

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

July 19, 2000

7:30 P.M.

Library Conference Room

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

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

Denise Mueller

Wood

1. Roll Call Administrative Assistant

2. Adoption of Agenda

To add under # 42a -

Motion for declare meeting this in addition to Closed Session meeting. CLOSED Session Agenda etc

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 June 21, 2000 Regular Meeting. *Rob / Reagan*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Wood and Stark

10. Placentia History Room Committee Report

Presentation: Library Director

CLAIMS (Items 11 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 14 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 3936 and 3939 forwarded by Library Director and Claims 3937 and 3938 forwarded by Library Trustees for a total of \$14,392.65 during this report period.

Division Mixer at Mini Court City Council

System down Gas 75th Anniversary Celebrate payroll

*Send me not asked to make notes if I can't attend
Ted wants to know about bookkeeping
weekend after this
Talk*

1008/1007

13. Current Claims and Payroll (Approve)

Current Claims 3942, 3943, 3944, 3945 and 3946 for \$26,110.43; and Payrolls 3940 for \$23,606.00 and 3941 for \$23,606.00, for a combined total of Current Claims and Payroll of \$73,322.43.

14. FY1999-2000 Cash Flow Analysis through July 19, 2000 and recommendation that no funds be transferred. (Receive & File)

FINANCIAL REPORTS (Items 15 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 - 20 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 21 - ~~28~~²⁷)

Presentation: Library Director
Recommendation: Approve by Motion

Items 21 - ~~28~~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.

21. Building Maintenance Report for June 2000 (Receive & File)
22. Personnel Report for June 2000 (Receive, File, and Ratify Appointments)
23. Volunteer Reports for June 2000 (Receive & File)
24. Circulation Report for June 2000 (Receive & File)
25. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of June 6, 2000 (Receive & File)

26. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
27. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
28. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)
29. Status Report on Replacement of Meeting Room and Board Room window coverings (Receive & File)
30. Contract with Western State University College of Law Federal Work Study (FWS) Program. (Receive & File, and Approve with Signature of the Library Director)

CONTINUING BUSINESS

31. Review of Property Tax and Public Library Funding issues before the Courts and the California Legislature.

Presentation: Library Director
Recommendation: Action as determined by the Board of Trustees

32. Public Hearing on the Fines & Fees Schedule for Fiscal Year 2000-2001

Presentation: Library Director
Recommendations: Receive and File the Proof of Publication for the notice of public hearing for the Proposed Fines and Fees Schedule for 2000-2001 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on July 6, 2000; and

Conduct the Public Hearing on the Policy as published; and

Continue the Public Hearing until the August 16, 2000 Library Board Meeting; and

Authorize the publication of the Re-Notice of Public Hearing for the August 16, 2000 Library Board Meeting. *Send / Proj*

33. Establish the Budget for Fiscal Year 2000-2001

Presentation: Library Director
Recommendations: Establish the Budget for Fiscal Year 2000-2001, and

Set item for Public Hearing on August 16, 2000 at 7:30 P.M. and authorize the publication of the Notice of Public Hearing.

NEW BUSINESS

34. Report on Public Service Issues to be Addressed in Fiscal Year 2000-2001

Presentation: Public Services Manager
Recommendations: No action recommended

35. Report on Technology Issues to be Addressed in Fiscal Year 2000-2001

Presentation: Technology Manager
Recommendations: No action recommended

36. Award Maintenance Contract for Heating, Ventilation and Air Conditioning System for July 2000 through June 2002

Presentation: Library Director
Recommendation: Award maintenance contract for Heating, Ventilation and Air Conditioning System for July 2000 through June 2002 to 4-All Seasons Air Conditioning.

STAFF REPORTS (Items 41 - 46)

Items 41 – 46 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.

37. Program Committee Report for June 2000 (Roberts)
38. Children's Services Report for June 2000 (Smith)
39. Placentia Library Literacy Services Report for June 2000 (Roberts)
40. Placentia Library Web Site Report for June 2000 (Roberts)
41. Publicity Materials produced for June 2000 (Willauer)
42. Safety Committee Minutes for June 2000 (Matas)

CLOSED SESSION

43. Performance Review for Library Director

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the performance evaluation of the Library Director, a personnel matter.

ADJOURNMENT

44. Agenda Preparation for the August Regular Meeting which will be held on Wednesday, August 16, 2000.

45. Review of Action Items.

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

46. Adjourn

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

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



Placentia Library Board Calendar

July 2000 - June 2001

Jul 2000						
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July

- 4 Library Closed for Independence Day
- 6 ALA Conference, Chicago, through July 12
- 19 5:30 PM Chamber of Commerce Mixer, Mini Gourmet, 1210 E. Yorba Linda Blvd.
- 7:30 PM Library Board Meeting

- 27 7:15 AM Placentia Chamber of Commerce, Christina Sports, Public Affairs Representative, The Disneyland Resort

August

- 16 7:30 PM Library Board Meeting

September

- 3 Library Closed for Monday Holiday
- 4 Library Closed for Labor Day
- 11 7:00 PM Friends Board Meeting, Dinsmore
- 20 7:30 PM Library Board Meeting
- 27 CSDA Conference, Monterey, through Sep. 29
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 14 9:00 AM Heritage Parade
- 18 7:30 PM Library Board Meeting
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 6 7:00 PM Friends Board Meeting, Stark
- 15 7:30 PM Library Board Meeting
- 23 Library Closed for Thanksgiving
- 30 LAMA National Institute, Palm Springs, through Dec. 2nd.

December

- 1 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 4 7:00 PM Friends Board Meeting, Masters
- 20 7:30 PM Library Board Meeting

January

- 1 7:00 PM Friends Board Meeting, Wood
- 17 7:30 PM Library Board Meeting
- 20 5:30 PM Chamber Mixer
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Jan 2001						
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Placentia Library Board Calendar

July 2000 - June 2001

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Aug 2000

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February

- 5 7:00 PM Friends Board Meeting, Dinsmore
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 3 10:30 AM Author's Luncheon featuring Diane Leslie, Alta Vista Country Club, 10:30 AM
- 5 7:00 PM Friends Board Meeting, Shkoler
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 2 7:00 PM Friends Board Meeting, Stark
- 18 7:30 PM Library Board Meeting
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 7 7:00 PM Friends Board Meeting, Masters
- 16 7:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 28 Library Closed for Memorial Day

June

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

Jan 2001

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Apr 2001

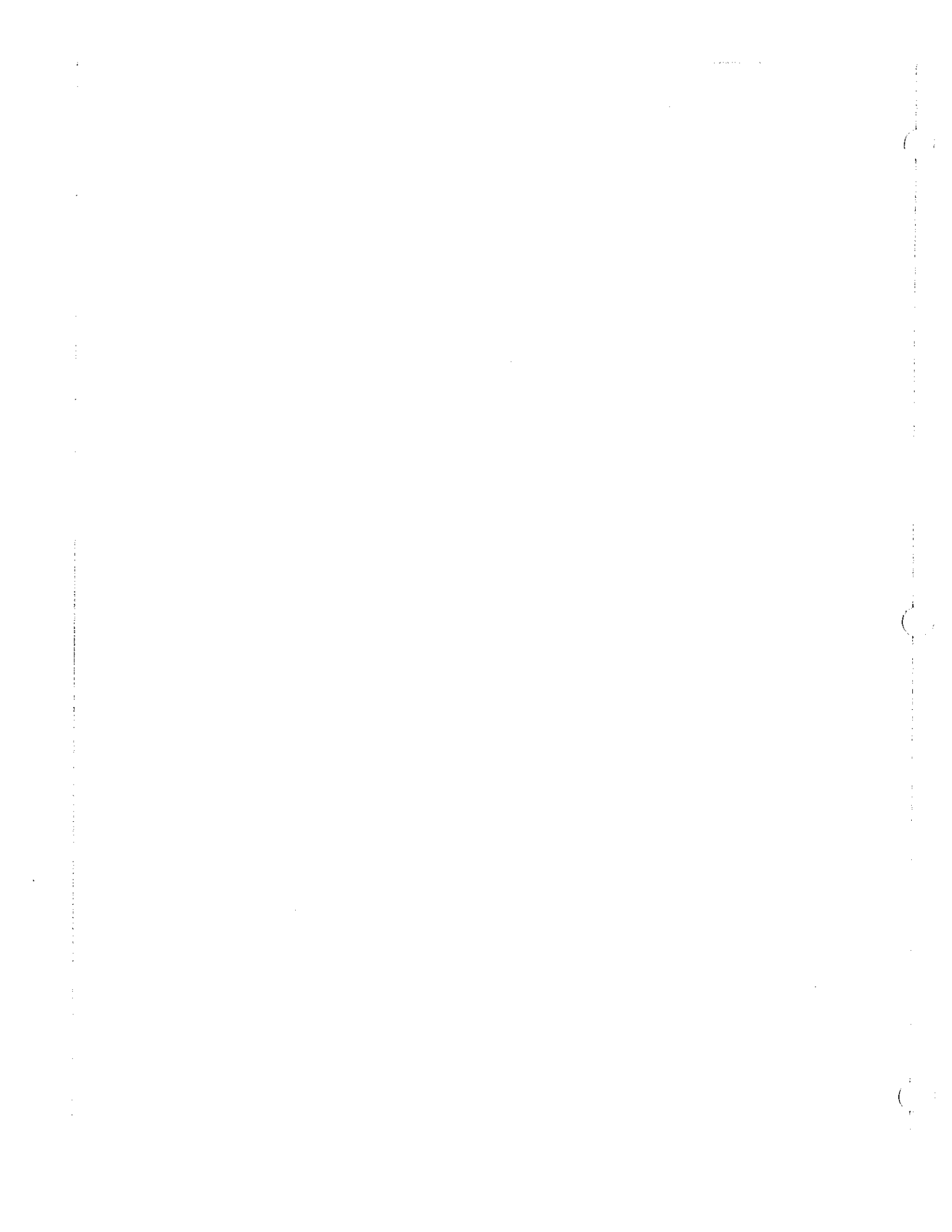
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May 2001

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Jun 2001

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 21, 2000**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 21, 2000 at 7:30 P.M. by President Shkoler.

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

Members Absent: None

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

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

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

MINUTES It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve the Minutes of the May 24, 2000 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 Nothing to report at this time.

TRUSTEE REPORTS Trustee Stark reported she attended the Special District Worker's Compensation Board of Directors Special Meeting on June 13, 2000 regarding agency self-insurance to \$150,000. There will a meeting on June 26, 2000 to discuss obtaining full coverage insurance from another source.

LIBRARY DIRECTOR'S REPORT Library Director encouraged the Board to attend the Chamber of Commerce Breakfast on June 29, 2000. Public Works Director, Chris Becker, will be presenting the City's Rail Corridor Project.

FRIENDS REPORT

Library Director reported that the Friends Board will be inactive until September 2000.

FOUNDATION REPORT

Nothing to report at this time.

HISTORY ROOM REPORT

Library Director reported that venting in the small workroom will be installed in July 2000.

CLAIMS

It was moved by Trustee Wood, seconded by Trustee Stark to approve Agenda Items 11 through 14:

Nonstandard Claims in the amount of \$0.00

Claims 3922,3923,3924,3925, and 3926 forwarded by the Library Director for a total of \$9,223.63.

Current Claims 3929,3930,3931,3932,3933,3934, and 3935; and Payroll Claims 3927, 3928 each for \$23,606.00 for a combined total of \$72,083.05.

FY1999-00 Cash Flow Analysis through June 21, 2000 and recommendation that no funds be transferred.

FINANCIAL REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 15 through 20:

Financial Reports for May, 2000

Office General Ledger & Check Registers for May, 2000

Acquisitions Report for May, 2000

Overdue Collection Report for May, 2000

Debit Card System Reimbursement Report for May , 2000

Gifts Report for May, 2000

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Items 21-28:

Building Maintenance Report for May 2000. (Receive & File)

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

Volunteer Report for May 2000 (Receive & File)

Circulation Report for May 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of May 2, 2000 (Receive & File)

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

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

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

Status Report on Replacement of Meeting Room and Board Room window coverings (Receive & File)

Application Western State University College of Law for Federal Work Study (FWS) staff for the Literacy Program (Receive & File and Ratify Appointment)

Request from Ted Martin, President, El Toro Water District, for The candidate nominated by El Toro for the vacant position on Orange County LAFCO to make a presentation regarding his Candidacy to the Library Board in June (Receive & File)

Actions taken at the April 26-27 Meeting of the Library of California Board (Receive & File)

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

**FY2000-2001 BUDGET
PROCESS REVIEW**

Library Director reported that the Governor's Budget is still pending.

Library Director reported the Library will not be receiving roof replacement funds.

Library Director also reported that Assembly Ackerman's staff offered to write endorsements for grant applications prepared by the District.

GANN LIMITATION

It was moved by Trustee Stark, seconded by Trustee Dinsmore to read Resolution 99-15, Establishing Appropriations Limitation (GANN) for Fiscal Year 2000-2001.

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

It was moved by Trustee Stark, seconded by Secretary Masters to adopt Resolution 99-15, Establishing Appropriations Limitation (GANN) for Fiscal Year 2000-2001 by roll call vote.

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

**SALARY
SCHEDULES**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to read Resolution 99-16, Adopt Salary Schedules for Fiscal Year 2000-2001 Budget effective July 1, 2000.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt Resolution 99-16, Adopting Salary Schedules for Fiscal Year 2000-2001 by roll call vote.

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

**PERSONNEL
ALLOCATION &
ORGANIZATION
CHART**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2000-2001.

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

**SPENDING
AUTHORIZATION
FOR BUDGET 1999-
2000**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to continue the Spending Authorization of the Fiscal Year 1999-2000 Budget until August 31, 2000, pending adoption of the State Budget

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

**FINES & FEES
SCHEDULE**

It was moved by Trustee Stark, seconded by Trustee Wood, to establish the Fines & Fees Schedule for Fiscal Year 2000-2001.

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

It was moved by Trustee Stark, seconded by Trustee Wood, to set item for Public Hearing on July 19, 2000 at 7:30 P.M.

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

**HOLIDAY &
LIBRARY PUBLIC
SERVICE
SCHEDULE**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-17, Adopt Holiday and Library Public Service Schedule for Calendar Years 2000-2001.

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

It was moved by Trustee Stark, seconded by Trustee Wood to adopt Resolution 99-17, Adopt Holiday and Library Public Service Schedule for Calendar Years 2000-2001.

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

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 41-46:

Program Committee Report for May, 2000.

Children's Services Report for May, 2000.

Placentia Library Literacy Services Report for May, 2000.

Placentia Library Web Site Report for May, 2000.

Publicity Materials produced for May, 2000.

Safety Committee Minutes for May, 2000.

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

**AGENDA
PREPARATION**

Closed Session to discuss personnel matters – Library Director position.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 21, 2000 adjourned at 8:45 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Agenda Amendment
DATE: July 19, 2000

BACKGROUND

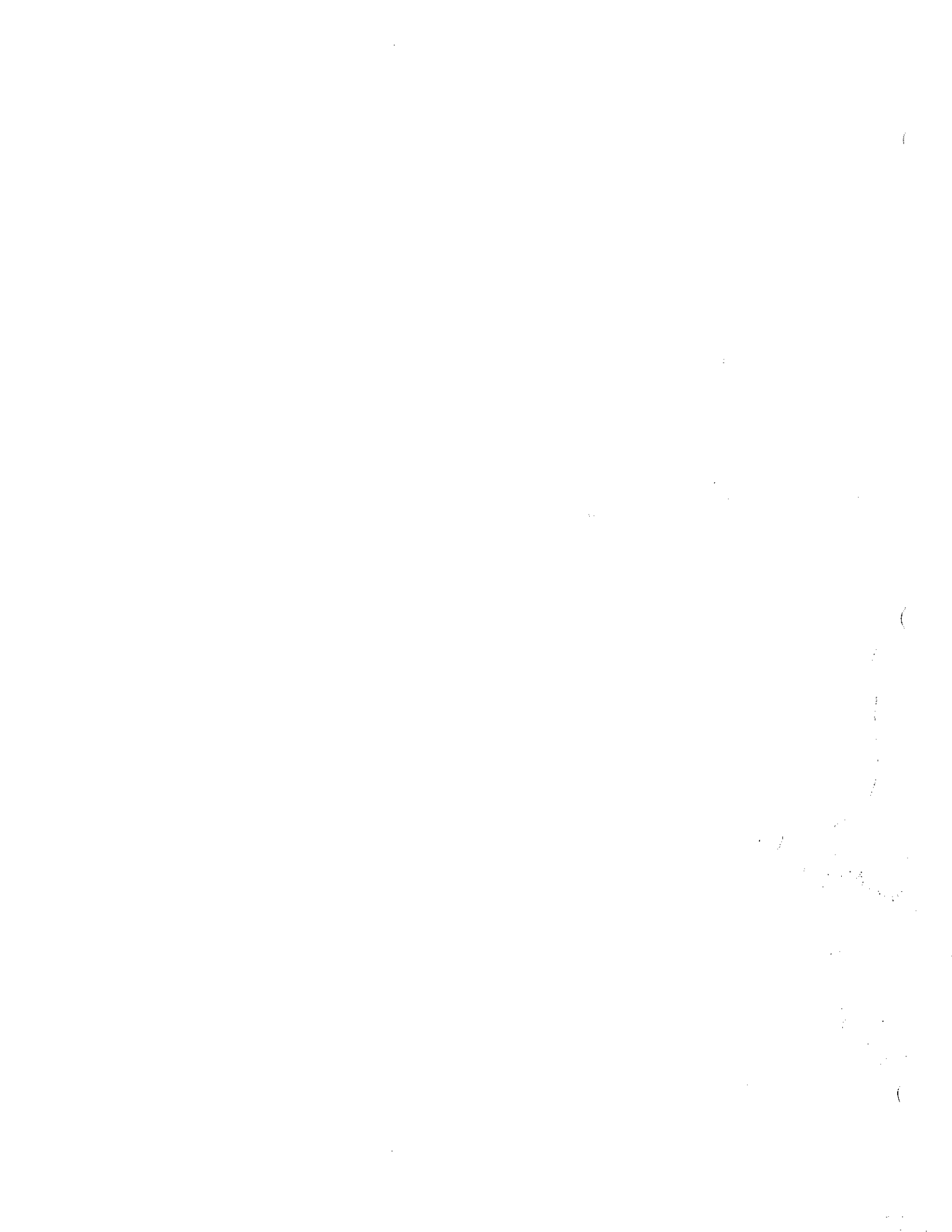
Because of a recalculation of the payroll bank transfers for Fiscal Year 2000-2001 **Claim 3940** for \$23,606 has been corrected to **\$37,054**. This changes the total on **Agenda Item 13**, Current Claims and Payroll authorization from \$73,322.43 to **\$86,770.43**.

A Closed Session is recommended to review an item that was initiated on July 17, 2000. The Agenda was posted on July 14, 2000.

RECOMMENDATION

1. Change the total for Agenda Item 13 to \$86,770.43.
2. Motion to declare an item relating to personnel as an urgency item for inclusion in the Closed Session scheduled for tonight's meeting.
3. Motion to amend Agenda Item 43 to include discussion of an item relating to personnel as well as the performance evaluation of the Library Director.

Sandra Pol.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Friends of Placentia Library Board of Directors Report

DATE: July 19, 2000

The Friends of Placentia Library Board of Directors does not meet in July or August.

The next meeting is scheduled for Monday, September 11, 2000 at 7:00 P.M. Trustee Dinsmore is scheduled to attend as the Library Board Representative.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Placentia History Room Committee Report
DATE: July 19, 2000

The Placentia History Room Committee did not submit a report for the month of June.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
July 19, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

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

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	June 26, 2000	3936	4,265.77
	July 13, 2000	3939	2,917.43
TRUSTEES	July 5, 2000	3937	1,664.42
	July 5, 2000	3938	5,545.03
		TOTAL	14,392.65

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 7-5-00

DATE 06/26/00
REPORT NO 3936

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03645A Blue Shield of California Cash Receiving/ File 55331 Los Angeles CA 90074-5331	7/1/00 VH1181		0300	00		3,407.52		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	6/7/00 253-2062		0700	01		328.23		
N09141 Dick's Lock & Safe 602 W. Chapman Ave. #F Placentia CA 92870	6/14/00 82786		1400	00		146.82		
N00230B Fry's Electronics 600 East Brokaw Road San Jose CA 95112	6/8/00 4417031		1800	00		366.30		
J05608A FedEx PO Box 1140 Memphis TN 38101-1140	6/16/00 5-506-73295		1803	00		16.90		
FY 2000-2001 BUDGET								

The claims listed above (totaling \$6,506.57) 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.

[Signature]

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance 5900 O Street PO Box 81889 Lincoln NE 68501-1889	6/19/00 010-19000-05435		0300	00		524.10		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago I L 60675-1641	Jul 00 0000005182		0300	00		183.75		
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Jul 00 12 099603 0001 0001		0300	00		213.99		
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	6/16/00 528-8236		0700	00		38.03		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	6/17/00 528-1906		0700	00		81.81		
	6/17/00 528-8236		0700	01		35.83		
TOTAL						117.64		
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	6/29/00 148404		1800	00		111.84		
CDW Government 75 Remittance Drive Ste 1515 Chicago IL 60675-1515	6/22/00 CB02113		1800	00		364.00		
N09112 General Binding Corp PO Box 71361 Chicago IL 60694-1361	6/27/00 11446626		1800	00		111.07		

The claims listed above (totaling \$1,664.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Margaret R. Dunmore
PROVED BY

COUNTERSIGNED BY

Garten W. Wood
ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/05/00
REPORT NO 3938

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	6/21/00		1800	00		161.60		
	6011 5661 8397 6509		4000	00		3,748.81		
	TOTAL					3,910.41		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	7/1/00 July 2000		1900	00		35.00		
N03688A Orange County Register PO Box 51384 Los Angeles CA 90051-5684	May 00 Lib Asst recruitment		1900	00		345.80		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	6/30/00 Jun 00		1900	00		37.71		
N06965 Paychex 200 E. Sandpointe Suite 100 PO Box 25159 Santa Ana CA 92799-5159	6/29/00 20000629		1900	00		193.10		
N01074 Southern California Gas PO Box C Monterey Park CA 91756	6/23/00 053 911 8800 9		2800	00		734.33		
N03659F Southern California Water 500 Cameron Street Placentia CA 92870	6/21/00 312083-9		2800	00		288.68		

The claims listed above (totaling \$5,545.03) 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.

