

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

- 38. Adjourn

*SOCCAT Bd. -
~~SOCCAT~~ call David McLeod
 ↓
 was
 guaranteed.
 Gifts to ~~Employees~~ Employees
 what type.*

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 17, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, November 9, 1999.

W. G. Goodson

Placentia Library Board Calendar

November 1999 - October 2000

| Nov 1999 | | | | | | |
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November

- 1 7:00 PM Friends Board Meeting, Stark
- 5 6:00 PM -8:30 PM Foundation Donor Reception
- 11 Library Closed for Veterans Day
- 17 5:30 PM Chamber Mixer, California Federal Bank
7:30 PM Library Board Meeting

| May 2000 | | | | | | |
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- 18 11:30 AM Foundation Board Meeting
- 19 6:30 PM Camp Library
- 25 Library Closed for Thanksgiving

| Jun 2000 | | | | | | |
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December

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

| Jan 2000 | | | | | | |
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January

- 3 7:00 PM Friends Board Meeting, Wood
- 14 ALA Midwinter, San Antonio, through Jan 19
- 15 8:30 AM -4:30 PM Strategic Planning Workshop -- All Board Members
- 19 5:30 PM Chamber Mixer, Sundance Studios
7:30 PM Library Board Meeting
- 20 11:30 AM Foundation Board Meeting

| Jul 2000 | | | | | | |
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February

- 7 7:00 PM Friends Board Meeting, Dinsmore
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer, Sam's Club

| Sep 2000 | | | | | | |
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March

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

| Oct 2000 | | | | | | |
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Placentia Library Board Calendar

November 1999 - October 2000

Nov 1999

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Dec 1999

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Jan 2000

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Apr 2000

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April

- 3 7:00 PM Friends Board Meeting, Stark
- 9 National Library Week through Apr 15
- 10 6:30 PM Friends Annual Meeting Program
- 19 7:30 PM Library Board Meeting
- 23 Library Closed for Easter

May

- 1 7:00 PM Friends Board Meeting, Masters
- 17 7:30 PM Library Board Meeting
- 21 Library Closed for Monday Holiday
- 22 Library Closed for Memorial Day

June

- 5 7:00 PM Friends Board Meeting, Wood
- 21 7:30 PM Library Board Meeting
- 4 Library Closed for Independence Day
- 6 ALA Conference, Chicago, through July 12
- 19 7:30 PM Library Board Meeting

July

August

- 16 7:30 PM Library Board Meeting
- 3 Library Closed for Monday Holiday
- 4 Library Closed for Labor Day
- 11 7:00 PM Friends Board Meeting, Dinsmore
- 20 7:30 PM Library Board Meeting

September

October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 14 9:00 AM Heritage Parade
- 18 7:30 PM Library Board Meeting

May 2000

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Jun 2000

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Aug 2000

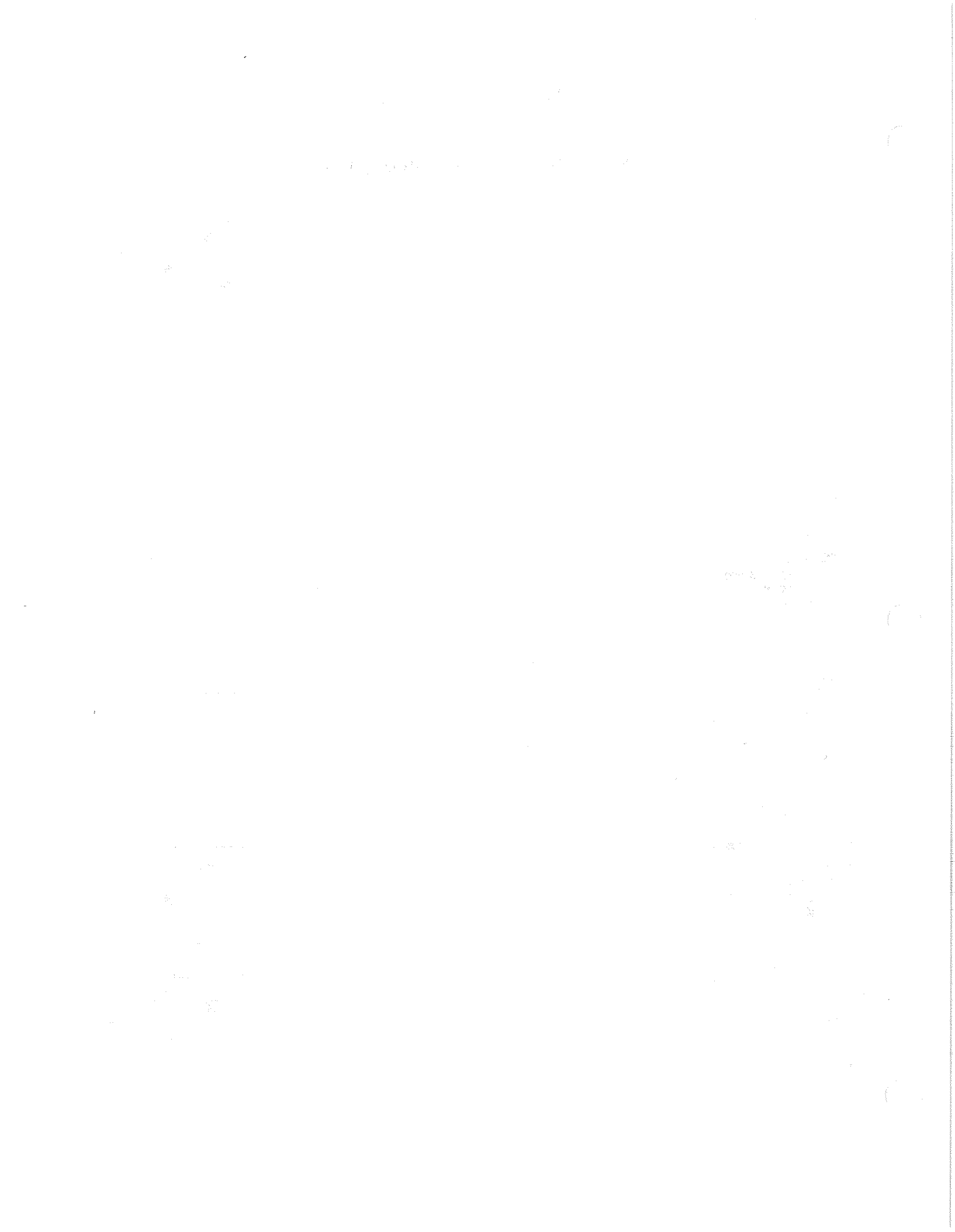
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Oct 2000

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 20, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 20, 1999 at 7:30 P.M. by President Al Shkoler.

ROLL CALL

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

Members Absent:

Others Present: Principal Librarian Suad Ammar; Library Clerk Estella Wnek

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the September 15, 1999 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

The Board of Trustees and Cyrise Smith, Children's Librarian recognized the Summer Reading Youth volunteers and the Heritage Day Parade Youth volunteers for their dedication and time given to the Children's Department.

President Shkoler indicated that he would like a Library shirt. None of the other trustees expressed interest.

TRUSTEES REPORT

Trustee Stark reminded Board members to attend the Foundation Donor Reception on November 5, 1999.

FRIENDS REPORT

The Friends did not have a Board meeting in October due to preparation of their paperback book sale.

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

The next Friend's meeting is scheduled for November 1, 1999 at 7:00 P.M with Trustee Stark scheduled to attend as the Library Board representative.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00

Claims 3807, 3808, 3809, 3810, 3811, and 3812 forwarded by the Library Director in the amount of \$16,400.31.

Current Claims 3815, 3816, 3817, 3818, 3819, 3820, 3821, and 3822 for \$22,747,.28 and Payroll Claims 3813 and 3814 for \$43,040.40, for a total of \$65,787.28.

FY1999-00 Cash Flow Analysis through August 18, 1999.

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

FINANCIAL REPORTS

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

Financial Reports for September, 1999

Office General Ledger & Check Registers for September, 1999

Acquisitions Report for September, 1999

Overdue Collection Report for September, 1999

Debit Card System Reimbursement Report for September, 1999

Gifts Report for September, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary Masters to receive and file Agenda Items 19-36:

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

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

Volunteer Report for August and September, 1999 (Receive & File)

Circulation Report for September, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of Sep 7, 1999 (Receive & File)

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

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

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

Certification of Eligibility and Funding for Fiscal Year 1999-2000 for the California Library Literacy Services. (Receive & File)

Letter of Understanding with McFarlin & Anderson regarding The ABN-AMRO Incorporated Lease-Purchase Agreement Finalized at the September 15, 1999 Library Board Meeting (Receive & File)

Notification from First Data Investor Services Group (Account Manager for the District's Pension Fund) that it will be acquired by PFPC Worldwide, Inc., a subsidiary of PNC, during the fourth quarter of this year. (Receive & File)

Status Report from First American Trust, Trustee of the District's Pension Plan (Receive & File)

Fiscal Year 1998-1999 Annual Report of Financial

Transactions of Special District as prepared by Munson, Cronick, & Associates (Receive & File)

Fiscal Year 1998-99 Report on Audit of Financial Statements For Placentia Library District as prepared by Munson, Cronick, & Associates (Receive & File)

Fiscal Year 1998-99 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 1999 (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update of October 7, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Minutes of the Placentia Civic Center Authority Commission Of October 5, 1999, and the Financial Statements and Audit For Fiscal Year 1998-99 as prepared by Conrad & Associates, LLP, CPA (Receive & File)

Final Report of the State Library of California for the Literacy For Adults and Children (LAC) Grant for Fiscal Year 1998-1999 (Receive & File)

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

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

Library Director Minter reported there is no activity report on Property Tax issues or State Funds.

It was moved by President Shkoler, seconded by Secretary Masters to include this item on the Agenda only when there is activity to report.

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

**PROPOSED
POSITION CHANGES
AND RESOLUTIONS**

Library Director Minter recommended that the salary scale of the Principal Librarian and one of the Librarian II positions be combined and divided into two, in order to create two Service Manager positions and classify those positions as exempt positions. President Shkoler and Trustee Wood would like to discuss this issue further at the next board meeting.

It was moved by Trustee Stark, seconded by Secretary Masters to read Resolution 99-7 by title only, Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999 which reflects the Library Director's salary as adopted at the September 15, 1999 Library Board Meeting:

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

It was moved by Trustee Wood, seconded by Trustee Stark to adopt Resolution 99-7, Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999 which reflects the Library Director's salary as adopted at the September 15, 1999 Library Board Meeting.

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

**SELECTION OF
TERM LIFE
INSURANCE**

It was moved by by Secretary Masters, seconded by Trustee Dinsmore to authorize the purchase of a 15-year level term life insurance policy for \$135,000 for the Library Director at a cost of \$366 per year and grant her the option purchasing additional years at her own expense.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary masters, seconded by Trustee Wood to authorized Trustee Dinsmore and Library Director Minter to attend the California Library Association (CLA) Annual Conference in Palm Springs, November 13-15, 1999, at a cost not to exceed \$1,208.32 to be paid from Fund 707.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to ratify Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Meeting and Education Day in Sacramento on October 20, 1999, at a cost not to

exceed \$228.50 to be paid from Fund 707.

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

**RETIREMENT
PRESENTATION**

It was moved Trustee Stark, seconded by Secretary Masters to set the budget for the Retirement activities at \$3,000.00.

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

It was moved Secretary Masters, seconded by Trustee Wood to withdraw \$1,800.00 from County Exempt Funds to purchase a retirement gift for Principal Librarian.

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

**REVISION OF
FLEXIBLE BENEFIT
PLAN**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Flexible Benefit Plan (Section 125 Plan) service and administration contract with Woodmen Accident and Life Company.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-8 by title only, Adopt the Section 125 Plan for the Placentia Library District of Orange County.

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

It was moved by Trustee Wood, seconded by Trustee Stark to adopt Resolution 99-8, Adopt the Section 125 Plan for the Placentia Library District of Orange County.

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

STAFF REPORTS

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

Placentia Library Web Site Development Report for September, 1999

Program Committee Report for September, 1999

Children's Services Report for September, 1999

Publicity Materials Produced in September, 1999

Placentia Library Literacy Services Report for September, 1999

Safety Committee Minutes for September, 1999

Report on Y2K Preparation for September, 1999

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for Oct 20, 1999 adjourned at 9:19 P.M.

Robin J. Masters, Secretary



**Property Tax Allocation Meeting
Orange County**

Legislative Analyst's Office

November 10, 1999

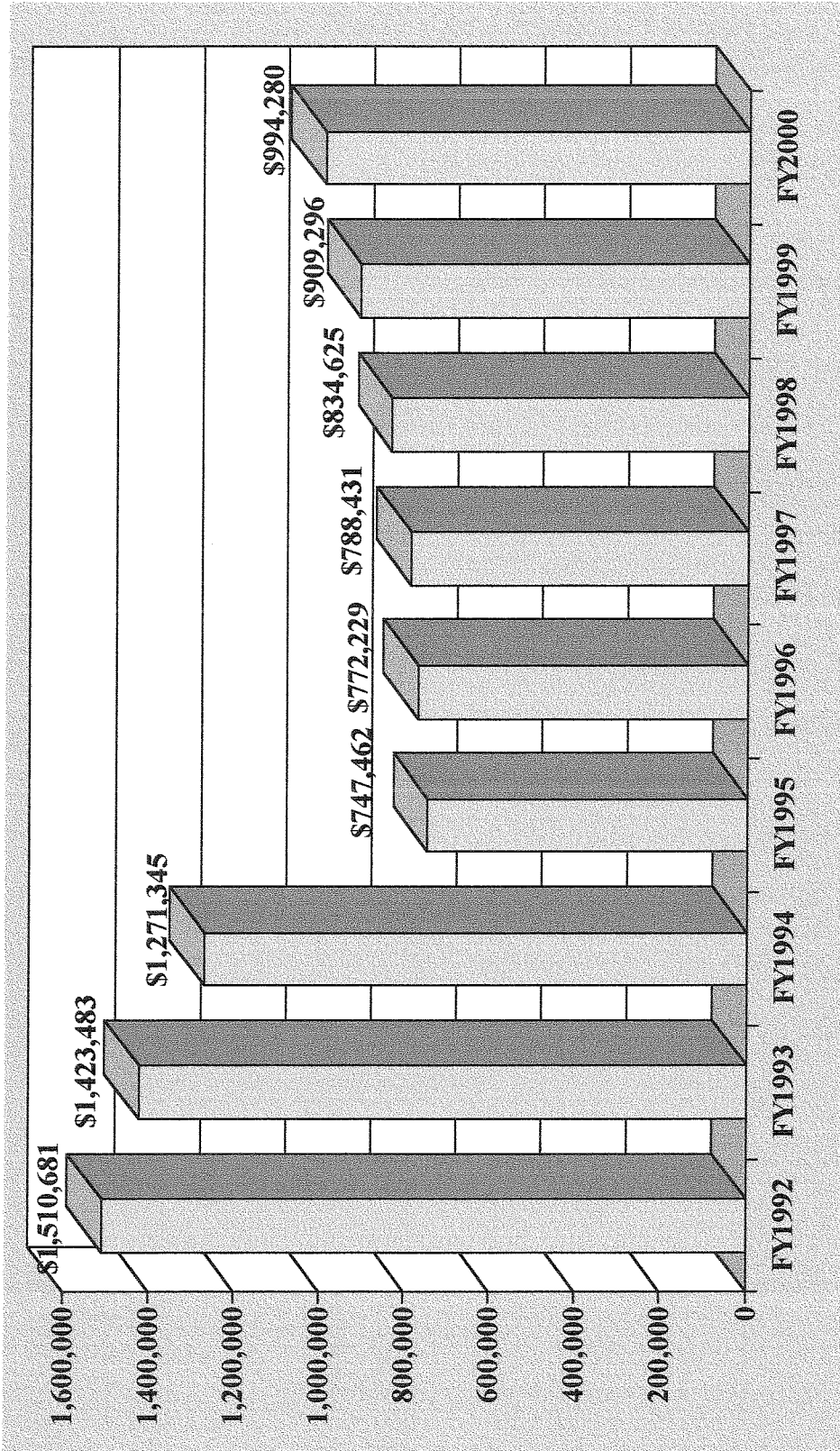
Assembly Member Brewer's Office

18952 MacArthur Blvd, Suite 220

Irvine, CA

- 9 to 10:15 **Business and Taxpayer's Perspective**
John Chamberlain, President, Orange County Taxpayers Association
Reed Royalty, past Chair of Orange County Business Council
(meeting held in 1000 Quail #30)
- 11 to 12:15 **Special Districts' Perspective**
Keith Coolidge, organizer
to be announced
- 1:30 to 2:45 **City and Redevelopment Perspective**
Michael Gold, organizer
Other attendees to be announced
- 3:30 to 4:45 **County's Perspective**
Gary Burton, CEO, Chief Financial Office, Orange County
Rob Richardson, CEO, Manager, Legislative Affairs, Orange County

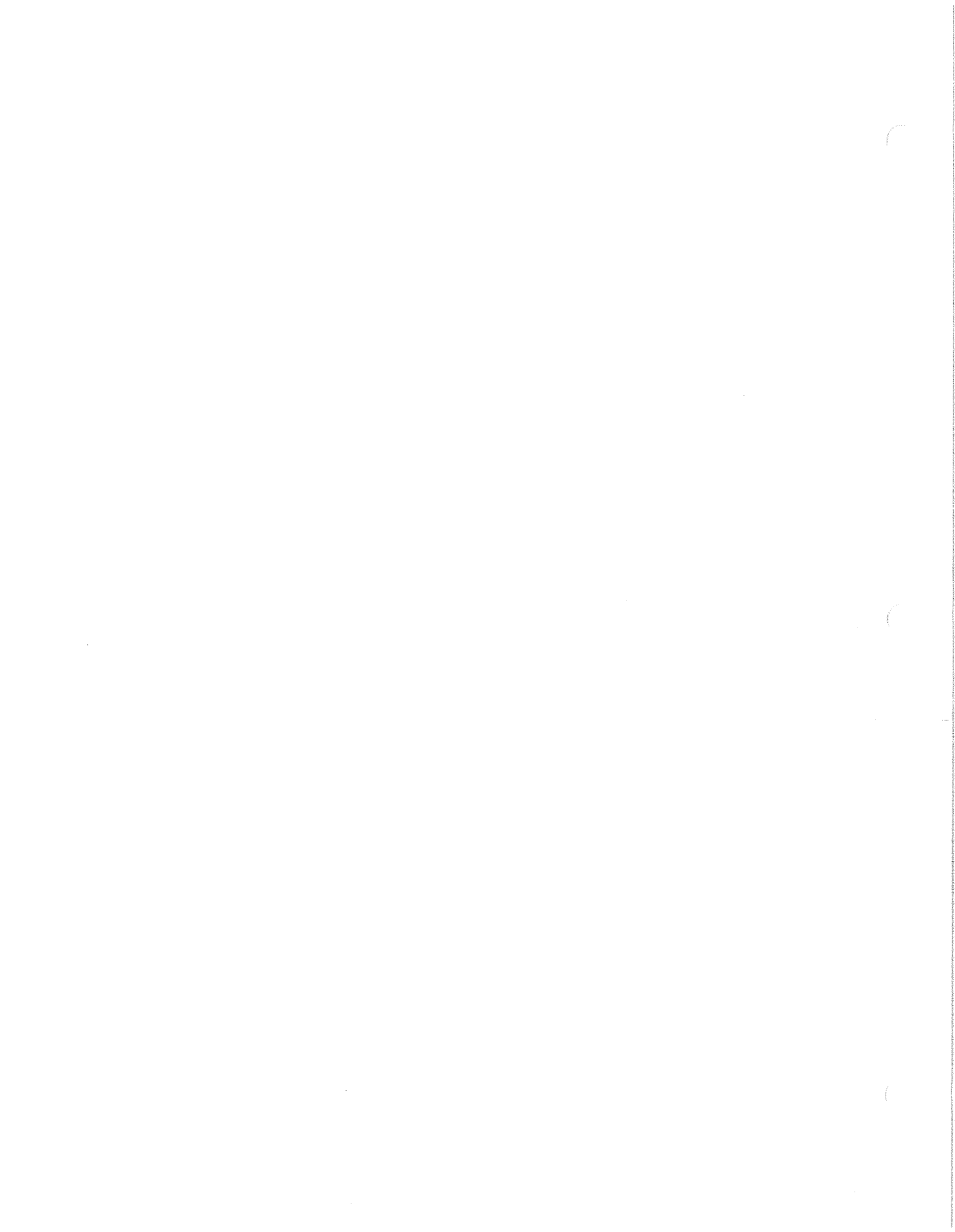
Placentia Library District Total Property Tax Share





Placentia Library District
Property Tax Revenue History





| Description | FY 1990-1991 | Actual | FY 1991-1992 | Actual | FY 1992-1993 | Actual | FY 1993-1994 | Actual | FY 1994-1995 | Actual | FY 1995-1996 | Actual | FY 1996-1997 | Actual | FY 1997-1998 | Actual | FY 1998-1999 | Actual | Budgeted |
|--|---------------|--------|---------------|--------|---------------|--------|---------------|---------|---------------|---------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|
| ACTUAL PROPERTY TAX REVENUE RECEIVED | 1,038,532 | | 1,109,724 | 6.86% | 1,022,526 | -7.86% | 870,388 | -14.88% | 747,462 | -14.12% | 772,229 | 3.31% | 788,431 | 2.10% | 834,625 | 5.86% | 909,296 | 8.95% | 994,280 |
| % Change from Previous Year | | | | | | | | | | | | | | | | | | | 9.35% |
| SDAF Diverted by Orange County | 400,957 | | 400,957 | | 400,957 | | 400,957 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor) | 1,439,489 | | 1,510,681 | 4.95% | 1,423,483 | -5.77% | 1,271,345 | -10.69% | 747,462 | -41.21% | 772,229 | 3.31% | 788,431 | 2.10% | 834,625 | 5.86% | 909,296 | 8.95% | 994,280 |
| % Change from Previous Year | | | | | | | | | | | | | | | | | | | 9.35% |
| Placentia Valuation (Secured & Unsecured) | 1,742,400,695 | | 1,871,985,331 | 7.44% | 1,955,832,524 | 4.48% | 1,983,866,179 | 1.43% | 1,998,150,349 | 0.72% | 2,018,326,929 | 1.01% | 2,026,766,015 | 0.42% | 2,089,162,828 | 3.08% | 2,250,369,894 | 7.72% | 2,445,203,617 |
| % Change from Previous Year | | | | | | | | | | | | | | | | | | | 8.66% |
| 1% of Valuation for Total Property Tax | 17,424,007 | | 18,719,853 | 5.96% | 19,558,325 | 5.23% | 19,838,662 | 4.39% | 19,981,503 | 3.74% | 20,183,269 | 3.83% | 20,267,660 | 3.89% | 20,891,628 | 4.00% | 22,503,699 | 4.04% | 24,452,036 |
| % of Property Tax to Library District | | | | | | | | | | | | | | | | | | | 4.07% |
| Amt. Library Rec'd of Each Property Tax Dollar | \$0.06 | | \$0.06 | | \$0.05 | | \$0.04 | | \$0.04 | | \$0.04 | | \$0.04 | | \$0.04 | | \$0.04 | | \$0.04 |

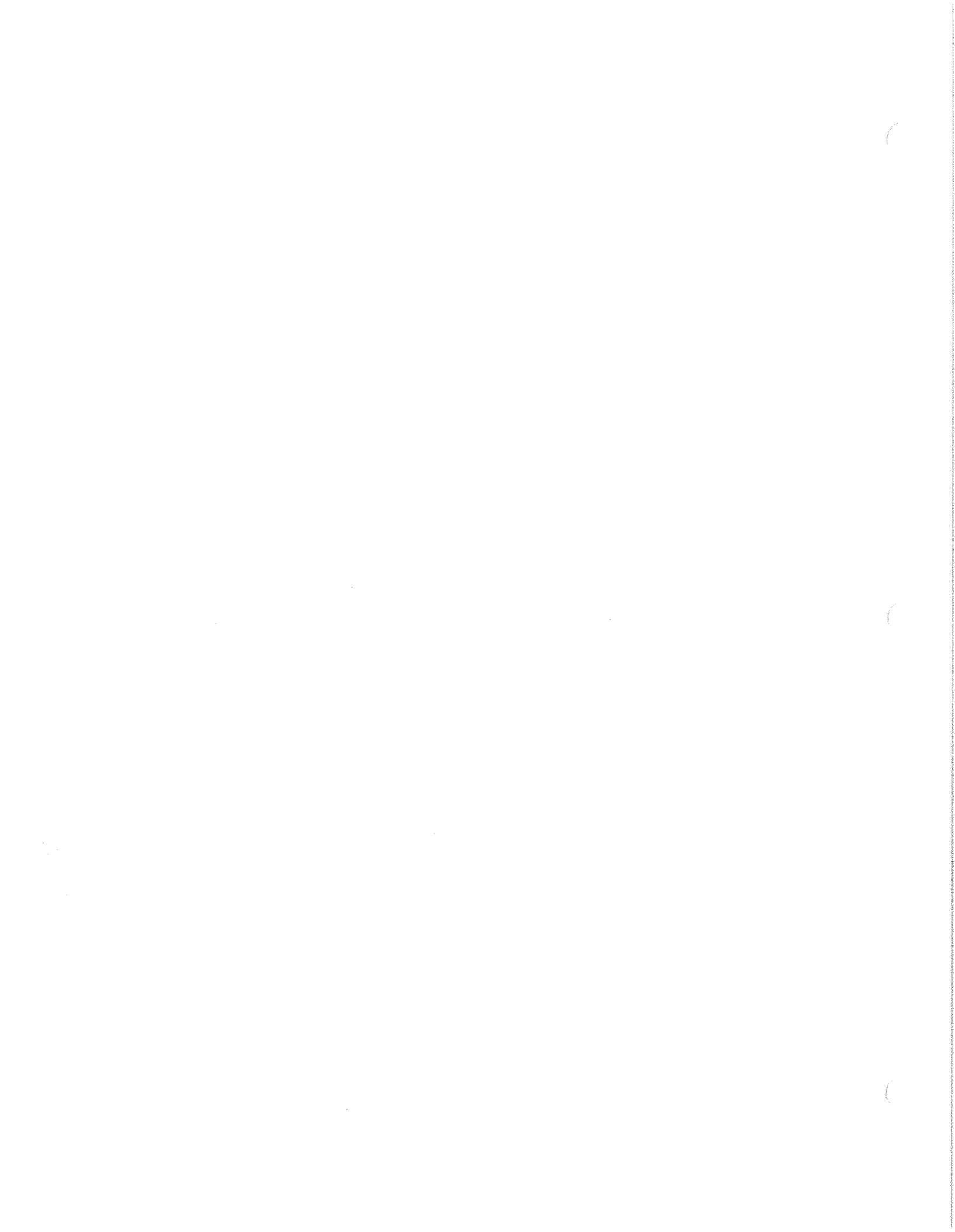


Placentia Library District
Impact of Property Tax Shifts

| | FY91-92 | FY92-93 | FY93-94 | FY94-95 | FY95-96 | FY96-97 | FY97-98 | FY98-99 | FY99-00 |
|-------------------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|-----------|
| Staff FTE | 23.50 | 21.00 | 14.75 | 16.10 | 15.95 | 12.50 | 12.50 | 13.00 | 13.25 |
| Hours Per Week | 65 | 65 | 57 | 44 | 44 | 39 | 39 | 39 | 39 |
| Circulation | 387,269 | 335,011 | 275,730 | 257,613 | 249,903 | 215,230 | 189,919 | 165,309 | N.A. |
| State Direct Loan Reimbursement | \$51,421 | \$42,477 | \$18,143 | \$12,771 | \$1,415 | \$1,414 | \$473 | \$0 | \$0 |
| Book Purchases - Property Tax | \$141,853 | \$156,327 | \$36,893 | \$69,966 | \$72,502 | \$53,545 | \$46,784 | \$99,459 | \$134,950 |
| Book Purchases - Personal Donations | 0 | 0 | 0 | \$2,514 | \$8,823 | \$16,351 | \$21,695 | \$30,747 | \$24,000 |

Placentia Library District
Property Tax Allocation Suggestions
November 10, 1999

-  Since independent and dependent special library districts are the only special districts established under the provisions of the Education Code, establish that all Education Code agencies are exempt from the ERAF shift.
-  If State funds are allocated to counties to pass through to independent special districts be sure to include a provision that ensures that non-enterprise districts will receive a total amount (property tax and pass through funds) equal to their property tax percentage (share) prior to the ERAF shift. This will eliminate the problem of counties diverting all discretionary funds to their own purposes.
-  If property taxes are to be re-allocated by a local authority include a provision that non-enterprise districts will receive no less of a property tax percentage (share) than they did prior to the ERAF shift.
-  Stabilize funding for non-enterprise districts so that they may plan their operations on a multi-year basis.





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

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

November 11, 1999

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange - Judge Taylor's decision regarding Hennigan, Mercer & Bennett's Bonus Request

Dear Pool Participant:

On November 10, 1999, United States District Court Judge Gary Taylor issued his decision regarding Hennigan, Mercer & Bennett's ("HMB") motion for additional attorneys' fees. As you will recall, the motion sought a \$49 million enhancement of the \$26 million in fees already received by HMB for its representation of our Litigation Representative, Tom Hayes. Judge Taylor denied the \$49 million enhancement and instead awarded HMB \$3 million in additional compensation.

Summarizing the decision, the opening paragraph states:

The Court finds the parties entered into a valid and binding attorney fee agreement for a fee based on fixed "benchmark" hourly billing rates, subject to adjustment down or up at the end of the representation based on results accomplished and other agreed criteria. Strictly construing the contract against the attorneys, the final fee is not calculated by a lodestar multiplier, but, in the absence of a specific agreement for a major adjustment, the final fee is appropriately in the same general order of magnitude as the hourly "benchmark" fee. The Court finds the appropriate contract fee is an additional fee of \$3 million.

The opinion addresses procedural issues which were raised by the parties through briefing and oral argument. The Court found, among other things, that it had jurisdiction over the fee dispute, that certain provisions of the Bankruptcy Code were inapplicable, that the Bankruptcy Court's

injunction was not violated by the lien filed against the litigation proceeds and that neither discovery nor a jury trial were required.

The Court further considered whether the Representative had sole discretion under the Plan to reject HMB's request for a fee enhancement and whether that discretion was retained under the fee agreement. The Court agreed that the Representative retained discretion under the Plan to hire HMB to pursue the Pool claims. The Court held, however, that once the Representative entered into the fee agreement, he was contractually bound by its terms and, under such terms, he did not have discretion to unilaterally reject HMB's fee request.

Construing the fee agreement, the Court strongly rebuked HMB's argument that a multiplier was necessary to assure that attorneys work diligently on their clients' cases. The Court also flatly rejected HMB's argument that application of a 2.85 multiplier to the fees it already received was an appropriate basis for HMB's final fee:

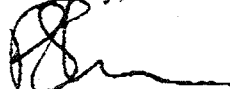
In this case, the parties' contract makes no mention of a multiplier. It gives no indication of the potential magnitude of difference between the hourly rate and the final fee that a multiplier would create. It merely provides the final fee will be based upon 'benchmark' hourly rates with possible adjustment.

... By using 'benchmark' to define the hourly rate, without any reference to a multiplier or huge magnitude leap to a final fee, the reasonable interpretation of the contract language is that the hourly rate is a rough approximation of what the final fee will be. The final fee may be adjusted based on other listed factors, but any differential would be fairly close to the hourly rate.

Judge Taylor examined the factors listed in the fee agreement to determine whether adjustment was appropriate. Briefly reviewing the history of the litigation, he held that the listed factors were all already accounted for "in the high hourly rates paid the Hennigan firm," except for the results achieved. Influenced by the fact that in its estimation the litigation recovered \$865 million of the net \$900 million losses suffered, the Court held that a \$3 million adjustment was appropriate.

I will advise you if there are any further developments regarding Judge Taylor's decision. Also, I will send you a letter regarding the final report and distribution schedules within the next 10 days. In the meantime, thank you again for your continued support of the Committee.

Sincerely,



Patrick C. Shea

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, ^(w) Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: November 17, 1999

The Board of Directors of the Friends of the Library met on Monday, November 1, 1999. Library Board Trustee Sandra Stark, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

President Irot reported the balance on hand is \$4,622.31. Book sales generated \$1,065.50 in October.

Foundation Director Liz Spring reported on the upcoming Donor Reception and encouraged all the Friends to attend.

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

The next Friends Board meeting is scheduled for Monday, December 6, 1999 at 7:00 P.M. Trustee Masters is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 17, 1999

| TYPE | REPORT NUMBER | AMOUNT |
|------|------------------|--------|
| | TOTAL | 0.00 |

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
November 17, 1999

| DATE | REPORT NUMBER | AMOUNT |
|------------------|------------------|------------|
| October 26, 1999 | 3823 | 4,512.65 |
| November 4, 1999 | 3824 | 908.38 |
| November 4, 1999 | 3825 | 281.91 |
| November 9, 1999 | 3826 | 3,076.54 |
| | TOTAL | \$8,779.48 |

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 11/3/99

DATE 10/26/99
REPORT NO 3823

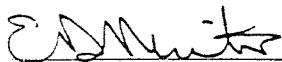
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|----------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
| | | | | | | | Doc Number | SC |
| N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889 | November 1999 010-19000-05435 | | 0300 | 00 | | 462.50 | | |
| N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles CA 90074-5331 | November 1999 VH1181 | | 0300 | 00 | | 2,873.92 | | |
| N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225 | 10/16/99 528-8236 | | 0700 | 00 | | 126.36 | | |
| N03752 Pacific Bell Payment Center San Nuys CA 91388-0001 | 10/17/99 528-8236 | | 0700 | 01 | | 2.07 | | |
| | 10/7/99 253-0470 | | 0700 | 01 | | 131.66 | | |
| | 10/7/99 253-2062 | | 0700 | 01 | | 330.17 | | |
| | 10/4/99 524-8408 | | 0700 | 01 | | 29.20 | | |
| | TOTAL | | | | | 493.10 | | |
| N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021 | 10/25/99 273828 | | 1800 | 00 | | 140.82 | | |
| N01074 The Gas Co PO Box C Mont Pk CA 91756 | 10/21/99 053 911 8800 9 | | 2800 | 00 | | 11.06 | | |
| N03659F Southern California Water 500 Cameron Street Placentia CA 92870 | 10/21/99 312083-9 | | 2800 | 00 | | 404.89 | | |

The claims listed above (totaling \$4,512.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/04/99
REPORT NO 3824

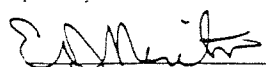
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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 |
| N03646 Vision Service Plan (CA) PO Box 45210 San Francisco CA 94145-5210 | Nov 99 12 099603 0001 0001 | | 0300 | 00 | | 196.13 | | |
| N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641 | Nov 99 000005182 | | 0300 | 00 | | 10.13 | | |
| N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001 | 10/17/99 528-1906 10/19/99 996-4983 | | 0700 | 00 | | 16.01 | | |
| | | | 0700 | 00 | | 15.69 | | |
| | | | TOTAL | | | 31.70 | | |
| N03653 Bear State Air Conditioning 3548 Enterprise Dr naheim CA 92807 | 11/2/99 99-11-1460 | | 1400 | 00 | | 117.42 | | |
| N21040 Emil's Cleaning Service 1400 Devonshire Ln La Habra CA 90631 | 10/26/99 16681 | | 1400 | 00 | | 195.00 | | |
| N21533 Kelly Paper 1405 Sunkist St Anaheim CA 92806 | 11/1/99 132376 | | 1800 | 00 | | 36.96 | | |
| N03654 The Library Store PO Box 964 Tremont IL 61568 | 10/27/99 206863 | | 1800 | 00 | | 199.05 | | |
| N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292 | 10/21/99 6011 5661 8397 6509 | | 1800 | 00 | | 121.99 | | |

The claims listed above (totaling \$908.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


PROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/04/99
REPORT NO 3825

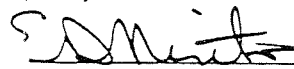
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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 |
| N06671 MD Medical Clinics 1300 N. Kraemer Blvd Anaheim CA 92816 | 10/30/99 00297 | | 1900 | 00 | | 52.50 | | |
| N03656 Pacific Clippings Box 11789 Santa Ana CA 92711 | 10/29/99 Oct 99 | | 1900 | 00 | | 34.71 | | |
| N06965 Paychex 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana CA 92799-5159 | 10/28/99 19991028 | | 1900 | 00 | | 194.70 | | |

The claims listed above (totaling \$281.91) 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 11/09/99
REPORT NO 3826

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 |
| N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001 | 10/28/99 572-1609 | | 0700 | 02 | | 223.06 | | |
| N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870 | 11/8/99 096835 | | 1400 | 00 | | 950.00 | | |
| Dominicks Carpet & Cleaning 2847 W. Orange Ave. Anaheim, CA 92804 | 11/2/99 Oct 99 Cleaning | | 1400 | 00 | | 1,546.00 | | |
| Pitney Bowes Postal Privilege PO Box 85042 Louisville KY 40285-5042 | 10/21/99 1783 4748 86 9 | | 1803 | 00 | | 263.45 | | |
| William Brown 122 Anned Dr. Placentia, CA 92870-5634 | 10/28/99 002358 | | 1000 | 00 | | 94.03 | | |

The claims listed above (totaling \$3,076.54) 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

3,076.54

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
November 17, 1999

| TYPE | REPORT NUMBER | AMOUNT |
|----------------------|------------------|-----------|
| Regular | 3829 | 1,927.24 |
| | 3830 | 10,457.88 |
| | 3831 | 1,363.80 |
| | 3832 | 11,138.77 |
| | 3833 | 1,027.57 |
| | 3834 | 140.66 |
| | 3835 | 2,080.75 |
| | 3836 | 1,579.51 |
| Subtotal for Regular | | 29,716.18 |
| Payroll | 3827 | 21,520.00 |
| | 3828 | 21,520.00 |
| Subtotal for Payroll | | 43,040.00 |
| TOTAL CURRENT CLAIMS | | 72,756.18 |

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3829

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 |
| N037690 County of Orange PO Box 1980 Santa Ana, CA 92702-1980 PLEASE PAY IMMEDIATELY | 9/20/99 340-312-02 | | 3700 | 00 | | 1,927.24 | | |

The claims listed above (totaling \$1,927.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,927.24

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3830

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|----------------------|----------------|-------------|--------------------------------|----------------|----------|
| | | | BS Acct | Objt/ Rev | | | Doc Number | SC |
| N06788 PRQ Systems PO Box 4282 Laguna Beach, CA 92652 | 10/25/99 00PLC024 | | 1400 | 00 | | 170.00 | | |
| N06819 American Library Association Membership Dept. 77-6499 Chicago IL 60678-6499 | Jul 99 0231734 | | 1600 | 00 | | 92.00 | | |
| N01035 City of Placentia 401 E. Chapman Ave. Placentia CA 92870 | 10/27/99 53368 10/27/99 53367 | | 2800 1400 1800 | 00 00 00 | | 4,392.31 1,789.63 153.01 | | |
| | | | TOTAL | | | 6334.95 | | |
| N06896C Accounts Receivable Dept Aspen Publishers PO Box 911 Frederick MD 21705-0911 | 10/26/99 15722281 | | 1800 | 00 | | 103.46 | | |
| N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130 | 11/2/99 3849 | | 1900 | 00 | | 168.88 | | |
| N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870 PLEASE NOTE ADDRESS CHANG | Thursdays Oct 99 Weds & Thurs - Oct 99 | | 1900 1900 | 00 00 | | 120.00 360.00 | | 02 02 |
| | | | TOTAL | | | 480.00 | | |
| Landiscor PO Box 92993 Los Angeles CA 90009 | 10/25/99 0017696-IN | | 1900 | 00 | | 3,108.59 | | |

The claims listed above (totaling \$10,457.88) 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

10,457.88

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3831

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 | 10/12/99 23348709 | | 2400 | 01 | | 32.52 | | | |
| | 10/4/99 23166850 | | 2400 | 01 | | 60.64 | | | |
| | 10/4/99 23166853 | | 2400 | 01 | | 46.72 | | | |
| | 10/11/99 23313226 | | 2400 | 01 | | 18.55 | | | |
| | 7/6/99 21426073 | | 2400 | 01 | | 392.13 | | | |
| | 10/5/99 23198826 | | 2400 | 01 | | 36.58 | | | |
| | 10/26/99 23656270 | | 2400 | 01 | | 18.04 | | | |
| | 10/26/99 23656264 | | 2400 | 01 | | 16.32 | | | |
| | 10/26/99 23656265 | | 2400 | 01 | | 177.87 | | | |
| | 10/26/99 23656266 | | 2400 | 01 | | 17.06 | | | |
| | 10/26/99 23642780 | | 2400 | 01 | | 40.74 | | | |
| | 10/26/99 23656268 | | 2400 | 01 | | 109.20 | | | |
| | 10/27/99 23691853 | | 2400 | 01 | | 35.77 | | | |
| | 10/27/99 23691856 | | 2400 | 01 | | 18.24 | | | |
| | 10/27/99 23691852 | | 2400 | 01 | | 18.23 | | | |
| | 10/11/99 23313225 | | 2400 | 01 | | 51.03 | | | |
| | 10/11/99 23313224 | | 2400 | 01 | | 128.98 | | | |
| | 10/11/99 23313223 | | 2400 | 01 | | 48.43 | | | |
| | 10/11/99 23313222 | | 2400 | 01 | | 68.39 | | | |
| | 10/11/99 23313221 | | 2400 | 01 | | 28.36 | | | |
| | TOTAL | | | | | | 1,363.80 | | |

The claims listed above (totaling \$1,363.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3832

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | | |
|---|--|--------------------|--------------------------|---------------------|-------------|----------|----------------|----|--|
| | | | | | | | Doc Number | SC | |
| N03842A Ingram PO Box 502779 St Louis MO 63150-2779 | 7/6/99 21426072 | | 2400 | 01 | | 29.76 | | | |
| | 7/6/99 21422150 | | 2400 | 01 | | 36.20 | | | |
| | 10/5/99 23198828 | | 2400 | 01 | | 52.26 | | | |
| | 10/4/99 23166852 | | 2400 | 01 | | 18.48 | | | |
| | 10/4/99 23166851 | | 2400 | 01 | | 11.92 | | | |
| | 10/4/99 23166849 | | 2400 | 01 | | 273.89 | | | |
| | 10/12/99 23333723 | | 2400 | 01 | | 54.45 | | | |
| | 10/12/99 23333722 | | 2400 | 01 | | 18.38 | | | |
| | 10/12/99 23348710 | | 2400 | 01 | | 36.69 | | | |
| | TOTAL | | | | | | 532.03 | | |
| | N03845A Marshall Cavendish 99 White Plains Rd PO Box 2001 Tarrytown NY 10591-9001 | 10/4/99 R477936 | | 2400 | 01 | | 153.25 | | |
| N01917 Library Video Company PO Box 580, Dept A/R Wynnewood, PA 19096-0580 | 4/1/99 M00239600001 | | 2400 | 02 | | 887.00 | | | |
| N03657B Standard & Poors PO Box 80-2542 Chicago IL 60680-2542 | 10/1/99 5115100 | | 2400 | 03 | | 3,496.49 | | | |
| N15507B UMI Dept 77304 Detroit MI 48277-0304 | 8/12/99 159856 | | 2400 | 03 | | 6,070.00 | | | |

The claims listed above (totaling \$11,138.77) 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 11/17/99
REPORT NO 3833

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 |
| N03844 Los Angeles Times PO Box 60164 Los Angeles, CA 90060 | 101/599 0237497011 | | 2400 | 04 | | 176.04 | | |
| N20647 Moonbeam Publications 836 Hastings St Traverse City MI 49686-3441 | 5/3/99 M21733 | | 2400 | 01 | | 50.10 | | |
| The Aegis Protection Group PO box 204 Goshen KY 40026 | 10/25/99 2338 | | 2400 | 01 | | 53.50 | | |
| N06902 New Readers Press PO Box 888 Syracuse NY 13210-0888 | 10/28/99 2076072 | | 2400 | 08 | | 59.23 | | |
| N03833 Brodart 500 Arch St Williamsport PA 17705 | 10/1/99 U970351 | | 2400 | 08 | | 45.31 | | |
| N14905 SCLLN/ Payable to City of Santa Fe Springs C/O Jerry Edwards 11700 Telegraph Rd Santa Fe Springs CA 90670 | 10/28/99 Jan00-Dec00 | | 2400 | 08 | | 555.00 | | |
| N01876 Jerry Conn 411 E. Chapman Placentia CA 92870 | Nov 99 Mileage Reimb | | 2700 | 01 | | 12.40 | | |
| N20858 Wendy Goodson 411 E. Chapman Ave. Placentia CA 92870 | Oct - Nov 99 Mileage Reimb | | 2700 | 01 | | 75.99 | | |

The claims listed above (totaling \$1,027.57) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3834

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 |
| N03660A Elizabeth D Minter 411 E. Chapman Ave. Placentia CA 92870 | Oct - Nov 99 Mileage Reimb | | 2700 | 01 | | 40.30 | | |
| N01877 Julie Shook 411 E. Chapman Ave. Placentia CA 92870 | Oct 99 Mileage Reimb | | 2700 | 01 | | 26.59 | | |
| N15075 Cyrise Smith 411 E. Chapman Ave Placentia CA 92870 | Sep 99 Mileage Reimb | | 2700 | 01 | | 24.80 | | |
| N09212 Cheryl Willauer 411 E. Chapman Ave Placentia CA 92870 | May, Sep- Oct 99 Mileage Reimb | | 2700 | 01 | | 48.97 | | |

The claims listed above (totaling \$140.66) 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

140.66

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3835

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 |
| Rosen Publishing Group 29 East 21st Street New York NY 10010 | 10/1/99 YA 162544 | | 2400 | 01 | | 239.81 | | |
| N03832 Books on Tape PO Box 7900 Newport Beach CA 92658 | 10/8/99 3682069P | | 2400 | 05 | | 1,336.32 | | |
| N22267 AEC One Stop Group 4250 Coral Ridge Dr. Coral Springs FL 33065 | 9/15/99 PJB02555984 | | 2400 | 05 | | 185.06 | | |
| N09178A Grolier Publishing PO Box 71049 Chicago IL 60694-1049 | 10/21/99 10350203 | | 2400 | 01 | | 143.55 | | |
| N22268 Midwest Tape PO Box 5755 Toledo OH 43613 | 9/9/99 199709 | | 2400 | 02 | | 23.98 | | |
| N03842A Ingram PO Box 502779 St Louis MO 63150-2779 | 10/27/99 23691854 | | 2400 | 01 | | 13.84 | | |
| | 10/5/99 23198827 | | 2400 | 01 | | 8.15 | | |
| | 10/26/99 23656269 | | 2400 | 01 | | 15.72 | | |
| | 10/26/99 23642782 | | 2400 | 01 | | 11.15 | | |
| | 10/26/99 23642781 | | 2400 | 01 | | 3.60 | | |
| | 10/26/99 23656267 | | 2400 | 01 | | 99.57 | | |
| | TOTAL | | | | | | 2,080.75 | |

The claims listed above (totaling \$2,080.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,080.75

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3836

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 |
| N03833 Brodart 500 Arch Street Williamsport PA 17705 | 10/21/99 YA U115457 | | 2400 | 01 | | 13.43 | | |
| N03660A Elizabeth D. Minter C/O Placentia Library District 411 E. Chapman Ave. Placentia CA 92870 | Oct - Nov 99 PC Checks Reimb | | 1000 | 00 | | 29.77 | | |
| | | | 1803 | 00 | | 4.19 | | |
| | | | 2700 | 00 | | 188.50 | | |
| | | | 2700 | 01 | | 10.00 | | |
| | TOTAL | | | | | 232.46 | | |
| N06573 First American Trust 421 N. Main Street Santa Ana CA 92702 | 10/7/99 60-1076-00 | | 1900 | 00 | | 1,333.62 | | |

The claims listed above (totaling \$1,579.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,579.51

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3828

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|--|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | November 17, 1999 Pay period # 13 December 17, 1999 December 30, 1999 | | 0100 | 00 | | 20,014.00 | | |
| | FICA | | 0200 | 00 | | 1,506.00 | | |
| PLEASE WIRE ON THURSDAY, DECEMBER 30, 1999 | | | | | | | | |

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/17/99
REPORT NO 3827

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | November 17, 1999 Pay period # 12 December 3, 1999 December 16, 1999 | | 0100 | 00 | | 20,014.00 | | |
| | FICA | | 0200 | 00 | | 1,506.00 | | |
| PLEASE WIRE ON THURSDAY, DECEMBER 16, 1999 | | | | | | | | |

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

21,520.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Cash Flow Analysis**
DATE: November 17, 1999

BACKGROUND:

General Fund

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

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

The first Secured Property Tax distribution is scheduled for November 30. Based on past experience the District should receive approximately \$90,000. The second distribution is scheduled for December 10.

All claims approved at the November 17 Board meeting, except for Claim 3829 (the District's Sanitation District assessment) will be held for transmittal to the Orange County Auditor on November 29.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through November 17, 1999

Placentia Library District
FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

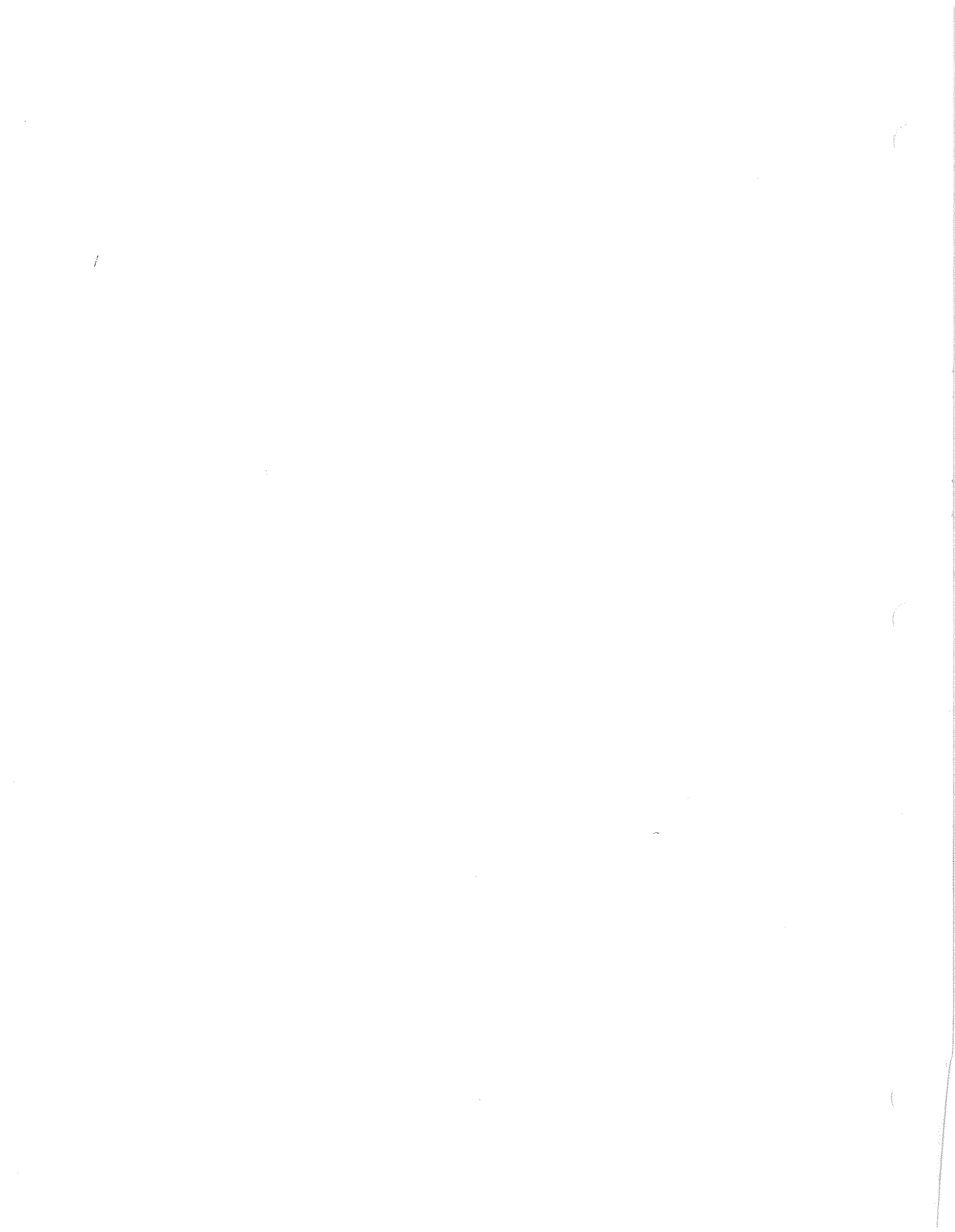
| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|----------|---------|-----------------------------------|-----------|-----------|-------------|
| 09/09/99 | 3798 | General by Library Director | | 1,333.65 | 9,820.43 |
| 09/09/99 | 3799 | General by Library Director | | 373.03 | 9,447.40 |
| 09/15/99 | 3800 | Payroll to wire October 7, 1999 | | 21,413.00 | (11,965.60) |
| 09/15/99 | 3801 | Payroll to wire October, 21, 1999 | | 21,413.00 | (33,378.60) |
| 09/15/99 | 3802 | Payroll to wire November 4, 1999 | | 21,413.00 | (54,791.60) |
| 09/15/99 | 3803 | General | | 18,774.34 | (73,565.94) |
| 09/15/99 | 3804 | General | | 3,305.83 | (76,871.77) |
| 09/15/99 | 3805 | General | | 1,164.20 | (78,035.97) |
| 09/15/99 | 3806 | General | | 203.00 | (78,238.97) |
| 09/17/99 | | Interest for 6/99 | 858.09 | 21.44 | (77,402.32) |
| 09/23/99 | | Unsecured 1st Actual | 40,853.61 | 102.14 | (36,650.85) |
| 09/23/99 | | Supplemental 2nd Actual | 3,365.58 | | (33,285.27) |
| 09/23/99 | 3807 | General by Library Director | | 4,442.26 | (37,727.53) |
| 09/23/99 | 3808 | General by Library Director | | 1,985.47 | (39,713.00) |
| 09/27/99 | | Canceled check | 79.68 | | (39,633.32) |
| 09/28/99 | | Transfer from Fund 702 | 80,000.00 | | 40,366.68 |
| 09/28/99 | | Transfer from Fund 706 | 10,000.00 | | 50,366.68 |
| 09/28/99 | | State Interlibrary Loan | 2,010.96 | | 52,377.64 |
| 09/28/99 | | Library Passport Revenue, Sep | 1,830.50 | | 54,208.14 |
| 09/28/99 | | Library Revenue, Sep | 1,290.00 | | 55,498.14 |
| 09/30/99 | 3809 | General by Library Director | | 5,327.27 | 50,170.87 |
| 09/30/99 | 3810 | General by Library Director | | 654.53 | 49,516.34 |
| 10/12/99 | | State Library Young Adult Grant | 10,000.00 | | 59,516.34 |
| 10/12/99 | | Library Passport Revenue, Sep | 956.75 | | 60,473.09 |
| 10/12/99 | | Library Revenue, Sep | 781.00 | | 61,254.09 |
| 10/14/99 | 3811 | General by Library Director | | 2,211.64 | 59,042.45 |
| 10/14/99 | 3812 | General by Library Director | | 1,779.14 | 57,263.31 |
| 10/20/99 | | Interest for 7/99 | 603.63 | 14.50 | 57,852.44 |
| 10/20/99 | 3813 | Payroll to wire November 18, 1999 | | 21,520.00 | 36,332.44 |
| 10/20/99 | 3814 | Payroll to wire December 2, 1999 | | 21,520.00 | 14,812.44 |
| 10/20/99 | 3815 | General | | 8,632.63 | 6,179.81 |
| 10/20/99 | 3816 | General | | 996.30 | 5,183.51 |
| 10/20/99 | 3817 | General | | 1,448.09 | 3,735.42 |
| 10/20/99 | 3818 | General | | 409.33 | 3,326.09 |
| 10/20/99 | 3819 | General | | 1,425.69 | 1,900.40 |
| 10/20/99 | 3820 | General | | 5,301.69 | (3,401.29) |
| 10/20/99 | 3821 | General | | 3,620.26 | (7,021.55) |
| 10/20/99 | 3822 | General | | 913.29 | (7,934.84) |
| 10/21/99 | | Supplemental 3rd Actual | 1,168.36 | | (6,766.48) |
| 10/25/99 | | Gates Computer Equipment Grant | 15,763.00 | | 8,996.52 |
| 10/25/99 | | Library Passport Revenue, Oct | 1,430.30 | | 10,426.82 |
| 10/25/99 | | Library Revenue, Oct | 782.30 | | 11,209.12 |
| 10/26/99 | 3823 | General by Library Director | | 4,512.65 | 6,696.47 |
| 11/04/99 | 3824 | General by Library Director | | 908.38 | 5,788.09 |
| 11/04/99 | 3825 | General by Library Director | | 281.91 | 5,506.18 |
| 11/09/99 | 3826 | General by Library Director | | 3,076.54 | 2,429.64 |
| 11/17/99 | 3827 | Payroll to wire December 16, 1999 | | 21,520.00 | (19,090.36) |
| 11/17/99 | 3828 | Payroll to wire December 30, 1999 | | 21,520.00 | (40,610.36) |
| 11/17/99 | 3829 | General, Please Pay Immediately | | 1,927.24 | (42,537.60) |
| 11/17/99 | 3830 | General | | 10,457.88 | (52,995.48) |
| 11/17/99 | 3831 | General | | 1,363.80 | (54,359.28) |