Margaret V. Rasmussen
APPROVED BY

[Signature]
COUNTERSIGNED BY

[Signature]
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	7/2/00 223-1698		0700	01		254.67		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	7/7/00 096843		1400	00		950.00		
Placentia Disposal PO Box 309 Anaheim CA 92815	7/1/00 00588732		1400	00		87.99		
N03648A Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	7/1/00 034534		1800	00		25.00		
N03650C Kinkos PO Box 530257 Atlanta GA 30353-0257	7/1/00 03200001456		1800	00		5.39		
N06573 First American Trust Attn: Vilma Acevedo 421 N. Main Street Santa Ana CA 92702	7/7/00 60-1076-00		1900	00		1,238.86		
N00230B Frys Electronics 600 East Brokaw Road San Jose CA 95112	6/26/00 4476080		4000	00		355.52		

The claims listed above (totaling \$2,917.43) 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

2,917.43

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
July 19, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3942	10,101.35
	3943	11,394.97
	3944	3,028.21
	3945	983.51
	3946	602.39
Subtotal for Regular		26,110.43
Payroll	3940	23,606.00
	3941	23,606.00
Subtotal for Payroll		47,212.00
TOTAL CURRENT CLAIMS		73,322.43

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3940

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 PLEASE WIRE ON THURSDAY, AUGUST 10, 2000	July 19, 2000 Pay period #3 July 28, 2000 August 10, 2000		0100	00		21,954.00		
	FICA		0200	00		1,652.00		

The claims listed above (totaling \$23,606.00) 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

23,606.00

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
July 19, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3942	10,101.35
	3943	11,394.97
	3944	3,028.21
	3945	983.51
	3946	602.39
Subtotal for Regular		26,110.43
Payroll	3940	37,054.00
	3941	23,606.00
Subtotal for Payroll		60,660.00
TOTAL CURRENT CLAIMS		86,770.43

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3940

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	July 19, 2000 Pay period #3 July 28, 2000 August 10, 2000		0100	00		34,264.00		
	FICA		0200	00		2,790.00		
PLEASE WIRE ON THURSDAY, AUGUST 10, 2000								

The claims listed above (totaling \$37,054) 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

37,054.00



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3941

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	July 19, 2000 Pay period #4 August 11, 2000 August 24, 2000		0100	00		21,954.00		
	FICA		0200	00		1,652.00		
PLEASE WIRE ON THURSDAY, AUGUST 24, 2000								

The claims listed above (totaling \$23,606.00) 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

23,606.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3942

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
N15508 Cosmoslink 3030 Saturn St Ste 204 Brea CA 92821	7/7/00 200007-63 7/7/00 200007-103		0700	02		19.95		
	TOTAL		0700	02		15.00		
						34.95		
N14091A Convergent Communications Dept 60 Denver CO 80281-0001	6/28/00 164344		1300	01		1,037.16		
N01035 City of Placentia 401 East Chapman Ave Placentia CA 92870	7/10/00 53801		2800 1400	00 00		2,917.34 2,624.37		
	TOTAL					5,541.71		
Premier Contractors 1401 N. Batavia, Suite 204 Orange CA 92867	6/26/00 99176		1400	00		2,800.00		
NCNB 1828 L Street NW Suite 900 Washington DC 20036	2000 Membership		1600	00		228.00		
Alfax 1250 Broadway Suite 1600 New York NY 10001-3701	6/21/00 V29534-KRU		1800	08		209.53		
N03738B United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88905-4766	32021628		1803	00		250.00		

The claims listed above (totaling \$10,101.35) 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 07/19/00
REPORT NO 3943

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
N23030 Linda Baesler 150 Anned Dr. Placentia CA 92870	Musictime June 2000		1900	00		180.00		
N19647 Unique Management Services 515 Michigan Avenue Jeffersonville IN 47130	7/6/00 5530		1900	00		353.61		
N15655 Map Masters 12120 Tech Center Dr Ste B Poway CA 92064-7102	6/20/00 3719		1900	08		475.00		
N22769 ABN AMRO Attn; Michael Curtis 208 S. LaSalle Street Chicago IL 60604-1008	6/16/00 99283-003		2200	00		8,487.75		
N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia CA 92870	Jun 00 Petty Cash Check Reimb		0300	00		84.70		
			0400	00		1,227.16		
			1800	00		16.03		
			2700	01		358.30		
			2700	03		12.00		
	TOTAL					1,698.19		
Scholastic Inc PO Box 3720 Jefferson City MO 65102-3720	6/12/00 1324071-0001		2400	08		64.65		
N03832 Books On Tape PO Box 7900 Newport Beach CA 92658	6/28/00 4005570P		2400	01		135.77		

The claims listed above (totaling \$11,394.97) 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

11,394.97

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3944

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
The Gale Group PO Box 95501 Chicago IL 60694-5501	6/1/00 9901063		2400	01		187.52		
N22268 Midwest Tape PO Box 820 Holland OH 43528	6/29/00 256401 6/15/00 253418		2400	02		23.99 15.99		
TOTAL						39.98		
N03833 Brodart 500 Arch Street Williamsport PA 17705	6/29/00 A31968 4/7/00 U468189 2/16/00 U356672 7/5/00 U650712 7/5/00 U650711 7/5/00 U650710 6/8/00 U600077 6/8/00 U600076 6/8/00 U600075 6/8/00 U600074 6/8/00 U600073 6/8/00 U600072 6/8/00 U600071 6/14/00 U612330 6/21/00 U628043 U628042		0700 2400	05 01		215.50 17.30 18.11 176.01 27.86 25.16 808.02 20.51 27.81 541.58 44.00 21.03 20.51 31.69 786.68 18.94		
TOTAL						2,800.71		

The claims listed above (totaling \$3,028.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

3,028.21

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3945

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 502779	6/30/00		2400	01		16.95		
	70046436							
	6/30/00		2400	01		14.28		
	70046435							
	6/30/00		2400	01		84.92		
	70046434							
	6/30/00		2400	01		17.95		
	70046433							
	6/30/00		2400	01		17.31		
	70046432							
	6/23/00		2400	01		31.40		
	20176004							
	6/23/00		2400	01		16.05		
	20176003							
	6/23/00		2400	01		144.23		
	20176002							
	6/23/00		2400	01		33.06		
	20176001							
	6/23/00		2400	01		29.36		
	20176000							
	6/27/00		2400	01		124.98		
	20208719							
	6/27/00		2400	01		16.45		
	20208718							
	6/27/00		2400	01		107.65		
	20212406							
	6/27/00		2400	01		14.88		
	20212405							
6/27/00		2400	01		17.78			
20208720								
6/13/00		2400	01		58.99			
29997542								
6/13/00		2400	01		158.31			
29997541								
6/13/00		2400	01		32.96			
20001573								
6/13/00		2400	01		34.71			
20001572								
6/13/00		2400	01		11.29			
20001571								
TOTAL						983.51		

The claims listed above (totaling \$983.51) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/19/00
REPORT NO 3946

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			
N03842A Ingram PO Box 502779 St Louis MO 502779	6/16/00 20063213		2400	01		16.75					
	6/16/00 20063212		2400	01		8.11					
	6/16/00 20063211		2400	01		51.89					
	6/16/00 20063210		2400	01		17.40					
	6/16/00 20063209		2400	01		12.39					
	6/20/00 20103075		2400	01		18.65					
	6/20/00 20099333		2400	01		70.22					
	TOTAL					195.41					
	University of Hawaii Library External Service Program 2550 The Mall Room 112 Honolulu HI 96822	6/6/00 1949		2400	01				26.00		
	N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Jul 00 Travel Reimb		2700	01				50.05		
N09220A James Roberts c/o Placentia Library District 411 E. Chapman Ave. Placentia CA 92870	Jul 00 Travel Reimb		2700	08		80.93					
N14905 City of Santa Fe Springs c/o Rose Saylin Huntington Beach Library 7111 Talbert Avenue Huntington Beach CA 92648	6/19/00 SCLLN Conference Frank Frizell		2700	08		250.00					


The claims listed above (totaling \$602.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 1999-2000 is Attachment A. The Cash Flow Analysis for the General Fund for Fiscal Year 2000-2001 is Attachment B.

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through July 19, 2000

Placentia Library District
FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/99	3829	General, Please Pay Immediately		1,927.24	(38,692.02)
11/17/99	3830	General		10,457.88	(49,149.90)
11/17/99	3831	General		1,363.80	(50,513.70)
11/17/99	3832	General		11,138.77	(61,652.47)
11/17/99	3833	General		1,027.57	(62,680.04)
11/17/99	3834	General		140.66	(62,820.70)
11/17/99	3835	General		2,080.75	(64,901.45)
11/17/99	3836	General		1,579.51	(66,480.96)
11/18/99		Supplemental 4th Actual	105.75		(66,375.21)
11/19/99		Library Revenue, Nov	1,103.04		(65,272.17)
11/19/99		Library Passport Revenue, Nov	998.75		(64,273.42)
11/24/99	3837	General by Library Director		5,365.38	(69,638.80)
11/29/99		Secured 1st Actual	97,819.34	244.55	27,935.99
11/29/99		Interest for 8/99	417.81	9.85	28,343.95
12/07/99	3838	General by Library Director		1,960.05	26,383.90
12/07/99	3839	General by Library Director		648.75	25,735.15
12/09/99		Secured 2nd	80,792.23	201.98	106,325.40
12/09/99		Homeowners Subvention 1st	2,433.53		108,758.93
12/15/99	3842	General	29,280.45	33,954.78	104,084.60
12/15/99	3840	General		10,086.79	93,997.81
12/15/99	3841	General		2,365.81	91,632.00
12/15/99	3843	General		4,790.25	86,841.75
12/15/99	3844	General		3,651.29	83,190.46
12/15/99	3845	General		1,105.89	82,084.57
12/15/99	3846	General		733.41	81,351.16
12/15/99	3847	Payroll to wire January 27, 2000		21,520.00	59,831.16
12/15/99	3848	Payroll to wire January 13, 2001		21,520.00	38,311.16
12/16/99		Secured 3rd	206,797.13	516.99	244,591.30
12/20/99		Supplemental 5th Actual	5,781.19		250,372.49
12/22/99		Secured 1st, 2nd & 3rd Actual (OCA Correction)	385,408.70	385,408.70	250,372.49
12/22/99		Unsecured 1st Actual (OCA Correction)	40,853.61	40,863.61	250,362.49
12/23/99	3849	General by Library Director		6,986.48	243,376.01
12/23/99	3850	General by Library Director		314.75	243,061.26
12/28/99		State Library Project Grant	6,669.35		249,730.61
12/28/99		Accounts Receivable Posting - Interest	2,842.27		252,572.88
12/28/99		Library Passport Revenue, Dec	2,132.00		254,704.88
12/28/99		Library Revenue, Dec	1,982.55		256,687.43
01/05/00	3851	General by Library Director		1,189.48	255,497.95
01/05/00	3852	General by Library Director		1,331.25	254,166.70
01/07/00		Interest for 9/99	402.84	9.42	254,560.12
01/10/00		Homeowners Subvention 2nd	5,678.24		260,238.36
01/13/00		State Interlibrary Loan	2,266.32		262,504.68
01/13/00		Library Passport Revenue, Jan	1,998.25		264,502.93
01/13/00		Library Revenue, Jan	1,672.75		266,175.68
01/13/00	3854	General by Library Director		1,681.08	264,494.60
01/19/00	3853	General		29,280.45	235,214.15
01/19/00	3855	General		13,013.48	222,200.67
01/19/00	3856	General		4,018.40	218,182.27
01/19/00	3857	General		709.16	217,473.11
01/19/00	3858	Payroll to wire February 10, 2000		21,520.00	195,953.11
01/19/00	3859	Payroll to wire February 24, 2000		21,520.00	174,433.11
01/20/00		Supplemental 6th Actual	7,909.71		182,342.82

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/00		Unsecured 2nd Actual	7,741.30	19.35	190,064.77
01/24/00		Secured 4th	98,657.59	246.64	288,475.72
01/24/00	3860	General by Library Director		2,735.20	285,740.52
01/25/00		Interest for 10/99	556.91	12.57	286,284.86
02/01/00	3861	General by Library Director		14,542.85	271,742.01
02/03/00	3862	General by Library Director		1,161.80	270,580.21
02/03/00	3863	General by Library Director		1,735.86	268,844.35
02/07/00		ERAF Fiscal Relief	18,180.32		287,024.67
02/07/00		Public Utility #1	13,222.58	33.06	300,214.19
02/10/00	3864	General by Library Director		2,108.41	298,105.78
02/10/00	3865	General by Library Director		1,940.17	296,165.61
02/11/00		Interest for 11/99	337.28	7.47	296,495.42
02/16/00		Supplemental 7th Actual	1,196.79		297,692.21
02/17/00	3866	Payroll to wire March 9, 2000		21,520.00	276,172.21
02/17/00	3867	Payroll to wire March 23, 2000		21,520.00	254,652.21
02/17/00	3868	General		5,880.97	248,771.24
02/17/00	3869	General		3,359.65	245,411.59
02/17/00	3870	General		3,128.09	242,283.50
02/17/00	3871	General		932.52	241,350.98
02/17/00	3872	General		21,456.98	219,894.00
02/24/00		California Literacy Campaign Grant	10,390.00		230,284.00
02/24/00		SDAF Apportionment #1	8,120.00		238,404.00
02/24/00		Library Passport Revenue, Feb	5,987.30		244,391.30
02/24/00		Library Revenue, Feb	3,260.44		247,651.74
02/24/00	3873	General by Library Director		10,629.95	237,021.79
02/24/00	3874	General by Library Director		5,257.65	231,764.14
02/25/00		OCIP Bankruptcy Recovery	82,399.33		314,163.47
02/25/00		Library Passport Revenue, Feb	854.75		315,018.22
02/25/00		Library Revenue, Feb	521.92		315,540.14
02/28/00	3875	PPI by Library Trustees		35,900.00	279,640.14
02/29/00		Final Distribution to B-12's	2,899.03		282,539.17
03/02/00	3876	General by Library Director		2,081.16	280,458.01
03/02/00	3877	General by Library Director		1,288.72	279,169.29
03/02/00	3878	General by Library Director		623.77	278,545.52
03/09/00	3879	General by Library Director		1,411.84	277,133.68
03/16/00	3880	Payroll to wire April 6, 2000		22,520.00	254,613.68
03/16/00	3881	Payroll to wire April 20, 2000		22,520.00	232,093.68
03/16/00	3882	Payroll to wire April 6, 2000		7,023.02	225,070.66
03/16/00	3883	Payroll to wire April 20, 2000		3,329.25	221,741.41
03/16/00	3884	General		7,124.25	214,617.16
03/16/00	3885	General		599.60	214,017.56
03/16/00	3886	General by Library Director		1,491.65	212,525.91
03/16/00	3887	General by Library Director		265.19	212,260.72
03/20/00		State Public Library Foundation Funds	88,450.00		300,710.72
03/20/00		Library Passport Revenue, Mar	4,760.95		305,471.67
03/20/00		321 Grant final payment	4,014.92		309,486.59
03/20/00		Library Revenue, Mar	2,343.09		311,829.68
03/20/00		State Interlibrary Loan	1,744.20		313,573.88
03/20/00		Supplemental 8th Actual	991.20		314,565.08
03/22/00		Interest for 12/99	1,255.22	26.74	315,793.56
03/23/00		Secured 5th	56,355.87	140.89	372,008.54
03/23/00	3888	General by Library Director		4,059.02	367,949.52
03/30/00	3889	General by Library Director		1,330.18	366,619.34
03/30/00	3890	General by Library Director		401.69	366,217.65
04/06/00	3891	General by Library Director		513.64	365,704.01
04/07/00		Library Passport Revenue, Mar	3,268.00		368,972.01
04/07/00		Library Revenue, Mar	1,277.30		370,249.31
04/13/00	3892	General by Library Director		1,809.68	368,439.63

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
04/13/00	3893	General by Library Director		348.41	368,091.22
04/19/00		Secured 6th	193,193.61	482.98	560,801.85
04/19/00		Supplemental 9th Actual	4,470.27		565,272.12
04/19/00		Interest for 1/00	1,471.66	30.84	566,712.94
04/19/00	3894	Payroll to wire May 4, 2000		21,520.00	545,192.94
04/19/00	3895	Payroll to wire May 18, 2000		21,520.00	523,672.94
04/19/00	3896	General, PPI		8,487.75	515,185.19
04/19/00	3897	General		46,667.21	468,517.98
04/19/00	3898	General		2,968.85	465,549.13
04/19/00	3899	General		4,993.14	460,555.99
04/19/00	3900	General		1,431.57	459,124.42
04/19/00	3901	General		296.55	458,827.87
04/19/00	3902	General		4,636.37	454,191.50
04/19/00	3903	General		1,624.58	452,566.92
04/19/00	3904	General PPI		2,597.00	449,969.92
04/19/00		Transfer to Fund 702		80,000.00	369,969.92
04/19/00		Transfer to Fund 706		100,000.00	269,969.92
04/24/00		Library Passport Revenue, Apr	2,711.00		272,680.92
04/24/00		Library Revenue, Apr	1,700.28		274,381.20
04/24/00		Bankruptcy settlement distribution to Fund 702	(10,266.53)		264,114.67
04/24/00	3905	General by Library Director		6,119.42	257,995.25
04/24/00		Bankruptcy settlement distribution to Fund 703	(5,613.40)		252,381.85
04/24/00		Bankruptcy settlement distribution to Fund 706	(28,985.07)		223,396.78
04/24/00		Bankruptcy settlement distribution to Fund 708	(720.25)		222,676.53
04/27/00	3907	General by Library Director		2,166.35	220,510.18
04/28/00		Interest for 2/00	1,795.40	37.38	222,268.20
05/04/00	3906	General by Library Director		660.57	221,607.63
05/04/00	3908	General by Library Director		523.44	221,084.19
05/10/00		Homeowners Subvention 3rd	5,678.24		226,762.43
05/11/00	3909	PPI by Library Director		10,376.56	216,385.87
05/18/00		Secured 7th	115,906.28	7,855.67	324,436.48
05/18/00		Supplemental Tax Paid 1985+ #1	4,867.94		329,304.42
05/18/00	3910	General by Library Director		1,488.02	327,816.40
05/23/00		Delinquent Tax Sale - Pre-Teeter	3.12	0.01	327,819.51
05/24/00		Public Utility #2	12,631.29	31.58	340,419.22
05/24/00	3911	Payroll to wire June 1, 2000		19,603.00	320,816.22
05/24/00	3912	Payroll to wire June 15, 2000		19,603.00	301,213.22
05/24/00	3913	Payroll to wire June 29, 2000		21,520.00	279,693.22
05/24/00	3914	General		6,493.06	273,200.16
05/24/00	3915	General		764.96	272,435.20
05/24/00	3916	General		5,360.82	267,074.38
05/24/00	3917	General		5,750.50	261,323.88
05/24/00	3918	General		1,490.14	259,833.74
05/24/00	3919	General		3,385.12	256,448.62
05/24/00	3920	General		1,910.55	254,538.07
05/24/00	3921	General		526.48	254,011.59
05/26/00		Library Passport Revenue, May	8,385.85		262,397.44
05/26/00		Library Revenue, May	3,353.91		265,751.35
05/26/00		Miscellaneous Local Revenue	1,873.38		267,624.73
05/30/00		SDAF Apportionment #2	1,661.83		269,286.56
05/30/00		Interest on Unapportioned Taxes	306.58		269,593.14
05/31/00		Canceled Out-of-Date Check	21.39		269,614.53
05/31/00	3922	General by Library Director		5,073.58	264,540.95
05/31/00	3923	General by Library Director		893.42	263,647.53
06/08/00		Homeowners Subvention 4th	2,433.54		266,081.07
06/08/00		Interest for 3/00	1,977.73	40.74	268,018.06
06/12/00	3924	General by Library Director		2,516.93	265,501.13
06/12/00	3925	General by Library Director		263.36	265,237.77

Placentia Library District
 FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
06/12/00	3926	General by Library Director		476.34	264,761.43
06/14/00		ERAF Fiscal Relief -- Interest	34.93		264,796.36
06/14/00		State Timber Yield	0.52		264,796.88
06/15/00		Correct Revenue Coding	34.93		264,831.81
06/15/00		Correct Revenue Coding	(34.93)		264,796.88
06/19/00		Interest on Unapportioned Taxes	2,630.25	57.98	267,369.15
06/21/00	3929	General		7,957.85	259,411.30
06/21/00	3930	General		768.15	258,643.15
06/21/00	3931	General		2,402.46	256,240.69
06/21/00	3932	General		3,481.81	252,758.88
06/21/00	3933	General		2,295.93	250,462.95
06/21/00	3934	General		1,458.28	249,004.67
06/22/00		Unsecured 3rd Actual	5,211.65	13.03	254,203.29
06/22/00		Interest for 4/00	2,320.49	47.05	256,476.73
06/22/00		Supplemental Tax Paid 1985+ #1	1,668.90		258,145.63
06/22/00		Unsecured Previous Year Tax Collected	935.96	2.34	259,079.25
06/29/00		Library Passport Revenue, June	7,153.30		266,232.55
06/29/00		State Interlibrary Loan	2,095.32		268,327.87
06/29/00		Library Revenue, June	1,879.63		270,207.50
06/29/00		Interest for 5/00	1,674.39	33.00	271,848.89
06/29/00		Interest Adjustment	(133.80)		271,715.09

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			283,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	259,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	235,924.41
06/21/00	3935	General		6,506.57	229,417.84
06/26/00	3936	General by Library Director		4,265.77	225,152.07
07/05/00	3937	General by Library Trustees		1,664.42	223,487.65
07/05/00	3938	General by Library Trustees		5,545.03	217,942.62
07/13/00	3939	General by Library Director		2,917.43	215,025.19
07/19/00	3940	Payroll to wire August 10, 2000		23,606.00	191,419.19
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	167,813.19
07/19/00	3942	General		10,101.35	157,711.84
07/19/00	3943	General		11,394.97	146,316.87
07/19/00	3944	General		3,028.21	143,288.66
07/19/00	3945	General		983.51	142,305.15
07/19/00	3946	General		602.39	141,702.76

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 1999-2000

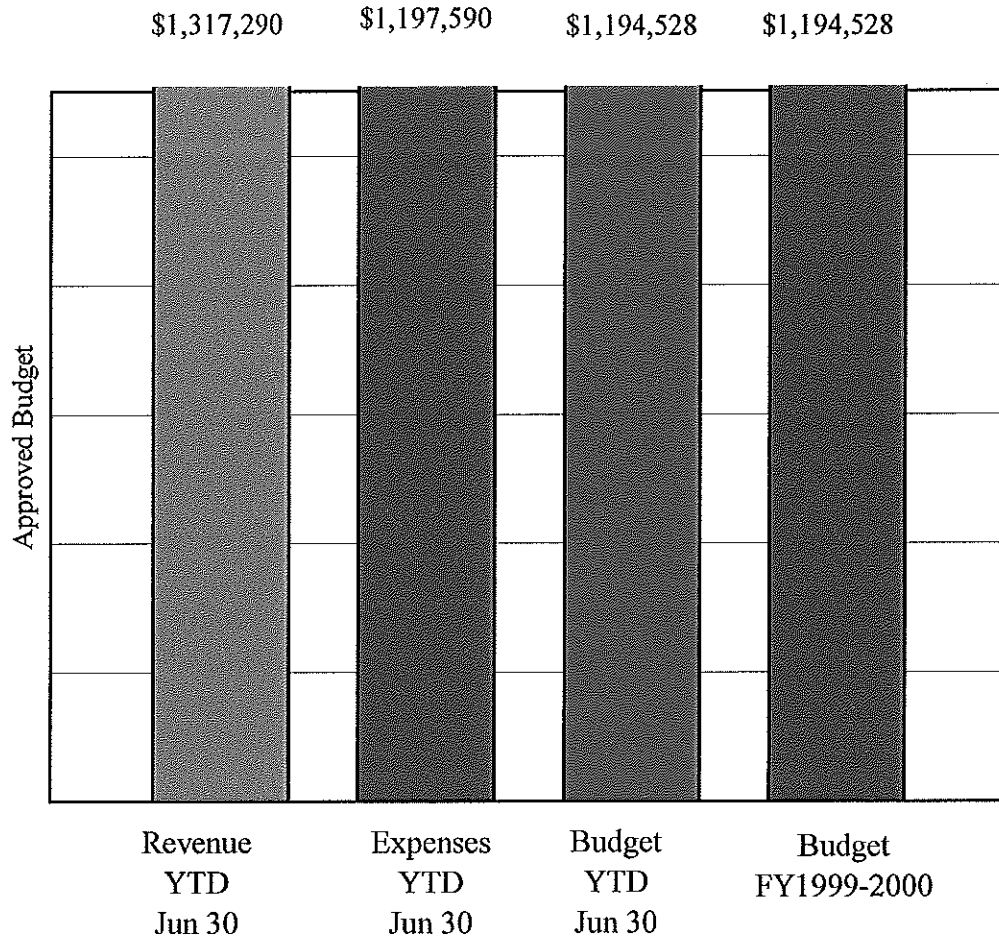
Date	Category	Amount
7/16/99	Current secured final for FY99	1% - 3%
7/20/99	Supplemental, FY99 #12 Jun	
7/21/99	Prior Year Secured Taxes & Penalties, FY99 #12 Jun	
7/22/99	Delinquent Supplemental, FY99	
7/22/99	Secured Teeter Actual Final Delinquencies, FY99	2% - 4%
8/12/99	Prior Year Secured Taxes & 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)
 June 21, 2000