Placentia Library District
FY1999-2000 General Fund Cash Flow

| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|----------|---------|-------------|--------|-----------|-------------|
| 11/17/99 | 3832 | General | | 11,138.77 | (65,498.05) |
| 11/17/99 | 3833 | General | | 1,027.57 | (66,525.62) |
| 11/17/99 | 3834 | General | | 140.66 | (66,666.28) |
| 11/17/99 | 3835 | General | | 2,080.75 | (68,747.03) |
| 11/17/99 | 3836 | General | | 1,579.51 | (70,326.54) |

Placentia Library District
Property Tax Apportionments
Fiscal Year 1999-2000

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



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 November 17, 1999

| | Fiscal Year 1998-1999 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------------|---------------|-------|
| | Fund 702 Maj Equip Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | EXCL GEN FUND | |
| 30-Jun-99 | 84,141.81 | 3,163.80 | 116,479.67 | 164,804.90 | 7,601.61 | 376,191.79 | 211,386.89 | |
| 31-Jul-99 | 84,141.81 | 3,163.80 | 116,479.67 | 83,601.60 | 7,601.61 | 294,988.49 | 211,386.89 | |
| 31-Aug-99 | 84,377.12 | 3,177.11 | 26,647.68 | 58,725.33 | 7,633.59 | 180,560.83 | 121,835.50 | |
| 30-Sep-99 | 4,714.39 | 3,189.79 | 17,114.57 | 127,531.60 | 7,664.06 | 160,214.41 | 32,682.81 | |
| 31-Oct-99 | 5,076.22 | 3,203.40 | 17,615.46 | 84,484.27 | 7,696.75 | 118,076.10 | 33,591.83 | |
| 30-Nov-99 | | | | | | 0.00 | 0.00 | |
| 31-Dec-99 | | | | | | 0.00 | 0.00 | |
| 31-Jan-00 | | | | | | 0.00 | 0.00 | |
| 29-Feb-00 | | | | | | 0.00 | 0.00 | |
| 31-Mar-00 | | | | | | 0.00 | 0.00 | |
| 30-Apr-00 | | | | | | 0.00 | 0.00 | |
| 31-May-00 | | | | | | 0.00 | 0.00 | |
| 30-Jun-00 | | | | | | 0.00 | 0.00 | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

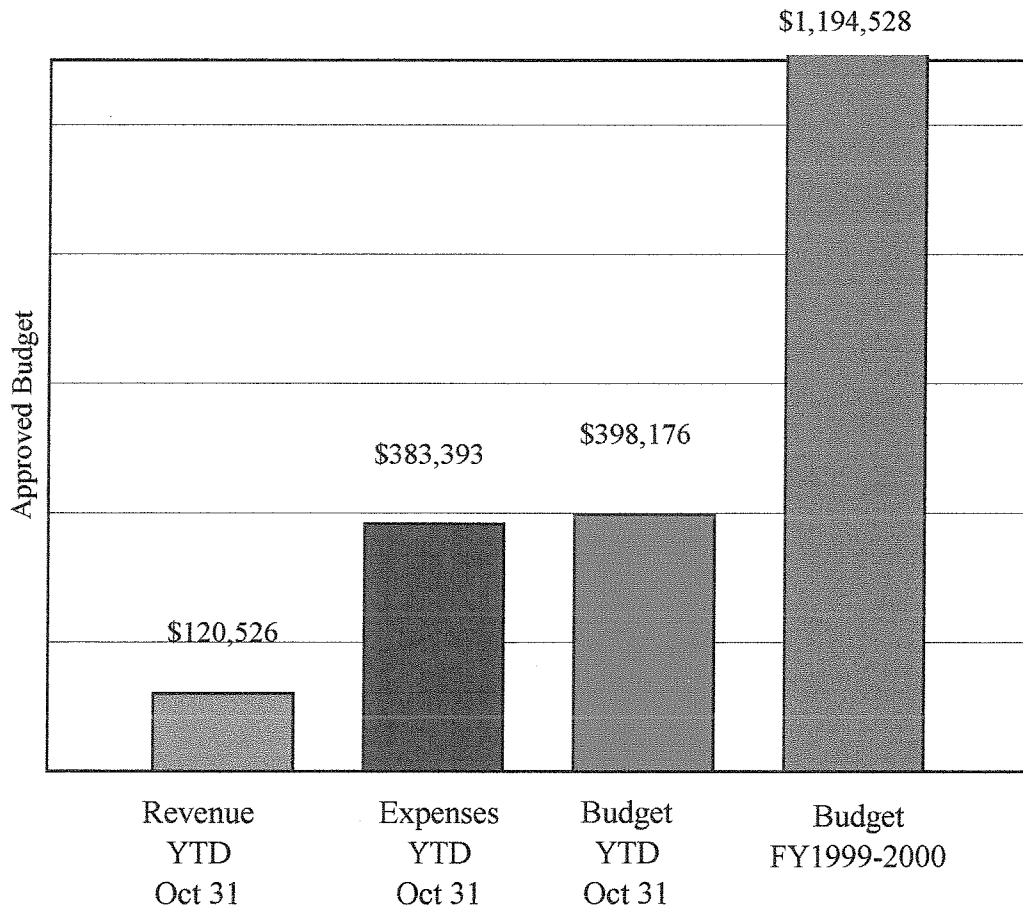
| | Fiscal Year 1998-1999 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------------|---------------|-------|
| | Fund 702 Maj Equip Struc | Fund 703 Auto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



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1999-2000

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 November 17, 1999

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 OCT 1999 | FY1998-1999 OCT 1998 | FY1999-2000 % REV BUD |
|-------------|--|----------------------|------------------|------------------|----------------------|----------------------|-----------------------|
| 6210-00 | Prop. Taxes - current secured | 817,940 | 0.00 | 0.00 | 0.00 | 0.00 | 0.009% |
| 6210-01 | Public Utility | 24,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.009% |
| 6210-04 | Teeter Plan - current delinquent | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - CURRENT SECURED | 841,940 | 0.00 | 0.00 | 0.00 | 0.00 | 0.009% |
| 6220 | PROP. TAXES - CURRENT UNSECURED | 50,000 | 0.00 | 39,094.29 | 0.00 | 0.00 | 0.00% |
| 6230-00 | Prop. Taxes - Prior Secured | 20,060 | 11,120.83 | 10,950.23 | 0.00 | 0.00 | |
| 6230-01 | Prior year's secured final apportionment | 0 | 8,812.21 | 8,714.72 | 0.00 | 0.00 | |
| 6230-02 | Secured prior years | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-03 | Tax deed land sales | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-04 | Teeter Plan buyout - FY1993-1994 only | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-10 | Release of impounds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-11 | (1994 ERAF Refund) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - PRIOR SECURED | 20,060 | 19,933.04 | 19,664.95 | 0.00 | 0.00 | 99.37% |
| 6240 | TOTAL PROP. TAXES PRIOR UNSECURED | 1,100 | 40,853.61 | 0.00 | 0.00 | 0.00 | 3713.96% |
| 6250 | TAXES - SPECIAL DISTRICT AUGMENTATION | 40,000 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6260 | PENALTIES & COSTS ON DELINQUENT TAXES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6280-00 | Property taxes current supplemental | 24,500 | 1,038.28 | 3,579.77 | 0.00 | 0.00 | 4.24% |
| 6280-01 | Final supplemental for prior years | 0 | 5,550.41 | 778.40 | 1,168.36 | 0.00 | |
| | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN | 24,500 | 6,588.69 | 4,358.17 | 1,168.36 | 0.00 | 26.89% |
| 6300 | PROP. TAXES SUPPLEMENTAL - PRIOR | 800 | 719.86 | 780.95 | 0.00 | 0.00 | 89.98% |
| 6540 | PENALTIES & COSTS ON DELINQUENT TAXES | 300 | 249.47 | 270.35 | 0.00 | 0.00 | |
| | TOTAL TAXES | 978,700 | 68,344.67 | 64,168.71 | 1,168.36 | 0.00 | 6.98% |

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 OCT 1999 | FY 1998-1999 OCT 1998 | FY 1999-2000 % REV BUD |
|-------------|--|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 6610-00 | Interest | 12,800 | 603.63 | 615.72 | 603.63 | 615.72 | 4.72% |
| 6610-01 | Interest - old bond fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6610-23 | Interest on impounded taxes released | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL INTEREST | 12,800 | 603.63 | 615.72 | 603.63 | 615.72 | 4.72% |
| 6690 | STATE - HOMEOWNER PROP TAX RELIEF | 15,580 | 0.00 | 0.00 | 0.00 | 0.00 | 0.000% |
| 6970-00 | State - ILL & Direct Loan Reimbursement | 8,000 | 2,885.96 | 1,860.65 | 0.00 | 0.00 | 36.07% |
| 6970-01 | State - CA Foundation Funds | 88,450 | 8.77 | 0.00 | 0.00 | 0.00 | 0.01% |
| 6970-02 | State - CA Literacy Campaign | 8,800 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-03 | State - Family Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 6970-04 | State - Dept of Education 321 Grant | 0 | 1,988.16 | 0.00 | 0.00 | 0.00 | |
| 6970-05 | State - Project Grants | 0 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| 6970-07 | State - Timber Yield Apport | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL STATE - OTHER GOVERNMENTAL | 105,250 | 14,882.89 | 1,860.65 | 10,000.00 | 0.00 | 14.14% |
| 7130-00 | BANKRUPTCY RECOVERY DISTRIBUTIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 7670-00 | Local Revenue | 22,500 | 8,066.88 | 3,295.92 | 1,563.30 | 0.00 | 35.85% |
| 7670-01 | Local Revenue -- Passport | 45,000 | 12,784.90 | 0.00 | 2,387.05 | 0.00 | 28.41% |
| 7670-02 | Local Revenue -- Non-Gov't. Grants & Gifts | 14,698 | 15,763.00 | 0.00 | 15,763.00 | 0.00 | 107.25% |
| | TOTAL LOCAL REVENUE | 82,198 | 36,615 | 3,296 | 19,713.35 | 0.00 | 44.54% |
| 7680 | 6-MONTH EXPIRED (OUTLAWED) CHECKS | 0 | 79.68 | 3.46 | 0.00 | 0.00 | |
| 7810 | TRANSFER FROM/TO OTHER LIBRARY FUNDS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | FUND 707 TOTAL | 1,194,528 | 120,525.65 | 69,944.46 | 31,485.34 | 615.72 | 0.70 |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 OCT 1999 | FY 1998-1999 OCT 1998 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 0100 | Salaries & Wages | 537,045 | 178,865.00 | 168,920.00 | 39,780.00 | 37,760.00 | 33.31% |
| 0200 | Retirement (Social Security & Pension Contribution) | 75,695 | 13,687.00 | 13,005.00 | 3,046.00 | 2,890.00 | 18.08% |
| | Health Insurance/Blue Shield CA | 32,880 | 8,519.96 | 5,631.33 | (760.72) | 2,065.90 | 25.91% |
| | Long Term Disability/CNA | 2,690 | 734.44 | 712.18 | 186.72 | 360.62 | 27.30% |
| | Vision Service Plan/VSP | 2,225 | 784.52 | 652.00 | 196.13 | 191.10 | 35.27% |
| | Dental/Ameritas | 5,205 | 1,850.00 | 1,691.69 | 0.00 | 436.90 | 35.54% |
| 0300 | Total Employee Insurance | 43,000 | 11,888.92 | 8,687.20 | (377.87) | 3,054.52 | 27.65% |
| 0310 | Unemployment Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0350 | Workers Compensation - General | 5,400 | 918.00 | 1,284.00 | 0.00 | 0.00 | 17.00% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 661,140 | 205,358.92 | 191,896.20 | 42,448.13 | 43,704.52 | 31.06% |
| 0700-00 | Communications - Telephone | 2,600 | 769.47 | 692.44 | 309.94 | 150.58 | 29.60% |
| 0700-01 | Communications - Modem/Fax | 4,400 | 935.03 | 1,411.34 | 63.93 | 426.19 | 21.25% |
| 0700-02 | Communications - Internet/Database | 5,000 | 3,989.85 | 1,347.71 | 407.99 | 424.63 | 79.80% |
| 0700-05 | Communications - Cataloging & Acquisitions Vendor | 5,160 | 862.00 | 1,271.46 | 431.00 | 0.00 | 16.71% |
| 0700-07 | Communications - 321 Grant | 0 | 0.00 | 340.06 | 0.00 | 83.55 | |
| 0700-08 | Communications - Adult Literacy | 800 | 203.17 | 93.55 | 0.00 | 33.81 | 25.40% |
| | Total Communications | 17,960 | 6,759.52 | 5,156.56 | 1,212.86 | 1,118.76 | 37.64% |
| 0900-00 | Food - General Fund | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-07 | Food - 321 Grant | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-08 | Food - Adult Literacy | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 090-009 | Food - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Food | 150 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1000-00 | Household Expense | 3,750 | 1,741.94 | 1,794.41 | 701.84 | 161.74 | 46.45% |
| 1100-00 | Insurance - Liability | 7,000 | 6,820.51 | 4,996.38 | 0.00 | 0.00 | 97.44% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 OCT 1999 | FY 1998-1999 OCT 1998 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 1300-00 | Maintenance of Equipment - General Fund (Other than Computer) | 3,000 | 843.73 | 960.51 | 0.00 | 132.00 | 28.12% |
| 1300-01 | Maintenance of Equipment - General Fund (Computer) | 12,000 | 8,591.63 | 0.00 | 4,375.00 | | 71.60% |
| 1300-07 | Maintenance of Equipment - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-08 | Maintenance of Equipment - Adult Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-09 | Maintenance of Equipment - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Maintenance of Equipment | 15,000 | 9,435.36 | 960.51 | 4,375.00 | 132.00 | 62.90% |
| | HVAC | 5,500 | 1,517.55 | 1,278.43 | 117.42 | 1,043.59 | 27.59% |
| | Carpet Cleaning | 500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Groundskeeping, City of Placentia | 28,000 | 15,339.45 | 6,758.43 | 1,796.10 | 1,687.31 | 54.78% |
| | Plumbing | 1,200 | 807.01 | 62.00 | 207.01 | 0.00 | 67.25% |
| | Electrical | 4,500 | 1,222.29 | 1,425.00 | 0.00 | 285.00 | 27.16% |
| | Cleaning Service | 11,700 | 3,800.00 | 3,800.00 | 950.00 | 950.00 | 32.48% |
| | Locksmith | 200 | 58.66 | 73.72 | 0.00 | 73.72 | 29.33% |
| | Other (Includes Fire Alarm & Seismic Retrofit Project) | 11,000 | 49.50 | 884.99 | 0.00 | 86.99 | 0.45% |
| 1400-00 | Total Maintenance of Building & Grounds | 62,600 | 22,794.46 | 14,282.57 | 3,070.53 | 4,126.61 | 36.41% |
| 1600-00 | Memberships - General Fund | 2,750 | 685.00 | 0.00 | 90.00 | 0.00 | 24.91% |
| 1600-07 | Memberships - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1600-08 | Memberships - Adult Literacy | 475 | 0.00 | 95.00 | 0.00 | 0.00 | |
| 1600-09 | Memberships - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Memberships | 3,225 | 685.00 | 95.00 | 90.00 | 0.00 | 21.24% |
| 1700-00 | Miscellaneous Expense - General Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-07 | Miscellaneous Expense - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-08 | Miscellaneous Expense - Adult Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-09 | Miscellaneous Expense - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Miscellaneous Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 OCT 1999 | FY 1998-1999 OCT 1998 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 1800-00 | Library Supplies | 7,000 | 2,992.56 | 335.24 | 484.90 | 0.00 | 42.75% |
| | Printing | 9,300 | 3,011.38 | 326.77 | 50.64 | 11.83 | 32.38% |
| | EZ Copy - copy cards for sale to patrons | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Publications | 1,000 | 0.00 | 473.87 | 0.00 | 97.12 | 0.00% |
| | Paper | 1,200 | 357.96 | 273.75 | 53.44 | 140.10 | 29.83% |
| | Drinking Water Service | 300 | 75.00 | 99.80 | 25.00 | 24.95 | 25.00% |
| | Other Office Supplies | 4,000 | 4,147.71 | 1,591.77 | 434.87 | 224.28 | 103.69% |
| | Total Office Supply Expense - General Fund | 22,800 | 10,584.61 | 3,101.20 | 1,048.85 | 498.28 | 46.42% |
| 1800-07 | Literacy Dept Educ 321 Grant Supply Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1800-08 | Printing | 2,625 | 703.23 | 0.00 | 0.00 | 0.00 | |
| | Publications | 0 | 475.00 | 0.00 | 475.00 | 0.00 | |
| | Paper | 50 | 50.74 | 0.00 | 50.74 | 0.00 | |
| | Other Office Supplies | 550 | 0.00 | 404.31 | 0.00 | 0.00 | |
| | Total Adult Literacy Office Supply Expense | 3,225 | 1,228.97 | 404.31 | 525.74 | 0.00 | 38.11% |
| 1800-09 | LSCA Grant Supply Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Office Expense | 26,025 | 11,813.58 | 3,505.51 | 1,574.59 | 498.28 | 45.39% |
| 1803-00 | Postage Expense - General Fund | 4,700 | 1,492.96 | 288.65 | 257.30 | 117.00 | 31.77% |
| 1803-04 | Postage Expense - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1803-08 | Postage Expense - Adult Literacy | 100 | 0.00 | 32.00 | 0.00 | 32.00 | 0.00% |
| 1803-09 | Postage Expense - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Postage Expense | 4,800 | 1,492.96 | 320.65 | 257.30 | 149.00 | 31.10% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 OCT 1999 | FY1998-1999 OCT 1998 | FY1999-2000 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| | Care Resources (Employee Assistance) | 420 | 105.00 | 105.00 | 35.00 | 35.00 | 25.00% |
| | Pension Contribution & Operating Expenses | 7,500 | 2,871.95 | 0.00 | 0.00 | 0.00 | 38.29% |
| | Anaheim Consortium Automated Library System | 40,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Anaheim Consortium Computer Technical & Consulting Services | 4,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Clipping Service | 420 | 104.13 | 138.84 | 34.71 | 69.42 | 24.79% |
| | Interest Allocation & Tax Collection Charges | 350 | 167.22 | 66.96 | 14.50 | 16.27 | 47.78% |
| | Advertising (Including WEB Site) | 4,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Medical Exams | 500 | 0.00 | 157.50 | 0.00 | 0.00 | 0.00% |
| | Collection Services - Accounts Receivable | 2,400 | 686.29 | 86.62 | 283.78 | 17.68 | 28.60% |
| | Audit & Accounting Services | 4,500 | 3,775.00 | 3,700.00 | 830.00 | 3,700.00 | 83.89% |
| | Payroll Preparation | 2,500 | 841.17 | 764.35 | 265.45 | 241.80 | 33.65% |
| | Election Expenses | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Training in Library | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other (Includes Contract Storyteller) | 5,000 | 910.00 | 703.92 | 840.00 | 0.00 | 18.20% |
| 1900-00 | Total Specialized Services - General Fund | 71,590 | 9,460.76 | 5,723.19 | 2,303.44 | 4,080.17 | 13.22% |
| 1900-01 | Specialized Services - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-07 | Specialized Services - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-08 | Specialized Services - Adult Literacy | 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1900-09 | Specialized Services - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-18 | Tax Collection Services & Fees by Orange County | 2,400 | 0.00 | 97.74 | 0.00 | 0.00 | 0.00% |
| | Total Specialized Services | 74,990 | 9,460.76 | 5,820.93 | 2,303.44 | 4,080.17 | 12.62% |
| 2000-00 | Legal Notices - General Fund | 500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2000-01 | Legal Notices - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Legal Notices | 500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2100-00 | Rents/Leases-Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 OCT 1999 | FY 1998-1999 OCT 1998 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 2200-00 | Semi-Annual Bond Payment | 74,175 | 35,900.00 | 33,950.61 | 0.00 | 0.00 | 48.40% |
| 2300-00 | Small Tools/Instruments | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-00 | Special Department Expense - Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-01 | Special Department Expense- Books | 133,450 | 19,362.78 | 534.19 | 10,948.87 | 0.00 | 14.51% |
| 2400-02 | Special Department Expense - Video | 0 | 95.07 | 0.00 | 0.00 | 0.00 | |
| 2400-03 | Special Department Expense - Electronic | 0 | 4,543.00 | 0.00 | 0.00 | 0.00 | |
| 2400-04 | Special Department Expense - Periodicals | 0 | 19,605.27 | 4,114.39 | 0.00 | 176.80 | |
| 2400-05 | Special Department Expense - Audio | 0 | 610.87 | 287.80 | 500.63 | 261.80 | |
| 2400-07 | Special Department Expense - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-08 | Special Department Expense - Adult Literacy | 1,500 | 1,141.22 | 1,241.31 | 938.22 | 0.00 | 76.08% |
| 2400-09 | Special Department Expense - Family Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Special Department Expense | 134,950 | 45,358.21 | 6,177.69 | 12,387.72 | 438.60 | 33.61% |
| 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 | 406.50 | 278.15 | 131.50 | 278.15 | 27.10% |
| 2700-01 | Transportation/Travel - Meetings, Staff Local | 2,000 | 809.70 | 203.48 | 374.19 | 127.69 | 40.49% |
| 2700-02 | Transportation/Travel - Meetings, Board Out of Town | 1,000 | 124.00 | 0.00 | 124.00 | 0.00 | 12.40% |
| 2700-03 | Transportation/Travel - Meetings, Board Local | 600 | 56.00 | 10.00 | 0.00 | 0.00 | 9.33% |
| 2700-04 | Transportation/Travel - Meetings, LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-07 | Transportation/Travel - Meetings, 321 Grant | 0 | 0.00 | 132.55 | 0.00 | 65.00 | 9.26% |
| 2700-08 | Transportation/Travel - Meetings - Adult Literacy | 1,000 | 92.64 | 0.00 | 79.00 | 0.00 | |
| 2700-09 | Transportation/Travel - Meetings - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Transportation/Travel - Meetings | 6,100 | 1,488.84 | 624.18 | 708.69 | 470.84 | 24.41% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 17, 1999

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 OCT 1999 | FY1998-1999 OCT 1998 | FY1999-2000 % EXP BUD |
|-------------|---|----------------------|-------------------|-------------------|----------------------|----------------------|-----------------------|
| 2800-00 | Electricity | 43,000 | 17,798.15 | 7,209.58 | 4,956.38 | 0.00 | 41.39% |
| | Gas | 6,500 | 427.42 | 1,107.06 | 0.00 | 18.88 | 6.58% |
| | Water | 3,000 | 1,504.16 | 808.13 | 446.19 | 273.85 | 50.14% |
| | Total Utilities | 52,500 | 19,729.73 | 9,124.77 | 5,402.57 | 292.73 | 37.58% |
| | TOTAL SUPPLIES & SERVICES | 483,725 | 173,480.87 | 86,809.77 | 32,084.54 | 11,468.73 | 35.86% |
| 3700-00 | Taxes, Assessments (Sales Tax) | 1,100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-00 | Equipment - General Fund | 32,865 | 4,553.01 | 2,451.02 | 0.00 | 2,451.02 | 13.85% |
| 4000-07 | Equipment - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-08 | Equipment - Adult Literacy | 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-09 | Equipment - Gates Foundation Grant | 14,698 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-11 | Equipment - County Assigned Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Equipment | 48,563 | 4,553.01 | 2,451.02 | 0.00 | 2,451.02 | 9.38% |
| 4200-00 | Structures/Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EQUIPMENT EXPENSE | 48,563 | 4,553.01 | 2,451.02 | 0.00 | 2,451.02 | 9.38% |
| 4807 | OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5600 | INVESTMENT POOL LOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL EXPENSES | 1,194,528 | 383,392.80 | 281,156.99 | 74,532.67 | 57,624.27 | 32.10% |

11/08/99

Placentia Library District
Balance Sheet
As of October 31, 1999

| | <u>Oct 31, '99</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| County Exempt - Checking | 3,487.19 |
| County Exempt - Savings | 2,360.78 |
| General Fund - Checking | 8,091.89 |
| General Fund - Savings | 5,810.30 |
| Literacy Fund - Savings | 4,105.03 |
| Payroll Checking | 13,154.85 |
| Payroll Checking (CDs) | |
| 174445017 | 5,000.00 |
| 174445018 | 5,000.00 |
| 174445019 | 5,000.00 |
| 174445020 | 5,000.00 |
| 174445021 | 2,500.00 |
| 174445022 | 2,500.00 |
| 174445055 | 2,500.00 |
| 174448482 | 2,500.00 |
| 174448483 | 2,500.00 |
| Total Payroll Checking (CDs) | <u>32,500.00</u> |
| Payroll Savings (Fees) | 2,340.87 |
| Payroll Savings (Int CDs) | 2,712.30 |
| Total Checking/Savings | <u>74,563.21</u> |
| Total Current Assets | <u>74,563.21</u> |
| TOTAL ASSETS | <u>74,563.21</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 12,038.73 |
| Net Income | -4,697.89 |
| Total Capital | <u>67,222.37</u> |
| Total Equity | <u>74,563.21</u> |
| TOTAL LIABILITIES & EQUITY | <u>74,563.21</u> |

11/08/99

Placentia Library District Profit and Loss by Class October 1999

| | <u>County Exempt Fund</u> | <u>General Fund</u> | <u>Payroll Fund</u> | <u>TOTAL</u> |
|------------------------------|---------------------------|---------------------|---------------------|------------------|
| Income | | | | |
| Cash Register - Copy Cards | 405.50 | 0.00 | 0.00 | 405.50 |
| Cash Register - Fines | 0.00 | 1,460.25 | 0.00 | 1,460.25 |
| Cash Register - Lost Items | 0.00 | 273.50 | 0.00 | 273.50 |
| Cash Register - Misc. | 0.00 | 35.20 | 0.00 | 35.20 |
| Cash Register - Reserves | 0.00 | 76.25 | 0.00 | 76.25 |
| County Reimbursements | 0.00 | 907.61 | 0.00 | 907.61 |
| Directors Fund (Friends) | 613.28 | 0.00 | 0.00 | 613.28 |
| Gates Grant | 0.00 | 15,763.00 | 0.00 | 15,763.00 |
| Interest Inc - Savings | 4.77 | 24.29 | 7.83 | 36.89 |
| Meeting Room Income | 180.00 | 0.00 | 0.00 | 180.00 |
| Miscellaneous Income | 0.00 | 922.10 | 0.00 | 922.10 |
| Passport Check Reimbursement | 397.00 | 0.00 | 0.00 | 397.00 |
| Passport Revenue | 45.00 | 2,611.05 | 0.00 | 2,656.05 |
| State Library Reimbursements | 0.00 | 897.18 | 0.00 | 897.18 |
| Telephone Income | 0.00 | 5.95 | 0.00 | 5.95 |
| Transfers from County | 0.00 | 0.00 | 42,826.00 | 42,826.00 |
| Total Income | 1,645.55 | 22,976.38 | 42,833.83 | 67,455.76 |
| Expense | | | | |
| Bank Fees | 5.00 | 0.00 | 0.00 | 5.00 |
| Children's Other | 50.00 | 0.00 | 0.00 | 50.00 |
| Coffee Service | 297.13 | 0.00 | 0.00 | 297.13 |
| Copier Lease Payments | 446.34 | 0.00 | 0.00 | 446.34 |
| Copier Maintenance Contract | 229.65 | 0.00 | 0.00 | 229.65 |
| Debit Cards | 0.00 | 15.57 | 0.00 | 15.57 |
| Employee Benefits | 0.00 | 0.00 | 2,685.12 | 2,685.12 |
| Employee Insurance | 0.00 | 0.00 | 760.72 | 760.72 |
| Employer Payroll Taxes | 0.00 | 0.00 | 12,562.44 | 12,562.44 |
| Friend's Director's Fund | 1,667.30 | 0.00 | 0.00 | 1,667.30 |
| Household Expenses | 0.00 | 113.02 | 0.00 | 113.02 |
| Library Board Expenses | 28.02 | 0.00 | 0.00 | 28.02 |
| Office Expense | 0.00 | 116.29 | 0.00 | 116.29 |
| Passport Expenses | 776.75 | 0.00 | 0.00 | 776.75 |
| Postage | 0.00 | 4.19 | 0.00 | 4.19 |
| Salaries | 0.00 | 0.00 | 26,285.04 | 26,285.04 |
| Transfers to County | 0.00 | 29,713.35 | 0.00 | 29,713.35 |
| Transportation & Travel | 0.00 | 921.82 | 0.00 | 921.82 |
| Total Expense | 3,500.19 | 30,884.24 | 42,293.32 | 76,677.75 |
| Net Income | -1,854.64 | -7,907.86 | 540.51 | -9,221.99 |

11/08/99

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

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|----------------------------------|--------------------|------------------|---------------|-------------------|-------------------|
| Income | | | | | |
| Bankcard Deposit | 0.00 | 420.65 | 0.00 | 0.00 | 420.65 |
| Cash Register - Copy Cards | 1,272.09 | 0.00 | 0.00 | 0.00 | 1,272.09 |
| Cash Register - Fines | 0.00 | 5,745.82 | 0.00 | 0.00 | 5,745.82 |
| Cash Register - Lost Items | 0.00 | 878.70 | 0.00 | 0.00 | 878.70 |
| Cash Register - Misc. | 0.00 | 94.70 | 0.00 | 0.00 | 94.70 |
| Cash Register - Reserves | 0.00 | 409.85 | 0.00 | 0.00 | 409.85 |
| County Reimbursements | 0.00 | 2,818.91 | 0.00 | 0.00 | 2,818.91 |
| Directors Fund (Friends) | 1,585.53 | 0.00 | 0.00 | 0.00 | 1,585.53 |
| Equipment (400) Reimbursement | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| Gates Grant | 0.00 | 15,763.00 | 0.00 | 0.00 | 15,763.00 |
| Interest Inc - CD's | 0.00 | 0.00 | 0.00 | 465.42 | 465.42 |
| Interest Inc - Savings | 25.04 | 57.24 | 36.67 | 7.83 | 126.78 |
| Meeting Room Income | 1,018.05 | 0.00 | 0.00 | 0.00 | 1,018.05 |
| Miscellaneous Income | 0.00 | 922.10 | 0.00 | 0.00 | 922.10 |
| Passport Check Reimbursement | 2,035.50 | 0.00 | 0.00 | 0.00 | 2,035.50 |
| Passport Revenue | 45.00 | 11,151.30 | 0.00 | 0.00 | 11,196.30 |
| Staff Appreciation Reimbursement | 399.25 | 0.00 | 0.00 | 0.00 | 399.25 |
| State Library Grants | 0.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| State Library Reimbursements | 0.00 | 2,908.14 | 0.00 | 0.00 | 2,908.14 |
| Telephone Income | 0.00 | 13.25 | 0.00 | 0.00 | 13.25 |
| Test Proctoring Income | 40.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| Transfers from County | 0.00 | 0.00 | 0.00 | 192,552.00 | 192,552.00 |
| Tutor Training Income | 0.00 | 0.00 | 30.00 | 0.00 | 30.00 |
| Typewriter Income | 0.00 | 37.76 | 0.00 | 0.00 | 37.76 |
| Total Income | 6,420.46 | 53,221.42 | 66.67 | 193,025.25 | 252,733.80 |
| Expense | | | | | |
| Bank Fees | 42.50 | 0.00 | 0.00 | 0.00 | 42.50 |
| Children's Other | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| Children's Summer Reading Prgm | 854.83 | 0.00 | 0.00 | 0.00 | 854.83 |
| Coffee Service | 297.13 | 0.00 | 0.00 | 0.00 | 297.13 |
| Copier Lease Payments | 1,785.36 | 0.00 | 0.00 | 0.00 | 1,785.36 |
| Copier Maintenance Contract | 918.60 | 0.00 | 0.00 | 0.00 | 918.60 |
| Debit Cards | 0.00 | 59.09 | 0.00 | 0.00 | 59.09 |
| Employee Benefits | 0.00 | 0.00 | 0.00 | 11,313.18 | 11,313.18 |
| Employee Insurance | 0.00 | 155.00 | 0.00 | 3,423.24 | 3,578.24 |
| Employer Payroll Taxes | 0.00 | 0.00 | 0.00 | 56,252.68 | 56,252.68 |
| Friend's Director's Fund | 1,667.30 | 0.00 | 0.00 | 0.00 | 1,667.30 |
| Household Expenses | 0.00 | 181.47 | 0.00 | 0.00 | 181.47 |
| Library Board Expenses | 114.22 | 0.00 | 0.00 | 0.00 | 114.22 |
| Memberships | 0.00 | 530.00 | 0.00 | 0.00 | 530.00 |
| Miscellaneous | 0.00 | 62.50 | 0.00 | 0.00 | 62.50 |
| Office Expense | 0.00 | 266.17 | 0.00 | 0.00 | 266.17 |
| Passport Expenses | 2,998.75 | 398.95 | 0.00 | 0.00 | 3,397.70 |
| Petty Cash Reimbursement | 0.00 | 58.52 | 0.00 | 0.00 | 58.52 |
| Postage | 0.00 | 201.98 | 0.00 | 0.00 | 201.98 |
| Prof & Spec Services | 0.00 | 70.00 | 0.00 | 0.00 | 70.00 |
| Refreshments | 26.94 | 0.00 | 0.00 | 0.00 | 26.94 |
| Retirement Fund | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| Return Check Item & Fees | 0.00 | 58.80 | 0.00 | 0.00 | 58.80 |
| Salaries | 0.00 | 0.00 | 0.00 | 119,718.71 | 119,718.71 |
| Staff Appreciation | 684.50 | 0.00 | 0.00 | 0.00 | 684.50 |
| Transfers to County | 0.00 | 53,089.95 | 0.00 | 0.00 | 53,089.95 |
| Transportation & Travel | 0.00 | 1,651.32 | 0.00 | 0.00 | 1,651.32 |
| Total Expense | 9,940.13 | 56,783.75 | 0.00 | 190,707.81 | 257,431.69 |
| Net Income | -3,519.67 | -3,562.33 | 66.67 | 2,317.44 | -4,697.89 |

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|----------|-----------|
| Previous Balance | | 5,173.05 |
| Cleared Checks and Payments | 21 Items | -2,928.03 |
| Cleared Deposits and Other Credits | 11 Items | 1,328.92 |
| Cleared Balance | | 3,573.94 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|--------|
| Uncleared Checks and Payments | 3 Items | -86.75 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 10/31/1999 (statement closing date) | | 3,487.10 |
| New Checks and Payments | 6 Items | -402.61 |
| New Deposits and Other Credits | 3 Items | 150.00 |
| Ending Account Balance | | 3,234.58 |

Register

County Exempt - Checking Register through 10/30/1999:

| Date | No./Ref. | Name | Account | Memo | Amount | C | Balance |
|------------|----------|----------------------|--------------------------|------------------|-----------|---|----------|
| 10/04/1999 | 2079 | Smart & Final | Coffee Service | coffee warmers | -60.23 | X | 5,085.88 |
| 10/04/1999 | 2080 | All Star Trophy | Coffee Service | signage | -146.54 | X | 4,939.34 |
| 10/05/1999 | 2081 | Passport Services | Passport Expenses | Erna Maram... | -45.00 | X | 4,894.34 |
| 10/06/1999 | 2082 | Passport Services | Passport Expenses | Brianna D. C... | -90.00 | X | 4,804.34 |
| 10/07/1999 | 2083 | All Star Trophy | Directors Fund (Friends) | Director's Fu... | -63.64 | X | 4,740.70 |
| 10/11/1999 | 2084 | Passport Services | Passport Expenses | Bernard Will... | -45.00 | X | 4,695.70 |
| 10/12/1999 | | | General Fund - Checki... | | 150.00 | X | 4,845.70 |
| 10/12/1999 | 2085 | Christopher's Flo... | Library Board Expenses | | -28.02 | X | 4,817.68 |
| 10/12/1999 | 2086 | Passport Services | Passport Expenses | Osvaldo Flor... | -45.00 | X | 4,772.68 |
| 10/13/1999 | | | Passport Check Reimb... | Deposit | 45.00 | X | 4,817.68 |
| 10/13/1999 | 2087 | Passport Services | Passport Expenses | Jessica Lynn ... | -45.00 | X | 4,772.68 |
| 10/13/1999 | 2088 | Passport Services | Passport Expenses | Maria Merce... | -45.00 | X | 4,727.68 |
| 10/14/1999 | | | Passport Check Reimb... | Deposit | 45.00 | X | 4,772.68 |
| 10/17/1999 | 1228 | Passport Services | Passport Expenses | | -200.00 | X | 4,572.68 |
| 10/17/1999 | 1226 | Passport Services | Passport Expenses | | -45.00 | X | 4,527.68 |
| 10/17/1999 | 1227 | Passport Services | Passport Expenses | | -25.00 | X | 4,502.68 |
| 10/18/1999 | | | Passport Check Reimb... | Deposit | 47.00 | X | 4,549.68 |
| 10/18/1999 | 2089 | Passport Services | Passport Expenses | Carlos Artur... | -45.00 | X | 4,504.68 |
| 10/18/1999 | | | Passport Check Reimb... | Deposit | 125.00 | X | 4,629.68 |
| 10/18/1999 | | | -split- | Deposit | 610.45 | X | 5,240.13 |
| 10/18/1999 | 2090 | Passport Services | Passport Check Reimb... | Frederick Fri... | -80.00 | X | 5,160.13 |
| 10/18/1999 | 1229 | Passport Services | Passport Expenses | Michael Jose... | -45.00 | X | 5,115.13 |
| 10/19/1999 | | | Passport Check Reimb... | Deposit | 170.00 | X | 5,285.13 |
| 10/24/1999 | 2096 | Yolanda Smith | Children's Other | Inv Oct 11, 1... | -50.00 | | 5,235.13 |
| 10/25/1999 | 2092 | Passport Services | Passport Expenses | Mary Gerbra... | -45.00 | X | 5,190.13 |
| 10/25/1999 | 2093 | Passport Services | Passport Expenses | Micah Charl... | -45.00 | X | 5,145.13 |
| 10/25/1999 | 2094 | American Paper ... | Coffee Service | Invoice 1301... | -90.36 | X | 5,054.77 |
| 10/26/1999 | | | Passport Check Reimb... | Deposit | 45.00 | X | 5,099.77 |
| 10/26/1999 | | | Directors Fund (Friends) | Deposit | 13.23 | X | 5,113.00 |
| 10/26/1999 | 2095 | Vail Dunlap & A... | Friend's Director's Fund | Inv 65883, dt... | -1,667.30 | X | 3,445.70 |
| 10/26/1999 | 1230 | Passport Services | Passport Check Reimb... | Loc Ba Tran ... | -25.00 | | 3,420.70 |
| 10/27/1999 | | | Passport Check Reimb... | Deposit | 25.00 | X | 3,445.70 |
| 10/27/1999 | 1231 | Passport Services | Passport Expenses | | -11.75 | | 3,433.95 |
| 10/28/1999 | | | -split- | Deposit | 53.24 | X | 3,487.19 |

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|----------|----------|
| Previous Balance | | 2,451.50 |
| Cleared Checks and Payments | 4 Items | -719.04 |
| Cleared Deposits and Other Credits | 22 Items | 587.27 |
| Cleared Balance | | 2,319.73 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|-------|
| Uncleared Checks and Payments | 0 Items | 0.00 |
| Uncleared Deposits and Other Credits | 1 Items | 41.05 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 10/31/1999 (statement closing date) | | 2,360.53 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 5 Items | 193.75 |
| Ending Account Balance | | 2,554.53 |

Register

County Exempt - Savings Register through 10/31/1999:

| Date | No./Ref. | Name | Account | Memo | Amount | C | Balance |
|-------------|-----------------|-------------------|--------------------------|----------------|---------------|----------|----------------|
| 10/04/1999 | | | Cash Register - Copy ... | Deposit | 6.90 | X | 2,496.45 |
| 10/04/1999 | | | Cash Register - Copy ... | Deposit | 30.60 | X | 2,527.05 |
| 10/05/1999 | | | Cash Register - Copy ... | Deposit | 19.95 | X | 2,547.00 |
| 10/06/1999 | | | Cash Register - Copy ... | Deposit | 33.25 | X | 2,580.25 |
| 10/07/1999 | | | -split- | Deposit | 49.80 | X | 2,630.05 |
| 10/11/1999 | | | Cash Register - Copy ... | Deposit | 16.60 | X | 2,646.65 |
| 10/11/1999 | | | Cash Register - Copy ... | Deposit | 18.30 | X | 2,664.95 |
| 10/12/1999 | | | Cash Register - Copy ... | Deposit | 15.50 | X | 2,680.45 |
| 10/13/1999 | | | Cash Register - Copy ... | Deposit | 2.05 | X | 2,682.50 |
| 10/14/1999 | | | -split- | Deposit | 60.85 | X | 2,743.35 |
| 10/18/1999 | | | -split- | Deposit | 41.00 | X | 2,784.35 |
| 10/18/1999 | | | Cash Register - Copy ... | Deposit | 36.85 | X | 2,821.20 |
| 10/18/1999 | 1087 | Sharp Electronics | Copier Lease Payments | inv 9911660... | -446.34 | X | 2,374.86 |
| 10/18/1999 | 1088 | IKON | Copier Maintenance C... | inv 135184 ... | -229.65 | X | 2,145.21 |
| 10/19/1999 | | | Cash Register - Copy ... | Deposit | 30.75 | X | 2,175.96 |
| 10/21/1999 | | | -split- | Deposit | 30.85 | X | 2,206.81 |
| 10/21/1999 | | | Cash Register - Copy ... | Deposit | 2.25 | X | 2,209.06 |
| 10/25/1999 | | | Cash Register - Copy ... | Deposit | 43.00 | X | 2,252.06 |
| 10/25/1999 | | | Cash Register - Copy ... | Deposit | 26.80 | X | 2,278.86 |
| 10/26/1999 | | | Cash Register - Copy ... | Deposit | 24.05 | X | 2,302.91 |
| 10/27/1999 | | | Cash Register - Copy ... | Deposit | 18.60 | X | 2,321.51 |
| 10/28/1999 | | | -split- | Deposit | 36.50 | X | 2,358.01 |
| 10/31/1999 | | | -split- | Deposit | 41.05 | | 2,399.06 |
| 10/31/1999 | | | Total Capital | Balance Adj... | -38.05 | X | 2,361.01 |
| 10/31/1999 | | | Bank Fees | Service Charge | -5.00 | X | 2,356.01 |
| 10/31/1999 | | | Interest Inc - Savings | Interest | 4.77 | X | 2,360.78 |

Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|----------|-----------|
| Previous Balance | | 8,199.17 |
| Cleared Checks and Payments | 20 Items | -1,793.23 |
| Cleared Deposits and Other Credits | 3 Items | 1,829.71 |
| Cleared Balance | | 8,235.65 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments | 5 Items | -143.76 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 10/31/1999 (statement closing date) | | 8,091.8 |
| New Checks and Payments | 1 Items | -62.88 |
| New Deposits and Other Credits | 1 Items | 583.54 |
| Ending Account Balance | | 8,612.55 |

Register

General Fund - Checking Register through 10/31/1999:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|--------------------|-------------------------|-------------------|---------------|----------|----------------|
| 10/04/1999 | 4099 | City of Placentia | Transportation & Travel | | -84.00 | X | 7,769.72 |
| 10/04/1999 | 4098 | Home Depot | Household Expenses | | -80.62 | X | 7,689.10 |
| 10/05/1999 | | | County Reimbursements | Deposit | 907.61 | X | 8,596.71 |
| 10/05/1999 | 4100 | City of Placentia | Transportation & Travel | Shirley Chris... | -14.00 | X | 8,582.71 |
| 10/07/1999 | 4101 | Placentia Chamb... | Office Expense | Pancake Bre... | -40.00 | X | 8,542.71 |
| 10/10/1999 | 4103 | Wendy G. Goods... | Office Expense | Reimb for 18... | -9.39 | X | 8,533.32 |
| 10/11/1999 | 4104 | Smart & Final | Office Expense | | -10.74 | X | 8,522.58 |
| 10/12/1999 | | | County Exempt - Chec... | Funds Transfer | -150.00 | X | 8,372.58 |
| 10/12/1999 | | | General Fund - Savings | Funds Transfer | -270.65 | X | 8,101.93 |
| 10/12/1999 | 4105 | Elizabeth D Minter | Office Expense | Reimbursem... | -19.99 | | 8,081.94 |
| 10/12/1999 | 4106 | Cyrise Smith | Household Expenses | Reimbursem... | -24.06 | X | 8,057.88 |
| 10/12/1999 | 4107 | Wendy G. Goods... | Office Expense | Reimbursem... | -6.40 | X | 8,051.48 |
| 10/13/1999 | 4108 | Travel In Style | Transportation & Travel | 2700-00 | -188.50 | X | 7,862.98 |
| 10/18/1999 | 4110 | Peggy Burkich | Office Expense | Reimbursem... | -29.77 | | 7,833.21 |
| 10/19/1999 | 4111 | US Postmaster P... | Postage | 1803-00 Publ... | -4.19 | X | 7,829.02 |
| 10/21/1999 | 4112 | Wyndham Palm ... | Transportation & Travel | Conf 223138... | -585.32 | X | 7,243.70 |
| 10/24/1999 | 4115 | Home Depot | Household Expenses | Carpet tile re... | -8.34 | X | 7,235.36 |
| 10/26/1999 | | | Miscellaneous Income | Deposit | 140.00 | X | 7,375.36 |
| 10/27/1999 | 4117 | PGRT-So Cal | Transportation & Travel | Elizabeth D.... | -20.00 | | 7,355.36 |
| 10/27/1999 | 4118 | Placentia Chamb... | Transportation & Travel | Chamber Bre... | -30.00 | X | 7,325.36 |
| 10/31/1999 | | | Miscellaneous Income | Deposit | 782.10 | X | 8,107.46 |
| 10/31/1999 | | Sanwa Bank | Debit Cards | merchant cre... | -15.57 | X | 8,091.89 |

Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|----------|------------|
| Previous Balance | | 14,061.33 |
| Cleared Checks and Payments | 2 Items | -29,713.35 |
| Cleared Deposits and Other Credits | 24 Items | 21,291.42 |
| Cleared Balance | | 5,639.40 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|--------|
| Uncleared Checks and Payments | 0 Items | 0.00 |
| Uncleared Deposits and Other Credits | 1 Items | 170.90 |

New Transactions

| | | |
|---|---------|-----------|
| Account Balance as of 10/31/1999 (statement closing date) | | 5,810.38 |
| New Checks and Payments | 1 Items | -3,845.58 |
| New Deposits and Other Credits | 5 Items | 1,385.45 |
| Ending Account Balance | | 3,350.17 |

Register

General Fund - Savings Register through 10/31/1999:

| Date | No./Ref. | Name | Account | Memo | Amount | C | Balance |
|------------|----------|--------------------|--------------------------|------------------|------------|---|-----------|
| 10/04/1999 | | | -split- | Deposit | 125.50 | X | 14,186.83 |
| 10/04/1999 | | | -split- | Deposit | 231.50 | X | 14,418.33 |
| 10/05/1999 | | | -split- | Deposit | 127.55 | X | 14,545.88 |
| 10/06/1999 | | | -split- | Deposit | 194.50 | X | 14,740.38 |
| 10/07/1999 | | | -split- | Deposit | 79.25 | X | 14,819.63 |
| 10/07/1999 | 1069 | Orange County A... | Transfers to County | local revenue... | -11,737.75 | X | 3,081.88 |
| 10/11/1999 | | | -split- | Deposit | 143.95 | X | 3,225.83 |
| 10/11/1999 | | | -split- | Deposit | 425.95 | X | 3,651.78 |
| 10/12/1999 | | | -split- | Deposit | 133.50 | X | 3,785.28 |
| 10/12/1999 | | | General Fund - Checki... | | 270.65 | X | 4,055.93 |
| 10/13/1999 | | | -split- | Deposit | 400.85 | X | 4,456.78 |
| 10/14/1999 | | | -split- | Deposit | 181.05 | X | 4,637.83 |
| 10/18/1999 | | | -split- | Deposit | 190.90 | X | 4,828.73 |
| 10/18/1999 | | | -split- | Deposit | 278.55 | X | 5,107.28 |
| 10/19/1999 | | | Gates Grant | Deposit | 15,763.00 | X | 20,870.28 |
| 10/19/1999 | | | -split- | Deposit | 187.20 | X | 21,057.48 |
| 10/19/1999 | 1070 | Orange County A... | Transfers to County | local revenue... | -17,975.60 | X | 3,081.88 |
| 10/21/1999 | | | -split- | Deposit | 210.70 | X | 3,292.58 |
| 10/21/1999 | | | -split- | Deposit | 194.95 | X | 3,487.53 |
| 10/25/1999 | | | -split- | Deposit | 150.30 | X | 3,637.83 |
| 10/25/1999 | | | -split- | Deposit | 83.60 | X | 3,721.43 |
| 10/26/1999 | | | -split- | Deposit | 317.65 | X | 4,039.08 |
| 10/26/1999 | | | State Library Reimbur... | Deposit | 897.18 | X | 4,936.26 |
| 10/27/1999 | | | -split- | Deposit | 318.40 | X | 5,254.66 |
| 10/28/1999 | | | -split- | Deposit | 360.45 | X | 5,615.11 |
| 10/31/1999 | | | -split- | Deposit | 170.90 | | 5,786.01 |
| 10/31/1999 | | | Interest Inc - Savings | Interest | 24.29 | X | 5,810.30 |

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|---------|----------|
| Previous Balance | | 4,097.20 |
| Cleared Checks and Payments | 0 Items | 0.00 |
| Cleared Deposits and Other Credits | 1 Items | 7.83 |
| Cleared Balance | | 4,105.03 |

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 10/31/1999 (statement closing date) | | 4,105.03 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 4,105.03 |

Reconciliation Report

Payroll Checking account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|----------|------------|
| Previous Balance | | 14,994.54 |
| Cleared Checks and Payments | 33 Items | -42,415.00 |
| Cleared Deposits and Other Credits | 2 Items | 42,826.00 |
| Cleared Balance | | 15,405.54 |

Uncleared Transactions

| | | |
|--------------------------------------|----------|-----------|
| Uncleared Checks and Payments | 10 Items | -2,250.69 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|-----------|
| Account Balance as of 10/31/1999 (statement closing date) | | 13,154.85 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 13,154.85 |

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 10/31/1999

Cleared Transactions

| | | |
|------------------------------------|---------|----------|
| Previous Balance | | 2,334.90 |
| Cleared Checks and Payments | 0 Items | 0.00 |
| Cleared Deposits and Other Credits | 1 Items | 5.97 |
| Cleared Balance | | 2,340.87 |

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 10/31/1999 (statement closing date) | | 2,340.87 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 2,340.87 |

ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 1999
Prepared by Julie Skoob, Technical Services Librarian

| | GENERAL FUND | | ADOPT-A-BOOK | | TOTAL PURCHASED | | DONATED | | TOTAL ITEMS | |
|---------------------------------------|--------------|---------|--------------|---------|-----------------|---------|----------|---------|-------------|---------|
| | Amount | Volumes | Amount | Volumes | Amount | Volumes | Value | Volumes | Amount | Volumes |
| Adult Fiction | 1,050.53 | 64 | 0.00 | 0 | 1,050.53 | 64 | 709.45 | 33 | 1,759.98 | 97 |
| Adult Circulating Non-Fiction | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 1,995.60 | 109 | 1,995.60 | 109 |
| Adult Reference | 19.25 | 2 | 0.00 | 0 | 19.25 | 2 | 1,017.90 | 28 | 1,037.15 | 30 |
| Adult Print Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Electronic Continuations | 3,496.49 | 2 | 0.00 | 0 | 3,496.49 | 2 | 0.00 | 0 | 3,496.49 | 2 |
| Total Adult Non-Fiction | 3,515.74 | 4 | 0.00 | 0 | 3,515.74 | 4 | 3,013.50 | 137 | 6,529.24 | 141 |
| TOTAL ADULT PRINT MATERIALS | 4,566.27 | 68 | 0.00 | 0 | 4,566.27 | 68 | 3,722.95 | 170 | 8,289.22 | 238 |
| Adult Audio/Music | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Audio Books | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Adult Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Video Educational | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Adult Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL ADULT MATERIALS | 4,566.27 | 68 | 0.00 | 0 | 4,566.27 | 68 | 3,722.95 | 170 | 8,289.22 | 238 |
| Juvenile Fiction | 385.85 | 73 | 88.09 | 4 | 473.94 | 77 | 63.85 | 4 | 537.79 | 81 |
| Juvenile Circulating Non-Fiction | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 25.00 | 1 | 25.00 | 1 |
| Juvenile Reference | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 30.00 | 1 | 30.00 | 1 |
| Juvenile Print Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Non-Fiction | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 55.00 | 2 | 55.00 | 2 |
| Young Adult Grant (Print & Non-Print) | 4,634.96 | 219 | 0.00 | 0 | 4,634.96 | 219 | 0.00 | 0 | 4,634.96 | 219 |
| TOTAL JUVENILE PRINT MATERIALS | 5,020.81 | 292 | 88.09 | 4 | 5,108.90 | 296 | 118.85 | 6 | 5,227.75 | 302 |
| Juvenile Audio/Music | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Audio Books | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Video Educational | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE MATERIALS | 5,020.81 | 292 | 88.09 | 4 | 5,108.90 | 296 | 118.85 | 6 | 5,227.75 | 302 |
| Total Fiction | 1,436.38 | 137 | 88.09 | 4 | 1,524.47 | 141 | 773.30 | 37 | 2,297.77 | 178 |
| Total Non-Fiction | 3,515.74 | 4 | 0.00 | 0 | 3,515.74 | 4 | 3,068.50 | 139 | 6,584.24 | 143 |
| Total Audio | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL MATERIALS | 4,952.12 | 141 | 88.09 | 4 | 5,040.21 | 145 | 3,841.80 | 176 | 8,882.01 | 321 |

OUTSTANDING ORDERS AS OF OCTOBER 31, 1999

| | | | |
|--------------|------------|--------------|-------------|
| General Fund | Amount | Adopt-A-Book | TOTAL |
| | \$8,616.92 | Amount | Amount |
| | | \$1,433.05 | \$10,049.97 |

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

| | GENERAL FUND | | ADOPT-A-BOOK | | TOTAL PURCHASED | | DONATED | | TOTAL ITEMS | |
|---------------------------------------|--------------|---------|--------------|---------|-----------------|---------|-----------|---------|-------------|---------|
| | Amount | Volumes | Amount | Volumes | Amount | Volumes | Value | Volumes | Amount | Volumes |
| Adult Fiction | 3,645.20 | 223 | 844.83 | 46 | 4,490.03 | 269 | 2,001.65 | 92 | 6,491.68 | 361 |
| Adult Circulating Non-Fiction | 1,704.06 | 190 | 5,356.10 | 206 | 7,060.16 | 396 | 6,867.25 | 344 | 13,927.41 | 740 |
| Adult Reference | 2,441.74 | 20 | 195.40 | 2 | 2,637.14 | 22 | 1,017.90 | 28 | 3,655.04 | 50 |
| Adult Print Continuities | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Electronic Continuities | 9,566.49 | 4 | 0.00 | 0 | 9,566.49 | 4 | 0.00 | 0 | 9,566.49 | 4 |
| Total Adult Non-Fiction | 13,712.29 | 214 | 5,551.50 | 208 | 19,263.79 | 422 | 7,885.15 | 372 | 27,148.94 | 794 |
| TOTAL ADULT PRINT MATERIALS | 17,357.49 | 437 | 6,396.33 | 254 | 23,753.82 | 691 | 9,886.80 | 464 | 33,640.62 | 1,155 |
| Adult Audio/Music | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Adult Audio Books | 110.24 | 0 | 0.00 | 0 | 110.24 | 0 | 0.00 | 0 | 110.24 | 0 |
| Total Adult Audio | 110.24 | 0 | 0.00 | 0 | 110.24 | 0 | 0.00 | 0 | 110.24 | 0 |
| Adult Video Educational | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 125.00 | 7 | 125.00 | 7 |
| Adult Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 200.00 | 10 | 200.00 | 10 |
| Total Adult Video | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 325.00 | 17 | 325.00 | 17 |
| Adult Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 110.24 | 0 | 0.00 | 0 | 110.24 | 0 | 325.00 | 17 | 435.24 | 17 |
| TOTAL ADULT MATERIALS | 17,467.73 | 437 | 6,396.33 | 254 | 23,864.06 | 691 | 10,211.80 | 481 | 34,075.86 | 1,172 |
| Juvenile Fiction | 1,352.64 | 338 | 88.09 | 4 | 1,440.73 | 342 | 885.20 | 83 | 2,325.93 | 425 |
| Juvenile Circulating Non-Fiction | 161.49 | 7 | 832.51 | 36 | 994.00 | 43 | 483.94 | 32 | 1,477.94 | 75 |
| Juvenile Reference | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 30.00 | 1 | 30.00 | 1 |
| Juvenile Print Continuities | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Juvenile Electronic Continuities | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Non-Fiction | 161.49 | 7 | 832.51 | 36 | 994.00 | 43 | 513.94 | 33 | 1,507.94 | 76 |
| Young Adult Grant (Print & Non-Print) | 10,549.80 | 732 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE PRINT MATERIALS | 12,063.93 | 1,077 | 920.60 | 40 | 2,434.73 | 385 | 1,399.14 | 116 | 3,833.87 | 501 |
| Juvenile Audio/Music | 0.00 | 0 | 92.21 | 11 | 92.21 | 11 | 0.00 | 0 | 92.21 | 11 |
| Juvenile Audio Books | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Audio | 0.00 | 0 | 92.21 | 11 | 92.21 | 11 | 0.00 | 0 | 92.21 | 11 |
| Juvenile Video Educational | 62.85 | 3 | 362.25 | 20 | 425.10 | 23 | 10.00 | 1 | 435.10 | 24 |
| Juvenile Video Entertainment | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Total Juvenile Video | 62.85 | 3 | 362.25 | 20 | 425.10 | 23 | 10.00 | 1 | 435.10 | 24 |
| Juvenile Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 62.85 | 3 | 454.46 | 31 | 517.31 | 34 | 10.00 | 1 | 527.31 | 35 |
| TOTAL JUVENILE MATERIALS | 12,126.78 | 1080 | 1,375.06 | 71 | 2,952.04 | 419 | 1,409.14 | 117 | 4,361.18 | 536 |
| Total Fiction | 4,997.84 | 561 | 932.92 | 50 | 5,930.76 | 611 | 2,886.85 | 175 | 8,817.61 | 786 |
| Total Non-Fiction | 13,873.78 | 221 | 6,384.01 | 244 | 20,257.79 | 465 | 8,399.09 | 405 | 28,656.88 | 870 |
| Total Audio | 110.24 | 0 | 92.21 | 11 | 202.45 | 11 | 0.00 | 0 | 202.45 | 11 |
| Total Video | 62.85 | 3 | 362.25 | 20 | 425.10 | 23 | 335.00 | 18 | 760.10 | 41 |
| Total Computer Software | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| TOTAL MATERIALS | 19,044.71 | 785 | 7,771.39 | 325 | 26,816.10 | 1,110 | 11,620.94 | 598 | 38,437.04 | 1,708 |

Agenda Item 16

TO: Elizabeth D. Minter, Library Director

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

DATE: November 17, 1999

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

This report was received from Unique Management on November 8, 1999.
Attachment A is enclosed.