	Fiscal Year 1999-2000						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	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	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1998-1999						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	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)
July 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	849,522.05	764,421.88	0.00	0.00	103.86%
6210-01	Public Utility	24,000	25,853.87	24,000.54	0.00	0.00	107.72%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	103.97%
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	875,375.92	788,422.42	0.00	0.00	
6220	PROP. TAXES - CURRENT UNSECURED	50,000	53,806.56	50,053.31	5,211.65	4,911.45	107.61%
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	3.12	1.75	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	19,936.16	19,666.70	0.00	0.00	99.38%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	935.96	1,053.76	935.96	1,053.76	85.09%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	9,781.83	9,062.08	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	22,248.84	23,629.12	1,668.90	0.00	90.81%
6280-01	Final supplemental for prior years	0	11,331.60	778.40	0.00	0.00	137.06%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	24,500	33,580.44	24,407.52	1,668.90	0.00	
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	994,386.20	893,717.09	7,816.51	5,965.21	101.60%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % REV BUD
6610-00	Interest	12,800	15,521.83	12,733.17	5,838.81	5,877.66	121.26%
6610-01	Interest - old bond fund	0	2,630.25	0.00	2,630.25	0.00	
6610-23	Interest on impounded taxes released	0	341.51	0.95	34.93	0.95	
	TOTAL INTEREST	12,800	18,493.59	12,734.12	8,503.99	5,878.61	144.48%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	16,223.55	15,578.30	2,433.54	2,336.73	104.13%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	9,888.98	6,446.25	2,095.32	0.00	123.61%
6970-01	State - CA Foundation Funds	88,450	88,458.77	59,146.00	0.00	0.00	100.01%
6970-02	State - CA Literacy Campaign	8,800	10,390.00	8,872.00	0.00	0.00	118.07%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	6,003.08	3,136.00	0.00	0.00	
6970-05	State - Project Grants	0	10,000.00	1,000.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport	0	18,180.84	0.65	0.52	0.65	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	142,921.67	78,600.90	2,095.84	0.65	135.79%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	36,814.08	0.00	0.00	0.00	
7670-00	Local Revenue	22,500	28,489.44	22,433.34	1,879.63	1,289.33	126.62%
7670-01	Local Revenue -- Passport	45,000	52,655.80	19,153.92	7,133.30	2,268.75	117.01%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	14,698	27,204.76	0.00	0.00	0.00	185.09%
	TOTAL LOCAL REVENUE	82,198	108,350.00	41,587.26	9,032.93	3,558.08	131.82%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	101.07	223.93	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	1,317,290.16	1,042,441.60	29,882.81	17,739.28	110.28%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	537,310.52	494,352.00	56,474.00	42,230.00	100.05%
0200	Retirement (Social Security & Pension Contribution)	75,695	69,960.45	69,129.92	4,252.00	3,220.00	92.42%
	Health & Life Insurance/Blue Shield CA	32,880	28,006.07	20,246.78	2,715.14	2,137.68	85.18%
	Long Term Disability/CNA	2,690	2,027.85	2,430.57	183.75	696.67	75.38%
	Vision Service Plan/VSP	2,225	2,430.10	2,014.85	213.99	196.13	109.24%
	Dental/Ameritas	5,205	5,737.00	5,152.79	522.90	462.50	110.21%
0300	Total Employee Insurance	43,000	38,201.02	29,844.99	3,635.78	3,492.98	88.84%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	2,754.00	5,136.00	0.00	1,284.00	51.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	648,225.99	598,462.91	64,361.78	50,226.98	98.05%
0700-00	Communications - Telephone	2,600	2,029.06	2,169.33	153.34	136.37	78.04%
0700-01	Communications - Modem/Fax	4,400	4,721.68	1,938.11	696.86	0.40	107.31%
0700-02	Communications - Internet/Database	5,000	6,310.13	4,897.08	315.47	172.12	126.20%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	2,648.96	5,150.03	431.00	639.32	51.34%
0700-07	Communications - 321 Grant	0	0.00	379.96	0.00	0.00	
0700-08	Communications - Adult Literacy	800	411.51	438.36	(312.65)	0.00	51.44%
	Total Communications	17,960	16,121.34	14,972.87	1,284.02	948.21	89.76%
0900-00	Food - General Fund	50	42.98	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	154.26	0.00	42.24	0.00	
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	197.24	0.00	42.24	0.00	131.49%
1000-00	Household Expense	3,750	4,271.15	3,467.79	1,147.10	0.00	113.90%
1100-00	Insurance - Liability	7,000	6,945.51	10,124.25	0.00	0.00	99.22%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	2,037.36	9,711.83	0.00	84.62	67.91%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	9,960.78	0.00	0.00	0.00	83.01%
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	11,998.14	9,711.83	0.00	84.62	79.99%
	HVAC						
	Carpet Cleaning	5,500	2,104.65	2,852.32	0.00	117.42	38.27%
	Groundskeeping, City of Placentia	500	3,073.81	0.00	0.00	0.00	614.76%
	Plumbing	28,000	31,861.50	28,652.66	4,027.31	1,948.87	113.79%
	Electrical	1,200	1,656.32	1,681.41	386.14	1,090.62	138.03%
	Cleaning Service	4,500	15,519.86	4,212.26	0.00	285.00	344.89%
	Locksmith	11,700	11,400.00	11,400.00	950.00	950.00	97.44%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	2,040.51	73.72	0.00	0.00	1020.26%
1400-00	Total Maintenance of Building & Grounds	11,000	1,331.00	1,390.69	52.50	0.00	12.10%
		62,600	68,987.65	50,263.06	5,415.95	4,391.91	110.20%
	Memberships - General Fund	2,750	3,355.82	2,580.00	107.32	30.00	122.03%
1600-07	Memberships - 321 Grant	0	0.00	225.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	150.00	240.00	0.00	0.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	3,505.82	3,045.00	107.32	30.00	108.71%
	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)
July 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % EXP BUD
	Library Supplies	7,000	6,274.81	6,817.82	772.00	647.57	89.64%
	Printing	9,300	8,629.96	9,134.89	2,460.79	2,285.13	92.80%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	559.96	729.86	0.00	0.00	56.00%
	Paper	1,200	1,664.23	893.60	29.42	0.00	138.69%
	Drinking Water Service	300	275.00	274.45	25.00	0.00	91.67%
	Other Office Supplies	4,000	8,408.30	4,882.94	463.92	315.58	210.21%
1800-00	Total Office Supply Expense - General Fund	22,800	25,812.26	22,733.56	3,751.13	3,248.28	113.21%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	1,889.91	0.00	0.00	
	Printing	2,625	784.04	1,679.52	0.00	64.01	
	Publications	0	874.00	0.00	0.00	0.00	
	Paper	50	50.74	0.00	0.00	0.00	
	Other Office Supplies	550	543.09	1,034.31	522.60	520.00	
1800-08	Total Adult Literacy Office Supply Expense	3,225	2,251.87	2,713.83	522.60	584.01	69.83%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	28,064.13	27,337.30	4,273.73	3,832.29	107.84%
1803-00	Postage Expense - General Fund	4,700	4,642.34	2,445.94	294.42	350.10	98.77%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	9.15	64.00	9.15	0.00	9.15%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	4,651.49	2,509.94	303.57	350.10	96.91%

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

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 JUN 2000	FY 1998-1999 JUN 1999	FY 1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	420.00	383.00	70.00	35.00	100.00%
	Pension Contribution & Operating Expenses	7,500	6,664.78	6,863.46	0.00	0.00	88.86%
	Anaheim Consortium Automated Library System	40,000	40,584.00	39,294.50	0.00	0.00	101.46%
	Anaheim Consortium Computer Technical & Consulting Services	4,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	396.81	416.52	37.71	0.00	94.48%
	Interest Allocation & Tax Collection Charges	350	1,385.80	290.69	120.79	106.07	395.94%
	Advertising (Including WEB Site)	4,000	1,200.00	733.74	0.00	0.00	30.00%
	Medical Exams	500	367.50	472.50	0.00	0.00	73.50%
	Collection Services - Accounts Receivable	2,400	1,862.19	633.42	460.31	110.30	77.59%
	Audit & Accounting Services	4,500	3,775.00	4,811.00	0.00	0.00	83.89%
	Payroll Preparation	2,500	2,622.37	2,349.06	225.65	216.40	104.89%
	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	18,059.38	3,511.16	1,145.00	480.00	361.19%
1900-00	Total Specialized Services - General Fund	71,590	77,337.83	59,761.05	2,059.46	947.77	108.03%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,000	80.00	80.00	0.00	0.00	8.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,400	8,883.53	2,116.74	73.35	14.91	370.15%
	Total Specialized Services	74,990	86,301.36	61,957.79	2,132.81	962.68	115.08%
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)
July 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	91,372.60	72,214.71	0.00	0.00	123.19%
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	73,445.64 ✓	82,660.70	18,129.68	17,169.70	55.04%
2400-02	Special Department Expense - Video	0	1,479.76 ✓	3,400.11	473.71	1,731.14	
2400-03	Special Department Expense - Electronic	0	20,301.47	5,230.00	1,191.98	0.00	
2400-04	Special Department Expense - Periodicals	0	19,827.48 ✓	4,227.77	0.00	13.03	
2400-05	Special Department Expense - Audio	0	6,753.20 ✓	346.98	4,620.95	0.00	
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	6,424.44 ✓	3,593.66	3,214.77	1,363.34	428.30%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	134,950	128,231.99	99,459.22	27,631.09	20,277.21	95.02%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	1,444.56	1,531.42	0.00	25.00	96.30%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	2,699.20	1,907.49	1,006.79	77.33	134.96%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	124.00	1,034.91	0.00	10.00	12.40%
2700-03	Transportation/Travel - Meetings, Board Local	600	477.33	534.00	240.00	0.00	79.56%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0	0.00	914.79	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	935.79	212.16	104.50	75.00	93.58%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	635.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	6,315.88	6,134.77	1,351.29	187.33	103.54%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUN 2000	FY1998-1999 JUN 1999	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	40,614.66	40,518.89	4,806.87	3,062.45	94.45%
	Gas	6,500	3,115.26	5,851.97	191.95	499.06	47.93%
	Water	3,000	3,588.21	2,266.04	287.78	259.12	119.61%
	Total Utilities	52,500	47,318.13	48,636.90	5,286.60	3,820.63	90.13%
	TOTAL SUPPLIES & SERVICES	483,725	504,282.43	409,835.43	48,975.72	34,884.98	104.25%
3700-00	Taxes, Assessments (Sales Tax)	1,100	3,652.24	1,001.00	0.00	0.00	332.02%
4000-00	Equipment - General Fund	32,865	26,993.32	16,444.79	0.00	(2,000.00)	82.13%
4000-07	Equipment - 321 Grant	0	0.00	2,800.29	0.00	2,800.29	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	119.95	0.00	0.00	0.00%
4000-09	Equipment - Gates Foundation Grant	14,698	14,436.36	0.00	0.00	0.00	98.22%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	48,563	41,429.68	19,365.03	0.00	800.29	85.31%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	48,563	41,429.68	19,365.03	0.00	800.29	85.31%
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	1,197,590.34	1,028,664.37	113,337.50	85,912.25	100.26%

Handwritten notes:
1,197,590.34
1,197,590.34
1,197,590.34

07/12/00

Placentia Library District
Balance Sheet
As of June 30, 2000

	<u>Jun 30, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	916.32
County Exempt - Savings	2,906.64
General Fund - Checking	8,600.52
General Fund - Savings	5,972.66
Literacy Fund - Savings	3,834.70
Payroll Checking	21,978.66
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)	2,358.74
Payroll Savings (Int CDs)	4,002.70
Total Checking/Savings	<u>83,070.94</u>
Total Current Assets	<u>83,070.94</u>
TOTAL ASSETS	<u><u>83,070.94</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	12,038.73
Net Income	3,809.84
Total Capital	67,222.37
Total Equity	<u>83,070.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,070.94</u></u>

07/12/00

Placentia Library District
Profit and Loss by Class
June 2000

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Cash Register - Audio Visual	0.00	4.00	0.00	0.00	4.00
Cash Register - Copy Cards	209.50	0.00	0.00	0.00	209.50
Cash Register - Fines	0.00	1,809.64	0.00	0.00	1,809.64
Cash Register - Lost Items	0.00	405.94	0.00	0.00	405.94
Cash Register - Reserves	0.00	112.50	0.00	0.00	112.50
County Reimbursements	0.00	886.62	0.00	0.00	886.62
Interest Inc - CD's	0.00	0.00	0.00	16.29	16.29
Interest Inc - Savings	6.31	18.40	8.45	0.00	31.16
Life Insurance Supplement(EDM)	39.88	0.00	0.00	0.00	39.88
Meeting Room Income	150.00	0.00	0.00	0.00	150.00
Miscellaneous Income	0.00	4.85	0.00	0.00	4.85
Passport Check Reimbursement	3,108.25	0.00	0.00	0.00	3,108.25
Passport Revenue	0.00	7,471.75	0.00	0.00	7,471.75
Registration fees refund	0.00	50.00	0.00	0.00	50.00
State Library Reimbursements	0.00	2,095.32	0.00	0.00	2,095.32
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	60,726.00	60,726.00
Total Income	3,533.94	12,859.02	6.45	60,742.29	77,141.70
Expense					
Bank Fees	9.00	0.00	0.00	0.00	9.00
Children's Summer Reading Prgm	1,462.30	0.00	0.00	0.00	1,462.30
Copier Lease Payments	229.65	0.00	0.00	0.00	229.65
Copier Maintenance Contract	446.34	0.00	0.00	0.00	446.34
Debit Cards	0.00	50.67	0.00	0.00	50.67
Employee Benefits	0.00	0.00	0.00	2,097.40	2,097.40
Employee Insurance	0.00	0.00	0.00	892.26	892.26
Employer Payroll Taxes	0.00	0.00	0.00	12,797.98	12,797.98
Equipment (400)	0.00	1,227.16	0.00	0.00	1,227.16
Office Expense	0.00	16.03	0.00	0.00	16.03
Passport Expenses	3,092.25	0.00	0.00	0.00	3,092.25
Petty Cash Reimbursement	-360.00	0.00	0.00	0.00	-360.00
Salaries	0.00	0.00	0.00	30,105.48	30,105.48
Transfers to County	0.00	11,128.25	0.00	0.00	11,128.25
Transportation & Travel	0.00	370.30	0.00	0.00	370.30
Window Coverings Expense	1,731.23	0.00	0.00	0.00	1,731.23
Total Expense	6,610.77	12,792.41	0.00	45,893.12	65,296.30
Net Income	-3,076.83	66.61	6.45	14,849.17	11,845.40

07/12/00

Placentia Library District
Profit and Loss by Class

July 1999 through June 2000

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Income						
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	0.00	2,842.27
Bankcard Deposit	0.00	1,332.15	0.00	0.00	0.00	1,332.15
Bankruptcy Recovery Distributio	0.00	82,399.33	0.00	0.00	0.00	82,399.33
Camp Library (Friends)	44.00	0.00	0.00	0.00	0.00	44.00
Cash Register - Audio Visual	3.00	75.89	0.00	0.00	0.00	78.89
Cash Register - Copy Cards	4,578.94	29.80	0.00	0.00	0.00	4,608.74
Cash Register - Fines	125.10	22,215.49	0.00	0.00	0.00	22,340.59
Cash Register - Lost Items	0.00	2,983.95	0.00	0.00	0.00	2,983.95
Cash Register - Misc.	0.00	206.70	0.00	0.00	0.00	206.70
Cash Register - Reserves	13.50	1,137.30	0.00	0.00	0.00	1,150.80
Children's Dept Income	9.67	0.00	0.00	0.00	0.00	9.67
Coffee Service Income	27.00	0.00	0.00	0.00	0.00	27.00
County Reimbursements	0.00	10,390.58	0.00	0.00	0.00	10,390.58
Debit Card Income	0.00	905.60	0.00	0.00	0.00	905.60
Directors Fund (Friends)	1,554.22	0.00	0.00	0.00	0.00	1,554.22
Donations to Literacy	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Friends Contributions	2,800.00	0.00	0.00	0.00	0.00	2,800.00
Gates Grant	0.00	15,763.00	0.00	0.00	0.00	15,763.00
Interest Inc - CD's	0.00	0.00	0.00	1,773.69	0.00	1,773.69
Interest Inc - Savings	71.62	358.14	102.45	0.00	0.00	530.21
Life Insurance Supplement(EDM)	59.82	0.00	0.00	0.00	0.00	59.82
Meeting Room Income	3,308.05	0.00	0.00	0.00	0.00	3,308.05
Miscellaneous Income	172.92	1,016.95	0.00	0.00	0.00	1,189.87
Non Government Grant	0.00	8,542.73	0.00	0.00	0.00	8,542.73
Passport Check Reimbursement	12,532.70	466.00	0.00	0.00	0.00	12,998.70
Passport Revenue	196.00	50,028.10	0.00	0.00	0.00	50,222.10
Registration fees refund	0.00	50.00	0.00	0.00	0.00	50.00
Special Event Retirement	2,825.00	0.00	0.00	0.00	0.00	2,825.00
Staff Appreciation Reimbursement	439.25	0.00	0.00	0.00	0.00	439.25
State Library Grants	0.00	20,390.00	0.00	0.00	0.00	20,390.00
State Library Reimbursements	0.00	13,028.90	0.00	0.00	0.00	13,028.90
State of CA Foundation Funds	0.00	88,450.00	0.00	0.00	0.00	88,450.00
Telephone Income	0.00	408.66	0.00	0.00	0.00	408.66
Test Proctoring Income	180.00	0.00	0.00	0.00	0.00	180.00
Transfers from County	0.00	21,520.00	0.00	556,460.62	0.00	577,980.62
Tutor Training Income	0.00	0.00	60.00	0.00	0.00	60.00
Typewriter Income	0.00	41.16	0.00	0.00	0.00	41.16
Total Income	28,940.79	346,578.70	1,162.45	558,234.31	0.00	934,916.25
Expense						
Advertising Expense	0.00	33.00	0.00	0.00	0.00	33.00
Bank Fees	70.50	0.00	0.00	0.00	0.00	70.50
Bankruptcy Rec Distribution	0.00	82,399.33	0.00	0.00	0.00	82,399.33
Children's Camp Library	374.48	0.00	0.00	0.00	0.00	374.48
Children's Other	496.79	0.00	0.00	0.00	0.00	496.79
Children's Storytime (Friends)	180.00	0.00	0.00	0.00	0.00	180.00
Children's Summer Reading Prgm	2,680.48	0.00	0.00	0.00	0.00	2,680.48
Coffee Service	381.64	0.00	0.00	0.00	0.00	381.64
Copier Lease Payments	5,139.39	0.00	0.00	0.00	0.00	5,139.39
Copier Maintenance Contract	2,972.49	0.00	0.00	0.00	0.00	2,972.49
Debit Cards	15.00	275.81	0.00	0.00	0.00	290.81
Employee Benefits	0.00	0.00	0.00	30,033.55	0.00	30,033.55
Employee Insurance	0.00	315.00	0.00	9,533.78	0.00	9,848.78
Employer Payroll Taxes	0.00	0.00	0.00	165,003.80	0.00	165,003.80
Equipment (400)	0.00	1,227.16	0.00	0.00	0.00	1,227.16
Food	0.00	113.82	0.00	0.00	0.00	113.82
Friend's Director's Fund	1,825.87	0.00	0.00	0.00	0.00	1,825.87
Household Expenses	0.00	437.45	0.00	0.00	0.00	437.45
Library Board Expenses	271.71	0.00	0.00	0.00	0.00	271.71
Library Materials - Audio V	0.00	15.00	0.00	0.00	0.00	15.00
LVA Expenses	0.00	80.00	0.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	150.00	0.00	0.00	0.00	0.00	150.00
Memberships	0.00	841.32	0.00	0.00	0.00	841.32
Miscellaneous	0.00	-384.86	0.00	0.00	0.00	-384.86
Office Expense	0.00	1,140.04	0.00	0.00	0.00	1,140.04
Passport Expenses	14,943.00	398.95	0.00	0.00	0.00	15,341.95
Petty Cash Reimbursement	-360.00	58.52	0.00	0.00	0.00	-301.48
Postage	0.00	442.61	0.00	0.00	0.00	442.61
Printing	0.00	628.86	0.00	0.00	0.00	628.86
Prof & Spec Services	0.00	290.00	0.00	0.00	0.00	290.00
Refreshments	26.94	0.00	0.00	0.00	0.00	26.94
Retirement Fund	2,804.80	0.00	0.00	0.00	0.00	2,804.80
Return Check Item & Fees	0.00	93.30	0.00	0.00	0.00	93.30
Salaries	0.00	0.00	0.00	362,761.01	0.00	362,761.01
Staff Appreciation	684.50	0.00	0.00	0.00	0.00	684.50
Taxes & Fees (370)	0.00	1,725.00	0.00	0.00	0.00	1,725.00
Transfers to County	0.00	233,249.68	0.00	0.00	0.00	233,249.68
Transportation & Travel	0.00	3,974.43	1,358.28	0.00	0.00	5,332.71
Tutor Training Expense	0.00	174.75	0.00	0.00	0.00	174.75

07/12/00

Placentia Library District
Profit and Loss by Class
July 1999 through June 2000

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Window Coverings Expense	2,231.23	0.00	0.00	0.00	0.00	2,231.23
Total Expense	34,888.82	327,527.17	1,358.28	567,332.14	0.00	931,106.41
Net Income	-5,948.03	19,051.53	-195.83	-9,097.83	0.00	3,809.84

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		5,217.32
Cleared Checks and Payments	51 Items	-5,111.13
Cleared Deposits and Other Credits	22 Items	2,991.88
Cleared Balance		3,098.07

Uncleared Transactions

Uncleared Checks and Payments	17 Items	-2,232.00
Uncleared Deposits and Other Credits	2 Items	50.25

New Transactions

Account Balance as of 06/30/2000 (statement closing date)		916.32
New Checks and Payments	6 Items	-340.00
New Deposits and Other Credits	4 Items	234.94
Ending Account Balance		811.26

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		3,648.41
Cleared Checks and Payments	3 Items	-1,122.33
Cleared Deposits and Other Credits	21 Items	380.56
Cleared Balance		2,906.64

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 06/30/2000 (statement closing date)		2,906.64
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	88.40
Ending Account Balance		2,995.04

Reconciliation Report

General Fund - Checking account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		9,136.99
Cleared Checks and Payments	7 Items	-1,897.99
Cleared Deposits and Other Credits	20 Items	2,884.87
 Cleared Balance		 10,123.87

Uncleared Transactions

Uncleared Checks and Payments	7 Items	-1,613.35
Uncleared Deposits and Other Credits	1 Items	90.00

New Transactions

Account Balance as of 06/30/2000 (statement closing date)		8,600.52
New Checks and Payments	1 Items	-84.70
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 8,515.82

Reconciliation Report

General Fund - Savings account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		5,317.52
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	30 Items	11,783.39
Cleared Balance		17,100.91

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-11,128.25
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 06/30/2000 (statement closing date)		5,972.66
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	6 Items	1,856.94
Ending Account Balance		7,829.60

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		3,828.25
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.45
 Cleared Balance		 3,834.70

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 06/30/2000 (statement closing date)		3,834.70
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 3,834.70

Reconciliation Report

Payroll Checking account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		7,974.07
Cleared Checks and Payments	41 Items	-45,634.65
Cleared Deposits and Other Credits	3 Items	60,726.00
Cleared Balance		23,065.42

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-1,086.76
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 06/30/2000 (statement closing date)		21,978.66
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		21,978.66

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		2,352.79
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	5.95
Cleared Balance		2,358.74

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 06/30/2000 (statement closing date)		2,358.74
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,358.74

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 06/30/2000

Cleared Transactions

Previous Balance		3,992.36
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	10.34
Cleared Balance		4,002.70

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 06/30/2000 (statement closing date)		4,002.70
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,002.70