A summary of the current status is as follows:

| FY 1998-99 | # New Accounts Submitted | Total # Active Accounts | # Paid In Full Curr. Month | Amount Received Curr. Month | # Written Off Suspended Curr. Month |
|------------|--------------------------------|-------------------------------|----------------------------------|-----------------------------------|---|
| July | 0 | 69 | 10 | 292.01 | 20 |
| August | 28 | 57 | 3 | 116.85 | 10 |
| September | 12 | 79 | 4 | 319.65 | 15 |
| October | 32 | 92 | 9 | 532.75 | 11 |
| November | | | | | |
| December | | | | | |
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| TOTAL YTD | 72 | 297 | 26 | 1,261.26 | 56 |

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 11/01/99

Time Run: 04:48AM
Date Run: NOV 01 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

| | | | | | | | | |
|--------------------------|---|--------|-----------------------|---|-----------|------------------------|---|----------|
| Accounts Submitted | : | 163 | Dollars Submitted | : | 14,486.95 | Dollars Received | : | 2,749.75 |
| Bankruptcies | : | 0 | Dollars in Bankruptcy | : | .00 | Material Returned | : | 3,033.46 |
| Incorrect Addresses | : | 26 | Dollars in Skips | : | 1,792.45 | Dollars Waived | : | 866.83 |
| Patron Disputes/Suspends | : | 1 | Dollars in Dispute | : | .00 | Total Activated | : | 8,967.94 |
| Accounts in Process | : | 136 | Dollars in Process | : | 12,183.91 | % of Dollars Activated | : | 73.60% |
| % of Accounts Activated | : | 92 | | | | | | |
| % of Accounts Activated | : | 57.65% | | | | | | |

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 17, 1999
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT OCTOBER, 1999**

SUMMARY OF PRINTER/COPIER ACCOUNTS OCTOBER, 1999

Beginning Balance 9/31/99 (S3,023.75)

| | <u>Income</u> | <u>Expend.</u> |
|---|---------------|----------------|
| Total Deposits in | 405.50 | |
| 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 October | | 446.34 |
| Total Copier Maintenance Payment in October | | 229.65 |
| Debit Card System Loan Payback | | 0.00 |
| | 405.50 | 675.99 |

Ending Balance 10/31/99 (S3,294.24)

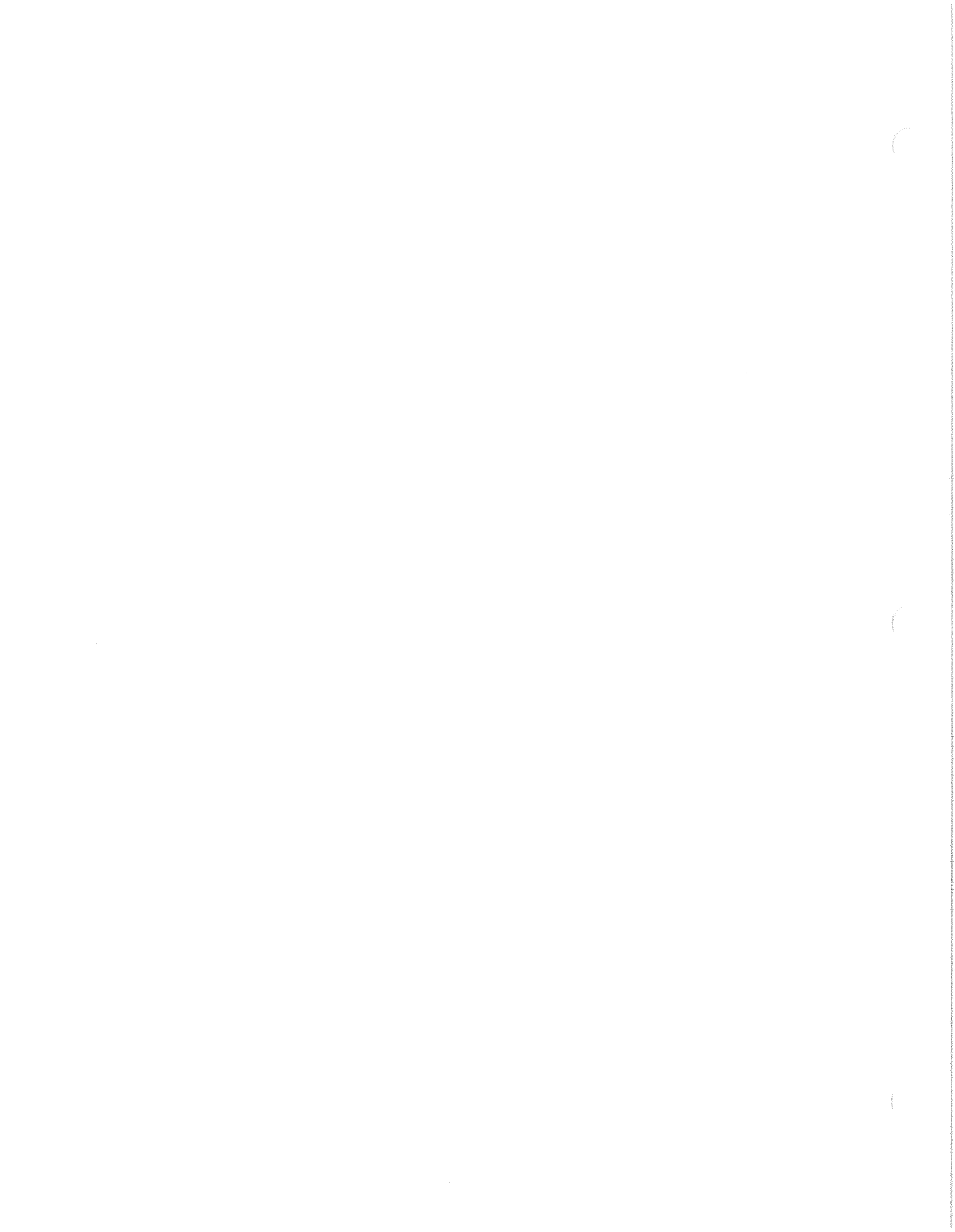
October payment \$ 0.00

**** 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 10/31/99 | (8,565.48) |
| Loan Amount as of 10/31/99 (Literacy Fund) | 7,700.00 |
| September Payment (Fund 702) | 0.00 |
| September Payment (Literacy Fund) | 0.00 |
| Balance 10/31/99 | <u>\$ 15,694.02</u> |

Prepared by: Wendy Goodson



TO: Foundation Board of Directors

FROM: Elizabeth D. Minter, Library Director

DATE: November 17, 1999

SUBJECT: GIFT REPORT

There were no recorded deposits for the month of October.

Prepared by : Wendy Goodson



TO: Library Board of Trustees

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

DATE: November 17, 1999

SUBJECT: BUILDING MAINTENANCE REPORT FOR OCTOBER, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Lamps and ballasts remaining from the retrofit project were picked up and disposed of in accordance with hazardous material rules and regulations. Also, Christensen Lighting contract has expired with the Library; therefore, any work requested will be completed on an on-call basis.
3. **Meeting Room** – Better Floors Co. repaired several carpet tiles in the meeting room.
4. **Carpet** - Dominick's Cleaning Service steamcleaned the carpet in the main library, hallways, and administrative offices.

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: November 17, 1999
SUBJECT: PERSONNEL REPORT FOR OCTOBER, 1999

RESIGNATIONS:

None

APPOINTMENTS:

Lorenzo Cipriani, Library Page, October 3, 1999.

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR | FY99/00 October | FY99/00 YTD | Starting | Cumulative |
|---|--------------------|----------------|----------|------------|
| Andrade, Linda | 6.50 | 16.50 | 9/95 | 376.75 |
| Backes, Theresa | 2.50 | 17.50 | 6/98 | 122.25 |
| Brown, Bill | 0.00 | 4.00 | 8/99 | 4.00 |
| Clugston, Patricia | 5.00 | 18.25 | 6/98 | 72.25 |
| Cravotta, Leo | 1.50 | 12.75 | 5/99 | 13.75 |
| Dell, Lyla | 1.75 | 49.50 | 8/98 | 293.00 |
| Farkas, Ted | 0.00 | 4.50 | 10/98 | 23.50 |
| Fioroni, Pete | 4.00 | 15.00 | 3/97 | 163.00 |
| Fioroni, Ruth | 0.00 | 4.00 | 3/97 | 152.00 |
| Fitzgerald, Joan | 11.50 | 34.25 | 10/93 | 1,717.75 |
| Godwin, Nita | 6.00 | 26.00 | 2/96 | 173.25 |
| Hemmerling, Barbara | 0.00 | 18.25 | 10/95 | 311.50 |
| Hochman, Sue | 4.50 | 26.75 | 1/98 | 145.25 |
| Horrocks, Marjorie | 4.00 | 12.00 | 10/95 | 209.00 |
| Hyams, Rose | 12.00 | 49.00 | 7/98 | 273.00 |
| Irot, Pat | 21.75 | 89.50 | 2/96 | 1,128.50 |
| Jertberg, Pat | 5.75 | 26.50 | 4/98 | 162.75 |
| Livezey, Jane | 8.00 | 27.50 | 4/96 | 377.50 |
| McGuire, Gloria | 0.00 | 2.50 | 9/99 | 2.50 |
| Mignot, John | 4.00 | 14.75 | 6/98 | 50.25 |
| Mignot, Shirley | 8.25 | 34.75 | 9/95 | 365.50 |
| Myers, Claire | 17.00 | 64.50 | 10/95 | 727.50 |
| Olson, Bob | 4.00 | 13.50 | 9/95 | 253.75 |
| Pence, Thomas | 10.00 | 25.75 | 1/99 | 55.25 |
| Project Independence | 33.00 | 110.75 | | 188.00 |
| Robb, Barbara | 0.00 | 6.50 | 7/98 | 38.00 |
| Schlichter, Allan | 10.00 | 32.00 | 10/93 | 574.50 |
| Schmidt, Marie | 4.25 | 42.00 | 4/98 | 121.75 |
| Schwartzkopf, Jan | 4.00 | 10.50 | 6/99 | 22.25 |
| Shaw, Dixie | 1.50 | 6.50 | 5/94 | 150.50 |
| Stark, Allan | 0.00 | 2.50 | 4/97 | 345.00 |
| Stark, Sandra | 0.00 | 8.50 | | 187.25 |
| Vaughn, Judy | 5.25 | 23.00 | 8/99 | 23.00 |
| Walker, Jim | 1.50 | 4.50 | 9/99 | 4.50 |
| Walker, Virginia | 1.50 | 4.50 | 3/99 | 111.50 |
| Wymer, Betty | 15.25 | 52.50 | 1/96 | 504.00 |
| J.T.P.A. / Job Training Partnership Act | 0.00 | 120.00 | | 1,170.50 |
| S.T.E.P. / Senior Training & Employment Program | 60.00 | 380.00 | | 5,933.75 |
| TOTAL | 274.25 | 1,412.75 | | 16,536.75 |

TEMPORARAY VOLUNTEERS

| | FY99/00 | | | FY99/00 | |
|---------------------|---------------|---------------|---------------------|--------------|---------------|
| | October | YTD | | October | YTD |
| Aiam, Antara | 3.50 | 3.50 | Le, Stephanie | 12.75 | 25.25 |
| Alpert, David | 0.00 | 1.00 | Lee, Pahan | 0.00 | 18.00 |
| Baek, Jisco | 4.50 | 6.50 | Levreault, Michelle | 0.00 | 2.00 |
| Bone, Shawnda | 12.00 | 28.25 | Lim, Esther | 4.50 | 4.50 |
| Brudenbaker | 0.00 | 2.25 | Margary, Gale | 0.00 | 9.00 |
| Burke, Marsha | 0.00 | 7.25 | Marghard, Yvonne | 3.00 | 6.00 |
| Bui, Jennifer | 0.00 | 32.00 | Martinez, Josh | 0.00 | 39.00 |
| Cai, Quynhvy | 0.00 | 40.00 | Matta, Manuel | 9.00 | 29.25 |
| Cai, Hoangvy | 0.00 | 31.00 | Molina, Emil | 0.00 | 4.00 |
| Canseco, Demetri | 3.00 | 3.00 | Nguyen, Cindy | 0.00 | 20.00 |
| Chavez, Alfredo | 6.00 | 8.25 | Nguyen, Don | 0.00 | 41.00 |
| Cheam, Makyka | 0.00 | 16.00 | Nguyen, Trung | 6.75 | 8.75 |
| Cho, Soonj | 0.00 | 13.00 | Nogales, Jenny | 0.00 | 14.00 |
| Chopra, Kunal | 0.00 | 28.00 | Oakins, Cindy | 0.00 | 3.00 |
| Chu, Tim | 3.50 | 3.50 | Padilla, Erica | 4.50 | 4.50 |
| Cooper, Hamilton | 10.75 | 30.25 | Peck, Jean | 0.00 | 3.00 |
| De CArio, Joey | 0.00 | 3.00 | Perry, Maria | 4.50 | 4.50 |
| Delcon, Noel | 0.00 | 3.00 | Piha, Richard | 0.00 | 10.00 |
| DeVillez, Jennifer | 0.00 | 36.50 | Pina, Christina | 4.50 | 4.50 |
| Diaz, Jeannie | 12.00 | 19.00 | Reed, Renee | 0.00 | 3.00 |
| Falcon, Maria | 0.00 | 17.75 | Robertson, Jessica | 10.00 | 10.00 |
| Fluss, Michelle | 0.00 | 3.00 | Rorex, Jamie | 6.00 | 12.00 |
| Garry, Kevin | 44.00 | 61.00 | Shah, Janki | 0.00 | 60.25 |
| Gomez, Jessica | 0.00 | 10.00 | Sung, (Alice) Chi | 10.00 | 14.00 |
| Grim, Cindy | 0.00 | 6.00 | Tran, David | 0.00 | 64.00 |
| Grim, Lisa | 0.00 | 6.00 | Ullica, Fabiola | 6.50 | 6.50 |
| Guzzi, Rebecca | 4.50 | 4.50 | Valadez, Violette | 0.00 | 36.25 |
| Hanizavareh, Sheri | 0.00 | 21.00 | Vasquez, Joel | 0.00 | 3.00 |
| Hasirauni, Layal | 0.00 | 10.25 | Vidhyarkorn, Tammy | 4.50 | 4.50 |
| Harnett, Tom | 3.00 | 13.25 | Vilanoeva, Jorge | 6.00 | 20.25 |
| Hibino, Satoko | 0.00 | 9.50 | Walcek, Angela | 4.50 | 4.50 |
| Ho, Irene | 3.50 | 3.50 | Wang, Grace | 0.00 | 12.00 |
| Jucker, Krister | 0.00 | 6.00 | Wang, Shuan | 0.00 | 16.50 |
| Keyuravong, Francis | 4.00 | 12.00 | Whalen, Mark | 0.00 | 3.00 |
| Kim, Jessica | 4.50 | 4.50 | Yada, Julie | 0.00 | 7.00 |
| TOTAL | 118.75 | 495.50 | TOTAL | 97.00 | 535.00 |

LVA VOLUNTEERS

| | |
|-------------------------------|---------------|
| Literacy Volunteer Hours | 458.50 |
| TOTAL VOLUNTEERS HOURS | 948.50 |

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

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

Placentia Library District
Circulation Report
NOVEMBER 17, 1999

| | FY99-00 YTD | FY98-99 YTD | % CHANGE FY99 TO FY00 | FY99-00 OCTOBER 99 | FY98-99 OCTOBER 98 |
|------------------------------------|-------------|-------------|--------------------------|-----------------------|-----------------------|
| 1st Time Checkouts | 45,681 | 48,774 | -6.34% | 10,775 | 11,236 |
| Phone Renewals | 6,106 | 4,412 | 38.40% | 1,694 | 1,359 |
| In-Building Renewals | 1,233 | 3,603 | -65.78% | 251 | 529 |
| Total Renewals | 7,339 | 8,015 | -8.43% | 1,945 | 1,888 |
| TOTAL CHECKOUTS | 53,020 | 56,789 | -6.64% | 12,720 | 13,124 |
| On-Time Checkins | 45,555 | 47,321 | -3.73% | 10,614 | 10,162 |
| Late Checkins | 7,256 | 8,674 | -16.35% | 1,916 | 2,334 |
| TOTAL CHECKINS | 52,811 | 55,994 | -5.68% | 12,530 | 12,496 |
| Hold Placed | 1,131 | 1,172 | -3.50% | 220 | 229 |
| Hold Cancelled | 235 | 261 | -9.96% | 54 | 77 |
| Hold Filled | 1,050 | 1,091 | -3.76% | 203 | 249 |
| Hold Expired | 4 | 12 | -66.67% | 1 | 5 |
| Overdue Items | 2,411 | 3,014 | -20.01% | 675 | 874 |
| Overdue Notices | 1,117 | 1,251 | -10.71% | 317 | 370 |
| Billing Notices | 1,338 | 1,484 | -9.84% | 322 | 384 |
| Patrons Registered | 1,180 | 1,183 | -0.25% | 362 | 361 |
| Titles Added | 3,436 | 1,851 | 85.63% | 1,041 | 326 |
| Volumes Added | 7,336 | 2,661 | 175.69% | 3,464 | 532 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 24,601 | 25,380 | -3.07% | 6,025 | 5,825 |
| Juvenile Print | 25,290 | 27,395 | -7.68% | 6,808 | 6,943 |
| Total Print | 49,891 | 52,775 | -5.46% | 12,833 | 12,768 |
| Audio | 2,000 | 1,915 | 4.44% | 512 | 467 |
| Visual | 2,273 | 2,844 | -20.08% | 521 | 635 |
| Equipment | 0 | 0 | 0.00% | 0 | 0 |
| Total Audio Visual | 4,273 | 4,759 | -10.21% | 1,033 | 1,102 |
| TOTAL CIRCULATION | 53,020 | 56,789 | -6.64% | 12,720 | 13,124 |
| Placentia Circulation | 34,211 | 35,749 | -4.30% | 8,531 | 8,178 |
| % Placentia Circulation | 63.16% | 62.14% | 1.64% | 61.52% | 58.96% |
| Anaheim/Yorba Linda Circulation | 9,596 | 10,881 | -11.81% | 2,544 | 2,927 |
| % Anaheim/Yorba Linda Circulation | 17.72% | 18.91% | -6.29% | 18.35% | 21.10% |
| TYPES OF ACTIVE BORROWERS | | | | | |
| Adult | 36,086 | 37,697 | -4.27% | 9,204 | 9,000 |
| Young Adult | 1,253 | 1,319 | -5.00% | 295 | 439 |
| Juvenile | 12,198 | 14,688 | -16.95% | 2,752 | 3,213 |
| New Borrower | 4,629 | 3,831 | 20.83% | 1,615 | 1,219 |
| Non Resident | 0 | 0 | 0.00% | 0 | 0 |
| Other | 0 | 0 | 0.00% | 0 | 0 |
| TOTAL ACTIVE BORROWERS | 54,166 | 57,535 | -5.86% | 13,866 | 13,871 |
| TOTAL REGISTERED BORROWERS | 20,783 | 26,057 | -20.24% | 20,783 | 26,057 |
| ATTENDANCE | 104,034 | 100,203 | 3.82% | 28,191 | 26,843 |
| Adult Reference - In Building | 3,413 | 4,383 | -22.13% | 1,054 | 1,152 |
| Adult Reference - Telephone | 818 | 866 | -5.54% | 174 | 234 |
| Children's Reference - In Building | 2,466 | 2,629 | -6.20% | 533 | 517 |
| Children's Reference - Telephone | 141 | 118 | 19.49% | 34 | 41 |
| Total Adult Reference | 4,231 | 5,249 | -19.39% | 1,228 | 1,386 |
| Total Children's Reference | 2,607 | 2,747 | -5.10% | 567 | 558 |
| Total In Building Reference | 5,879 | 7,012 | -16.16% | 1,587 | 1,669 |
| Total Telephone Reference | 959 | 984 | -2.54% | 208 | 275 |
| TOTAL REFERENCE | 6,838 | 7,996 | -14.48% | 1,795 | 1,944 |

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

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - October 12, 1999**

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

cc: LAFCO Representatives (*Attended)
John B. Withers Email: jwithers@lewisop.com
*Russell Pans Email: rcpans6@gte.net
Bill Goodwin Email: wgoodwin@psomas.com
Trudy Ohlig Email: pruehs@earthnet.com
Ed LaBahn Email: ealabahn@worldnet.att.net
Ted Martin Email: tfmlee@msn.com
Russ Behrens -McCormick, Kidman & Behrens
*Tom Blaylock Email: tblay@msn.com
Don Roberson

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

Call to Order

1. Preliminaries

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

2. Review Minutes of September 7, 1999 Executive Committee Meeting.

Minutes approved as submitted.

3. Financial Report

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

Information Items

4. LAFCO Matters - Arlene Schafer reported on LAFCO Agenda items for October 13 including the sphere-of-influence study, an Annexation to the Garden Grove Sanitary District, the resignation of the LAFCO Clerk and a video presentation of county "islands".

5. CSDA Report -

Russell Paris reported on a planning session that is scheduled for October 28-29 and reminded the committee that the CSDA Government Affairs Day is planned for April 10, 2000 in Sacramento.

6. Orange County Council of Governments

Phil Anthony reported that OCCOG is now in its third year, is holding meetings at O.C. Sanitation District and is now including water matters in their agenda.

7. Legislative Update

Keith Coolidge distributed the draft report from the Commission on the 21st Century and reported on the status of several bills of interest to the water community in terms of whether the Governor had signed or vetoed the bill. Specifically, he reported that the Governor had vetoed AB1605 (Desalination Research) and the bill that would have lifted the cap on director's compensation and the number of meetings that could be compensated for. The status of the water system bill SB1006 was unknown.

8. Other Concerns/Comments

The next quarterly membership meeting will be on December 9, 1999. The next Executive Committee Meeting will be on November 2, 1999.

9. **Adjourn**

The meeting was adjourned at 9:15 A.M.

Dated October 3, 1999

Respectfully submitted,

By: 

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

ISDOC
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
TREASURER'S REPORT

BALANCE ON HAND AS OF SEPTEMBER 29, 1999: \$ 3,641.31

RECEIPTS:

9/30/99 ISDOC Luncheon Meeting \$ 420.00

TOTAL RECEIPTS FOR PERIOD 9/29/99 to 10/11/99 420.00

EXPENSES:

NONE

BALANCE ON HAND AS OF OCTOBER 11, 1999: \$ 4,061.31

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

CITY OF PLACENTIA INVOICES

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

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

| PERIOD COVERED FY1999-2000 | DATE INVOICE | S. CA EDISON | TURF | GROUNDS | MAINT/ REPAIRS | CIV CTR SEISMIC | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|--------------------|------------------|-----------|
| Jul-99 | 9/1/99 | 4,991.68 | 818.37 | 864.99 | 107.50 | | | 6,782.54 |
| Aug-99 | 10/7/99 | 4,956.38 | 818.37 | 870.23 | 107.50 | | | 6,752.48 |
| Sep-99 | 10/27/99 | 4,392.31 | 818.37 | 863.76 | 107.50 | | | 6,181.94 |
| Oct-99 | | | | | | | | 0.00 |
| Nov-99 | | | | | | | | 0.00 |
| Dec-99 | | | | | | | | 0.00 |
| Jan-00 | | | | | | | | 0.00 |
| Feb-00 | | | | | | | | 0.00 |
| Mar-00 | | | | | | | | 0.00 |
| Apr-00 | | | | | | | | 0.00 |
| May-00 | | | | | | | | 0.00 |
| Jun-00 | | | | | | | | 0.00 |
| TOTAL | | 14,340.37 | 2,455.11 | 2,598.98 | 322.50 | 0.00 | 0.00 | 19,716.96 |
| AVG | | 4,780.12 | 818.37 | 866.33 | 107.50 | | | 6,572.32 |

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

| FY1999-2000 | LABOR | EQUIPMENT | MATERIAL | TOTAL | 50% LIBRARY |
|-------------|----------|-----------|----------|----------|-------------|
| Jul-99 | 1,440.04 | 279.00 | 10.94 | 1,729.98 | 864.99 |
| Aug-99 | 1,440.04 | 281.00 | 19.41 | 1,740.45 | 870.23 |
| Sep-99 | 1,440.04 | 281.00 | 6.48 | 1,727.52 | 863.76 |
| Oct-99 | | | | 0.00 | 0.00 |
| Nov-99 | | | | 0.00 | 0.00 |
| Dec-99 | | | | 0.00 | 0.00 |
| Jan-00 | | | | 0.00 | 0.00 |
| Feb-00 | | | | 0.00 | 0.00 |
| Mar-00 | | | | 0.00 | 0.00 |
| Apr-00 | | | | 0.00 | 0.00 |
| May-00 | | | | 0.00 | 0.00 |
| Jun-00 | | | | 0.00 | 0.00 |
| TOTAL | 4,320.12 | 841.00 | 36.83 | 5,197.95 | 2,598.98 |
| AVG | 1,440.04 | 280.33 | 12.28 | 1,732.65 | 866.33 |

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

| FY1999-2000 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|----------|
| Jul-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Aug-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Sep-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Oct-99 | | | | | | 0.00 |
| Nov-99 | | | | | | 0.00 |
| Dec-99 | | | | | | 0.00 |
| Jan-00 | | | | | | 0.00 |
| Feb-00 | | | | | | 0.00 |
| Mar-00 | | | | | | 0.00 |
| Apr-00 | | | | | | 0.00 |
| May-00 | | | | | | 0.00 |
| Jun-00 | | | | | | 0.00 |
| TOTAL | 894.72 | 900.30 | 170.70 | 0.00 | 2,354.40 | 4,320.12 |
| AVG | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

| FY1999-2000 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT | | TOTAL |
|-------------|------------|----------|---------|------------|------------|--------|
| | | | | TRIMMER | MAINT WORK | |
| Jul-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Aug-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Sep-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Oct-99 | | | | | | 0.00 |
| Nov-99 | | | | | | 0.00 |
| Dec-99 | | | | | | 0.00 |
| Jan-00 | | | | | | 0.00 |
| Feb-00 | | | | | | 0.00 |
| Mar-00 | | | | | | 0.00 |
| Apr-00 | | | | | | 0.00 |
| May-00 | | | | | | 0.00 |
| Jun-00 | | | | | | 0.00 |
| TOTAL | 24.00 | 30.00 | 6.00 | 0.00 | 90.00 | 150.00 |
| AVG | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |

November 1, 1999

TO: PLACENTIA LIBRARY TRUSTEES
FROM: PAT IROT, LIAISON FOR PLACENTIA HISTORY
RE: CURRENT REPORT

The three History Room volunteers participated in the recent Orange County Historical Commission's annual conference at CSUF the weekend of October 23,24,25. Registration costs were covered by the Library's Afghan account. There was a delightful opening reception at the George Key Ranch on Friday evening, under the trees, with Chinese Latterns strung from branch to branch. Three individuals received Lifetime Achievement Awards - Opal Kissinger (well known for Fullerton history), Larry deGraaf (Placentia Historical Committee and Library History Room Committee) and Jim Sleeper (Orange County writer and historian). A monologist performed living history as Vicenta Sepulveda Yorba Carrillo.

"Building Bridges to Orange County History" was the theme of the conference and our Saturday presentation highlighted the bridges we have built here in Placentia, emphasizing, in addition to its local history concentration, the role of the Trustees in creating a liaison between and among history groups in the city. Attendees were impressed with the city and library's relationship.

One of our future goals for the History Room is to collaborate with the other groups in the city to develop a community education package; nothing is formalized as yet but there is an interest from the Bradford House and the Historical Committee with George Key Ranch still to be approached. This package as conceived would not only have a fully developed Third Grade School package but additionally would consider how to educate all community members. Target date would be the city's 75th anniversary in 2001. A session presented at the conference provided materials relating to Orange County history in general which can be included.

As a demonstration of "building our local bridges", the Bradford House has a current display on Isadora Brower realia, which is on loan from the Placentia History Room. It was available for the conference and continues to be beautifully displayed at this writing. We have a good working relationship with the current curator there.

We have some other ideas under consideration which are worthy but it is a question of available time. For instance, we would like to use the library's display cases for historical displays related to current city activities - such as "Miss Placentia

Through the Years" when the Chamber holds its search for a new Miss P.

The Orange County Register is providing monthly a supplemental magazine which relates to county history. The first publication has an article about Placentia's flood as related by Eddie Castro. It also mentions in one article the origin in 1910 of Nickey Petroleum, soon to be a Placentia business moving in from Santa Ana. Of broader scope - and interest - the L.A. Times has a weekly report called "Stories that Span the Century" which often has local implications.

We continue to organize and file primary and secondary historical print materials. They are organized first from their sources, which at this time are five collections - Carpenter, Kraemer, Aguirre, Brower, Library - and secondarily, by the subject. Beyond donations to us such as the Brower materials, the newspaper daily generates something to be added to the Library collection.

We are creating a file of articles on segments of local history to be used from time to time in the Newsletter and on the Website.

The Preserve our Past activity has generated calls from the local newspapers for information which we have been able to supply - even photographs.

The History Room enlargement project is scheduled soon for the Planning Department to draw proper plans with which to go out to bid. Our proposal did include furnishings and equipment; it is the computer capability for which we are so needy. Our computer processes so slowly - so if you hear of equipment which might be better, keep us in mind.

Please let us know if you have any questions.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Certification to Receive Funds from the Public Library Fund, 1999-2000, submitted to the State Library of California on October 19, 1999**

DATE: November 17, 1999

BACKGROUND:

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 1999-2000. It was mailed to the State Library on October 19, 1999.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive \$88,450 (\$1.68476 per capita) for Fiscal Year 1999-2000. The allocation, if PLF had been fully funded, would have been approximately \$105,000.

RECOMMENDATION:

Receive and File



MEMORANDUM

TO: FISCAL OFFICERS OF PUBLIC LIBRARY JURISDICTIONS
INFORMATION COPIES TO PUBLIC LIBRARY DIRECTORS
INFORMATION COPIES TO SYSTEM COORDINATORS
INFORMATION COPY TO STATE CONTROLLER

FROM: DR. KEVIN STARR, STATE LIBRARIAN OF CALIFORNIA

A handwritten signature in black ink that reads "Kevin Starr". The signature is written in a cursive, slightly slanted style.

DATE: OCTOBER 12, 1999

SUBJECT: CERTIFICATION TO RECEIVE FUNDS FROM THE PUBLIC LIBRARY FUND, 1999-00.

I know you share my pleasure and gratitude at the final approval of \$18 million added to the Public Library Foundation Program this year. This augmentation brings the funding of the PLF from the current level of \$38,870,000 to \$56,870,000. The augmentation continues to be tied to the implementation of a per capita distribution method to determine Public Library Fund allocations. AB 345-Granlund, Chapter 167 of the Statutes of 1997, is the legislation that changes the Public Library Fund allocations from a formula based on local per capita appropriations to a formula based solely on the population of the library's service area. AB 345-Granlund does not impact the local maintenance of effort requirement for eligibility for distribution of funds.

California law requires fiscal officers to report certain library appropriation information as set forth in the enclosed certification form. This letter serves to notify you of this year's request for certification. This information is required to establish libraries' eligibility to receive funds under this law. In particular, note the "definitions" quoted from the law on the second page of the Annual Certification form. Refer to the definitions, section (c), in order to properly fill out the attached "Signature Authorization Form." For example, a "Fiscal Officer" means, for a municipal library, the chief fiscal officer of the municipality... Please return this form along with your signed certification by the *December 1, 1999* due date.

Note that "appropriation," not "expenditure," is called for in the law. The final date for this year's certification is *December 1, 1999*. Only library jurisdictions certifying a figure by *December 1, 1999*, will be eligible to participate in Public Library Fund allocations this year. Education Code Section 18025(d) establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Also note a second form to be used by libraries that wish to request a waiver of the maintenance of effort requirements. Waivers of the maintenance of effort requirement have previously been granted based on revenue declines related to the property tax shifts of 1992-93 and 1993-94, Section 18025(e)(1-2). The Governor also approved legislation (SB 1100-Solis) which allows libraries to submit requests to waive the maintenance of effort requirement based on budget reductions as a result of the addition of Article XIID, otherwise known as the Right to Vote on Taxes Act, to the California Constitution, Section 18025(e)(3).

October 12, 1999
Page 2

Submission of a waiver request based on the property tax shifts does not preclude the submission of a waiver request based on the impact of the Right to Vote on Taxes Act. I suggest that fiscal officers and library director's work together with California State Library staff in completing the waiver forms. It is our intent to be as supportive as possible in helping you develop your justification for a waiver request.

Libraries failing to file their certification and waiver request, if needed, by December 1, 1999, must, by law, be deemed ineligible to receive funds for 1999-00. A postmark of December 1, 1999, or earlier will fulfill this requirement. If you are uncertain about complying with this deadline, I urge you to consider using a delivery service, hand-carry the forms to the State Library office, or use another mailing service as noted on Attachment B. Use of post office special services such as registered mail will help preclude any doubt regarding the postmark.

If you have questions about this certification procedure, please call *Patty Wagoner* at (916) 653-7172.

Enclosures

FILING DATE: December 1, 1999

1. Library jurisdiction PLACENTIA LIBRARY DISTRICT
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 50, Statutes of 1999 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 1999-00 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1999."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
 - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Technology Act (LSTA)
 - Library of California Act (LoC) funds
 - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)
6. Certification. Complete both entries.

| | FY 1998-99 | FY 1999-00 |
|---|------------|------------|
| a. Local revenue appropriated (see para. 4 above) | 1,297,836 | 1,344,094 |

A 100% maintenance of effort has been authorized for the 1990-00 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer (that data for the report are all true, correct and in accordance with law and previously been received for fiscal year 1999-00.

Signature of Fiscal Officer: Elizabeth D. Minter Date: October 19, 1999

Print Name and Title: Elizabeth D. Minter, Library Director Telephone No.: 714-528-1925 x.202

Address: Placentia Library District
411 E. Chapman Avenue Placentia CA 92870

Mail to*: **PUBLIC LIBRARY FUND**
California State Library
ATTN: Cindy Tackett, Budget Office
P.O. Box 942837, Sacramento, CA 94237-0001

NOTE: (for FEDERAL EXPRESS/HAND DELIVERY: 900 N Street, 3rd Flr, Sacramento, CA 95814)

*NOTE: Due to the strict guidelines of the December 1 submission date, it is very important to prepare all correspondence and mailing labels with the above address. Failure to do so may jeopardize timely receipt of your certification form by the Budget Office.

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

CALIFORNIA STATE LIBRARY
Public Library Fund Act
Signature Authorization Form

Agenda Item 26
Attachment A
Page 5 of 5

The following individual(s) have signature authority for Certification of the
(see definitions of the law below)

NAME: ELIZABETH D. MINTER

TITLE: LIBRARY DIRECTOR

SIGNATURE: Elizabeth D. Minter

TELEPHONE: 714-528-1925 x.202

ADDRESS: PLACENTIA LIBRARY DISTRICT

411 E. CHAPMAN AVE

PLACENTIA CA 92870

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

**PLEASE RETURN THIS FORM ALONG WITH YOUR CERTIFICATION BY DECEMBER 1, 1999
TO:**

PUBLIC LIBRARY FUND
California State Library
ATTN: Cindy Tackett, Budget Office
P.O. Box 942837, Sacramento, CA 94237-0001

**NOTE: (for FEDERAL EXPRESS/HAND DELIVERY: 900 N Street, 3rd Floor, Sacramento,
CA 95814)**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Community Development Block Grant (CDBG) Application in the amount of \$55,000 for the *Roof Replacement for Placentia Library* project, submitted to the Orange County Housing Department on October 15, 1999**

DATE: November 17, 1999

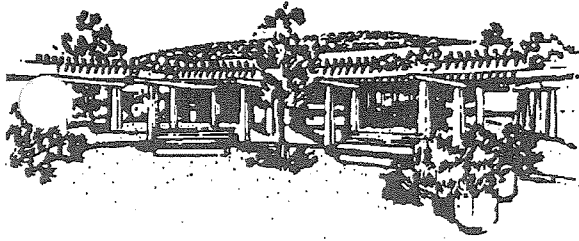
BACKGROUND:

Placentia Library District submitted a Community Development Block Grant application to the Orange County Housing Department on October 15, 1999. The purpose of the application is to fund the roof replacement for the Library. The cost of the project is \$55,000. The County has not yet provided a calendar for the application process.

A portion of the application is Attachment A.

RECOMMENDATION:

Receive and File and Ratify Submission of Application



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

October 15, 1999

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Sandra Stark




Gaeten M. Wood

Jerry Mitchell, Chief
Grant Management Section
Housing and Community Development Department
1770 North Broadway
Santa Ana, CA 927065-2642

Dear Mr. Mitchell

I am please to submit to you Placentia Library District's CDBG application in the amount of \$55,000 entitled *Roof Replacement for Placentia Library*.

Like the County of Orange, Placentia Library District was forced to defer many facilities maintenance issues during the years immediately following the Orange County Bankruptcy. During the past year many of these issues have been addressed by the District:

-  A seismic retrofit program is underway under the leadership the City of Placentia. The District's cost is approximately \$15,000.
-  The District is in the middle of the construction phase of a lighting and HVAC retrofit project for energy conservation which involves a fourteen (14)-year contract for \$289,535, including capitalized interest.
-  The District is currently seeking Foundation support for re-upholstery and flooring projects.

The roof replacement project is critical to maintaining the structural integrity of the Library. Other than the roof and cosmetic issues like paining and flooring, the Library is in excellent overall condition and is of an adequate size to serve the District for the life of the new roof – there are no long-term plans for building expansion.

I hope that our proposal will match the County's CDBG program for this year and that it will be able to fund the Placentia Library Roof Replacement.

I am looking forward to working with you on this project.

Sincerely,

Elizabeth D. Minter
Library Director



County of Orange
Housing and Community Development Department
Fiscal Year 2000-2001
FUNDING APPLICATION

For Staff Use Only

- A. Applicant Name: Placentia Library District of Orange County
- Address: 411 E. Chapman Ave. Placentia CA 92870-6198
- Phone: (714) 528-1925 x.202 FAX No: (714) 528-8236
- Contact Person: Elizabeth D. Minter Phone: (714) 528-1925 x.203
- B. Project Title: Placentia Library Roof Replacement
- C. Supervisorial District where Applicant is based: 1 2 3 4 5 or Other County: _____
- Supervisorial District project will be located in: 1 2 3 4 5 or Countywide benefit
- Congressional District project will be located in: 39 41 45 46 47 48 or Countywide benefit
- D. Source of Funding Requested:
 CDBG HOME (25% Match) ESG (100% Match) NDAPP (Redevelopment) Other Local
- E. Amount of Funding Request: \$ 55,000.00
- F. If total funding request is not possible, list minimum amount needed to maintain project viability: \$ project is not feasible without full funding
- G. This project is: (check one)
- Public Facilities & Improvements*
**Rehabilitation of a community center, homeless shelter or other public facility is categorized as "Public Facilities & Improvements" (Provide census tract and block group data)*
- Residential Housing Rehabilitation
- Commercial Rehabilitation
- Public Services
- Other: _____
- H. This Application is for: Phase 1 Phase _____ of a multi-year project
- Renewal Project New H&CD Funded Project Project Expansion/Completion
- I. Have you received H&CD funding in previous years? NO YES

If YES, please fill out chart below:

| Year | Award | Unspent | Project Title | Performance Measures Achieved? Yes/No |
|---------|-------|---------|---------------|---------------------------------------|
| 1997/98 | \$ | \$ | | |
| 1998/99 | \$ | \$ | | |
| 1999/00 | \$ | \$ | | |

J. Please check the activity which best describes your project:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Acquisition of Real Property (01) <input type="checkbox"/> Disposition (02) <input checked="" type="checkbox"/> Public Facilities & Improvements (General) (03) <input type="checkbox"/> Senior Centers (03A) <input type="checkbox"/> Handicapped Centers (03B) <input type="checkbox"/> Homeless Facilities (not operating costs) (03C) <input type="checkbox"/> Youth Centers (03D) <input type="checkbox"/> Neighborhood Facilities (03E) <input type="checkbox"/> Parks, Recreational Facilities (03F) <input type="checkbox"/> Parking Facilities (03G) <input type="checkbox"/> Solid Waste Disposal Improvements (03H) <input type="checkbox"/> Flood Drain Improvements (03I) <input type="checkbox"/> Water / Sewer Improvements (03J) <input type="checkbox"/> Street Improvements (03K) <input type="checkbox"/> Sidewalks (03L) <input type="checkbox"/> Child Care Centers (03M) <input type="checkbox"/> Tree Planting (03N) <input type="checkbox"/> Fire Station/Equipment (03O) <input type="checkbox"/> Health Facilities (03P) <input type="checkbox"/> Abused & Neglected Children Facilities (03Q) <input type="checkbox"/> Asbestos Removal (03R) <input type="checkbox"/> Facilities for AIDS Patients (03S) (not operating costs) <input type="checkbox"/> Operating Costs for Homeless/AIDS Patients Programs (03T) <input type="checkbox"/> Clearance & Demolition (04) <input type="checkbox"/> Clean-up of Contamination Sites (04A) <input type="checkbox"/> Public Services (General) (05) <input type="checkbox"/> Senior Services (05A) <input type="checkbox"/> Handicapped Services (05B) <input type="checkbox"/> Legal Services (05C) <input type="checkbox"/> Youth Services (05D) <input type="checkbox"/> Transportation Services (05E) <input type="checkbox"/> Substance Abuse Services (05F) <input type="checkbox"/> Battered & Abused Spouses (05G) <input type="checkbox"/> Employment Training (05H) <input type="checkbox"/> Crime Awareness (05I) <input type="checkbox"/> Fair Housing Activities (05J) (if CDBG, then subject to 15% cap) <input type="checkbox"/> Tenant / Landlord Counseling (05K) <input type="checkbox"/> Child Care Services (05L) <input type="checkbox"/> Health Services (05M) <input type="checkbox"/> Abused & Neglected Children (05N) <input type="checkbox"/> Mental Health Services (05O) <input type="checkbox"/> Screening for Lead Based Paint / Lead Hazards Poisoning (05P) <input type="checkbox"/> Subsistence Payments (05Q) <input type="checkbox"/> Homeownership Assistance (not direct) (05R) <input type="checkbox"/> Rental Housing Subsidies (05S) (if HOME, not part of 5% Admin. cap) <input type="checkbox"/> Security Deposits (05T) (if HOME, not part of 5% Admin. cap) <input type="checkbox"/> Interim Assistance (06) <input type="checkbox"/> Urban Renewal Completion (07) <input type="checkbox"/> Relocation (08) | <ul style="list-style-type: none"> <input type="checkbox"/> Loss of Rental Income (09) <input type="checkbox"/> Removal of Architectural Barriers (10) <input type="checkbox"/> Privately Owned Utilities (11) <input type="checkbox"/> Construction of Housing (12) <input type="checkbox"/> Direct Homeownership Assistance (13) <input type="checkbox"/> Rehab; Single-Unit Residential (14A) <input type="checkbox"/> Rehab; Multi-Unit Residential (14B) <input type="checkbox"/> Public Housing Modernization (14C) <input type="checkbox"/> Rehab; Other Privately-Owned Commercial / Industrial (14E) <input type="checkbox"/> Energy Efficiency Improvements (14F) <input type="checkbox"/> Acquisition – For Rehabilitation (14G) <input type="checkbox"/> Rehabilitation Administration (14H) <input type="checkbox"/> Lead-Based / Lead Hazard Test/Abate (14I) <input type="checkbox"/> Code Enforcement (15) <input type="checkbox"/> Residential Historic Preservation (16A) <input type="checkbox"/> Non-Residential Historic Preservation (CBDO) (16B) <input type="checkbox"/> CI Land Acquisition/Disposition (17A) <input type="checkbox"/> CI Infrastructure Development (17B) <input type="checkbox"/> CI Building Acquisition, Construction, Rehabilitation (17C) <p style="text-align: center;"><i>(Economic Development)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> ED Direct Financial Assistance to For-Profits (18A) <input type="checkbox"/> ED Technical Assistance (18B) <input type="checkbox"/> Micro-Enterprise Assistance (18C) <input type="checkbox"/> HOME Admin/Planning Costs of PJ (19A) (not part of 5% Admin. cap) <input type="checkbox"/> HOME CHDO Operating Costs (19B) (not part of 5% Admin. cap) <input type="checkbox"/> CDBG Non-Profit Organization Capacity Building (19C) <input type="checkbox"/> CDBG Assistance to Institutes of Higher Education (19D) <input type="checkbox"/> CDBG Operation & Repair of Foreclosed Property (19E) <input type="checkbox"/> Repayments of Section 108 Loan Principal (19F) Planning (20) <input type="checkbox"/> General Program Administration (21A) <input type="checkbox"/> Indirect Costs (21B) <input type="checkbox"/> Public Information (21C) <input type="checkbox"/> Fair Housing Activities (21D)(subject to 20% Admin. cap) <input type="checkbox"/> Submissions or Applications for Federal Programs (21E) (subject to 5% cap) <input type="checkbox"/> HOME Rental Subsidy Payments (21F) (subject to 5% cap) <input type="checkbox"/> HOME Security Deposits (21G) (subject to 5% cap) <input type="checkbox"/> HOME Admin/Planning Costs of PJ (21H) (subject to 5% cap) <input type="checkbox"/> HOME CHDO Operating Expenses (21I) (subject to 5% cap) <input type="checkbox"/> Unprogrammed Funds (22) |
|--|---|

K. City/Target : Check the "City(ies) or Target Area(s)" that your project will serve:

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Brea | <input type="checkbox"/> San Clemente | <input type="checkbox"/> Anaheim Island | <input type="checkbox"/> Olive Heights |
| <input type="checkbox"/> Cypress | <input type="checkbox"/> Seal Beach | <input type="checkbox"/> Back Bay | <input type="checkbox"/> Rustic Lane |
| <input type="checkbox"/> Dana Point | <input type="checkbox"/> Stanton | <input type="checkbox"/> Colonia | <input type="checkbox"/> Sherwood Forest |
| <input type="checkbox"/> Laguna Beach | <input checked="" type="checkbox"/> Placentia | <input type="checkbox"/> El Modena | <input type="checkbox"/> Southwest Anaheim |
| <input type="checkbox"/> Laguna Hills | <input type="checkbox"/> Villa Park | <input type="checkbox"/> Inter-Canyon | <input type="checkbox"/> West Anaheim |
| <input type="checkbox"/> Laguna Woods | <input type="checkbox"/> Yorba Linda | <input type="checkbox"/> Mac Island | <input type="checkbox"/> Countywide Benefit |
| <input type="checkbox"/> La Palma | | <input type="checkbox"/> Midway City | |
| <input type="checkbox"/> Los Alamitos | | <input type="checkbox"/> N.E. El Modena | |

L. Target Population: Check and list the income percentage to be served and check the target population:

- | | |
|---|-------------|
| <input checked="" type="checkbox"/> Very Low-Income | <u>20</u> % |
| <input checked="" type="checkbox"/> Low-Income | <u>25</u> % |
| <input checked="" type="checkbox"/> Moderate | <u>55</u> % |
| <input type="checkbox"/> Other (NDAPP) | |

- Physically Disabled
- Persons with AIDS
- Frail Elderly
- Infants
- Children
- Youths
- Adults
- Seniors
- Families
- Homeless
- Mentally Ill
- Developmentally Disabled
- Veterans
- Welfare Recipients
- Sec. 8 Rental Assistance Recipients
- Single Parents
- Victims of Domestic Violence
- Substance Abusers
- Dually-Diagnosed
- Other: _____

M. National Objectives: Check one of the following HUD National Objectives

- Low/Moderate Area Benefit
- Low/Moderate Housing
- Low/Moderate Jobs Benefit
- Low/Moderate Limited Clientele
- Slum/Blight Area Benefit
- Slum/Blight Spot Benefit
- Slum/Blight Urban Renewal Benefit
- Urgent Need (as defined by County)
- N/A – Request Redevelopment (NDAPP) funds

N. Please provide a concise description of your project and how it will address the National above. Use additional sheet if necessary.

Replace roof on Placentia Library

O. Please provide an overall estimate of low to moderate income persons who will benefit from this project: 100 % (i.e., 95% of all persons who benefit from this project will be low to moderate income). You may refer to page 5 of this application for income definitions.

P. Local Objectives: Jurisdictional Sphere of Influence

Does project contribute to future annexation? Yes No
 Please describe how:

Q. Please provide a projected percentage breakdown by ethnicity:

| | | | |
|-------------------|--------------------------|--------------------------|--------------|
| % White | <u>57.54</u> | % Black | <u>1.69</u> |
| % Native American | <u>included in other</u> | % Asian/Pacific Islander | <u>10.09</u> |
| % Hispanic | <u>30.17</u> | % Other | <u>.28</u> |

ATTACHMENT 2

ORGANIZATION INFORMATION

I. Please fill in the following agency and contact information:

AGENCY'S LEGAL NAME: Placentia Library District of Orange County

COMMON NAME: Placentia Library District

EXECUTIVE DIRECTOR: Elizabeth D. Minter

ADDRESS: 411 East Chapman Avenue

CITY: Placentia ZIP: 92870-6198

TELEPHONE: 714-528-1925 x.203 FAX: 714-528-8236

CONTACT PERSON:* Elizabeth D. Minter

TITLE: Library Director

DAY TELEPHONE: 714-528-1925 x 203

NIGHT TELEPHONE: 714-993-3479

FAX: 714-528-8236

*This must be the person who is most knowledgeable about this proposal and who can be easily reached at any time. This person may be different from the individual authorized to sign and submit the proposal. If this person is not the actual grantwriter, please also list grantwriter's name.

Project Name: Placentia Library Roof Replacement

Project Address: 411 East Chapman Avenue, Placentia CA 92870

II. Fiscal and Administrative Accountability

Please list the person (s) who have legal authority to sign contracts and other legal documents, payment requests, and checks related to this proposed contract:

| Name | Title | Documents Authorized to Sign |
|--|---------|--|
| <u>Al Shkoler, Board President</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |
| <u>Robin Masters, Board Secretary</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |
| <u>Margaret V. Dinsmore, Trustee</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |
| <u>Saundra S. Stark, Trustee</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |
| <u>Gaeten M. Wood, Trustee</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |
| <u>Elizabeth D. Minter, Library Director</u> | <u></u> | <u>Checks, Contracts, Claims, Payment Requests</u> |

ATTACHMENT 2 (continued)

Please circle the answers to the questions below. Attach explanations of any "yes" answers.

In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? Yes No

Has your organization been sued in the last five years? Yes No

Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations? Yes No

Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years? Yes No

Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? Yes No

Please explain any yes answers on a separate sheet and attach to this application.

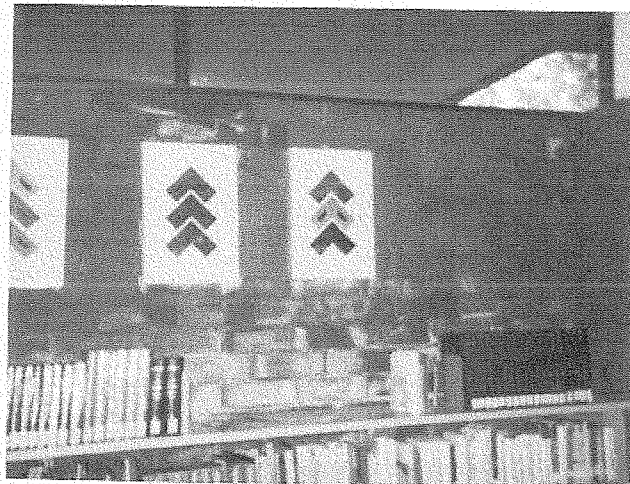
Placentia Library District
Placentia Library Roof Replacement
October 15, 1999

Public Facilities & Improvements Worksheet

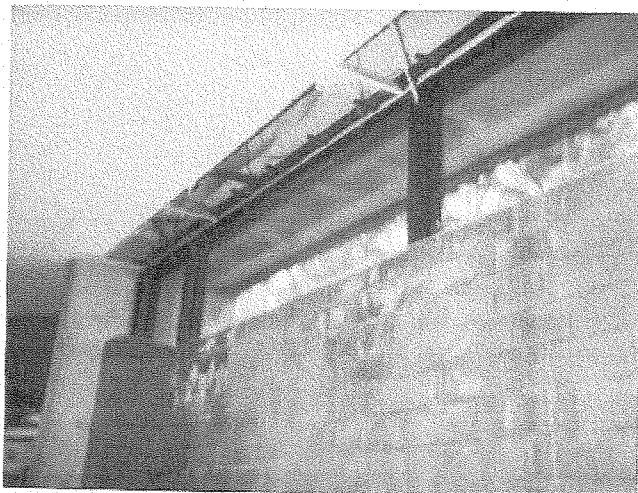
1. Need for the project

A. Why is the project needed? What evidence can you cite for this need?

The Placentia Library Roof Replacement Project is needed because the roof that was installed when the Library was constructed in 1974 has deteriorated over time to the point that it has numerous areas around its perimeter and interior where it leaks significantly. In 1997 the leaks began to occur in the areas immediately over the book stacks, risking significant damage to the collection.



While the early damage primarily impacted the perimeter of the Library, in recent years it has involved the areas over the book stacks in the Adult Non-fiction shelving. It has also caused damage along several of the interior walls.



The perimeter areas have sustained the most severe damage. Through the absent ceiling tiles one can see the potential damage to conduits and HVAC materials.



Patch repairs were completed in 1997 and 1998 with the recommendation from the City Public Works staff and the licensed roofer that a replacement roof is critically needed.

The licensed roofer who completed the most recent inspection in May 1999 reported that:

Additional temporary repairs would not be cost effective

A perimeter repair would provide relief for a maximum of five (5) years on the perimeter leaking only

The Library would still need to do a total roof replacement to address the issue of the interior roof leaks

B. What problem or deficiency in public facilities will it address?

The problem that will be addressed is elimination of the multiple leaks in the public service areas of Placentia Library. When it is raining several areas of the book stacks need to be closed in order to ensure public safety.