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	9,206.24	553	530	844.83	46	44	10,051.07	599	574	4,250.00	220	217	14,341.07	819	791
Adult Circulating Non-Fiction	12,011.76	635	622	5,356.10	206	199	17,367.86	841	821	13,691.05	707	651	31,058.91	1,548	1,472
Adult Reference	12,392.48	116	67	195.40	2	2	12,587.88	118	69	2,855.88	143	57	15,443.86	261	126
Adult Print Contributions	194.98	2	2	0.00	0	0	194.98	2	2	0.00	0	0	194.98	2	2
Adult Electronic Contributions	15,301.47	6	6	0.00	0	0	15,301.47	6	6	0.00	0	0	15,301.47	6	6
Total Adult Non-Fiction	39,900.79	759	697	5,551.50	208	201	45,452.29	967	898	16,546.93	850	708	61,999.22	1,817	1,606
TOTAL ADULT PRINT MATERIALS	49,107.03	1312	1227	6,396.53	254	245	55,503.56	1,566	1,472	20,836.93	1,070	925	76,340.29	2,636	2,397
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	2,437.48	64	59	0.00	0	0	2,437.48	64	59	0.00	0	0	2,437.48	66	61
Total Adult Audio	2,437.48	64	59	0.00	0	0	2,437.48	64	59	0.00	0	0	2,437.48	66	61
Adult Video Educational	1,789.48	120	86	0.00	0	0	1,789.48	120	86	0.00	0	0	1,789.48	127	93
Adult Video Entertainment	575.56	44	21	0.00	0	0	575.56	44	21	0.00	0	0	575.56	57	34
Total Adult Video	2,365.04	164	107	0.00	0	0	2,365.04	164	107	0.00	0	0	2,365.04	184	127
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	4,802.52	228	166	0.00	0	0	4,802.52	228	166	1,504.90	121	105	6,307.42	349	271
TOTAL ADULT MATERIALS	53,909.55	1,540	1,393	6,396.53	254	245	60,305.88	1,794	1,638	22,341.83	1,191	1,030	82,647.71	2,985	2,668
Juvenile Fiction	5,105.04	747	413	619.02	37	36	5,724.06	784	449	1,358.75	133	120	7,082.81	917	569
Juvenile Circulating Non-Fiction	9,160.53	534	402	832.51	36	34	9,993.04	570	436	792.94	57	54	10,745.98	627	490
Juvenile Reference	3,820.59	103	24	0.00	0	0	3,820.59	103	24	0.00	0	0	3,930.59	106	26
Juvenile Print Contributions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Contributions	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	12,981.12	637	426	832.51	36	34	13,813.63	673	460	862.94	60	56	14,676.57	733	516
Young Adult Grant (Print & Non-Print)	11,030.35	762	573	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	29,116.51	2,146	1,412	1,451.53	73	70	19,537.69	1,457	909	2,221.69	193	176	21,759.38	1,650	1,085
Juvenile Audio/Books	297.33	22	22	727.09	27	25	1,024.42	49	47	0.00	0	0	1,024.42	49	47
Juvenile Audio Books	122.52	6	3	0.00	0	0	122.52	6	3	0.00	0	0	122.52	6	3
Total Juvenile Audio	419.85	28	25	727.09	27	25	1,146.94	55	50	0.00	0	0	1,146.94	55	50
Juvenile Video Educational	670.01	31	31	362.25	20	20	1,032.26	51	51	0.00	0	0	1,042.26	45	45
Juvenile Video Entertainment	369.77	15	15	0.00	0	0	369.77	15	15	0.00	0	0	369.77	15	15
Total Juvenile Video	1,039.78	46	46	362.25	20	20	1,402.03	66	66	0.00	0	0	1,412.03	60	60
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	1,459.63	74	71	1,089.34	47	45	2,548.97	121	116	0.00	0	0	2,558.97	115	110
TOTAL JUVENILE MATERIALS	30,376.14	2220	1483	2,540.87	120	115	22,086.66	1578	1025	2,231.69	194	177	24,318.35	1765	1195
Total Fiction	14,311.28	1,300	943	1,463.85	83	80	15,775.13	1,383	1,023	5,648.75	353	337	21,423.88	1,736	1,360
Total Non-Fiction	52,881.91	1,396	1,123	6,384.01	244	235	59,265.92	1,640	1,338	17,409.87	910	764	76,675.79	2,550	2,122
Total Audio	2,857.33	92	84	727.09	27	25	3,584.42	119	109	0.00	0	0	4,689.32	220	194
Total Video	3,404.82	210	153	362.25	20	20	3,767.07	230	173	0.00	0	0	4,177.07	244	187
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	75,455.34	2,998	2,303	8,937.20	374	360	82,392.54	3,372	2,663	24,573.52	1,385	1,207	106,966.06	4,750	3,863

ACQUISITIONS REPORT FOR THE MONTH OF JUNE 2000
 Prepared by Julie Stook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volume	Title	Amount	Volume	Title	Amount	Volume	Title	Value	Volume	Title	Amount	Volume	Title
Adult Fiction	882.33	36	35	0.00	0	0	582.33	36	35	1,140.50	70	70	1,722.83	106	105
Adult Circulating Non-Fiction	2,112.64	99	99	0.00	0	0	2,112.64	99	99	2,009.30	113	112	4,121.94	212	211
Adult Reference	963.63	12	12	0.00	0	0	963.63	12	12	503.98	25	23	1,467.61	37	35
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	3,076.27	111	111	0.00	0	0	3,076.27	111	111	2,513.28	138	135	5,389.55	249	246
TOTAL ADULT PRINT MATERIALS	3,658.62	147	146	0.00	0	0	3,658.62	147	146	3,653.78	208	205	7,312.40	355	351
Adult Audio/Visual	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	1,789.48	120	86	0.00	0	0	1,789.48	120	86	0.00	0	0	1,789.48	120	86
Adult Video Entertainment	575.56	44	21	0.00	0	0	575.56	44	21	0.00	0	0	575.56	44	21
Total Adult Video	2,365.04	164	107	0.00	0	0	2,365.04	164	107	0.00	0	0	2,365.04	164	107
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	2,365.04	164	107	0.00	0	0	2,365.04	164	107	0.00	0	0	2,365.04	164	107
TOTAL ADULT MATERIALS	6,023.66	311	253	0.00	0	0	6,023.66	311	253	3,653.78	208	205	9,677.44	519	458
Juvenile Fiction	191.88	15	15	17.36	1	1	209.24	16	16	74.75	7	7	283.99	23	23
Juvenile Circulating Non-Fiction	329.34	34	29	0.00	0	0	329.34	34	29	75.00	6	6	404.34	40	35
Juvenile Reference	513.21	7	2	0.00	0	0	513.21	7	2	0.00	0	0	513.21	7	2
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	842.55	41	31	0.00	0	0	842.55	41	31	75.00	6	6	917.55	47	37
Young Adult Grant (Print & Non-Print)	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	1,034.43	56	46	17.36	1	1	1,051.79	57	47	149.75	13	13	1,201.54	70	60
Juvenile Audio/Visual	0.00	0	0	634.88	16	16	634.88	16	16	0.00	0	0	634.88	16	16
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	634.88	16	16	634.88	16	16	0.00	0	0	634.88	16	16
Juvenile Video Educational	89.93	7	7	0.00	0	0	89.93	7	7	0.00	0	0	89.93	7	7
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	89.93	7	7	0.00	0	0	89.93	7	7	0.00	0	0	89.93	7	7
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	89.93	7	7	634.88	16	16	724.81	23	23	0.00	0	0	724.81	16	16
TOTAL JUVENILE MATERIALS	1,124.36	63	53	652.24	17	17	1,776.60	80	70	149.75	13	13	1,926.35	86	76
Total Fiction	774.23	51	50	17.36	1	1	791.59	52	51	1,215.25	77	77	2,006.84	129	128
Total Non-Fiction	3,918.82	132	142	0.00	0	0	3,918.82	132	142	2,588.28	144	141	6,507.10	295	283
Total Audio	0.00	0	0	634.88	16	16	634.88	16	16	0.00	0	0	634.88	16	16
Total Video	2,454.97	171	114	0.00	0	0	2,454.97	171	114	0.00	0	0	2,454.97	164	107
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	7,148.02	374	306	652.24	17	17	7,800.26	391	323	3,803.53	221	218	11,603.79	605	534

OUTSTANDING ORDERS AS OF JUNE 30, 2000

General Fund
 Amount
 \$10,318.74

Adopt-A-Book
 Amount
 \$397.22

TOTAL
 Amount
 \$10,715.96

ary Director

ulation Supervisor *W.B.*

it Services, Inc. Report for Month of June

Management on July 11, 2000.

s follows:

FY 1998-99	lew unts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	0	69	10	292.01	20
August	28	57	3	116.85	10
September	12	79	4	319.65	15
October	32	92	9	532.75	11
November	4	99	7	412.49	4
December	10	109	7	413.30	4
January	16	116	3	154.60	8
February	12	121	4	268.21	0
March	24	133	4	339.10	8
April	14	140	2	202.50	5
May	24	148	12	598.05	5
June	13	161	5	444.65	8
TOTAL YTD	189	1324	70	4,094.16	98

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 07/02/00

Time Run: 06:52PM
Date Run: JUL 02 2000

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	292	Dollars Submitted	:	25,585.32	Dollars Received	:	5,412.41
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	5,421.74
Incorrect Addresses	:	42	Dollars in Skips	:	2,775.33	Dollars Waived	:	1,185.73
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	15,919.17
Accounts in Process	:	249	Dollars in Process	:	22,253.45	‡ of Dollars Activated	:	71.54‡
# of Accounts Activated	:	161						
‡ of Accounts Activated	:	64.66‡						

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

SUMMARY OF PRINTER/COPIER ACCOUNTS JUNE, 2000


Beginning Balance 5/31/00			(<u>\$4,538.82</u>)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	209.50		
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 June		446.34	
Total Copier Maintenance Payment in June		229.65	
Debit Card System Loan Payback		0.00	
	<u>209.50</u>	<u>675.99</u>	
Ending Balance 6/30/00			(<u>\$5,005.31</u>)
June 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 6/30/00	(8,565.48)
Loan Amount as of 6/30/00 (Literacy Fund)	7,700.00
June Payment (Fund 702)	0.00
June Payment (Literacy Fund)	0.00
Balance 6/30/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: July 19, 2000
SUBJECT: **GIFT REPORT**

There were no recorded donations this period.

TOTAL AAB DONATIONS \$0.00

Gifts in Kind

TOTAL ALL DONATIONS \$0.00



TO: Library Board of Trustees

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

DATE: July 19, 2000

SUBJECT: BUILDING MAINTENANCE REPORT FOR JUNE, 2000

1. **Air Conditioning** – IEC continues to do periodic checks of chillers regularly. Library Director met with Chris Becker, City of Placentia and Mike Rogers, IEC Inc., to discuss the meter reading process. Library Administration will read the City of Placentia meter with Geoff Cobbett, City of Placentia Maintenance Supervisor at the end of every month. Also, West Coast Air Inc. installed venting in the small workroom on June 29, 2000.
2. **History Room** – Premier Contracting completed final move on June 15, 2000. Shelving has been ordered and is expected to arrive in July, 2000.
3. **Meeting Room** – Pringles Draperies installed new blinds in the Meeting Room and in the Administrative Offices on June 21, 2000. Better Floors Representative, Dennis Blake, was called in to provide the Library with an estimate for carpet tile replacement in the Meeting Room. The estimate is \$3,626.28 for materials and labor. An additional supply of carpet tiles can be purchased for future individual tile replacement by Library staff.
4. **Telephone System** – Convergent Communications installed new phone equipment and activated two extensions and one modem line in the new Friends Room and History Room on June 26, 2000. The phones are restricted to local calls only.
5. **Library Facia Board** – Premier Contractors removed and replaced the Library Facia Board on June 21, 2000. The work is completed and the bill has been submitted for payment.

Prepared by: Wendy Goodson

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TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: July 21, 2000
SUBJECT: **PERSONNEL REPORT FOR JUNE, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

Frank Frizell – Library Assistant, part-time. Effective until June 30, 2000.
Frank Frizell – Library Assistant, full-time. Effective July 1, 2000.

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 June	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	8.25	89.25	9/95	449.50
Anguiano, Eva	0.00	13.00	3/00	13.00
Backes, Theresa	6.50	51.50	6/98	156.00
Brown, Bill	0.00	5.50	8/99	5.50
Chou, Tzu-Shiu	3.50	30.50	2/00	30.50
Chou, Yi-Sern	0.00	8.50	2/00	8.50
Clugston, Patricia	3.50	75.00	6/98	130.00
Cravotta, Leo	5.00	43.50	5/99	44.50
Dell, Lyla	19.50	150.50	8/98	403.00
Farkas, Ted	0.00	9.50	10/98	28.50
Fioroni, Pete	0.00	29.00	3/97	182.00
Fioroni, Ruth	0.00	10.00	3/97	158.00
Fitzgerald, Joan	9.00	128.25	10/93	1,811.75
Godwin, Nita	8.00	84.00	2/96	231.25
Hemmerling, Barbara	2.00	23.25	10/95	316.50
Hochman, Sue	3.50	69.25	1/98	185.75
Horrocks, Marjorie	4.00	38.00	10/95	235.00
Hyams, Rose	9.00	136.00	7/98	360.00
Irot, Pat	50.00	454.75	2/96	1,493.75
Jertberg, Pat	30.00	295.50	4/98	431.75
Ivezey, Jane	6.00	85.00	4/96	434.00
McGuire, Gloria	0.00	2.50	9/99	2.50
Mignot, John	0.00	25.25	6/98	60.75
Mignot, Shirley	0.00	81.50	9/95	418.75
Myers, Claire	17.00	174.00	10/95	837.00
Olson, Bob	4.00	40.75	9/95	281.00
Pence, Thomas	6.00	79.25	1/99	108.75
Project Independence	49.00	281.75		507.50
Robb, Barbara	0.00	6.50	7/98	38.00
Robbins, Kate	0.00	12.50	11/99	15.50
Rodriguez, Carmen	8.00	25.00	2/00	25.00
Schlichter, Allan	6.00	89.00	10/93	630.50
Schmidt, Marie	30.00	270.50	4/98	350.25
Schwartzkopf, Jan	0.00	10.50	6/99	22.25
Scott, Renee	6.00	6.00	Jun-00	6.00
Shaw, Dixie	2.00	17.50	5/94	161.50
Stark, Allan	0.00	8.00	4/97	40.00
Stark, Sandra	0.00	23.00		210.75
Vaughn, Judy	4.50	69.75	8/99	69.75
Walker, Jim	0.00	4.50	9/99	4.50
Walker, Virginia	0.00	4.50	3/99	111.50
Wymer, Betty	6.25	131.75	1/96	583.25
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	85.00	1,149.00		6,702.75
TOTAL	391.50	4,462.75		19,467.00

TEMPORARY VOLUNTEERS

	FY99/00	
	June	YTD
Ahmed, Amin	0.00	12.00
Aiam, Antara	0.00	3.50
Alpert, David	0.00	1.00
Anaya, Elizabeth	0.00	23.00
Angi, Kevin	0.00	7.00
Arellano, Jonathan	0.00	1.50
Baek, Jisco	0.00	15.50
Barraza, Laura	0.00	1.00
Bone, Shawnda	0.00	69.25
Brudenbaker	0.00	2.25
Burke, Marsha	0.00	10.25
Bui, Jennifer	0.00	32.00
Cai, Quynhvy	0.00	40.00
Cai, Hoangvy	0.00	31.00
Canseco, Demetri	0.00	3.00
Carias, Edwin	0.00	3.00
Carias, Melinda	0.00	5.00
Carias, Rosario	0.00	5.00
Carrillo, Fernando	0.00	24.00
Carrillo, Francisco	0.00	24.00
Castro, Cheyanne	3.00	16.50
Castro, Miguel	0.00	47.00
Cassidy, Chris	0.00	1.50
Cervantes, Alberto	0.00	6.00
Cervantes, Maria	0.00	28.00
Chavez, Alfredo	4.50	24.25
Cheam, Makyka	0.00	16.00
Cho, Soonj	0.00	13.00
Chopra, Kunal	0.00	28.00
Chu, Tim	0.00	3.50
Cohma, Milessa	0.00	9.00
Cravotta, Brian	9.00	9.00
Cooper, Hamilton	0.00	30.25
Davenport, Meg	0.00	16.00
De Carlo, Joey	5.00	13.50
De Hart, Desiree	7.25	7.25
Delcon, Noel	0.00	3.00
DeViliez, Jennifer	0.00	36.50
Diaz, Jeannie	0.00	19.00
Elizondo, Evelyn	0.00	11.00
Falcon, Maria	0.00	17.75
Fartash, Arian	6.25	6.25
Fluss, Michelle	0.00	3.00
Ford, Melissa	0.00	23.00
Garcia, Elizabeth	9.00	25.00
Garcia, Innocente	0.00	32.00
Garry, Kevin	0.00	61.00
Gil, Alicia	0.00	14.50
Gomez, Jessica	0.00	10.00
Gonzales, Omar	0.00	32.00
Gonzalez, Jenny	0.00	5.50
Grim, Cindy	0.00	6.00
Grim, Lisa	0.00	6.00
Guzzi, Rebecca	0.00	4.50
Hanizavareh, Sheri	0.00	21.00
Hasirauni, Layal	0.00	10.25
Harnett, Tom	0.00	24.25
Harris, Jennifer	2.00	2.00
Hernandez, A. J.	0.00	18.00
Hernandez, Anabel	0.00	6.00
Hernandez, Freddy	0.00	36.50
Hernandez, Mia	4.00	7.00
Hernandez, Ricardo	3.00	22.50
Hibino, Satoko	0.00	9.50
Ho, Evelyn	9.50	9.50
Ho, Irene	0.00	3.50
Jucker, Krister	0.00	6.00
Keyuravong, Francis	0.00	12.00
Kim, Jangho	0.00	2.50
Kim, Jessica	0.00	4.50
Le, Stephanie	0.00	31.75
Lee, Alexander	0.00	17.25
TOTAL	62.50	1,925.00

	FY99/00	
	June	YTD
Lee, Jaclyn	9.00	9.00
Lee, James	4.00	4.00
Lee, Pihhan	0.00	18.00
Lefvreault, Michelle	0.00	2.00
Lim, Esther	0.00	4.50
Lopez, Julio	0.00	22.50
Luna, Laura	0.00	18.25
Margary, Gale	0.00	9.00
Marghard, Yvonne	0.00	6.00
Martinez, Alberto	0.00	22.50
Martinez, Carlos	0.00	3.00
Martinez, Josh	0.00	39.00
Matta, Manuel	8.50	99.25
Maru, Sid	4.00	4.00
Medina, Janice	0.00	5.00
Medina, Josh	0.00	2.00
Molina, Enio	1.50	20.50
Montes, Eric	4.75	4.75
Moran, Alma	0.00	12.25
Nguyen, Cindy	0.00	20.00
Nguyen, Don	14.00	55.00
Nguyen, Paul	9.00	9.00
Nguyen, Trung	0.00	10.00
Noble, Luciano	24.00	50.00
Nogales, Jenny	0.00	14.00
Ocana, Nick	0.00	60.00
Oakins, Cindy	0.00	3.00
Ohan, Darleen	0.00	3.00
Ortiz, Christina	0.00	30.00
Osorio, Ariadna	0.00	23.00
Padilla, Erica	0.00	4.50
Patel, Bhavik	7.25	7.25
Patel, Krunal	0.00	20.00
Perbix, James	9.00	9.00
Peck, Jean	0.00	3.00
Perry, Maria	0.00	4.50
Pham, Nhu	0.00	7.75
Piha, Richard	0.00	27.00
Pina, Christina	0.00	4.50
Pflinski, Sara	1.00	1.00
Rabadan, Jessica	3.75	15.25
Reed, Renee	0.00	3.00
Rivera, Patricia	0.00	7.75
Robertson, Jessica	0.00	10.00
Rodriguez, Rene	0.00	1.50
Rorex, Jamie	8.00	40.00
Rote, Justin	0.00	48.00
Runyon, Beth	4.50	25.50
Sabandith, Kane	0.00	8.00
Shah, Janki	0.00	60.25
Shah, Soham	10.00	10.00
Sobien, Lisa	9.00	9.00
Sung, (Alice) Chi	0.00	21.00
Tran, David	0.00	64.00
Tran, Duyen	0.00	19.25
Tran, Joey	0.00	5.75
Ulloa, Fabiola	0.00	6.50
Vatadez, Violette	0.00	36.25
Vasquez, Joel	0.00	9.00
Velazco, Alex	0.00	23.00
Vidhyarkorn, Tammy	0.00	4.50
Villanoeva, Jorge	0.00	20.25
Vu, Elizabeth	7.00	7.00
Walcek, Angela	0.00	4.50
Walsh, Cheyanne	5.50	5.50
Wang, Grace	0.00	12.00
Wang, Shuan	0.00	16.50
Whalen, Mark	0.00	3.00
White, Kelly	0.00	14.00
White, Nick	0.00	7.00
Yada, Julie	5.50	18.00
Zhou, Charles	5.00	5.00
TOTAL	154.25	1,211.25

LVA VOLUNTEERS

Literacy Volunteer Hours 805.00

TOTAL VOLUNTEERS HOURS 1,317.25

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY97/98	FY98/99	FY99/00	FY97/98	FY98/99	FY99/00
July	398.50	929.00	601.25	318.00	449.00	222.00
August	364.25	919.25	385.00	405.00	427.00	202.00
September	433.00	531.75	471.25	376.00	261.00	220.00
October	486.00	497.00	490.00	435.00	332.00	458.50
November	492.75	443.75	368.00	369.00	345.00	425.00
December	556.00	312.25	330.50	273.00	179.00	178.00
January	558.25	413.75	397.00	301.00	242.00	142.00
February	533.50	372.00	598.25	450.00	504.00	530.00
March	687.00	478.75	616.25	398.00	347.00	595.00
April	594.00	601.75	610.75	383.00	265.00	632.00
May	453.50	423.25	921.50	480.00	346.00	805.00
June	805.25	543.25	608.25	317.00	283.00	709.00

Placentia Library District
Circulation Report
JULY 19, 2000

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 JUNE 00	FY98-99 JUNE 99
1st Time Checkouts	144,133	140,791	2.37%	12,428	12,634
Phone Renewals	21,974	17,815	23.35%	1,414	1,338
In-Building Renewals	4,166	6,703	-37.85%	320	348
Total Renewals	26,140	24,518	6.62%	1,734	1,686
TOTAL CHECKOUTS	170,273	165,309	3.00%	14,162	14,320
On-Time Checkins	137,973	136,154	1.34%	11,168	12,902
Late Checkins	26,262	28,142	-6.68%	2,466	2,567
TOTAL CHECKINS	164,235	164,296	-0.04%	13,634	15,469
Holdings Placed	3,187	3,381	-5.74%	256	330
Holdings Cancelled	644	727	-11.42%	57	68
Holdings Filled	3,065	3,238	-5.34%	250	327
Holdings Expired	25	21	19.05%	3	1
Overdue Items	10,018	10,369	-3.39%	729	888
Overdue Notices	4,412	4,471	-1.32%	322	442
Billing Notices	5,151	5,336	-3.47%	462	521
Patrons Registered	3,461	3,076	12.52%	301	248
Titles Added	10,685	11,043	-3.24%	1,131	1,484
Volumes Added	18,577	14,048	32.24%	1,677	2,055
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	74,846	74,790	0.07%	5,837	6,626
Juvenile Print	83,087	78,522	5.81%	6,921	6,479
Total Print	157,933	153,312	3.01%	12,758	13,105
Audio	6,119	5,343	14.52%	604	556
Visual	7,760	7,381	5.13%	548	649
Equipment	0	0	0.00%	0	0
Total Audio Visual	13,879	12,724	9.08%	1,152	1,205
TOTAL CIRCULATION	170,273	165,309	3.00%	14,162	14,320
Placentia Circulation	106,729	101,873	4.77%	8,893	9,052
% Placentia Circulation	62.12%	61.36%	1.24%	63.93%	63.26%
Anaheim/Yorba Linda Circulation	32,520	32,329	0.59%	2,409	2,529
% Anaheim/Yorba Linda Circulation	18.93%	19.47%	-2.77%	17.32%	17.67%
TYPES OF ACTIVE BORROWERS					
Adult	113,624	110,433	2.89%	9,250	9,674
Young Adult	4,861	4,556	6.69%	447	365
Juvenile	40,273	40,388	-0.28%	3,250	3,268
New Borrower	13,055	10,676	22.28%	1,215	1,013
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	171,813	166,053	3.47%	14,162	14,320
TOTAL REGISTERED BORROWERS	22,994	27,895	-17.57%	22,994	27,895
ATTENDANCE					
Adult Reference - In Building	11,558	12,846	-10.03%	1,358	978
Adult Reference - Telephone	2,290	6,002	-61.85%	213	226
Children's Reference - In Building	7,703	6,794	13.38%	1,454	1,018
Children's Reference - Telephone	354	490	-27.76%	26	43
Total Adult Reference	13,848	18,848	-26.53%	1,571	1,204
Total Children's Reference	8,057	4,084	97.28%	1,480	1,061
Total In Building Reference	19,261	16,440	17.16%	2,812	1,996
Total Telephone Reference	2,644	6,492	-59.27%	239	269
TOTAL REFERENCE	21,905	22,932	-4.48%	3,051	2,265



**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. - June 8, 2000**

ISDOC Executive Committee Members Present:

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

Mary A. Matheis
1st Vice President
73 Nighthawk
Irvine, Ca. 92604
TEL: (949) 653-1167
FAX: (949) 476-2878
Email: matheis1@aol.com

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

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

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

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

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

cc: LAFCO Representatives (*Attended)
John B. Withers Email: jwithers@lewisop.com
*Russell Paris Email: rcparis6@gte.net
*Jim Reed
*Trudy Ohlig Email: pruehs@earthnet.com
*Ed LaBahn Email: eslabahn@worldnet.att.net
Ted Martin Email: tfmlee@msn.com
Russ Behrens -McCormick, Kidman & Behrens
Tom Blaylock Email: tblay@msn.com
Don Roberson
Susan Wilson

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

Call to Order**1. Preliminaries**

Called to Order at 7:40 A.M. by Keith Coolidge.

2. Review Minutes of May 2, 2000 Executive Committee Meeting.

The Minutes of May 2, 2000 Executive Committee Meeting were reviewed and approved as presented.

3. Treasurer's Report

Joan Finnegan presented the Treasurer's Report indicating a current cash balance of \$4,990.35. (Report attached)

4. LAFCO Matters.

Arlene Schafer reported on LAFCO.

- a. Dana Point City has withdrawn their application.
- b. Los Aliso Water District/IRWD are still in a comment period until June 12th, when it ends.
- c. A special interest is AB 2838 Hertzberg Bill. LAFCO is tracking this Bill and is commenting on wanting a balanced budget and equal distribution between everyone.
- d. June 14, 2000 will be the next LAFCO meeting. At this meeting there will be a work program and resource plan for the annexation of all County Islands. It will be a three-year project to accomplish. The League of Cities is working with LAFCO and would like LAFCO to take the lead as the lead Agency. We are talking about minimum 50 islands over 1800 acres.
- c. LAFCO will have a new commission person elected at the June 29th ISDOC General Meeting. Please check your mail for further information.

5. Action Items

- a. Resignation of Russell Paris from CSDA Board accepted with regrets.
- b. Motion by Joan Finnegan, seconded by Larry Dick to send a letter of support to CSDA for Arlene Schafer to be appointed to take Russell Paris position from District 6.

- c. **Chapter Roundtable - Keith Coolidge.**
 - 1. **Report on Ralph Heim reporting on AB 3828 and the Little Hoover Commission, which has gone to conference now. Keith explained the goal of this piece of legislation and what it is trying to achieve by the established committee.**
- d. **The Conference Committee has been meeting for a month now every Wednesday at 6:00 p.m. in Sacramento.**

6. Legislative Report by Keith Coolidge

- a. **Report on AB 1594 Kelly Bill. It is not moving with no changes.**
- b. **Report on SB 1595**
- c. **Report on SB 1923**
- d. **SB 2139 Senator Johnson's Bill. Discussion followed on all Bills with comments from Keith Coolidge. All Bills have until July 7th to move.**
- e. **CALFED Governor and Legislations will announce their position on CALFED by June 9, 2000.**

7. Quarterly Meeting - June 29, 2000.

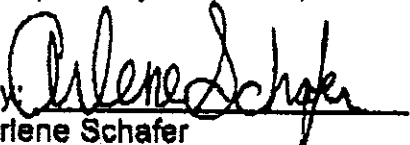
- a. **There will be speakers on Legislation updates from Keith Coolidge and Norris Brandt of IRWD, along with the Special Selection Committee and election.**

8. Adjourn

Meeting adjourned at 8:35 A.M.

Dated June 6, 2000

Respectfully submitted,

By: 
Arlene Schafer
2nd Vice-President, Independent
Special Districts of Orange County

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00	4/26/00	2,272.78	1,727.84	608.66	107.50			4,716.78
Apr-00	5/24/00	2,534.75	863.92	611.89	107.50			4,118.06
May-00	7/10/00	2,917.34	1,908.21	608.66	107.50			5,541.71
Jun-00								0.00
TOTAL		34,682.57	10,425.10	8,864.04	2,002.06	0.00	0.00	55,973.77
AVG		3,152.96	947.74	805.82	182.01			5,088.52

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00				0.00	0.00
TOTAL	14,781.08	2,835.00	120.98	17,737.06	8,868.53
AVG	1,343.73	257.73	11.00	1,612.46	806.23

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	718.50	1,315.54
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00	232.62	249.68	59.18	0.00	435.36	976.84
Apr-00	232.62	249.68	59.18	0.00	435.36	976.84
May-00	232.62	249.68	59.18	0.00	435.36	976.84
Jun-00						0.00
TOTAL	3,042.00	3,248.26	639.58	0.00	7,842.18	14,772.02
AVG	276.55	295.30	58.14	0.00	712.93	1,342.91

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
Jul-98	8.00	10.00	2.00	0.00		30.00	50.00
Aug-98	8.00	10.00	2.00	0.00		30.00	50.00
Sep-98	8.00	10.00	2.00	0.00		30.00	50.00
Oct-98	8.00	10.00	2.00	0.00		30.00	50.00
Nov-98	8.00	10.00	2.00	2.00		30.00	52.00
Dec-98	8.00	10.00	2.00	0.00		30.00	50.00
Jan-99	8.00	10.00	0.00	0.00		30.00	48.00
Feb-99	8.00	10.00	2.00	0.00		30.00	50.00
Mar-99	8.00	10.00	2.00	0.00		30.00	50.00
Apr-99	8.00	10.00	2.00	0.00		30.00	50.00
May-99	8.00	10.00	2.00	0.00		30.00	50.00
Jun-99	8.00	10.00	2.00	0.00		30.00	50.00
TOTAL	96.00	120.00	22.00	2.00		360.00	600.00
AVG	8.00	10.00	1.83	0.17		30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-99	8.00	10.00	2.00	0.00		30.00	50.00
Aug-99	8.00	10.00	2.00	0.00		30.00	50.00
Sep-99	8.00	10.00	2.00	0.00		30.00	50.00
Oct-99	8.00	10.00	2.00	0.00		30.00	50.00
Nov-99	8.00	10.00	2.00	0.00		30.00	50.00
Dec-99	8.00	12.00	2.00	0.00		36.00	58.00
Jan-00	8.00	12.00	2.00	0.00		36.00	58.00
Feb-00	6.00	8.00	2.00	0.00		24.00	40.00
Mar-00	6.00	8.00	2.00	0.00		16.00	32.00
Apr-00	6.00	8.00	2.00	0.00		16.00	32.00
May-00	6.00	8.00	2.00	0.00		16.00	32.00
Jun-00							0.00
TOTAL	80.00	106.00	22.00	0.00		294.00	502.00
AVG	7.27	9.64	2.00	0.00		26.73	45.64

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

The steel shelving for the History Room scheduled for installation in early July has not yet been received. The rental storage unit can be emptied as soon as the shelving has been installed. The counter and cabinets cannot be installed until after the shelving has been completed.

The items remaining to be installed in the Work Room are the counter and cabinets.

The History Room Committee has begun to move its materials into the new work room.

CSDA LEGISLATIVE UPDATE **Friday, June 3**



Proposed Initiative Enters Circulation

The Secretary of State yesterday announced that proponents of a new initiative have received clearance to begin collecting petition signatures for their measure. The Attorney General's official title and summary for the initiative is as follows:

LOCAL PROPERTY TAX. REVENUE ALLOCATION. LOCAL GOVERNMENT CONTROL. INITIATIVE CONSTITUTIONAL AMENDMENT. Requires Legislature to return control of local property taxes to local government and revise tax allocation system within three years to meet this requirement. Established fixed apportionment of local property tax revenues: 50% to cities and counties for municipal services; 50% to finance county's public

schools. Permits cities and counties to allocate portions of their share to special districts. Prohibits further collection of property tax revenues for Educational Revenue Augmentation Funds. Legislature remains obligated to meet its school funding obligation, but not from local revenue sources.

The proponents have until Monday, November 27, 2000 to gather 670,816 signatures. CSDA is in the process of obtaining additional information on the proposed initiative and will keep members updated.

AB 1396 – Joint Conference Committee on Local Government Fiscal Reform

The Conference Committee met on Wednesday, June 28, 2000. Although there was some general discussion on various reform proposals and examples of other states reform efforts, no conclusions or final recommendations were set forth. Chair Dion Aroner informed attendees that she and co-chair Senator Steve Peace will identify five working group topics at next Wednesday's hearing (7/5/00) and request volunteers to work on these issues over the legislative break which begins on July 7, 2000.

Joint Legislative Audit Committee

The Committee met on Tuesday, June 27, 2000 with an agenda item entitled, "Operations and Oversight of Special Districts." A discussion was held with the State Auditor representatives regarding the appropriate scope of an audit of this type due to the number and diversity of independent special districts. The Committee requested that the State Auditor Office come back to their next meeting (August 2000) with a more well defined Scope and Objectives.

**California Special Districts Association
 1215 K Street, Suite 930 * Sacramento, CA 95814
 (916) 442-7887 * (916) 442-7889 fax
www.csda.net**

CSDA LEGISLATIVE UPDATE Monday, June 26

SPECIAL DISTRICT DISCUSSIONS EXPLODE IN THE CAPITOL



Conference Committee on AB 1396 (local government fiscal reform)

The Conference Committee continues to hold hearings on local government fiscal reform. The last hearing was on Wednesday, June 21, 2000 and began with a presentation by staff of the Legislative Analysts Office (LAO) on two reports: Making Government Make Sense (1994) and Reconsidering AB 8 (2000). Although the Committee appears to be still not leaning in any identifiable direction, last week's discussion ended up focusing on a LAO option which would give 50 percent of the property taxes to cities and 50 percent of the property taxes to counties. Cities and counties would then determine if they wanted to provide a service, or contract with a special district or private company to provide the service. Districts who receive property taxes would no longer automatically receive those dollars. CSDA is currently preparing a response to this type of property tax distribution proposal for this week's hearing scheduled on Wednesday, June 28. We encourage CSDA members to review the summary of Making Government Make Sense and Reconsidering AB 8 (both available on the LAO website (www.lao.ca.gov)) and offer any comments to us during the duration of this Conference Committee. If the Conference Committee is going to adopt language for local government fiscal reform, their report must be through both houses and to the Governor by August 31, 2000.

The distribution of the \$200 million local government allocation in the 2000-2001 State Budget will be based on a recommendation of this Conference Committee. The budget has been passed and is awaiting the Governor's signature.

Joint Legislative Audit Committee, Assemblyman Wildman, Chair

This Committee has scheduled on its agenda for Tuesday, June 27, 2000 at 9:00 a.m. an item entitled, "Operations and Oversight of Special Districts." The Committee will consider a request by Chair Wildman to have the Bureau of State Audits provide independently developed and verified information relative to special districts operations and oversight. CSDA will be present at the hearing and relay any further developments.

SB 1979 (Escutia)

Introduced in February as what appeared to be a spot bill for legislative changes to the Water Replenishment District of Southern California, SB 1979 now includes language that references the report by the Little Hoover Commission – "Special Districts: Relics of the Past or Resources for the Future?". SB 1979 now states, "*The Little Hoover Commission concluded in its report that policy issues raised by the controversy surrounding the Water Replenishment District of Southern California are pertinent to other special districts, and*

noted that independent special districts are often criticized as being invisible and unaccountable to the public and duplication and inefficiency are common criticism of special districts."

It appears the bill still only amends language in the Water Code to include recommendations of the State Auditor's Report and the Little Hoover Commission Report. However, it is likely that if the Little Hoover Commission recommendations are legislatively mandated to the Water Replenishment District – all special districts may be next. SB 1979 is scheduled to be heard tomorrow in Assembly Water, Parks & Wildlife.

Local Government Finance

Two bills – SB 165 (Alarcon/Murray) and SCA 21 (Alarcon/Murray) – have to do with local government finance accountability. SCA 21 develops the Local Initiative Accountability Act of 2000. The measure would require any initiative proposed by the voters of a local governmental entity that would provide for the sale of bonds or the imposition of any tax to provide specified accountability measures. This measure would require an addition to the State Constitution. SB 165 would enact the Local Agency Special Tax and Bond Accountability Act – which calls for virtually the same requirements would amend Government Code. SB 165 is currently scheduled for hearing on July 5, 2000 in Assembly Local Government. Both bills can be found on the Senate website (www.senate.ca.gov).

CSDA will continue to update its members on legislative activities on a two-week basis during session. The Legislature is scheduled to adjourn on July 7 for summer recess and reconvene on August 7. August 31, 2000 is the last day for each house to pass bills and final recess will begin at the day's end. September 30 is the last day for the Governor to sign or veto bills passed on or before September 1. We will be sending out our next Legislative Update after the recess begins unless an urgent issues surfaces which calls for immediate response.

**California Special Districts Association
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CSDA FAX MEMORANDUM

1215 K Street, Suite 930
Sacramento, CA 95814
(916) 442-7887/(916) 442-7889 fax

TO: CSDA 2000 Legislative Committee
Kit Carter, Chair
Dewey Ausmus, Vice Chair
David Lesser
Sherry Sterrett
Harry Ehrlich
Joseph Raden
Arden Wallum
Ro Aguilar
Ed Brittain
Ron Davis

Joan Gallegos
Chuck Rose
Elizabeth Minter
Kathleen Cole
Glenn Farrell
Randy Kanous
Mel Aust

Ralph Heim, CSDA Legislative Advocate

FROM: Catherine Smith, Executive Director

RE: For Your Information

DATE: June 22, 2000

We are forwarding a copy of an article that appeared in the Sacramento Bee on Sunday, June 18, 2000 in the Forum section. A similar article appeared in the LA Times on June 4, 2000. It appears the author, D.J. Waldie, is amending the article for various media areas in California.

Enclosed is also a copy of the Letter to the Editor we have submitted in response to the article. Hopefully, the CSDA response will appear in Sunday's paper.

Ralph faxed over a copy of the amended SB 1979. Please note the amendments are related to the Little Hoover Commission's report.

We will be faxing out a Legislative Update to our members tomorrow.

Thanks. Please call if questions.

GOVERNMENT

Special districts rule in California

By D. J. Waldie

Californians have an excess of citizenship. Depending on where they live — in one of the state's 58 counties and 1,000 school districts, and probably in one of its 474 cities — they are likely also to be citizens of one or more of the state's 3,800 special districts. More than 2,200 of these, 43 in Sacramento County alone, stand as independent districts, each governed by its own elected board and operating with little media scrutiny or public oversight. To add confusion to excess, special districts frequently have overlapping boundaries and missions and often provide ser-

vices (ranging from fire protection to recreation, water distribution, health care, and waste disposal) to each other's citizens.

D. J. Waldie is public information officer for the city of Lakewood. He is also the author of *Holy Land: A Suburban Memoir*.

Some special districts, like the huge East Bay Municipal Utility District, number their constituents in the millions, while tiny Halcumb Cemetery District in Shasta County awaits the passing of just 5,000 souls.

Some of these special governments have missions so obscure their citizens don't know exactly what they do: the 24 hospital districts (out of 74) that have no hospitals but still take in \$17 million a year in property taxes; or the Water Replenishment District of Southern California, a one-of-a-kind special district whose chaotic operation prompted the Little Hoover Commission in May to issue a critical report on the costs of phantom citizenship in California's special districts. (It's available online at www.lhc.ca.gov/lhc.html.)

In Lakewood in Los Angeles County where I live and where I'm a city employee, the WRD has become the "poster child" for special district reform. Other Los Angeles County cities, water suppliers,

Please see MANY, page I-3

Many special districts have amassed huge surpluses

criticized from 1-1-97. Taxpayer organizations think so, too. Our concerns about the WRD's pro-consumer abuses and poorly conceived conservation projects led to a scathing report by the Bureau of State Audits last November. (An online copy is available at www.bsa.ca.gov/bas/1999.html).

The Little Hoover Commission found us well, but far too comfortably out of sight of the public and state policy makers. The commission tracked district elections in Sacramento County since 1983 and found that board members ran virtually unopposed in sleepy contests that drew brought out only 11 percent of the voters. Offices are just as often unoccupied, and elections cancelled or board members appointed by county supervisors to fill a vacancy. Occasionally a vacancy of a statewide office runs for one of these boards, setting the last remaining seats without term limits in California's ranks of electoral anomalies.

This lack of oversight is costly. Depending on how you do the math - and the districts vigorously dispute how it's done - 600 special districts reported surpluses above \$1 million in 1997 (the most current year for comparative data) and 1,380 held on to more than their gross annual revenue that year. In all, special district surpluses totaled over \$19 billion, according to the commission's report. Nearly 300 districts were still collecting fees from consumers and ratepayers even though they held reserves greater than five times their annual income.

The troubled Water Replenishment District, the Little Hoover Commission noted, "exemplifies the problem - and the consequences - when a district's reserves

do not reflect community sentiment. In challenging the district's business practices, officials of the cities served by the district were astounded to learn the size of its reserves."

By 1997, the WRD had accumulated a \$67-million surplus, an amount equal to 164 percent of its annual income. As the district's surplus ballooned 400 percent and the fees the WRD charged climbed from \$61 an acre-foot of water to \$161, water suppliers based on the escalating costs and, in Lakewood at least, WRD charges became 26 percent of the average homeowner's water bill.

The commission found that ratepayers in the WRD had plenty of company. The Sacramento County regional sanitation district held reserves that were 341 percent of its 1996-97 gross revenue. The irrigation district in El Dorado County kept 489 percent. And, the Nevada Irrigation District in Auburn, with revenues of \$26 million, had \$128 million in reserves, or 384 percent of its annual revenue.

By contrast, California school districts generally retain about 5 percent of their annual revenue for contingencies. Cities may hang on to 10 to 25 percent. There are, however, no state-mandated standards for how big an agency's reserves can be.

Not surprisingly, the commission also learned that too many special districts lacked any policy for the size or use of their unallocated reserves. Some districts couldn't even identify exactly where they had pocketed away their money for a particularly rainy day.

The problem with reserves is not so much that special districts have them - every agency needs a cushion against contingencies. The problem with the billions

that special districts hold is the absence of genuine public participation in deciding how those resources will be used. The usual mechanisms (or oversight and accountability - the electoral process, open meetings, and routine financial reporting - have failed).

The WRD, despite its excesses, may have performed a public service in showing what happens when phantom citizens ship replace accountability in a special district.

The Legislature created the WRD in 1969 with the support of the water suppliers in a broad swath of western and southwestern Los Angeles County. The water suppliers - cities, water companies, industrial users, and irrigation districts (which are special districts themselves) - needed an agency to collect the fees they paid the county to replenish the water they pumped from the aquifers beneath the basin.

Before 1981, when the size of the agency's staff began to swell along with the district's political ambitions, the WRD was largely an accounting operation. It was overseen by an elected board of five directors who shared a three-member administrative staff with two other water districts. The WRD did its job so quietly and effectively for its first 30 years that its 1.5 million ratepayers hardly knew it was there.

That by itself isn't so special. Special governments like the WRD are supposed to be narrowly focused. Their precision of operation has always been their greatest strength... until it became a weakness. As the Little Hoover Commission noted, "The WRD is a telling example of the consequences of policies that permit districts to operate in obscurity."

As a result of the kind of news media,

legislative, and public attention that the commission said is missing from special districts, the WRD is finally developing a reform-oriented dynamic. Among the encouraging steps:

- The WRD board placed its general manager on administrative leave (with pay) and negotiated his resignation (with a \$240,000 price tag). The board also let go the district's assistant general manager.

- The district lowered its 1999 replenishment assessment from \$159 an acre-foot of water to \$113. After years of WRD-driven rate increases, Lakewood city officials are now making plans to pass on the decrease to consumers. The cut may only be a \$1 or so a month on city water bills, but a lower WRD assessment is a victory that consumers should share.

- The district has begun to train its army of lawyers and lobbyists (who once proposed creating a database to track the district's "destructors"). Earlier this month, the WRD reduced its consultant load from ten firms to eight, but between August 1999 and June 2000, the district had spent \$2 million on legal fees, and the Sacramento consultants cost ratepayers at least another \$850,000.

- The district has said that it will reduce its reserves from a current \$50 million. The State Auditor's report called anything over \$10 million "excessive."

- The WRD may even support reform proposals pending in the Legislature, included in bills introduced by Assembly members Billy Hargis and Tom Calderon and Sen. Martha Zacaria, Betty Karametz, Dick Mountjoy, and Richard Polanco. New legislation ought to give statutory weight to the fiscal controls and limitations on reserves found in the State Auditor's and commission's reports.

The critical reports by the State Auditor and the Little Hoover Commission ought to provoke even broader legislative reforms to address the problem of a state with too many special governments and too few tools to manage them.

- The billions special districts hold in reserves aren't figured into the infrastructure planning of cities, counties and the state.

- State policy makers and local elected officials rarely have the information they need to decide if the service a special district provides is good enough, cheap enough, or responsive enough to local priorities.

- The current system of state oversight - through county Local Agency Performance Commissions - has had almost no impact on improving special district operations or preventing abuses like the WRD's.

Special districts thrived in the 1800s, when California had little government, many needs, and a deep suspicion about politics. As the once rural communities they served have developed, the underlying patchwork of special districts has become unnecessarily redundant and inefficient.

Nothing ensured that these phantom governments would evolve the size, shape, and structure that make the most sense to their citizens. And virtually nothing can influence a special district to reduce its mission or close its doors if its purpose has been outlived. More districts, like Sacramento's fire protection districts, should be merged. And some phantom governments should probably go away - before, like WRD, they impose even bigger costs on their unwilling citizens.

**CSDA**

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June 20, 2000

Letter to the Editor
Sacramento Bee
P.O. Box 15779
Sacramento, CA 95852

RE: Special districts rule in California, June 18, 2000

In his recent opinion piece in "Forum", D.J. Waldie demonstrated one thing very clearly: he has a major axe to grind with the Water Replenishment District of Southern California (WRD). What is unfortunate in Mr. Waldie's piece, is that he takes what is a relatively isolated situation with impacts confined to a local area and draws sweeping conclusions on a statewide scale. Bent on slamming the WRD, Mr. Waldie, the Public Information Officer for the city of Lakewood, attacks special districts in general as being unaccountable and fiscally irresponsible.

Mr. Waldie asserts that "plenty" of special districts have reserves in excess of 300 percent of their annual budget. The implication is that these are cash reserves that are not designated for any specific purpose. By way of comparison, Mr. Waldie writes "California school districts generally retain about 5 percent of their annual revenue for contingencies, while cities may hang on to 10 to 25 percent." In making this assertion, Mr. Waldie relies on data presented in the Little Hoover Commission report on special districts. The report, which has since been revised, included data that was tremendously flawed. As a result of a reporting problem or collection problem, many districts had the value of their infrastructure factored into what was labeled "retained earnings" which was interpreted as cash reserves. The truth is that this misinterpretation led to an inflated estimate of cash reserves by up to 1000 percent. Although most special districts function with limited reserves, it may not be uncommon for infrastructure intensive districts (those with significant capital needs like water and sanitation) to have cash reserves of 40 - 60 percent of annual revenues, but it is irresponsible to compare these levels with those of cities or school districts. Cities, of course, have many more sources of revenue than special districts, which largely rely on a limited property tax base or user fees for enterprise activities such as water or sanitation. School districts receive substantial funding from

the state with over 40 percent of the state budget being constitutionally obligated to education. Special districts have no such commitment of funding. By comparing independent special districts to cities and school districts, Mr. Waldie takes the ill-conceived approach of comparing apples to coconuts.

Independent special districts are formed by the voice of the citizens who have determined they desire enhanced or additional services within the determined boundaries of the district. In many instances in rural or unincorporated California, districts are the preferred provider of essential public services. If a local community determines they would like to have their public services provided under a different structure, the Local Agency Formation Commission (LAFCO) already has the ability to facilitate this type of reorganization at the local level. Special districts supported legislation that permits LAFCOs to initiate reorganization and are active participants in the LAFCO process.

There is no "one size fits all" structure for local government in a state as diverse as California. Independent special districts should be, and are willing to be, evaluated by the citizens they serve. I would argue, unlike Mr. Waldie, that California's citizens are not "unwitting citizens" but keenly aware of who provides them services and are smart enough to make sound local decisions.