2. Quantifiable Performance Measures

A. What benefits will be achieved by construction of the project?

Reduction by 100% of the number of books damaged by water from leaks over the book stacks.

Library patrons will have access to all of the books stacks when it is raining.

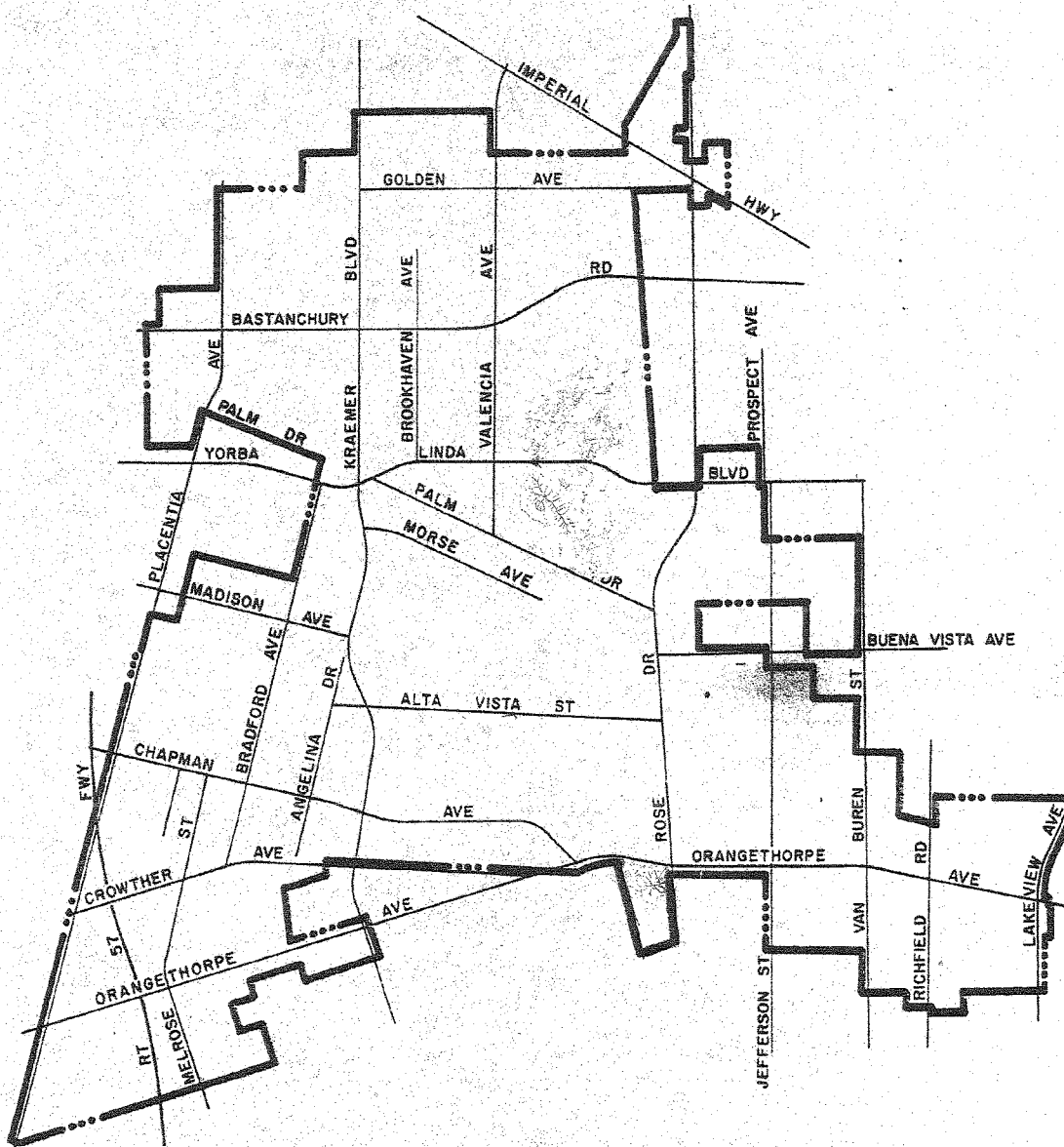
The Library will avoid leak-related damage to its ceiling-located wiring conduits and HVAC system.

B. Who will benefit from this project? Please provide census track and block group information.

All users of Placentia Library, including residents of the District and other individuals from throughout Orange County and California, will benefit from the roof replacement project.

Placentia Library District serves an area basically contiguous with the perimeter of the City of Placentia but it has approximately 3,000 more population because it includes the unincorporated islands within the City of Placentia.

The following is a map of Placentia Library District as provided by the County of Orange in 1990.

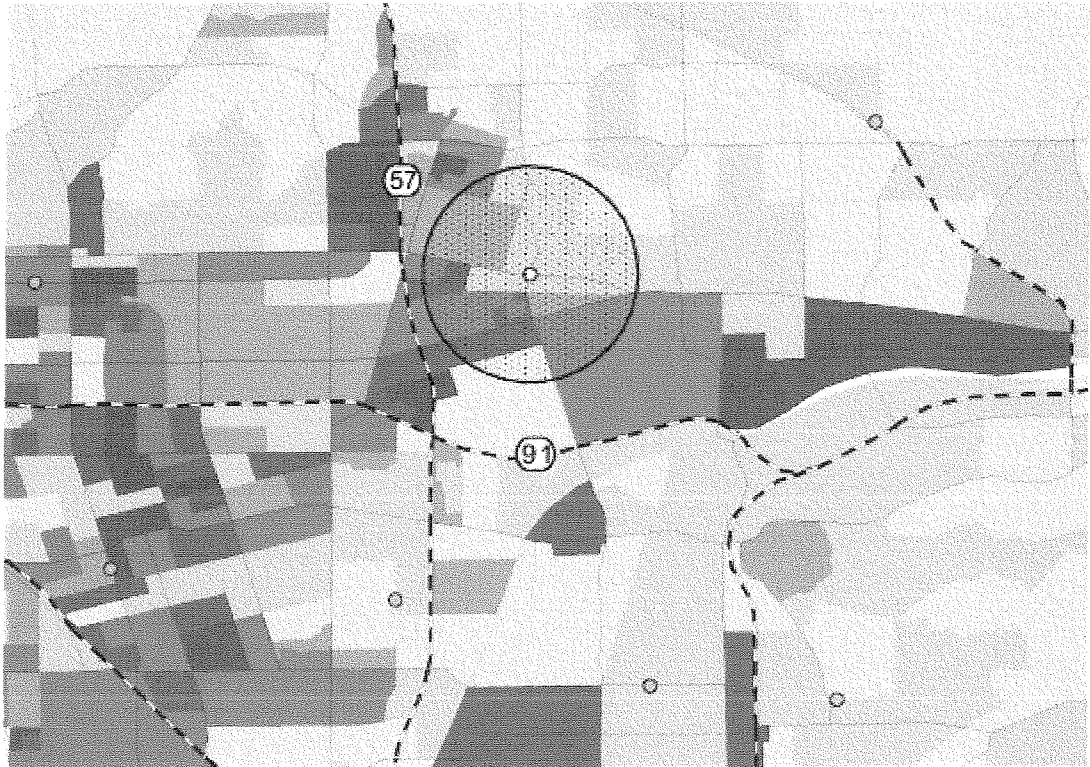


Placentia Library District June 1990

The State Librarian of California certified on June 1, 1999 a population of 52,500 for Placentia Library District for use in Fiscal Year 1999-2000.

In 1998 the Gates Library Initiative identified Placentia Library District as having a 11.19% poverty level in the area within a three (3) mile radius of the Library facility. This qualified the District as one of only four (4) Library facilities in Orange County to receive a Gates Equipment Grant in Fiscal Year 1999-2000.

The census track map provided by the Gates Library Initiative follows:



The Gates analysis of the census tracks in the three (3) mile radius of Placentia Library is as follows:

| BLOCKGR | AREANAME | Population | % Below Poverty |
|----------------|----------|------------|-----------------|
| 060590117.15:2 | BG 2 | 2096 | 0 |
| 060590117.11:1 | BG 1 | 916 | 5 |
| 060590117.11:6 | BG 6 | 1564 | 18 |
| 060590117.15:4 | BG 4 | 1825 | 7 |
| 060590117.12:2 | BG 2 | 1706 | 11 |



| | | | |
|----------------|------|------|----|
| 060590115.01:4 | BG 4 | 748 | 11 |
| 060590117.12:1 | BG 1 | 1951 | 11 |
| 060590117.12:3 | BG 3 | 727 | 4 |
| 060590117.16:2 | BG 2 | 2569 | 5 |
| 060590115.02:3 | BG 3 | 1228 | 2 |
| 060590117.19:1 | BG 1 | 1115 | 18 |
| 060590117.19:4 | BG 4 | 1914 | 22 |
| 060590117.19:3 | BG 3 | 1402 | 5 |
| 060590117.19:2 | BG 2 | 1049 | 14 |
| 060590117.14:9 | BG 9 | 204 | 14 |
| 060590117.19:5 | BG 5 | 1656 | 25 |
| 060590117.19:9 | BG 9 | 842 | 9 |
| 060590117.20:2 | BG 2 | 2178 | 20 |
| 060590117.14:3 | BG 3 | 32 | 0 |

C. How many persons will benefit from this project? What percentage of these persons is low- and moderate-income?

All Placentia Library users, whether or not they are registered borrowers, will benefit from the Placentia Library Roof Replacement Project.

In Fiscal Year 1998-1999 309,822 individuals used Placentia Library. During that period there were 27,895 registered borrowers. 38.64% of the items circulated by the Library were used by borrowers who lived outside the District. Some of the non-resident jurisdictions currently using Placentia Library are:

| | | | |
|-----------------------|----------------|---------------------|------------------|
| Anaheim | Buena Park | Mission Viejo | San Diego County |
| Fullerton | Ontario | Santa Ana | Riverside County |
| City of Los Angeles | Long Beach | Whittier | Corona |
| County of Los Angeles | City of Orange | Brea | West Covina |
| County of Orange | Monterey Park | City of Yorba Linda | |

Because public libraries are required by the Public Records Law of the State of California to treat all client information as confidential records about the economic status of individual clients is not collected.

- D. Describe how the project will help preserve a low- and moderate-income neighborhood, or provide other community benefits.

Since the Library facility is located in an area with an 11.19% SPOV it is important to maintain the public facilities in this neighborhood so that the residents feel safe and comfortable in the facility and have a public building that they are proud to have in their neighborhood.

3. Project Process/Feasibility/Timeliness

- A. Describe support for the project by the affected persons and the surrounding community.

The condition of the roof is not apparent to Library users unless it is actually raining. At those times people constantly comment on the need for a major repair to the building.

- B. How will those affected by the project participate in its implementation?

There will be no public participation in the implementation of the roof replacement.

- C. Explain how the project will provide for safety and, if applicable, handicap accessibility.

The Placentia Library Roof Replacement Project will not impact handicap accessibility for the Library.

The safety issues address include elimination of ceiling tiles falling because of accumulated moisture, access to books in areas closed because the stacks are covered with plastic when it is raining, and potential problems with ceiling conduit.

- D. Describe your planned schedule for project implementation and completion. Provide estimated dates for each milestone completed.

The project will be set for bid as soon as the grant is awarded. The roof replacement work will be done in May or June, as soon as the rainy season is over.

- E. Are there any foreseeable difficulties in obtaining the project site, right-of-way or rights of entry? List the property owners or others who must approve.

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Placentia Library District owns Placentia Library and is the only agency that must approve of the roof replacement.

- F. What public permits and approvals will be required? Are there anticipated difficulties in obtaining these permits? Please address any known potential adverse environmental impacts related to this project.

All applicable City building permits and inspections will be required and included in the project. The City has agreed to provide the permits and inspections without charge to the District.

The roofing inspector stated in May 1999 that there are no known adverse environmental impacts related to this project.

- G. List any other funding needed in order to complete this project and indicate if it has been secured.

The Library District will absorb all costs over the \$55,000 estimate provided by the roofing company.

4. Department/Agency Capacity, and Demonstrated Effectiveness/Experience

- A. Describe how your Department/Agency, or its subcontractors, and/or all other organizations involved in implementing the proposed project have knowledge of and experience operating the type of specific project activities proposed.

The District relies on the advise and expertise of the City of Placentia Public Works Department for most facility maintenance and modification issues. The City has agreed to provide all engineering and project management services without cost to the District.

- B. If applicable, describe how the experience of your principal staff relates to the proposed project and construction or services to be conducted.

The Library Director has worked with two (2) construction and remodeling projects in her career: a remodeling project, including a roof replacement, in Hungington County, PA, and a combination new facility and Carnegie building restoration, including installation of a flat roof on the new building, in Dubuque, IA.

- C. Indicate, to the best of your knowledge, whether or not your Department/Agency is in compliance with applicable civil rights laws and Executive Orders and if it has any pending civil rights violations or deferrals or application processing due to civil rights violations.

To the best of my knowledge Placentia Library District is in compliance with applicable civil rights laws and Executive Orders and has no pending civil rights violations or deferrals or application processing due to civil rights violations.

5. Budget and Resource Leveraging

- A. Provide a detailed project budget that itemizes all design and construction costs.

The only item is the capital line item for Roof Replacement: \$55,000

- B. If applicable, provide a detailed annual budget report for your Department/Agency. Indicate what impact the proposed project funds will have on your overall budget total.

The detailed annual budget report for Placentia Library District is attached at the end of this section.

The Placentia Library Roof Replacement Project will have minimal impact on the District's operating fund. The major impact will be a reduction in ceiling tile replacement expense, carpet cleaning expense and the purchase of plastic sheeting to cover the book stacks.


- C. Indicate the impact of a reduction in funding upon the project if all funds requested are not received. State the minimum amount of funding needed to maintain project viability and if project should be phased for multi-year funding.

The minimum amount of funding needed for this project is \$55,000.

A reduction in funding will mean that the Placentia Library Roof Replacement will not be done.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Elimination of Principal Librarian position and salary scale effective December 31, 1999; establishment of Public Services Manager and Technical Services Manager positions effective January 1, 2000; and adoption by Resolution 99-9 of Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective January 1, 2000 that reflects the addition of the salary range for the Public Services and Technical Services Manager positions; adoption of job descriptions for the Public Services and Technical Services Manager positions; adoption of Organization Chart and Personnel Allocation for Fiscal Year 1999-2000 effective January 1, 2000; and determine whether to waive the publicly advertised search process for the Public Services Manager position**

DATE: October 20, 1999

BACKGROUND:

At its meeting on October 20, 1999 the Library Board deferred action on this item until the November 17, 1999 Meeting pending completion of the job descriptions for the new positions.

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

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

The Technical Services Manager proposed job description is Attachment A.

The Public Services Manager proposed job description is Attachment B.

The proposed Organization Chart for Fiscal Year 1999-2000, effective January 1, 2000 is Attachment C.

The proposed Personnel Allocation for Fiscal Year 1999-2000, effective January 1, 2000 is Attachment D.

Resolution 99-9 and the proposed Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective January 1, 2000 are Attachment E.

RECOMMENDATIONS:

Rob / Peggy

1. Authorize elimination of Principal Librarian position and salary scale effective December 31, 1999.
2. Establish Public Services Manager and Technical Services Manager positions effective January 1, 2000 *Rob / Peggy*
3. Read Resolution 99-9 by title only *Peggy / Rob*
4. Adopt Resolution 99-9 *Rob / Gae*
5. Adopt Job Descriptions for Public Services and Technical Services Manager positions *Peggy / Gae*
6. Adopt Organization Chart and Personnel Allocation for Fiscal Year 1999-2000, effective January 1, 2000 *Rob / Gae*
7. Determine whether to waive the publicly advertised search process for the Public Services Manager position *Fill a vacant*

Placentia Library District

Proposed November 1999














Class Description

TECHNICAL SERVICES MANAGER

DEFINATION

An exempt managerial classification under general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the library during the absence of the Library Director.

TYPICAL TASKS

-  Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
-  Allocates the library materials budget and coordinates and supervises the materials selection process
-  Manages the installation and operation of computer hardware, software and database systems in the library
-  Develops and implements policies related to staff and customer use of automated library systems
-  Participates in the personnel selection process for the department
-  Negotiates and manages contracts and service agreements with library vendors
-  Represents the library at community events and with community organizations
-  Trains department staff and volunteers in library policy and procedures
-  Evaluates department staff
-  Schedules working days and hours for department staff
-  Establishes and implements work procedures for department staff and volunteers
-  Prepares periodic reports of department activities
-  May be required to work up to half-time on a public service desk

EMPLOYMENT STANDARDS

Education:








Masters Degree in Library Science, or equivalent.

Experience:










Four years of professional experience in a public library of recognized standards, preferably including a minimum of two years as a department supervisor.

Knowledge and Abilities:

Knowledge of:

-  Modern public library organization, procedures and policies
-  Application of Dewey Decimal Classification system and Library of Congress Subject Headings
-  Personal computer and network hardware and software operations
-  Skills required to perform reference work for adult and children using print and electronic resources
-  Reference sources and methods to serve adult and children
-  Literature and standard works in various fields
-  Basic fund accounting and budgeting

Ability to:

-  Apply the knowledge listed above
-  Read, analyze and interpret common scientific and technical journals, financial reports, and legal documents
-  Respond to common inquiries or complaints from library customers
-  Supervise staff and implement personnel policies and procedures
-  Analyze difficult problems and recommend solutions
-  Take independent action
-  Prepare and present reports that conform to prescribes style and format
-  Present information to library management, public groups and the Board of Trustees
-  Organize and manage work flow for self and others

- Establish and maintain effective relations with co-workers, the public and community organizations

Certificates, Licenses, Registrations

Must possess a valid California drivers license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

While performing the duties of this job, the employee is required to talk and hear. The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The employee is required to stand; walk; and stoop, kneel, or crouch. Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

See to perform data entry.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

The noise level in the work environment is usually quiet.




















Class Description


PUBLIC SERVICES MANAGER

DEFINATION

An exempt managerial classification under general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the library during the absence of the Library Director.

TYPICAL TASKS

-  Plans, organizes, supervises, evaluates, and prepares and implements the budget, for the adult services, children's services and literacy services programs of the library
-  Coordinates library services projects with the City of Placentia and other outside organizations
-  Develops and implements policies related to staff and customer use of automated library systems
-  Manages and coordinates the library's web site
-  Manages the passport application agency program
-  Manages library programs and exhibits
-  Prepares grant applications for public service activities
-  Participates in the personnel selection process for the department
-  Represents the library at community events and with community organizations
-  Trains department staff in library policy and procedures
-  Evaluates department staff
-  Schedules working days and hours for department staff
-  Establishes and implements work procedures for department staff
-  Prepares periodic reports of department activities
-  Negotiates and manages contracts and service agreements with library vendors
-  Speaks before community groups on books and library services
-  Attends library board meetings

-  May be required to work up to half-time on a public service desk or in the literacy department

EMPLOYMENT STANDARDS

Education:








Masters Degree in Library Science, Adult Education or equivalent.

Experience:








Four years of professional experience in a public library of recognized standards, preferably including a minimum of two years as a department supervisor.

Knowledge and Abilities:

Knowledge of:

-  Modern public library organization, procedures and policies
-  Computer hardware, and software operations
-  Skills required to perform reference work for adult and children using print and electronic resources
-  Reference sources and methods to serve adult and children
-  Literature and standard works in various fields
-  Skills required to operate an adult literacy program
-  Basic fund accounting and budgeting

Ability to:

-  Apply the knowledge listed above
-  Read, analyze and interpret common scientific and technical journals, financial reports, and legal documents
-  Respond to common inquiries or complaints from library customers
-  Supervise staff and implement personnel policies and procedures
-  Analyze difficult problems and recommend solutions
-  Take independent action
-  Prepare and present reports

- 📁 Organize and manage work flow for self and others
- 📁 Establish and maintain effective relations with co-workers, the public and community organizations.

Certificates, Licenses, Registrations

Must possess a valid California drivers license.

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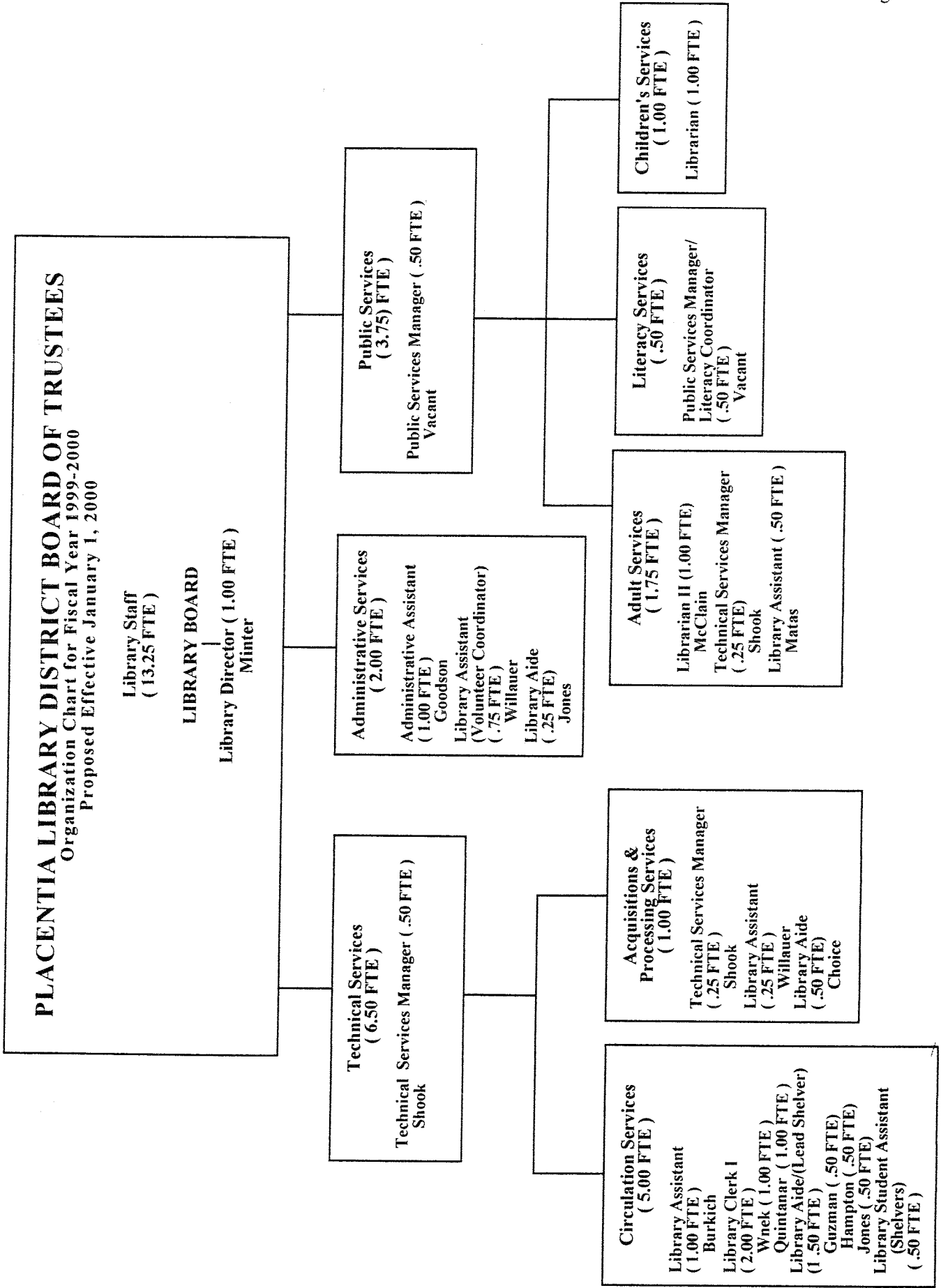
See to perform data entry.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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The noise level in the work environment is usually quiet.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1999-2000
Proposed Effective January 1, 2000

Library Staff
(13.25 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services
(6.50 FTE)
Technical Services Manager (.50 FTE)
Shook

Circulation Services
(5.00 FTE)
Library Assistant (1.00 FTE)
Burkich
Library Clerk I (2.00 FTE)
Wnek (1.00 FTE)
Quintanar (1.00 FTE)
Library Aide/(Lead Shelver) (1.50 FTE)
Guzman (.50 FTE)
Hampton (.50 FTE)
Jones (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)

Acquisitions & Processing Services
(1.00 FTE)
Technical Services Manager (.25 FTE)
Shook
Library Assistant (.25 FTE)
Willauer
Library Aide (.50 FTE)
Choice

Administrative Services
(2.00 FTE)
Administrative Assistant (1.00 FTE)
Goodson
Library Assistant (Volunteer Coordinator) (.75 FTE)
Willauer
Library Aide (.25 FTE)
Jones

Adult Services
(1.75 FTE)
Librarian II (1.00 FTE)
McClain
Technical Services Manager (.25 FTE)
Shook
Library Assistant (.50 FTE)
Matas

Public Services
(3.75 FTE)
Public Services Manager (.50 FTE)
Vacant

Literacy Services
(.50 FTE)
Public Services Manager/
Literacy Coordinator
Vacant

Children's Services
(1.00 FTE)
Librarian (1.00 FTE)

Placentia Library District

Personnel Allocation for Fiscal Year 1999-2000

Allocation Adopted by the Library Board of Trustees for FY1999-2000
Effective July 1, 1999

| | Admin | Prof. Svcs | Adult | Literacy | Child | Circ | Tech Svcs | TOTAL |
|--------------------------|-------|------------|-------|----------|-------|------|-----------|-------|
| Library Director | 1.00 | | | | | | | 1.00 |
| Principal Librarian | | 0.50 | 0.50 | | | | | 1.00 |
| Administrative Assistant | 1.00 | | | | | | | 1.00 |
| Librarian II | | | 1.25 | | | | 0.75 | 2.00 |
| Librarian | | | | | 1.00 | | | 1.00 |
| Library Assistant | 0.75 | | | 0.50 | | 1.00 | 0.25 | 2.50 |
| Library Clerk II | | | | | | | | 0.00 |
| Library Clerk I | | | | | | 2.00 | | 2.00 |
| Library Aide | 0.25 | | | | | 1.50 | 0.50 | 2.25 |
| Page | | | | | | 0.50 | | 0.50 |
| TOTAL | 3.00 | 0.50 | 1.75 | 0.50 | 1.00 | 5.00 | 1.50 | 13.25 |

Allocation Proposed for for FY1999-2000 Effective January 1, 1000

| | Admin | Prof. Svcs | Adult | Literacy | Child | Circ | Tech Svcs | TOTAL |
|----------------------------|-------|------------|-------|----------|-------|------|-----------|-------|
| Library Director | 1.00 | | | | | | | 1.00 |
| Public Services Manager | | 0.50 | | 0.50 | | | | 1.00 |
| Technical Services Manager | | | 0.25 | | | | 0.75 | 1.00 |
| Administrative Assistant | 1.00 | | | | | | | 1.00 |
| Librarian II | | | 1.00 | | | | | 1.00 |
| Librarian | | | | | 1.00 | | | 1.00 |
| Library Assistant | 0.75 | | 0.50 | | | 1.00 | 0.25 | 2.50 |
| Library Clerk II | | | | | | | | 0.00 |
| Library Clerk I | | | | | | 2.00 | | 2.00 |
| Library Aide | 0.25 | | | | | 1.50 | 0.50 | 2.25 |
| Page | | | | | | 0.50 | | 0.50 |
| TOTAL | 3.00 | 0.50 | 1.75 | 0.50 | 1.00 | 5.00 | 1.50 | 13.25 |

RESOLUTION 99-9

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ELIMINATE THE
POSITION OF PRINCIPAL LIBRARIAN AND ADD THE POSITIONS AND SALARIES OF
PUBLIC SERVICES MANAGER AND TECHNICAL SERVICES MANAGER

WHEREAS, Section 19647 of the Education Code of the State of California establishes that the Board of Library Trustees shall prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library, determine the number of and appoint all officers and employees, and fix their compensation.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the elimination of the position of Principal Librarian and adds the positions and salaries of Public Services Manager and Technical Services Manager dated November 17, 1999, and implements such on January 1, 1999.