Rita Velasquez, President, Board of Directors
California Special Districts Association

SB 1979

-- 2 --

This bill would make legislative findings and declarations with respect to the Water Replenishment District of Southern California.

Vote: majority. Appropriation: no. Fiscal committees: no. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 60053 is added to the Water
2 Code, to read:
3 60053. The Legislature finds and declares all of the
4 following:

5 (a) In December 1999, the State Auditor released a
6 report entitled ~~Water~~ "Water Replenishment District of
7 Southern California: Weak Policies and Poor Planning
8 Have Led to Excessive Water Rates and Questionable
9 Expenses- Expenses." Furthermore, in May 2000, the
10 Milton Marks "Little Hoover" Commission on California
11 State Government Organization and Economy
12 (hereafter the Little Hoover Commission) has released a
13 report entitled "Special Districts: Relics of the Past or
14 Resources for the Future?" The commission reports that
15 the controversy involving the Water Replenishment
16 District of Southern California contributed to the
17 commission's decision to conduct its study.

18 (b) The State Auditor's report found that the Water
19 Replenishment District of Southern California has
20 accumulated an unwarranted financial surplus by
21 consistently overestimating the amount it collects from
22 ratepayers for water replenishment and clean water
23 programs. The district has not taken into consideration
24 unused cash balances to offset the high replenishment
25 assessments, and has maintained excessive cash reserves.
26 The district has been unable to explain how much of the
27 financial surplus is attributable to capital improvement
28 projects, and has employed a flawed process for
29 determining the economic feasibility of its capital
30 projects. The district has also failed to maintain controls
31 over administrative functions and spending.

06/22/00

12:05

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9164414925

JUN-22-2000 13:03

FROM:WKK&S, INC

- 3 -

SB 1979

1 (c) The State Auditor's report also found that the
2 district has inadequate controls to appropriately
3 discharge its fiduciary duty regarding contracting
4 practices, including procurement practices, contracting
5 for construction, contracting for materials, equipment,
6 and supplies, and contracts for professional services.

7 (d) *The Little Hoover Commission concluded in its*
8 *report that policy issues raised by the controversy*
9 *surrounding the Water Replenishment District of*
10 *Southern California are pertinent to other special*
11 *districts, and noted that independent special districts are*
12 *often criticized as being invisible and unaccountable to*
13 *the public and duplication and inefficiency are common*
14 *criticisms of special districts.*

15 (e) To ensure that the people who are served by the
16 district are protected from excessive rates and benefit
17 from appropriate controls on contracting policies,
18 maintenance and operations expenses, and discretionary
19 spending, and to ensure that the district conducts its
20 meetings and performs its business in a professional
21 manner, it is necessary to enact reforms that implement
22 the recommendations articulated in the State Auditor's
23 report and the Little Hoover Commission's report.



Glenda M Lockard

From: Christie Braziel <cbraziel@cla-net.org>
To: CALIX (E-mail) <calix@listproc.sjsu.edu>
Sent: Friday, June 30, 2000 3:32 PM
Subject: FW: Mike and Christina Dillon's Report - Budget

California Library Association
717 K Street, Suite 300
Sacramento, CA 95814
info@cla-net.org
www.cla-net.org

102nd Annual Conference
November 10-13, 2000 * Santa Clara

-----Original Message-----

From: Christina Dillon [mailto:cmdillon30@hotmail.com]
Sent: Friday, June 30, 2000 3:19 PM
To: cbraziel@cla-net.org
Subject: Mike and Christina Dillon's Report - Budget

June 30, 2000

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: GOVERNOR SIGNS BUDGET

GOVERNOR "BLUE PENCILS" \$15.3 MILLION PLF AUGMENTATION

Shortly after noon today the Governor signed the 2000-2001 Budget bill and subsequently released his list of cuts. Included in these cuts was a \$153 million reduction in the Public Library Foundation (PLF). Below is the Governor's veto message:

"Item 6120-221-0001 - For local assistance, California State Library. I reduce this item from \$72,170,000 to \$56,870,000.

I am deleting the \$15,300,000 legislative augmentation provided for the Public Library Foundation. I am very supportive of funding for local public libraries and see them as a key component to increasing literacy, which is why base funding for the program increased by 46 percent last year. Moreover, the budget provides increased funding of approximately \$17,700,000 for the California State Library. The total includes \$10,000,000 to increase literacy by local libraries through the English Language and


Post-It Fax Note	7671	Date	6/30/00	# of pages	2
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co./Dept.	Number Directors	Co.			
Phone #		Phone #	626/683-8244		
Fax #		Fax #	626/683-0097		

Literacy Intensive Program, \$4,500,000 to support priority local assistance projects (expansions totaling \$2,600,000 for the Transaction Based Reimbursement and Families for Literacy Program(s), and California Newspaper Project), staffing and equipment (totaling \$1,900,000 for California Research Bureau staffing, manuscript handling, modular furniture, and more), and \$3,200,000 for competitive local assistance literacy grants targeted to reach children up to age 5 and their caregivers. Lastly, the voters recently authorized a \$350 million bond for the construction of new public libraries or the renovation of existing public libraries (Proposition 14) These funds will all greatly expand access to quality library services in California."

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: July 19, 2000

The window covering replacement project for the Meeting Room, Board Room and Administrative Offices has been completed.



Western State University College of Law Federal Work-Study Agreement Institutional Payroll

This Agreement entered into between **Western State University College of Law**, hereinafter called the Institution, and **Placentia Library**, a public/private non-profit organization, hereinafter called the Agency, shall become effective this 1st day of July, 2000, and shall terminate on the 30th day of June, 2001, for the purpose of enabling qualified students to participate in the Federal Work-Study Program, hereinafter called the Program, through employment offered by the Agency under the terms stipulated hereinafter. Evidence of these signatures is proof that the parties have read, agree, and understand the provisions of this Agreement hereinafter set forth.

WESTERN STATE UNIVERSITY COLLEGE OF LAW

1111 N. State College Boulevard
Fullerton, CA 92831

AGENCY

411 E. Chapman Ave.
Placentia, CA 92870

BY: _____ DATE: _____

BY: _____ DATE: _____

TITLE: Tony Morand, Director of Financial Assistance

TITLE: _____

1. This Agreement shall allow the Agency to receive the benefit of the services of the student or students employed and the Institution shall benefit through the availability of such employment.
2. All terms used herein shall be interpreted in accordance with the definitions contained in the Federal Statutes and Regulations (Title 45, Code of Federal Regulations, Part 675) governing the Federal Work-Study Program, and this Agreement, in its entirety, shall be construed so as to effectuate the purposes of that Program. Receipt of a copy of Title 45, Code of Federal Regulations, Part 675, is hereby acknowledged by the Agency.
3. This Agreement may be amended only by addendum initiated by authorized officials of both the Institution and the Agency.
4. The Agency agrees to submit the following documents to the Institution before hiring Work-Study students, and to notify the Institution on any changes during the term of this Agreement.
 - (a) A completed and signed Federal Work-Study Agreement, to be renewed each award year;
 - (b) A brief description of the Agency's operations and functions;
 - (c) A statement of the Agency's sources of funding and support;
 - (d) Copies of documents from the Internal Revenue Service verifying tax-exempt status;
 - (e) Certification of Worker's Compensation coverage, including policy number and any changes in coverage thereof; and
 - (f) One copy of a Job Description Form (sample copy attached to this Agreement), to be submitted as each job opening arises.

Agencies are required to submit copies of items (b) through (d) only once, unless there have been major changes in their internal structure of the Agency or its IRS status. Federal, State, and local governmental agencies are not required to submit items (c) and (d).

5. The Agency certifies that it is a public/private (circle one) "non"-profit organization eligible to participate in the Program and that the work performed by students participating in this Program:
 - (a) will be work for which the Agency's funds are available;
 - (b) will not result in the displacement of the Agency's employed workers, or impair its existing contracts for service, nor the filling of vacant positions created by strikers;
 - (c) will be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical locations, educational level and proficiency of the student, and any applicable Federal, State, or local legislation;
 - (d) will not involve the construction, operation, or maintenance of any facility which is used or is to be used for sectarian instruction or as a place of religious worship and the particular position to which the student is assigned will not involve in any way the sectarian instruction or the religious activities of an organization;
 - (e) will not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, or for public or party office;
 - (f) may not involve any lobbying on the Federal level but will be devoted to the national or community welfare rather than that of a particular interest or group and will not be primarily for the benefit of the members of a limited membership organization, rather than the public; and
 - (g) will, to the maximum extent practicable, complement and reinforce the educational program and vocational goals of the student.


It is agreed that the Agency shall:

- (a) provide orientation to the student with regard to hours of work, place of employment, working conditions, briefing on safety, standards of conduct, and familiarization with Agency procedures. Such orientation shall be designed to aid the student in adjusting to the job situation;

(Continued)

- (b) provide the student with an explanation of his/her duties, performance requirements in terms of quality, quantity, methods, and priorities, and necessary basic corrective and progressive training;
 - (c) provide on-site supervision of the employment activities of the students;
 - (d) establish and maintain such records as time sheets, billing records, and proof of payments, and submit copies of such reports on at least monthly basis to the Financial Assistance Office of the Institution, and permit reasonable inspection by the Institution;
 - (e) not permit any student to work on any projects under this Program for more than 40 hours per week or 8 hours per day. The full-time student may only work up to 20 hours per week, during periods of enrollment. Students may work up to 40 hours per week during periods of non enrollment (reading period excluded), if funds permit;
 - (f) not solicit or permit to be solicited from any student;
 - (g) notify the Institution in writing of the date and reason for termination of any Federal Work-Study student;
 - (h) not permit the student to earn more than his/her maximum Federal Work-Study eligibility as stated by the Institution on the Student Hiring Form. The Agency shall be responsible for payment for 100% of wages earned in excess of the student's stated eligibility.
7. Students will be made available to the Agency in a manner prescribed by the Institution for performance of specified work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution, whether on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, sex, color, or national origin and that it will comply with provision of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252), Title IX of The Education Amendments of 1972 (Pub. L. 92-318) and Regulations of the Department of Education which implement those Acts.
 8. THE AGENCY SHALL BE DEEMED THE EMPLOYER FOR PURPOSES OF THIS AGREEMENT. The Agency shall have the right to control and direct the services of the student with regard to the work to be accomplished and the means by which it is to be accomplished. The Institution shall determine that the student meets the eligibility requirements for employment under the Federal Work-Study Program, and assigns students to work for the Agency.
 9. Compensation for work performed under this Agreement will be paid to students by the Institution on a bi-weekly basis. It is agreed that the Agency shall pay for any transportation for students between their work assignments or for compensation in lieu thereof. With the exception or Worker's Compensation, all payments due under Federal Social Security laws or under other applicable Federal or California laws will be paid to the proper governmental authority by the Institution. As such times as are agreed upon in writing, but in no event less frequently than monthly, the Agency will pay to the Institution by way of reimbursement or in advance, an amount calculated to cover the Agency's share 0% of the compensation of students employed under this Agreement. In addition to the payment specified above, the Agency will pay, by way of reimbursement to the Institution, or in advance, an amount equal to any and all payments required to be made by the Institution under Federal or State Social Security laws read. Under such an arrangement, the Agency will furnish to the Institution the following records for review and retention.
 - (a) Time Sheet reports indicating the student's name, pay period covered, number and date of hours worked each day, rate of pay, and supervisor's certification as to the accuracy of the hours reported and of satisfactory performance on the part of the student. For reporting purposes the work week shall begin Monday 12:00a.m and end Sunday 12:00a.m.
 10. At such times as specified by the Institution, the Agency shall pay to the Institution 0% of the gross compensation paid to students employed under this Agreement to cover a portion of the administration cost incurred in the coordination of this program. This sum shall be in addition to the Agency's share of gross compensation paid to student.
 11. All payments due as an employer's contribution under California Worker's Compensation Law will be paid to the proper insurance carrier by the Agency. It is agreed that in the event that the student is injured on the job, that said Worker's Compensation will be the exclusive remedy for the student. It is agreed that all students employed under this Program will be required to waive their rights of recovery with the exception of said Worker's Compensation. Proof of Worker's Compensation coverage and policy number shall be filed with the Institution and the agency agrees to provide immediate written notification to the Institution, in case of the Director of Financial Assistance, of any changes in said coverage.
 12. The Institution shall have the right to control and direct this Program in accordance with Institutional policies and Federal Regulations. It shall establish appropriate policies with respect to such matters as the total number of students to be employed, the hourly range of pay, and the total number hours per week each student will be utilized. This paragraph shall not affect the right of the Agency to control and direct the activities as specified in the eighth paragraph of the Agreement.
 13. It is agreed that the Institution, whether on its own initiative or at the request of the Agency, shall have the right and power to remove students from work on specified work assignment, and that the students themselves upon reasonable notice shall have the right to terminate their employment.
 14. This Agreement may be cancelled by either party if there is a failure to comply with the provisions of the Agreement within 30 days.
 15. It is understood that the submission of proper documents provided by the Institution and the signing of the Agreement by the parties enables the Agency to participate in the Federal Work-Study Program at this Institution.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

Sonoma County Lawsuit

The June/July 2000 issue of *CSDA News* reports that the Sonoma County Lawsuit against the Commission on State Mandates is likely to be taken up by the Court of Appeals sometime this summer. Recently the California Supreme Court rejected a request by Sonoma County, CASA, the League of Cities, and other interested parties to take the case out of order.

CSDA will be filing an amicus brief with the Court of Appeals on behalf of all independent special districts. As part of the brief, CSDA has been gathering data in an effort to accurately quantify losses experienced by districts due to ERAF.

Local Property Tax Allocation

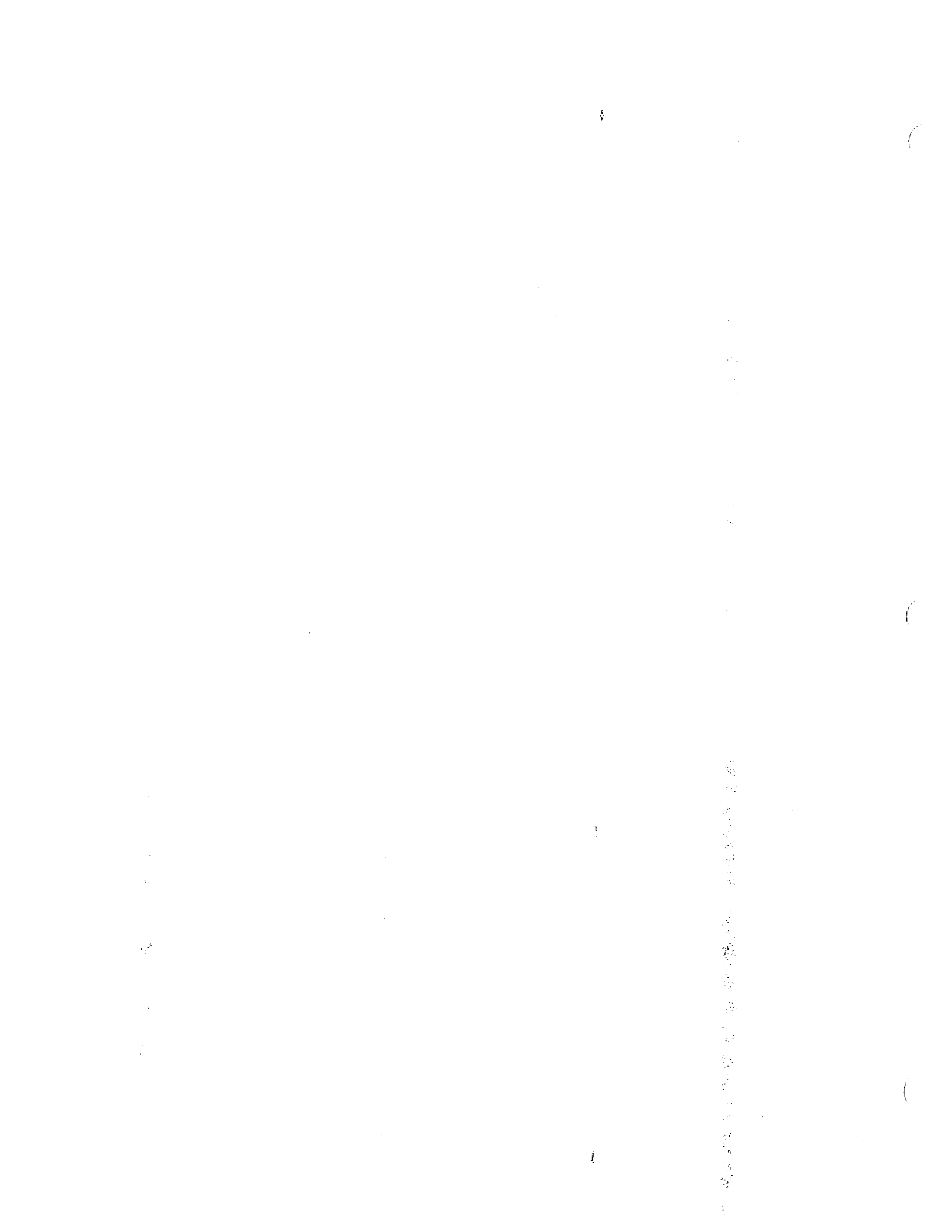
Attachment A contains a report from CSDA concerning the initiative constitutional amendment that has been approved for gathering signatures. Passage of this initiative would be the end of Districts like Placentia Library District. The measure provides that counties and cities would have control over the distribution of local property taxes that previously went directly to independent special districts. Based on past experience with the SDAF is it highly unlikely that the County of Orange would voluntarily share any tax dollars with a library district when they could allocate the funds to the Orange County Library. This initiative is strongly supported by the Cities and Counties. This is going to be discussed at the CSDA Legislative Committee Meeting in Sacramento on August 2nd. Currently there are no non-enterprise districts participating in the CSDA Legislative Committee.

Public Library Fund

Attachment B is an analysis by the CLA lobbyist on why Governor Davis vetoed the full-funding level increase in the PLF.

RECOMMENDATION:

Action as determined by the Board of Trustees



LEGISLATIVE ALERT

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

(Leg Alert for Friday, June 30, 2000)

Proposed Initiative Enters Circulation

The Secretary of State yesterday announced that proponents of a new initiative have received clearance to begin collecting petition signatures for their measure. The Attorney General's official title and summary for the initiative is as follows:

LOCAL PROPERTY TAX. REVENUE ALLOCATION. LOCAL GOVERNMENT CONTROL. INITIATIVE CONSTITUTIONAL AMENDMENT. Requires Legislature to return control of local property taxes to local government and revise tax allocation system within three years to meet this requirement. Established fixed apportionment of local property tax revenues: 50% to cities and counties for municipal services; 50% to finance county's public schools. Permits cities and counties to allocate portions of their share to special districts. Prohibits further collection of property tax revenues for Educational Revenue Augmentation Funds. Legislature remains obligated to meet its school funding obligation, but not from local revenue sources.

The proponents have until Monday, November 27, 2000 to gather 670,816 signatures. CSDA is in the process of obtaining additional information on the proposed initiative and will keep members updated.

AB 1396 – Joint Conference Committee on Local Government Fiscal Reform

The Conference Committee met on Wednesday, June 28, 2000. Although there was some general discussion on various reform proposals and examples of other states reform efforts, no conclusions or final recommendations were set forth. Chair Dion Aroner informed attendees that she and co-chair Senator Steve Peace will identify five working group topics at next Wednesday's hearing (7/5/00) and request volunteers to work on these issues over the legislative break which begins on July 7, 2000.

Joint Legislative Audit Committee

The Committee met on Tuesday, June 27, 2000 with an agenda item entitled, "Operations and Oversight of Special Districts." A discussion was held with the State Auditor representatives regarding the appropriate scope of an audit of this type due to the number and diversity of independent special districts. The Committee requested that the State Auditor Office come back to their next meeting (August 2000) with a more well defined Scope and Objectives.

Special District Discussions Explode in the Capitol

Conference Committee on AB 1396 (local government fiscal reform)

The Conference Committee continues to hold hearings on local government fiscal reform. The last hearing was on Wednesday, June 21, 2000 and began with a presentation by staff of the Legislative Analysts Office (LAO) on two reports: Making Government Make Sense (1994) and Reconsidering AB 8 (2000). Although the Committee appears to be still not leaning in any identifiable direction, last week's discussion ended up focusing on a LAO option which would give 50 percent of the property taxes to cities and 50 percent of the property taxes to counties. Cities and counties would then determine if they wanted to provide a service, or contract with a special district or private company to provide the service. Districts who receive property taxes would no longer automatically receive those dollars. CSDA is currently preparing a response to this type of property tax distribution proposal for this week's hearing scheduled on Wednesday, June 28. We encourage CSDA members to review the summary of Making Government Make Sense and Reconsidering AB 8 (both available on the LAO website (www.lao.ca.gov)) and offer any comments to us during the duration of this Conference Committee. If the Conference Committee is going to adopt language for local government fiscal reform, their report must be through both houses and to the Governor by August 31, 2000.

The distribution of the \$200 million local government allocation in the 2000-2001 State Budget will be based on a recommendation of this Conference Committee. The budget has been passed and is awaiting the Governor's signature.

Joint Legislative Audit Committee, Assemblyman Wildman, Chair

This Committee has scheduled on its agenda for Tuesday, June 27, 2000 at 9:00 a.m. an item entitled, "Operations and Oversight of Special Districts." The Committee will consider a request by Chair Wildman to have the Bureau of State Audits provide independently developed and verified information relative to special districts operations and oversight. CSDA will be present at the hearing and relay any further developments.

SB 1979 (Escutia)

Introduced in February as what appeared to be a spot bill for legislative changes to the Water Replenishment District of Southern California, SB 1979 now includes language that references the report by the Little Hoover Commission – "Special Districts: Relics of the Past or Resources for the Future?". SB 1979 now states, *"The Little Hoover Commission concluded in its report that policy issues raised by the controversy surrounding the Water Replenishment District of Southern California are pertinent to other special districts, and noted that independent special districts are often criticized as being invisible and unaccountable to the public and duplication and inefficiency are common criticism of special districts."*

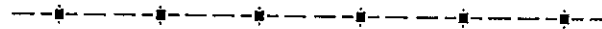
It appears the bill still only amends language in the Water Code to include recommendations of the State Auditor's Report and the Little Hoover Commission Report. However, it is likely that if the Little Hoover Commission recommendations are legislatively mandated to the Water Replenishment District – all special districts may be next. SB 1979 is scheduled to be heard tomorrow in Assembly Water, Parks

& Wildlife.

Local Government Finance

Two bills – SB 165 (Alarcon/Murray) and SCA 21 (Alarcon/Murray) – have to do with local government finance accountability. SCA 21 develops the Local Initiative Accountability Act of 2000. The measure would require any initiative proposed by the voters of a local governmental entity that would provide for the sale of bonds or the imposition of any tax to provide specified accountability measures. This measure would require an addition to the State Constitution. SB 165 would enact the Local Agency Special Tax and Bond Accountability Act – which calls for virtually the same requirements would amend Government Code. SB 165 is currently scheduled for hearing on July 5, 2000 in Assembly Local Government. Both bills can be found on the Senate website (www.senate.ca.gov).

CSDA will continue to update its members on legislative activities on a two-week basis during session. The Legislature is scheduled to adjourn on July 7 for summer recess and reconvene on August 7. August 31, 2000 is the last day for each house to pass bills and final recess will begin at the day's end. September 30 is the last day for the Governor to sign or veto bills passed on or before September 1. We will be sending out our next Legislative Update after the recess begins unless an urgent issues surfaces which calls for immediate response.



2000 Legislative Positions

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

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

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

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

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

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

NEWS FROM THE CAPITOL: Legislative Up

A Response to the Budget Cut of the PLF

Nothing is ever a sure thing. In a budget year that was flush with a \$12 billion surplus, it seemed realistic to expect that the Public Library Fund would receive the \$15.3 million augmentation to bring it to full funding. Not so. The Legislature approved the augmentation during budget deliberations, but the Governor vetoed it when he signed the budget. There are several lessons to be learned using PLF as an example:

- Whatever the program, we all have to do a better job communicating with the Governor about how the funding for that program is used by our libraries. We have to do it in an overwhelming manner. His staff needs to see an accumulation of boxes of letters and cards. Handwritten is best. The Bond bill is a perfect example of how effective this tactic can be.
- We also need to continually educate, inform and work with our legislators to get them to be more proactive about our various programs so they can lobby the Governor on our behalf. We need to employ the same strategy as above.
- We need to have our cities, counties and/or educational institutions include library legislative priorities on their legislative agendas so their lobbyists can testify with our lobbyists before legislative committees and bring more "fire power" to the table for critical legislation.
- We have to recognize that despite our best efforts, we aren't going to be successful all the time, so we must be prepared to return and try again. The political reality is that we are frequently in competition with ourselves for funding for programs. It doesn't matter that PLF, Library of California, the Bond bill, Literacy, Transaction Based Reimbursement, and other programs address different needs, the Governor and legislature, to an extent, look at the aggregate of funding they bestow upon us and draw the proverbial line in the sand. Once they determine a comfort level in funding, it's very difficult to get them to change their minds. We are not unique in this regard. Many other equally deserving programs in health, human services, education and local government receive the same scrutiny and get cut in a similar fashion.

The good news is we are having an impact. Libraries are definitely on the radar screen in Sacramento. Libraries are viewed as part of the solution to the digital divide. CLA President, Linda Crowe, was recently asked to testify before the Governor's special technology committee about the role we play in helping bridge that divide. Legislation in addressing this issue includes libraries as a component with funding levels yet to be determined. Libraries are a component in addressing youth needs and services as evidenced by AB2486 (Washington) which is moving through the legislature. We may see some unanticipated funding through those avenues.

So, what about PLF? Come September, the Legislative Committee will look at a new strategy that may include mounting an intensive lobbying effort this fall with both the legislature and the Governor to include full funding in the Governor's proposed budget in January. It will be much easier to reach full funding if it is incorporated in the budget at the outset.

In the meantime, we continue to do what we do best. We persist and keep plugging away with the excellent expertise of our lobbyists, Mike and Christina Dillon. We do it because it works as demonstrated by the remarkable funding increases libraries have had over the last few years.

Ann Cousineau
Chair, Legislative Committee

June 30, 2000

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: GOVERNOR SIGNS BUDGET

GOVERNOR "BLUE PENCILS" \$15.3 MILLION PLF AUGMENTATION

Shortly after noon today the Governor signed the 2000-2001 Budget bill and subsequently released his list of cuts. Included in these cuts was a \$153 million reduction in the Public Library Foundation (PLF). Below is the Governor's veto message:

"Item 6120-221-0001 - For local assistance, California State Library.
I reduce this item from \$72,170,000 to \$56,870,000.

I am deleting the \$15,300,000 legislative augmentation provided for the Public Library Foundation. I am very supportive of funding for local public libraries and see them as a key component to increasing literacy, which is why base funding for the program increased by 46 percent last year. Moreover, the budget provides increased funding of approximately \$17,700,000 for the California State Library. The total includes \$10,000,000 to increase literacy by local libraries through the English Language and Literacy Intensive Program, \$4,500,000 to support priority local assistance projects (expansions totaling \$2,600,000 for the Transaction Based Reimbursement and Families for Literacy Program(s), and California Newspaper Project), staffing and equipment (totaling \$1,900,000 for California Research Bureau staffing, manuscript handling, modular furniture, and more), and \$3,200,000 for competitive local assistance literacy grants targeted to reach children up to age 5 and their caregivers. Lastly, the voters recently authorized a \$350 million bond for the construction of new public libraries or the renovation of existing public libraries (Proposition 14) These funds will all greatly expand access to quality library services in California."

June 15, 2000

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edw*
SUBJECT: Public Hearing on the Fines & Fees Schedule for Fiscal Year 2000-2001
DATE: July 19, 2000

BACKGROUND:

Attachment A is the Fines & Fees Schedule for Fiscal Year 2000-2001 as approved by the Library Board at its meeting on June 21, 2000 and scheduled for public hearing at the Library Board Meeting of July 19, 2000.

The changes in the Policy approved by the Library Board at its meeting on June 21, 2000 were not included in the copy that the staff submitted for publication in the legal notice that was published in the *Placentia News Times* on July 13, 2000.

If any members of the public would like to speak to the issue of the Fines & Fees Schedule for Fiscal Year 2000-2001 at the Public Hearing on July 19 they may be given the opportunity to do so. However, the Board also needs to authorize the publication of a "Re-Notice of Public Hearing" with the corrected document, and to continue the Public Hearing scheduled for July 19, 2000 until the August 16, 2000 Library Board Meeting.

RECOMMENDATIONS:

1. Receive and File the Proof of Publication for the notice of Public Hearing for the Proposed Fines and Fees Schedule for 2000-2001 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on July 13, 2000.
2. Conduct the Public Hearing on the Policy as published.
3. Continue the Public Hearing until the August 16, 2000 Library Board Meeting.
4. Authorize the publication of the Re-Notice of Public Hearing for the August 16, 2000 Library Board Meeting.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted by the Library Board of Trustees, June 21, 1993
Revised June 21, 2000*

<u>FINES</u>	<u>PER DAY</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Discs	\$.20
Videos and CD-ROMs	2.00

There is a two day *grace period* on fines for all items except videos and CD-ROMs. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus.	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books	Item Cost +\$ 5.00 \$ 25.00
Children's Books	Item Cost +\$ 5.00 15.00
Magazines	Item Cost +\$ 2.00 3.00
Records/Cassettes	Item Cost +\$ 5.00 10.00
Pamphlets	Item Cost +\$ 2.00 2.00
Videos	Item Cost +\$ 5.00 50.00
Compact Discs	Item Cost +\$ 5.00 15.00
CD-ROMs	Item Cost +\$15.00 60.00
Books on Tape	Item Cost +\$ 5.00 30.00
Paperback - Adult	Item Cost +\$ 5.00 5.00
Paperback - Children's	Item Cost +\$ 5.00 3.50
Paperback - Foreign Language	Item Cost +\$ 5.00 9.00

*Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee	15.00
Clean-up fee	15.00

<u>SURCHARGES</u>	
Returned check, up to 30 days	\$ 20.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Establish the Budget for Fiscal Year 2000-2001
DATE: May 24, 2000








BACKGROUND:

The budget presented for Placentia Library District for Fiscal Year 2000-2001 is based upon the Budget adopted by the State of California, the year-end information from the Fiscal Year 1999-2000 Budget as provided by the Orange County Auditor, and the actual property valuation growth for the City of Placentia as provided by the Orange County Assessor. The Budget as presented for Fiscal Year 2000-2001 is balanced.

Revenues



Attachment A is the estimate of revenues from the State Library.

Attachment B shows the revenue estimates based on the following assumptions:

-  7 % growth in current secured property tax (The Orange County Assessor reported a City of Placentia property valuation growth of 8.79%.)
-  2% growth in other tax categories
-  No change for the Public Library Fund
-  Increase in CLC Grant from \$10,000 to \$15,000
-  Addition of \$20,000 FFL Grant
-  Addition of \$5,000 Partnerships for Change Grant
-  Increase in Passport Revenue from \$45,000 to \$47,500

Expenditures

Attachment C is the Personnel Allocation as adopted June 21, 2000

-  Addition of 1.00 FTE Library Assistant in Public Services
-  Addition of .25 FTE Library Assistant in Administration (Volunteer Coordinator)



Attachment D shows the proposed expenditures:

- 📖 0200, Life Insurance coverage increased from \$15,000 to \$50,000 for staff working 30 hours or more per week.
- 📖 1400, Maintenance of Building & Grounds carries forward \$10,000 for the Seismic Retrofit project which should be completed mid-summer; and also includes \$2,800 for the fascia repair along Chapman Avenue side of the building.
- 📖 1900, Miscellaneous includes \$7,500 for Storyteller contracts; and 1900-18 reflects a new accounting method for allocation of the County's fees for fund management.
- 📖 2200, Semi-Annual Bond payment includes \$71,800 for building bond payment, \$3,000 for bank charges, and \$34,000 for the energy bond payments.
- 📖 2400, Special Department Expense (Book Budget) is set for \$150,000 including an estimated \$88,000 from the Public Library Fund and \$47,500 from passports.
- 📖 2800, Utilities reflect some of the savings from the energy project. The City has not yet begun to use the new accounting method for calculating the District's share of the Civic Center electrical bill.

Capital Projects

The roof replacement project of approximately \$55,000 will need to be completed before the next rainy season. This can be funded from the Reserves or through the Special District Finance Authority. The City is willing to manage the bid and construction processes for the District at no charge. This topic will appear on the August Library Board Agenda.

Replace the Meeting Room carpet at a cost of approximately \$3,800.

RECOMMENDATION:

1. Establish the Budget for Fiscal Year 2000-2001
2. Set item for Public Hearing on August 16, 2000 at 7:30 P.M. and authorize the publication of the Notice of Public Hearing.

Reagan
Rob.

Reagan / Smith

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Placentia Library District
 State Library Reimbursements and Grants
 July 19, 2000

FUND	FY1990-91	FY 1992-93	FY 1994-95	FY1996-97	FY1997-98	FY1998-99	FY1998-99	FY1998-99	Actual FY1999-00	Proposed FY2000-01
ILL & Direct Loan Reimbursements	0	53,447	22,423	10,167	8,235	6,500	6,446	6,446	9,889	10,000
CA Foundation Funds	0	14,636	16,036	28,082	28,313	97,400	59,146	59,146	88,459	88,450
CA Literacy Campaign	0	12,528	9,185	11,887	4,211	7,000	8,872	8,872	10,390	20,000
Family Literacy Grant	0	25,000	23,174	0	0	0	0	0	0	20,000
Dept Educ. 321 Grant	0	0	3,294	3,511	5,919	3,500	3,136	3,136	6,003	0
One-Year Grants	0	0	0	0	9,361	0	1,000	1,000	10,000	5,000
Miscellaneous State Revenues	0	1	1	1	1	0	0	0	18,181	20,000
TOTAL STATE REVENUE	144,764	105,612	74,112	53,648	56,040	114,400	78,600	142,922	163,450	



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

Object Code	Category	FY1990-91 Actual	FY1992-93 Actual	FY1994-95 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Actual	FY1999-00 Adopted	FY1999-00 Actual	FY2000-01 Proposed
6210-00	Current Secured	823,832	824,818	644,816	673,850	710,413	764,422	817,940	849,522	908,989
6210-01	Public Utility	25,633	28,058	25,128	22,568	24,908	24,001	24,000	25,854	25,000
	SUB-TOTAL CURRENT SECURED	849,465	852,876	669,944	696,419	735,321	788,422	841,940	875,376	933,989
6230	Prior Secured	24,856	47,569	6,809	28,818	18,290	19,667	20,060	19,936	20,000
	TOTAL SECURED	874,321	900,445	676,753	725,237	753,611	808,089	862,000	895,312	953,989
6220	Current Unsecured	64,438	56,872	47,239	33,588	45,613	50,053	50,000	53,807	53,800
6240	Prior Unsecured	978	435	461	3,528	1,036	1,054	1,100	936	1,000
	TOTAL UNSECURED	65,416	57,307	47,700	37,115	46,650	51,107	51,100	54,743	54,800
6690	HOMEOWNER	19,790	18,101	12,454	14,896	15,180	15,578	15,580	16,224	16,500
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	975,853	736,908	777,249	815,441	874,774	928,680	966,278	1,025,289
6250	SPECIAL DISTRICT AUGMENTATION						9,062	40,000	9,782	9,750
6260/6540	PENALTIES/DELINQUENCIES	4,289	7,676	0	448	3,447	270	300	249	0
6280	SUPPLEMENTAL - CURRENT	72,614	34,058	8,242	9,668	14,786	24,408	24,500	33,580	25,000
6300	SUPPLEMENTAL - PRIOR	2,103	4,939	2,312	1,066	952	781	800	720	800
6610	INTEREST	46,331	36,599	13,041	18,502	13,450	12,734	12,800	18,494	17,500
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	83,272	23,595	29,684	32,634	47,255	78,400	62,825	53,050
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,059,125	760,503	806,933	848,075	922,030	1,007,080	1,029,103	1,078,339
6970	STATE LIBRARY & STATE	144,764	105,612	74,112	53,648	56,040	78,601	105,250	142,922	163,450
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS			5,324	0	0	0	0	36,814	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		100,000	0	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	32,866	32,351	25,754	23,454	41,587	82,198	108,350	76,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS		9,102	(750)	7	231	224	0	101	0
	TOTAL REVENUE	1,243,597	1,306,705	871,441	886,342	927,800	1,042,442	1,194,528	1,317,290	1,317,789

Placentia Library District

Personnel Allocation for Fiscal Year 2000-2001

Allocation Adopted by the Library Board of Trustees for FY1998-1999

	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						1.50	0.50	2.00
Page						0.50		0.50
TOTAL	2.75	0.50	1.75	0.50	1.00	5.00	1.50	13.00

Allocation Adopted by the Library Board of Trustees for FY1999-2000

	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

Personnel Allocation Adopted for for FY2000-2001 on June 21, 2000

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I						1.00		1.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.25	0.50	2.00	1.00	1.25	5.00	1.50	14.50

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
0100	Salaries & Wages	624,948.00	752,402.94	518,987.81	482,527.00	472,750.00	494,352	537,045	537,311	592,047
0200	Retirement (Social Security & Pension Contribution)	86,162.64	101,063.84	73,368.39	67,885.59	66,159.34	69,130	75,695	69,960	82,885
	Health Insurance/Care America		38,981.19	19,117.42	22,398.24	21,054.70	20,247	32,880	28,006	36,837
	Long Term Disability/CNA		2,485.32	2,492.04	2,095.66	2,055.00	2,431	2,690	2,028	2,960
	Life Insurance/Fortis & Protective Life		0.00	0.00	0.00	0.00	0	0	0	1,950
	Vision/Vision Service Plan		2,013.44	1,263.69	1,188.40	883.00	2,015	2,225	2,430	2,465
	Dental/Ameritas		5,702.00	4,219.10	4,163.08	4,477.29	5,153	5,205	5,737	5,474
0300	Total Employee Insurance	40,194.04	49,181.95	27,092.25	29,843.38	28,469.99	29,845	43,000	38,201	49,686
0310	Unemployment Insurance	2,115.00	2,579.76	415.46	0.00	0.00	0	0	0	0
0350	Workers Compensation - General	8,979.77	6,098.85	3,864.00	7,125.00	5,502.00	5,136	5,400	2,754	5,400
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	911,327.34	623,727.91	587,380.97	572,881.33	598,463	661,140	648,226	730,018
0700-00	Communications - Telephone	5,841.73	3,554.15	1,928.80	1,708.04	2,561.03	2,169	2,600	2,029	2,300
0700-01	Communications - Modem/Fax/T1/DSL			2,713.84	5,275.50	3,068.14	1,938	4,400	4,722	4,400
0700-02	Communications - Internet Access			483.46	85.28	4,483.15	4,897	5,000	6,310	5,000
0700-05	Communications - Brodat Cataloging Access		6,092.77	5,320.19	5,085.84	4,681.97	5,150	5,160	2,649	2,800
0700-07	Communications - 321 Grant/Prop 10 FFL Grant			134.20	522.53	540.55	380	0	0	0
0700-08	Communications - Adult Literacy		896.35	553.09	179.24	308.00	438	800	412	800
	Total Communications	5,841.73	10,543.27	11,133.58	12,856.43	15,642.84	14,973	17,960	16,121	15,300
0900-00	Food - General Fund	0.00	0.00	205.98	0.00	24.75	0	50	43	50
0900-07	Food - 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	0	50	0	0
0900-08	Food - Adult Literacy			30.43	7.17	0.00	0	50	154	200
0900-009	Food - Family Literacy		32.26	35.74	0.00	32.55	0	0	0	0
	Total Food	0.00	32.26	272.15	7.17	57.30	0	150	197	250
1000-00	Household Expense	3,311.71	3,596.68	3,177.16	2,152.25	4,370.02	3,468	3,750	4,271	4,500
1100-00	Insurance	13,065.63	14,649.00	15,223.66	11,323.44	10,183.10	10,124	7,000	6,946	5,070



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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)									
1300-01	Maintenance of Equipment - General Fund (Computer)	3,003.13	4,453.27	5,377.32	29,098.85	19,065.05	9,712	3,000	2,037	3,000
1300-07	Maintenance of Equipment - 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	0	12,000	9,961	12,000
1300-08	Maintenance of Equipment - Adult Literacy			969.00	44.95	0.00	0	0	0	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0	0	0	0
	Total Maintenance of Equipment	3,003.13	4,453.27	6,346.32	29,143.80	19,065.05	9,712	15,000	11,998	15,000
	HVAC									
	Carpet Cleaning		13,623.83	2,390.82	5,560.09	4,448.64	2,852	5,500	2,105	2,500
	Groundskeeping, City of Placentia		2,894.55	800.00	550.00	0.00	0	500	3,074	3,500
	Plumbing		23,557.42	21,979.52	20,188.23	23,276.99	28,653	28,000	31,862	30,000
	Electrical		523.71	765.56	1,111.47	2,083.97	1,681	1,200	1,656	1,200
	Cleaning Service		982.57	3,601.71	2,621.44	3,720.96	4,212	4,500	15,520	1,500
	Locksmith		13,060.20	11,400.00	11,400.00	11,400.00	11,400	11,700	11,400	11,700
	Other (includes fire alarms & seismic retrofit project)		87.45	55.19	245.46	93.95	74	200	2,041	200
	Total Maintenance of Building & Grounds	44,124.45	1,141.36	3,639.32	1,647.21	2,443.67	1,391	11,000	1,331	14,800
		44,124.45	55,851.09	44,632.12	43,323.90	47,468.18	50,263	62,600	68,988	65,400
1600-00	Memberships - General Fund	2,199.00	3,325.25	2,154.65	2,358.00	2,884.00	2,580	2,750	3,356	3,400
1600-07	Memberships - 321 Grant/Prop 10 FFL Grant			0.00	295.00	75.00	225	0	0	0
1600-08	Memberships - Adult Literacy			135.00	95.00	95.00	240	475	150	400
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0	0	0	0
	Total Memberships	2,199.00	3,325.25	2,289.65	2,748.00	3,054.00	3,045	3,225	3,506	3,800
1700-00	Miscellaneous Expense - General Fund									
1700-07	Miscellaneous Expense - 321 Grant/Prop 10 FFL Grant	0.00	0.00	702.50	0.00	0.00	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy			0.00	20.00	0.00	0	0	0	0
1700-09	Miscellaneous Expense - Family Literacy			28.03	0.00	0.00	0	0	0	0
	Total Miscellaneous Expense	0.00	0.00	730.53	20.00	0.00	0	0	0	0

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
	Library Supplies	9,042.32		5,618.20	3,673.37	7,108.99	6,818	7,000	6,275	10,000
	Printing	4,172.71		8,610.34	8,641.63	8,842.42	9,135	9,300	8,630	9,500
	EZ Copy - copy cards for sale to patrons	1,571.32		0.00	0.00	0.00	0	0	0	0
	Publications	1,985.00		850.05	2,742.75	1,999.66	730	1,000	560	750
	Paper	1,143.69		885.95	1,126.10	1,274.99	894	1,200	1,664	1,700
	Drinking Water Service	299.40		299.40	274.45	274.45	274	300	275	300
	Other Office Supplies	10,585.64		6,462.27	5,895.60	2,653.86	4,883	4,000	8,408	6,000
1800-00	Total Office Supply Expense - General Fund	28,800.08		22,726.21	22,353.90	22,154.37	22,734	22,800	25,812	28,250
1800-07	Literacy Dept Educ 321 Grant Supply Expense/Prop 10 FFL Grant	0.00		0.00	636.39	1,141.00	1,890	0	0	0
	Printing	616.54		2,938.36	1,796.25	1,473.04	1,680	2,625	784	2,625
	Publications	0.00		2,062.86	2,532.02	3,371.73	0	0	874	0
	Paper	86.93		0.00	0.00	0.00	0	50	51	50
	Other Office Supplies	1,953.93		328.25	1,685.66	401.10	1,034	550	543	425
1800-08	Total Adult Literacy Office Supply Expense	2,657.40		5,329.47	6,013.93	5,245.87	2,714	3,225	2,252	3,100
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	4,832.97		6,014.75	0.00	5,181.20	0	0	0	700
	Total Office Expense	19,390.29		34,070.43	29,004.22	33,722.44	27,337	26,025	28,064	32,050
1803-00	Postage Expense - General Fund	1,970.50		1,450.99	692.24	778.77	2,446	4,700	4,642	4,800
1803-01	Postage Expense - LSCA II Grant	19.95		19.95	0.00	0.00	0	0	0	0
1803-08	Postage Expense - Adult Literacy	894.17		182.42	224.00	75.50	64	100	9	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	29.00		114.84	0.00	1,063.44	0	0	0	0
	Total Postage Expense	2,375.04		1,768.20	916.24	1,917.71	2,510	4,800	4,651	4,900

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
	Care Resources (Employee Assistance)									
	Pension Fund Operating & Investment Mgmt. Expenses		693.00	280.00	350.00	350.00	385	420	420	420
	Anaheim Library Automated Library System		5,029.59	5,640.50	4,690.92	5,808.68	6,863	7,500	6,665	7,500
	Anaheim Consortium Computer Technical & Consulting Services Clipping Service		42,631.10	37,960.12	38,781.65	39,207.00	39,295	40,000	40,584	45,000
	Tax Collection Services & Fees by Orange County		368.52	392.52	392.52	414.52	417	420	397	420
	Advertising (including WEB site)		545.51	138.85	426.14	323.23	291	350	1,386	1,500
	Medical Exams		552.50	72.97	0.00	0.00	734	4,000	1,200	2,500
	Collection Services - Accounts Receivable		324.00	760.00	392.00	420.00	473	500	368	500
	Audit & Accounting Services		0.00	3,700.00	118.86	1,113.27	633	2,400	1,862	2,200
	Payroll Preparation		2,950.00	3,530.00	4,130.00	3,360.00	4,811	4,500	3,775	4,000
	Election Expenses		2,367.28	2,441.95	1,894.47	2,381.97	2,349	2,500	2,622	2,750
	Staff Training in Library		0.00	0.00	8,450.48	0.00	0	0	0	3,000
	Other (Includes contract storyteller)		0.00	0.00	0.00	0.00	0	0	0	0
1900-00	Total Specialized Services - General Fund	61,688.26	8,101.87	2,693.76	1,095.99	6,235.83	3,511	5,000	18,059	7,500
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	10,278.00	63,563.37	57,610.67	60,723.03	59,614.50	59,761	71,590	77,338	77,290
1900-07	Specialized Services - 321 Grant/Prop 10 FFL Grant		0.00	11,243.26	0.00	0.00	0	0	0	5,000
1900-08	Specialized Services - Adult Literacy	6,093.95	1,077.40	2,653.08	1,333.86	725.00	80	1,000	80	200
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	812.00	5,505.00	0.00	4,003.99	0	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	2,401.91	1,813.96	1,877.98	1,976.08	2,117	2,400	8,884	9,000
	Total Specialized Services	78,060.21	67,854.68	78,825.97	65,559.87	68,640.57	61,958	74,990	86,301	91,490
2000-00	Legal Notices - General Fund	0.00	521.08	141.75	1,064.56	0.00	0	500	0	500
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0	0	0	0
	Total Legal Notices	0.00	521.08	141.75	1,064.56	0.00	0	500	0	500

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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
2100-00	Rents/Lenses-Equipment	0.00	0.00	0.00	0.00	0.00	0	0	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	0.00	35,900.00	1,542.61	66,259.01	72,215	74,175	91,373	108,800
2300-00	Small Tools/Instruments		497.32	0.00	0.00	0.00	0	0	0	0
2400-00	Special Department Expense - Miscellaneous		14.95	414.19	644.34	16.03	0	0	0	0
2400-01	Special Department Expense- Books	122,463.09	109,878.89	50,853.68	10,246.41	15,769.09	82,661	133,450	73,446	150,000
2400-02	Special Department Expense - Video	5,790.92	957.33	27.45	0.00	592.80	3,400	0	1,480	0
2400-03	Special Department Expense - Electronic	0.00	0.00	4,431.22	35,441.99	25,292.53	5,230	0	20,301	0
2400-04	Special Department Expense - Periodicals	10,233.49	39,890.38	9,414.09	5,230.97	4,039.57	4,228	0	19,827	0
2400-05	Special Department Expense - Audio	5,411.88	4,027.63	0.00	0.00	251.34	347	0	6,753	0
2400-07	Special Department Expense - 321 Grant/Prop 10 FFL Grant	0.00	0.00	215.34	0.00	36.78	0	0	0	0
2400-08	Special Department Expense - Adult Literacy		118.80	1,381.15	1,980.84	786.57	3,594	1,500	6,424	2,000
2400-09	Special Department Expense - Family Literacy	0.00	1,439.19	3,228.99	0.00	0.00	0	0	0	3,300
	Total Special Department Expense	143,899.38	156,327.17	69,966.11	53,544.55	46,784.71	99,459	134,950	128,232	155,300
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0	0	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town									
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00	6,292.83	6,590.33	1,304.04	1,003.86	1,331	1,500	1,445	1,500
2700-02	Transportation/Travel - Meetings, Board Out of Town			1,867.75	3,369.52	3,805.34	1,907	2,000	2,699	3,000
2700-03	Transportation/Travel - Meetings, Board Local			61.48	835.92	647.50	1,035	1,000	124	500
2700-04	Transportation/Travel - Meetings, LSCA II Grant			699.00	1,020.09	287.60	534	600	477	500
2700-07	Transportation/Travel - Meetings, 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	0	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy		728.00	2,631.92	260.00	1,380.90	915	0	0	0
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	941.50	137.00	25.20	0.00	212	1,000	936	1,000
	Total Transportation/Travel - Meetings	8,427.00	7,962.33	12,079.13	6,824.44	7,125.20	6,135	6,100	6,316	6,800




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

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
	Electricity		56,813.70	48,474.74	42,250.50	43,533.26	40,519	43,000	40,615	30,000
	Gas		2,917.30	2,938.78	6,102.59	5,273.78	5,852	6,500	3,115	3,500
	Water		1,888.97	1,805.99	2,955.74	2,466.19	2,266	3,000	3,588	3,750
2800-00	Total Utilities	59,583.61	61,619.97	53,217.51	51,308.83	51,273.23	48,637	52,500	47,318	37,250
	TOTAL SUPPLIES & SERVICES	455,081.18	426,417.49	369,774.27	311,340.31	375,563.36	409,835	483,725	504,282	546,410
3700-00	Taxes, Assessments (Sales Tax)	0.00	610.04	1,284.00	778.00	0.00	1,001	1,100	3,652	3,750
4000-00	Equipment	0.00	711.12	4,725.29	2,625.36	0.00	16,445	32,865	26,993	30,000
4000-07	Equipment - 321 Grant/Prop 10 FFL Grant			0.00	0.00	0.00	2,800	0	0	0
4000-08	Equipment - CLC Grant	0.00	0.00	2,150.05	877.07	0.00	120	1,000	0	1,000
4000-09	Equipment - Gates Foundation Grant			0.00	0.00	0.00	0	14,698	14,436	0
4000-11	Equipment	11,181.79	0.00	0.00	0.00	0.00	0	0	0	0
	Total Equipment	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	48,563	41,429	31,000
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0	0	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	48,563	41,429	31,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0	0	0	6,611
5600	INVESTMENT POOL LOSS	0.00	0.00	34,733.31	0.00	0.00	0	0	0	0
	TOTAL EXPENSES	1,228,662.42	1,339,065.99	1,036,394.83	903,001.71	948,444.69	1,028,664	1,194,528	1,197,590	1,317,789



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: July 11, 2000

SUBJECT: Report on Public Services Issues to be addressed in Fiscal Year 2000-2001.