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

State of California)
)ss.
County of Orange)

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

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

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

PLACENTIA LIBRARY DISTRICT
Salary Scale for Exempt Personnel
Fiscal Year 1999-2000
Effective Jan 1, 2000

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-----------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| LIB | | | | | | | | | | |
| DIR | HR 41.35 | | | | | | | | | |
| | PP 3,308.55 | | | | | | | | | |
| | AN 86,022.31 | | | | | | | | | |
| | MO 7,168.52 | | | | | | | | | |
| ADMIN | | | | | | | | | | |
| ASST | HR 15.19 | 15.56 | 15.96 | 16.36 | 16.76 | 17.18 | 17.62 | 18.05 | 18.51 | 19.43 |
| | PP 1,215.25 | 1,244.95 | 1,277.20 | 1,308.60 | 1,340.85 | 1,374.80 | 1,409.60 | 1,444.38 | 1,480.88 | 1,553.86 |
| | AN 31,596.56 | 32,368.82 | 33,207.28 | 34,023.67 | 34,862.13 | 35,744.72 | 36,649.37 | 37,554.02 | 38,502.80 | 40,400.36 |
| | MO 2,633.05 | 2,697.41 | 2,767.27 | 2,835.31 | 2,905.18 | 2,978.73 | 3,054.12 | 3,129.51 | 3,208.57 | 3,366.70 |
| PUB SVC & | | | | | | | | | | |
| TECH SVC | HR 21.69 | 22.24 | 22.80 | 23.36 | 23.94 | 24.54 | 25.16 | 25.78 | 26.43 | 27.75 |
| | PP 1,735.04 | 1,779.60 | 1,823.73 | 957.59 | 1,915.38 | 1,963.33 | 2,012.55 | 2,062.62 | 2,114.39 | 2,220.04 |
| | AN 45,111.15 | 46,269.55 | 47,416.91 | 48,597.37 | 49,799.89 | 51,046.55 | 52,326.30 | 53,628.11 | 54,974.05 | 57,721.10 |
| | MO 3,759.26 | 3,855.80 | 3,951.41 | 4,049.78 | 4,149.99 | 4,253.88 | 4,360.53 | 4,469.01 | 4,581.17 | 4,810.09 |
| LIB | | | | | | | | | | |
| AIDE | HR 6.76 | 6.93 | 7.10 | 7.28 | 7.47 | 7.65 | 7.84 | 8.04 | 8.24 | 8.65 |

Signature: _____ Date: Nov 17, 1999
Al Shkoler, President

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: November 17, 1999
SUBJECT: **Placentia Library Web site Development Report for October 1999**

All the major corrections, additions and deletions to the Library Web Site have been, or will be completed by Wednesday, November 17.

Mr. Mark Klassen, the webmaster from Cosmoslink is now ready to go over the final suggestions and critiques from the Library.

A staff training session will be held on Tuesday, December 7, 1999 after which all terms of the Memorandum of Understanding with Cosmoslink would have been met.

TO: Library Board of Trustees

FROM: Wendy Goodson, Administrative Assistant ^{WJG}

DATE: November 17, 1999

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

The Web site Development Report will be distributed at the November 17, 1999 Library Board Meeting.

Prepared by: Wendy Goodson

TO: Library Board of Trustees

FROM: Wendy Goodson, Administrative Assistant *se*

DATE: November 17, 1999


SUBJECT: **Program Committee Report for the Month of October 1999**

The Program Committee Report will be distributed at the November 17, 1999 Library Board Meeting.

Prepared by: Wendy Goodson



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: November 17, 1999

Subject: October Activities in the Children's Department

Programming- Programming began in October. There were 8 storytimes, 4 lapsits and 4 musictimes with a total attendance of 360.

| TYPE OF PROGRAM | NUMER OF PROGRAMS | TOTAL ATTENDANCE |
|----------------------------------|-------------------|----------------------------------|
| Lapsits 2 years and under | 4 | 79 children / 70 adults |
| 3 - 6 year old storytimes (a.m.) | 4 | 27 children / 32 adults |
| 3 - 6 year old storytimes (p.m.) | 4 | 39 children / 26 adults |
| MusicTime 3 - 6 year olds | 4 | 53 children / 46 adults |
| | 16 | 198 children / 162 adults |

Community Outreach- October saw the start of the Placentia Community Centers visits to the Library. The Whitten, Gomez, and Cathy Torrez centers are participating. This first week 5 children from the Gomez center were shuttled to the Library. The shuttle can accommodate up to 20 people. Hopefully future visits will see an increase in attendance. The children received a tour of the library, instruction on using the Internet, and a book bag. Visits are scheduled weekly throughout the school year, with each center visiting once every three weeks.

School Visits- School visits have continued. Two Montessori schools visited this month, with a total of 92 children receiving tours and book bags.

Teen Volunteers- This year 13 Teen volunteers marched in the Heritage Day parade. New characters this year included Harry Potter, and Dorothy (Wizard of Oz). The Library took second place in the Novelty Category. Teen volunteers from the Summer Reading Program and the Heritage Day Parade were recognized at the October 20 Board Meeting.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: November 17, 1999
SUBJECT: **Publicity materials produced for August & September 1999**

Information on the Placentia Library cable channel #53:

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

Newspaper articles published:

1. Friends of Placentia Library Board of Directors meets first Monday of month.
2. City Resume for Placentia
3. New light shed on Orange County's past. Pat Irot and Pat Jertberg were presenters at this History conference held at California State University, Fullerton.
4. In observance of Juliet Lowe's birthday, girl scout uniforms are on display at the Library.
5. Cyrise Smith, Children's Librarian wins door prize at Chamber breakfast.
6. El Toro Branch Library begins Sunday hours Noon to 5:00 P.M.
7. Night with Ray Bradbury, fund raiser for Costa Mesa Library Foundation.
8. Mission Viejo is the latest city to deal with Internet-borne pornography in its Library.



pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly OCT 14 1999

332
Friends of Placentia Library,
411 E. Chapman, Placentia,
528-1925. Ext. 269. Pat Iroteq,
president. Meets 1st Monday
of each month in the Confer-
ence Room of the library.

pacific clippings

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

The Register
Daily

OCT 25 1999

CITY RESUME

STATISTICS

| | |
|---------------------|----------|
| Population | 49,150* |
| Median income | \$50,945 |
| People under age 18 | 26% |
| Percent unmarried | 33% |

* 1999 estimate
Some data from 1990 Census and
Dataquick Information Systems.

BUSINESSES*

| | |
|------------------------------|-------|
| Total | 632 |
| Total as a percent of county | 0.8% |
| Total employed | 9,702 |

Employed as a percent of total county 0.9%

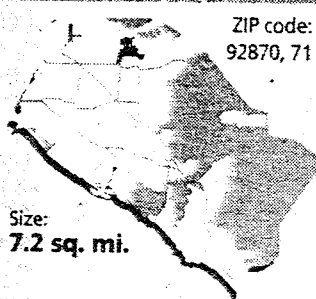
Top 5 private employers

| | |
|--------------------------------|-----|
| Placentia Linda Hospital | 400 |
| Knott's Berry Farm Foods | 250 |
| Hartwell Corp. | 240 |
| McMullen Argus Publishing Inc. | 150 |
| L & I Custom Shutters Inc. | 140 |

*Some information is based on ZIP code boundaries.

ITEMS OF INTEREST

PLACENTIA

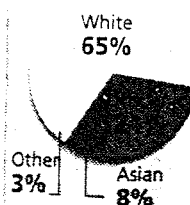


HOUSING

| | |
|------------------------|-----------|
| Median home price | \$240,000 |
| Average apartment rent | \$940 |
| Housing units | 11,584 |
| Housing vacancy | 2.61% |
| People per household | 3.22 |

1999 Data from Axiom/Dataquick and RealFacts. 2.91 countywide

DEMOGRAPHICS



TELEPHONE

City Hall:
401 E. Chapman Ave.
(714) 993-8117

Chamber of Commerce:
201 E. Yorba Linda Blvd., C
(714) 528-1873

Telephone:
Pacific Bell
(800)750-2355

TOP THREE MAJOR BUSINESS ACTIVITIES

| | No. of firms | Percent |
|-------------------------------------|--------------|---------|
| Retail trade | 120 | 19.0% |
| Services:Hotels, personal, business | 102 | 16.1 |
| Wholesale trade | 101 | 16.0 |

FIRM TYPE

| | |
|-----------------|-----|
| Single location | 448 |
| Headquarters | 39 |
| Franchises | 19 |
| Divisions | 13 |
| Branches | 113 |

TAXABLE SALES

\$308 million in 1996,
up 11 percent from 1995.

Some business data provided by
Inside Prospects, Newport Beach,
(949) 660-7777, Web site:
www.inside-prospects.com.

BUSINESS LICENSE FEES

For a new retail, wholesale or service business license, the flat fee is \$33, good until the end of the calendar year. For general contractors, it's \$105; subcontractors, \$60, both good for a 12-month period. For professional businesses, the fee is \$60 per professional, \$13 per nonprofessional in the company and good for the fiscal year (July 1 to June 30).

SPECIAL BUSINESS AREAS

For **retail areas** you'll find

- Placida Santa Fe, at Santa Fe Street and Bradford Avenue.
- There are some major retail centers along Yorba Linda Boulevard.

Industrial areas can be found in southern Placentia.

Electricity:
So. California Edison
(800) 655-4555

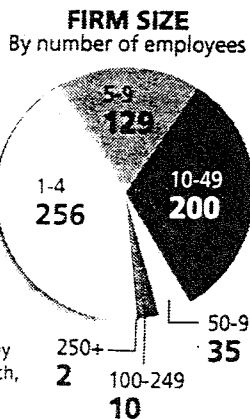
Gas:
So. California Gas Co.
(800) 427-2000

Water:
So. California Water
(714) 528-1462
Yorba Linda Water District
(714) 777-3018

Trash:
Placentia Disposal
(714) 238-3300

INFOSTORE:
Register InfoStore sells City Resumes for incorporated Orange County Cities. Individual resumes are \$5. A package of all cities is \$25. Call (714) 796-6077.

Compiled by
Laura Czingula,
The Orange County Register



Early Spanish settlers called the area "peor que nada," meaning "worse than nothing." The word "Placentia" could be a derivative of a Spanish word meaning "pleasure" or "pleasant." The city says the name means "pleasant place." The city hosts its annual Festival of Arts and Cultures Street Faire in August and Heritage Days Festival and Parade in October.

New light shed on Orange County's past

332

HISTORY: Revived conference will open today and run through Sunday.

By **JOHN WESTCOTT**
The Orange County Register

An army of 50,000 Boy Scouts pummeled their tent stakes into prime Newport Beach real estate in July 1953, ready for a week of fun, trading alligator skins and watching performers like Debbie Reynolds.

But then-Vice President Richard Nixon and other adults saw them as something more: a spirited army of youth ready to help fight the Cold War, Cypress College historian Henry Koerper will contend at Saturday's revived Orange County History Conference

"It was a battle for the young minds of America," said Koerper, one of dozens of local historians taking a fresh look at the past this weekend at the conference, themed as "Building Bridges to Orange County History."

"You had Vice President Richard Nixon comparing our fine youth with the 'contemptuous' and 'arrogant' Soviet youth," Koerper said. "On Sunday he went from church service to church service to show that our youth believed in God. It was all quite political."

Local historians, librarians and others will view Orange County history from many angles — from the ethnic diversity of its early immigrants to finding the best local history sites on the Internet.

The conference opens with a

free reception at 5:30 p.m. today at the George Key Ranch in Placentia. Opal Kissinger, a retired librarian who some know from her living history performance of actress Helena Modjeska, takes on a new role: Vicenta Sepuveda Yorba Carillo, a 19th-century county woman with ties to the Sepulvedas, Yorbas and Carillos, who left their mark on Orange County.

Presentations will be made all day Saturday at California State University, Fullerton. On Sunday, the affair spreads to many historical sites around the county. Thirteen local historical societies, museums and other groups will host special events and tours.

"With all the millennium stuff that's coming out now, it's a perfect time to bring the conference back," said Art

Hansen, a Cal State Fullerton history professor who worked with history teacher Barbara Milkovich to breathe new life into the conference, previously held at Chapman University.

Some sessions deal with new ways of researching local history, such as the Internet.

Other presenters will look at the space-age Google architecture that decorated the county in the 1950s, and the county's business history. You can explore the latter from an Internet Web site: www.chapman.edu/sbe/oc.bus.his.

Historian John Sorenson,

who pored over reams of census and other data, will challenge nostalgic notions of the "good old days."

"A lot of people are very romantically imbued with the past, when orange groves covered the county," he said. "But how many people would go back to working all day in the packinghouse for a few pennies or dollars? To a day when the average individual had 61 cents a week for eating out and entertainment. And when unemployment stayed at about 13 percent for 12 years?"

BUILDING BRIDGES TO O.C. HISTORY

► Today, 5:30 to 9 p.m.: Free reception at George Key Ranch 625 N. Bastanchury Road, Placentia. (Preceded by afternoon workshops from 1 to 5 p.m., \$30-\$35.)

► Saturday, 8:30 a.m. to 5 p.m.: Presentations and panels, Ruby Gerontology Center, California State University, Fullerton. Cost: \$30 on Saturday, \$25 in advance.

► Sunday, 8 a.m. to 5 p.m.: Events and walking and bus tours at 13 sites around the county. Cost: varies from free to \$6.

► Contact: Tracy Smith, (714) 278-5808.

id on items from signed baseballs to dentistry

337-
AUTUMN . . . the season of change: For residents of HIS HOUSE (Homeless Inter-

vention and Shelter) the change from homelessness comes about thru each per-

son's commitment to making a change and making the change successful. The opportunity for

as of today: 35 restaurants, 35 theaters and concert tickets for bid (silent, Chinese, live). And new this year is the "Family Room" where there will be toys, games, book baskets, birthday party possibilities. Amusement parks include Legoland and Long Beach Aquarium, children's theatre . . . all kinds of possibilities for parents, grandparents, aunts, uncles . . . and we have Beanie Babies. For "adults" up for auction: autographed baseballs by Hall of Famer, Tony Oliva; future Hall of Famers: Eddie Murray, Troy Percival, Barry Bonds (I went to high school with his aunt, **Rosie Bonds**, Kevin Brown, and Darren Erstad.



April Ottavian

homeless people to change comes about because of us. That's right. You and me. Not thru taxes, fees or special district levies. But because of us, a community who contributes time, skills, durable goods, and every year supports the Shelter by attending fund-raising events. Each event, i.e. Sweet Rewards, High Tea, Open House is important; and each member of each and every HIS House committee and board thank you for your support.

But one event, the annual HIS House Dinner and Auction(s) is the premier event; and it's coming up Nov. 6. It is an evening where we can take a tour of the Shelter (recent construction has added more rooms), visit the silent and Chinese auctions, have dinner . . . a home-cooked dinner prepared by **Betty Cope** who is a genius in the kitchen (adults \$10, children \$5), and then there's the grand finale. . . the live auction! All this takes place from 4:30 p.m. until the last item is auctioned . . . about 10 p.m. at the Presbyterian Church and George Key Center and HIS House Shelter (849 N. Bradford).

Are you one of those who would attend; but, well that bidding . . . how to do it. And you may not know anyone else who will be there. Call me . . . I'm reserving a table for "newcomers."

Now, about the goodies! **Elaine Van Deventer**, event committee member, sent "tons" of information for us, so here goes! "We have,

A John Wooden autographed basketball, framed jersey signed by Jim Fregosi, an autographed jersey by Jim Edmonds. Basketball jerseys autographed by Charles Barkley, Hakeem Olajuwon (Houston Rockets), and Detroit Pistons Grant Hill, Mo Vaughn and Tim Salmon autographed baseball bats; and Mighty Ducks star Paul Kariya has signed a hat and photo.

Wanna get away? There's a weekend condo in South Laguna Beach (on the beach), a week at a Lake Arrowhead cabin that sleeps 6-10, deep sea fishing, Newport Harbor Cruise and dinner, an overnight stay at Lawrence Welk Resort in Escondido combined with tickets for Forever Plaid in Old Towne San Diego.

"Stuck" closer to home? How about two hours of home computer consultation, an antique Chinese bowl (donated by **Jessie Pound**), trophies for an entire team or a foursome golf game over at Alta Vista. Last Year a group of ladies successfully bid for a birthday party hosted by the firemen at our local fire station, and everyone had a great time!

Randy Young, DDS, oral surgeon is offering for bid up to four wisdom teeth extractions and (smile!) a teeth whitening. I'm going to bid on the Lee Caster Automotive Service . . . the

old "Z" could use some work.

Last year I missed out on the Sandy Koufax autographed baseball, but ah ha, this year that Jim Fregosi autographed and framed uniform shirt just might be the perfect gift for you know who!

I hope to see many "Neighbors" on Nov. 6!

Picnic in the park: Long time Placentia resident, **Penny Poulton**, was honored at a birthday party in August . . . "with a picnic in the park." It was hosted by her immediate family members, and attended by 75 close friends and relatives. Among the many guests were her beloved parents, **Fawn and Plyl Poulton** from Salt Lake City, Utah; daughter, **Selanie Sanone Leavitt** (1977 El Dorado grad); and all of her children and one grandchild also from Salt Lake City. Her son, **Darin Sanone**, (1981 El Dorado grad) from Glendale, CA; and daughter, **Amber Poulton Smith**, (1985 El Dorado grad), her husband and young son, from Flagstaff, AZ were in attendance.

Along with Penny's husband, **Stan**, they hosted 14 family members at their Placentia home. With Mrs. Poulton's parents in town, all five generations of her family were present. Penny has just completed her 25th year working for the Placentia-Yorba Linda Unified School District with Special Education children.

This weekend is more than Halloween, Oct. 31 is also the Birthday of Juliet Lowe, founder of the Girl Scouts of America. In observance of this special day Brownies from Troop 159 have created a display of girl scout uniforms at the Placentia Library. Stop by and see them. Thanks to **Roberta Zelm** for telling us about it.

Placentia People is written by resident **April Ottavian**. Comments, suggestions and information for the column are welcome. Please mail or deliver to 922 Diamond Road or call 579-7885.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

OCT 9 1999

LAKE FOREST 332

Sundays at the library:

El Toro Branch Library begins its noon to 5 p.m. Sunday schedule this weekend. County librarian John Adams says the Sunday hours are a result of the city's changing lifestyles. With school and work occupying people's weekdays, Adams says Saturdays have become a time for families to do recreational activities instead of going to the library.

- Moshay Simpson
(949) 454-7360

Moshay_Simpson@link.freedom.com

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

OCT 12 1999

COSTA MESA 332

Night with Ray Bradbury:

With an eye on building a new central library, the Costa Mesa Library Foundation is hosting a night with novelist Ray Bradbury at 6:30 p.m. Wednesday. With money raised from the event, the foundation hopes to fund a library with room for more books and more computers. The city is compiling a study to determine what type of library the city needs. Bradbury, author of such novels as "Fahrenheit 451" and "The Martian Chronicles," will discuss writing at the Senior Center. Information: (949) 650-4846.

- Lisa Faught
(714) 796-6902

lisa_faught@link.freedom.com

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly OCT 21 1999

Yep, I actually made

BOLD LEADIN: Domesticity:

The closest I am to domesticity is, I live in a house. Just ask my son, Brian. But, I did make a pot roast last week. To celebrate the event, my son invented a new "Jeopardy" category with answers. The category is "Food" and all the answers are "pot roast." His questions are: "What is the first dinner my mom cooked this year?" and "What food did my mom make that the dog likes too?" It's a good thing I have a sense of humor!

Speaking of food: Recent Chamber of Commerce breakfast door prize winners taking home the "loot" Cyrise Smith, Placentia Library's Children's Library, a book by Orange County Register's business columnist, Jan Norman; Gary Pendleton took home a champagne and glass gift set; that lucky Autumn Humphrey won a magnum of champagne; a complimentary 30-minute massage was Tom Van Winkle's surprise gift; and Keith Offel pocketed \$55 from the 50/50 drawing.

Pat Hayes sends big thanks to: Penny Wojcik, Pat Irot, Shirley Fishel and Joan Dresel for all their hard (but they had fun) work in creating 20 baskets filled with toothbrushes, hair brushes, shampoo, soap, and all

those necessary things for the residents of HIS House (Homeless Intervention Shelter). Reminder: The HIS House Annual Dinner (home cooked ham dinner ... \$10) and auction is Nov. 6.

A warm welcome to our town to: Don and Mary Lou Pinney who moved from Ar-



April Ottavian

izona. They have three children and seven grandchildren. Mary Lou works at a beauty shop in Anaheim Hills, and she enjoys reading and sewing quilts. Don's hobbies include golf, building and redecorating ... and he gets to do these when he's not working at Auto Collision Repair. Don and Mary Lou are from the New England area (I bet it's beautiful back there now) Don is from Vermont and Mary Lou is from Massachusetts.

Singing "Happy Birthday to

INAPPROPRIATE USES

332
Mission Viejo is the latest city to deal with Internet-borne pornography in its library. County libraries prepare filter.

By JOAN HANSEN
THE NEWS

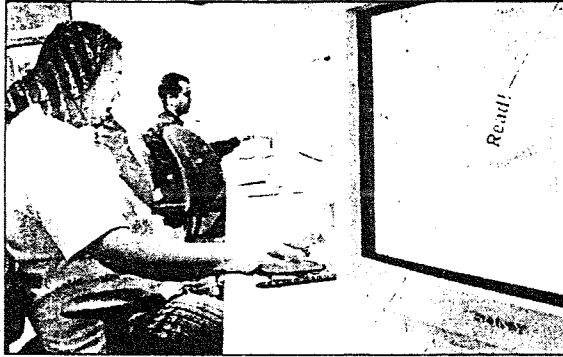
Some people call it a right. Some call it an art. And some call it smut. The Mission Viejo Library and libraries across the country call it a dilemma.

The dilemma — how to preserve a valuable information tool, the Internet, and protect children from its darker side — is now being considered by the Mission Viejo City Council.

The council delayed a decision Monday to install filters on its library computers, despite the proposal's strong support from parents attending the meeting.

The council agreed unanimously to study the problem further and return to council Dec. 6 for further debate.

Councilman John Paul edesma, the author of the



ROD VEAL/THE NEWS

ON THE NET: Ku Huang, of Lake Forest, and Javier Lacroix of Mission Viejo, background, are among the many people who access the Internet at the Mission Viejo Library. City officials are considering filters for unwanted content on the net.

proposal, said that he was not surprised by the decision to delay acting on installing filters.

"A little bit of progress is better than nothing," he said.

The council will research costs, program effectiveness and legal ramifications.

Two council members remarked that they use the Internet daily and they have never accidentally opened a porn page.

Mayor Sherri Butterfield said the city does not want to be in the position to do what parents

should do.

"Filters are not foolproof. Pornographers work 24/7 to defeat the filter process and at some point filtered computers will no longer be safe. If we put filters on a computer, parents will assume their child is safe, which is not true," Butterfield said.

Open comments brought at least 10 people to the podium to speak in support of the proposal

▶ See FILTERS, page 12

VOICES

The following comments were made during Monday's debate regarding the Mission Viejo Library's Internet policy:

"Let's face it there's no serious monitoring going on.... We don't allow our kids to play in the freeway. We don't allow our kids play with weapons. We don't allow our kids to eat anything they want to.... You and I, council, are accountable and responsible to our kids.

Matt Corrigan

"I don't think it is right to have that stuff on the Internet in the library...."

Robin Lauterjung, 12-years-old

"You can type in Disney and can access porn, at least filter those computers that are dedicated to children."

Pat Soriano

"Children ages 5,6 and 7 should not be at the library alone. I didn't allow my children to go to the library or public restroom alone. My concern is putting the city in the position of making choices that parents should be making. I'm very uncomfortable placing the city in a job doing what parents should be doing."

Mayor Sherri Butterfield

"Maybe stronger wording warning parents of the dangers should be added to the Internet usage policy."

Councilwoman Susan Withrow

FILTERS

FROM PAGE 1

Councilman William Craycraft said that no council member in any way supports pornography but suggested to one speaker that nightly television had untold pornography. Craycraft asked the speaker if he had any suggestions on how to control it on television.

The speaker said that the city council has no control over the content of television but it does have control over the content of the library's Internet.

"We don't let our children play on the freeway, or plan with weapons or even eat anything they choose, you and I are accountable to the children," said Matt Corrigan.

Libraries across the country are wrangling with the problem. The American Library Association states that about 14 percent of the libraries have resorted to filters.

Councilman Craycraft holding a copy of the Orange County public library policy said that the city's policy is similar to the

county's.

Starting January, the Orange County public library begins filtering the children's library computers according to children's librarian, Lynn Eisenhut.

"The Orange County Board of Supervisors recommended filtering children's computers out of concern for child safety," she said.

The Orange County Department of Education filters the Internet for districts like the Saddleback Valley Unified School District.

OCDE representative Norm Neville said filtering programs accurately screen about 90 percent of the offending websites but is time-consuming to maintain.

"The programs also allow for manual requests of sites by address and keyword," Nevel said.

Mission Viejo Librarian Valerie Meyer said the Library's current policy is working and the additional controls

are unnecessary.

"The City Council, city staff and library staff worked for two years developing our policy," she said. "And we believe the most powerful tool we have is parental control. A parent must give permission to use the computer and be aware that their child is using it and then our staff provides direction," she said.

Councilwoman Susan Withrow suggested adding stronger wording in the library policy so parents are better informed of the inadvertent dangers of the Internet.

Mission Viejo's current policy toward inappropriate computer use is to admonish the patron and cancel library privileges for three months.

Councilman Ledesma said punishment is not prevention.

Meyer said that of 72,000 hours logged on library computers in two years only 10 documented cases of misuse is known.

"Inappropriate use is not a problem at Mission Viejo Library," she stated.

Mission Viejo is a city library and unencumbered by county restrictions. Several south county libraries including Aliso Viejo, Rancho Santa Margarita, Lake Forest and the planned Foothill Ranch branches are all a part of Orange County library system.

The county children's librarian, Eisenhut, said the county's Internet policy states that any behavior that is disruptive to other patrons using the library will not be tolerated. Its policy states that patrons may not display text or graphics offensive to staff or other other patrons. Anyone found accessing such material will be asked to leave and their Internet privileges will be suspended for three months. In addition, parents of minors will be notified.

Any other disruption at the library is treated in the same manner.

▶ Referring to television as a pornographic problem:

"TV is every bit as pornographic as anything on the Internet.

Councilman William Craycraft

"... But TV has an on-off switch that is very effective for parents.

Mayor Sherri Butterfield

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KEM*
DATE: November 17, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of October**

Program Statistics

Active tutors: 46
Active students: 50
Students waiting to be matched: 11
Percentage of tutors reporting (October hours): 80%
Tutoring hours reported: 213
Other volunteer hours reported: 245.5
Total volunteer hours: 458.5

Tutor Training. The fall Tutor Training Workshop concluded Monday, October 25, 1999. Eighteen tutors completed the training. Most of the new tutors have already begun working with their learners.

Heritage Day. Representatives of the Placentia Community Network distributed literacy program fliers at the Heritage Day festival.

Other networking activities. Literacy Coordinator Matas represented the Library at the Placentia Community Network meeting.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: November 17, 1999
SUBJECT: **Safety Committee report for October**

There was no safety committee meeting in October. The next meeting is scheduled for Wednesday, November 24, 1999 at 11:30 A.M.

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff *JG WG*

DATE: November 17, 1999

SUBJECT: Report on Y2K Preparations for October, 1999

| Project – Julie Shook | Status/Scheduled |
|--------------------------------|--|
| LAN Management System/Software | Consultation started |
| LAN Workstations | Checked BIOS –waiting for MS disk |
| XCP Program | Not yet scheduled |
| XCP Equipment | Not yet scheduled |
| Ameritech System | Coordinating with Anaheim Public Library |
| Internet Service Provider | Scheduled for Nov 99 w/Pacific Bell |
| ISDN Service Provider | Changing to DSL w/Pacific Bell – Nov 99 |

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

Prepared by: Wendy Goodson

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY**SDWCA Board of Directors FAX
Memorandum**

TO: SDWCA Board of Directors
Art Korn, President, Board of Directors
Ann Peay, Vice President, Board of Directors
Dana "Zeke" Mulder
David Aranda
Alan Dyer
Saundra Stark

David McMurchie, Administrator

FROM: Catherine Smith *AK*
RE: SDWCA Board of Directors Meeting
DATE: November 16, 1999

The next SDWCA Board of Directors meeting will be held on Monday, December 6, 1999 at the Ontario Marriott Hotel. The meeting will begin at 9:00 a.m. and adjourn at 1:00 p.m.

Please mark your calendars and confirm (via return fax – (916) 442-7889) that you will be in attendance.

Thanks!

Name _____

_____ Yes, I will be at the December 6, 1999 SDWCA meeting in Ontario.

_____ No, I will not be at the December 6, 1999 SDWCA meeting in Ontario.

PLEASE FAX BACK TO – Attn: Belinda Bunac – (916) 442-7889

Important Facsimile

Please deliver immediately

TO: Placentia Library District

FROM: CSDA
California Special Districts Association
916-442-7887

ATTN: Sandra
Stark

TO: FAX PHONE#: 7145288236
MRN: 18557210-003-5-0004
TIME: Tue Nov 16 20:21:44 EST 1999

2 pages including cover sheet