PROGRAMMING

LIVE AT THE LIBRARY. "Live at the library" offers opportunities for libraries and authors to present theme-based cultural programs for family and adult library audiences. The Public Services Manager attended the "Live" workshop at this year's PLA Convention, which qualifies the Placentia Library District to submit a Request for Proposal and conduct a workshop with a local author within the next year and a half.

PARTNERSHIPS FOR CHANGE (PFC). Cyrise Smith, and I attended a series of three PFC workshops in San Diego. As a result, the Placentia Library District is one of fourteen (14) libraries/branches statewide eligible to apply for a grant of \$5,000 or \$10,000 as seed money to initiate a collaborative project. We have until October 4 to submit our application, and all funds must be encumbered by September 30, 2001. One possible program we're considering is a coalition with the City of Placentia, the Placentia-Yorba Linda School District, and Altrusa with the goal of starting a Spanish literacy class in southwest Placentia.

EXPLORERS POST. This year we're again going to attempt to start an Explorer Post in the library. We hope that by starting in the fall this school year we will be successful.

BOOKMOBILE SERVICE. The Library Director, Elizabeth Minter, and I are going to explore the feasibility of contracting with either the Fullerton Library or the Anaheim Library to provide bookmobile service in under served areas of Placentia.

CHILDREN'S SERVICES.

STAFF TRAINING. A major focus this year will be on the training of our new staff member, Frank Frizell, who will be working part-time in children's. Specific areas of training will be: reference desk; collection development (weeding and acquisitions); developing a hi/low collection; programming; and class tours.

YOUNG ADULT PROGRAMMING. We are hoping to develop after school young adult programming this coming year.

FULL-SCALE WEEDING. Another major goal is to completely weed the department, a goal that we should be able to attain once Frank Frizell is trained.



ADULT REFERENCE

EXPAND COLLECTIONS. We plan to expand both our regular and international collections. We have already begun expanding our Chinese, Korean, and Spanish collection and we will continue to expand this fiscal year.

WEEDING. We plan to weed both our regular and international collections, particularly our Arabic collection.

ON-LINE REFERENCE TOOLS. We are prepared to expand the use of on-line reference tools that are now available (CA Codes, State Budget, Book Lists, Reader's Advisories, etc.)


LITERACY SERVICES

FAMILIES FOR LITERACY (FFL). We will receive \$20,000 for FFL this fiscal year, and we have already hired an FFL Coordinator, Frank Frizell.

EXPANDED FFL. The state budget this year has 10 million dollars for expanded FFL for students with limited English skills. Expanded FFL opens up library FFL program to students with children in grades K-12. We should find out in August or September how much of that money is going to be available to apply for.

FEDERAL WORK STUDY (FWS) PROGRAM. We are in the process of signing a contract with Western State University College of Law to participate in the FWS Program. We are going to request three students at fifteen hours a week. They will be part of the staff and will be available mainly for FFL, expanded FFL, and possibly staffing of another literacy site.

SPANISH LITERACY. If funding is available, we plan to form a partnership with the City of Placentia, and possibly the Placentia-Yorba Linda School and Altrusa to start a Spanish literacy class in southwest Placentia.

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager 
DATE: July 19, 2000
SUBJECT: **Report on Technology Issues to be Addressed in Fiscal Year 2000-2001**

The major issues that the Library will be facing in the next year are:

- Complete the transition from asynchronous, “dumb” terminals to PCs for the Public Catalog.
- The probable forthcoming change in our Automation system, either moving ahead to Dynix Horizon, or changing to another system entirely. With this comes the possibility of dropping out of the Tri-City Library Network.
- Finalizing the Library’s E-Rate application, for savings with telecommunication costs.
- Revisiting the Library’s Internet access policy and re-evaluating the current presentation software.



Summary of HVAC Maintenance Contract Proposals

	Pricing per Quarter	Service call rate during business hours	Service call rate during off hours	Service Call Response Time	References	Office Location
① 4 - All Seasons AC	320.00	\$50.00/hr.	\$50.00/hr.	1-2 hrs.	Corona Post Office, American Electric Supply Inc.	Riverside
Andersen AC	244.00	\$70.00/hr.	\$98.00/hr.	2-4 hrs.	3M Irvine, First Security Bank	Cypress
Johnson Controls	835.50	not listed	not listed	2 hrs.	Cerritos Performing Arts Center	Orange
Honeywell	1,506.25	\$78.00/hr.	\$117.00/hr.	0-4 hrs.	Cities of Placentia & Huntington Beach	Buena Park
C&L Refrigeration	246.37	\$69.50/hr	\$95.50/hr.	0-2 hrs.	Ablestik Properties, All Pro Precision	Brea
Bear State	228.00	\$57.00/hr	\$57.00/hr	0-4 hrs.	City of Brea, Wray Reality Property Management	Anaheim

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TO: Elizabeth D. Minter, Library Director

FROM: Wendy Goodson, Administrative Assistant *WG*

DATE: July 19, 2000

**SUBJECT: QUARTERLY HEATING, VENTILATION AND AIR CONDITIONING
PREVENTATIVE MAINTENANCE CONTRACT**

BACKGROUND:

The Placentia Library District is seeking bids for the Quarterly HVAC Preventative Maintenance Contract.

Administrative Assistant consulted with Nancy Rorabaugh and Mike Rogers from IEC for assistance in developing the Maintenance Contract Requirements (Attachment A) and HVAC Equipment List (Attachment B). Ms. Rorabaugh strongly recommended performing a Quarterly Maintenance Service instead of monthly service because the equipment is new and does not require monthly service to operate efficiently.

Administrative Assistant referred to North Orange County Smart Yellow Pages Directory and mailed out invitations to bid to several companies that included Honeywell, Bear State, and West Coast Air Inc. The deadline to receive bid proposals was set for July 13, 2000. Several companies interested in bidding toured the library facilities during the weeks of July 3, and July 10, 2000.

Attachment C is the Summary of HVAC Maintenance Contract Proposals submitted. Detailed written proposals from each company will be available for review at the July 19, 2000 Regular Board of Trustees Meeting.

RECOMMENDATIONS:

Award Maintenance Contract for Heating, Ventilation and Air Conditioning System for July 2000 through June 2002 to 4 – All Seasons Air Conditioning.

Bruce Slet
Sandy Pals

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PLACENTIA LIBRARY DISTRICT MAINTENANCE CONTRACT REQUIREMENTS

Quarterly Mechanical Preventative Maintenance Requirements:

- Change out filters in air handlers
- Inspect all maintained mechanical HVAC equipment
- Inspect fluid levels, refrigerant charges
- Inspect mechanical parts including mounts, couplings, equipment housings, belts, fan blades
- Inspect any failed, worn or leaking components
- Check for proper operations of controls, dampers, valves, burners and associated mechanical components
- Seasonal start-up and shut-down of equipment by manufacturer and maintenance contractor's recommendations
- Calibration of all associated temperature, safety, and operating controls.
- Lubricating of all motors, bearings, linkages, and valve systems.
- Adjustment of all belts, dampers, set points, water treatment systems, and filter feed systems.
- Alignment of all belt drives, couples, and motors.
- Tightening of all nuts, bolts, clamps, fittings, electrical connections, and vibration pads.
- Cleaning of all burner assemblies and nozzles, boiler flues, combustion chambers, electrical contacts, air intakes, fan blades, cooling tower basins, baffles, and floats
- Inspect and clean vents on roof.
- Inspect all thermostats (10 pneumatic, 2 digital)

** Emergency service at a preferred customer labor rate

Maintenance contract is for 24 months.

Please provide the following information:

1. Pricing
2. Southern California Experience
3. List of References including contact names and phone numbers
4. Location of maintenance contractor's office
5. Response time for emergency service

Placentia Library District is open to the public:

Sunday 1 p.m. – 5 p.m.

Monday – Wednesday 12:00 p.m. – 9 p.m.

Thursday 10:00 a.m. – 6 p.m.

Placentia Library: Mechanical Equipment List

Equipment	#	Manufacturer	Model #	Tons/CFM/hp (Each)	MBH	Notes
Air-Cooled Chillers	2	Carrier	30GTN0456	38.5		
T-Stats: Pneumatic/Digital	10 / 2					(2) Digital T-stats are for offhour operation in Meeting Rooms; 8 of 10 T-Stats are new
Split System Condensers	2	Carrier	FB4ANF060	5		Offhr in Meeting Rooms
Split System Fan Coils	2	Carrier	38YCC0606	1,895		Offhr in Meeting Rooms
Chilled Water Pump	1			3		
AHU Multizone - Admin	1		GMZ-215H	8,875		7.5 hp fan motor
AHU - Multizone Admin Furnace	1				300	2 stage: (150 + 150)
AHU Multizone - Main	1		GMZ-224	21,575		15 hp fan motor
AHU Multizone - Main Furnace	1				700	2 stage: (350 + 350)
Air Compressor for controls	1					

Summary of HVAC Maintenance Contract Proposals

	Pricing per Quarter	Service call rate during business hours	Service call rate during off hours	Service Call Response Time	References	Office Location
4 - All Seasons AC	320.00	\$50.00/hr.	\$50.00/hr	1-2 hrs.	Corona Post Office, American Electric Supply Inc.	Riverside
Andersen AC	244.00	\$70.00/hr.	\$98.00/hr.	2-4 hrs.	3M Irvine, First Security Bank	Cypress
Johnson Controls	835.50	not available	not available	2 hrs.	Cerritos Performing Arts Center	Orange
Honeywell C&L Refrigeration	1,506.25	\$78.00/hr.	\$117.00/hr.	not listed	Cities of Placentia & Huntington Beach	Buena Park
Bear State					not available*	
					not available*	


*Detailed written proposals from each company will be available for review at the July 19, 2000 Regular Board of Trustees Meeting.



TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JK*
 DATE: July 11, 2000
 SUBJECT: Program Committee Report for the month of June

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	26
<u>TYD Total</u>	3	197
 <i>LITERACY SERVICES</i>		
See Agenda Item 43 (Continued)		
 <i>CHILDREN'S SERVICES</i>		
WAY OUT WEDNESDAYS	2	392
SUMMER READING PROGRAM		609
(SRP) REGISTRATIONS		
(SRP) SCHOOL VISITS	7	6,368
CLASS VISITS TO THE LIB.	4	40
COMM CTR STORY TIMES	3	12
MUSIC TIMES	4	116
TOTAL	<u>16</u>	<u>7,537</u>
YTD TOTAL	<u>222</u>	<u>14,444</u>

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian 

DATE: July 19, 2000

SUBJECT: June activities in the Children's Department

Programming- There were no storytimes in June. The storytime schedule will resume in July. Musictimes continued through June. There were 4 Musictimes with 64 children and 52 adults participating, making for a total attendance of 116.

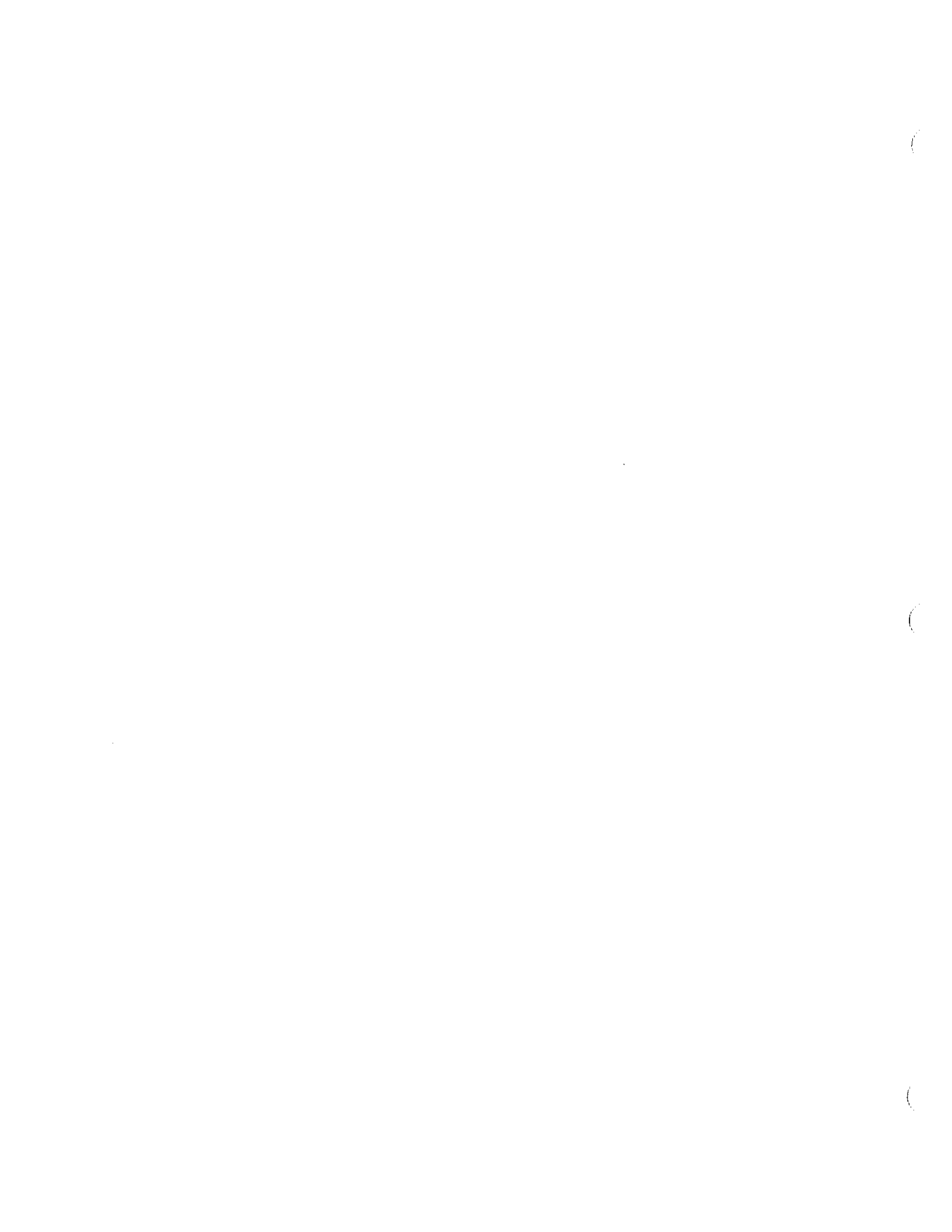
Class/Group visits- Class visits from local schools continued. Four classes visited with a total attendance of 40 children learning about the library and its services.

Summer Reading Program- The Summer Reading Program is well under way. As of June 30th, children 609 had registered for the Summer Reading Program. By the end of June we were finishing the 2nd week of the program. There is a team of 21 teen volunteers to man the prize booth and re-shelve and clean books as time permits.

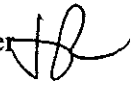
Way Out Wednesdays- There were two Way Out Wednesday shows in June, with a total of 392 kids and adults attending. There was an animal show by the Creature Teacher and Bubblemania dazzled us with the science and magic of bubbles.

Summer Reading Program School Visits- School visits to promote the Summer Reading Program were done in June. The Children's Librarian and adult volunteers visited 7 Placentia Elementary schools, telling approximately 6368 children about the Summer Reading Program. Thanks to my volunteers: Barbara Hemmerling, Pat Irot, Eleanore Rankin, Jan Schwartkopf, Jason Smith, Yolanda Smith and Peggy Thomas for helping out with the school visits. Special Thanks to Carol Ebbinghouse and Kay Pfaffle, both Altrusa members, for their help in signing kids up for the reading program at Van Buren Elementary School.

Community Outreach - Storytimes at the community centers have continued, with 3 storytimes entertaining 12 children.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: July 11, 2000

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

Tutor Training. The Literacy Coordinator conducted a tutor training workshop on Sunday, June 4 and seven (7) tutors were trained, three (3) of whom were high school volunteers. All are now matched and tutoring in the program.

New Families for Literacy (FFL) Coordinator Hired. On June 12, Frank Frizell came on board as our new FFL Coordinator starting at twenty-four (24) hours per week. Frank is a former library reference substitute and is a graduate of California State University Fullerton. Frank will become full time beginning July 2, with 50 percent in FFL and 50 percent in Children's and Adult Reference.

Partnerships For Change. Public Services Manager, Jim Roberts, and Children's Librarian, Cyrise Smith, attended the State Library sponsored final workshop for Partnerships for Change in San Diego on June 21. Partnerships for Change is a multi-year program that has helped California Libraries analyze and restructure their library service programs and policies to better respond to their changing diverse communities.

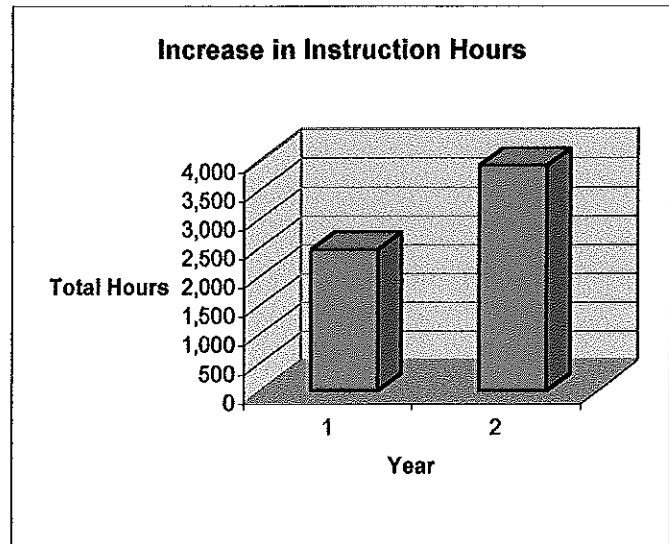
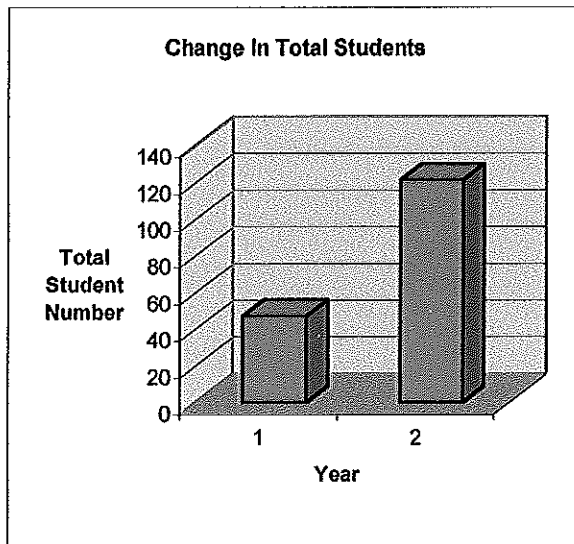
Building Library Teamwork Workshops. Building Library Teamwork workshops were held two times in June, one on June 13 at the Newport Beach Public Library and another on June 20 at the Yorba Linda Public Library. This was an excellent workshop presented by Susan Berk, and all full-time staff attended one of the workshops.

Discussion/Writing Group grows. The Tuesday night discussion/writing group that began in late May with five students grew to 8 students by the end of June. We expect this advanced class to grow to over 10 students by the end of July, and we plan to limit the number of students to no more than 20.

Placentia Library Literacy Services

Report of Growth and Progress

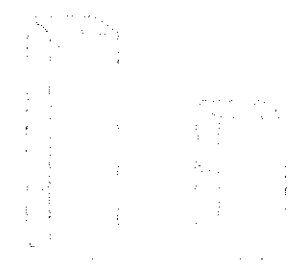
	June 98-1999	June 99-2000	YTD FT 98-99	YTD FY 99-2000
Tutors:				
Active Tutors				
Adult	44	72	44	76
Teen	0	25	0	31
Hours Instruction	248	561	2,442	3,904
Other Volunteer Hours	35	148	970	1,210
Total Hours	283	709	3,412	5,114
Training Workshops				
Workshops Held	0	1	3	9
Tutors Trained	0	7	27	83
Students				
With Adult Tutors	47	78	47	78
With Teen Tutors	0	25	0	25
In Groups	NA	8	NA	6
Total Active Students	47	111	47	121
Families for Literacy				
Family Students				
Hours of Instruction				
Total Students	47	111	47	121
Total Instruction Hours	248	561	2,442	3,904




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Main body of handwritten text, organized into several paragraphs. The text is dense and appears to be a detailed report or journal entry.

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TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: June 11, 2000
SUBJECT: **Placentia Library Web Site Development Report for the month of June.**

A quarterly Web Site review for design and set up, among others, is scheduled for July 11.

In June, the Placentia Library District had 5,944 "hits" on the Web Site, an average of 198 a day. The following are the areas with the most "hits."

Borrowers:	333
Friends:	332
Hours:	333
Information:	330
Foundation:	331
History Room:	335
Literacy/CLC logo:	511
Passports:	330

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: July 19, 2000
SUBJECT: Publicity materials produced for June 2000

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address & telephone number.
2. Library Hours
3. Board of Trustees
4. Summer Reading Program
5. Children's storytime, lapsit and musictime programs
6. Friends of Placentia Library Bookstore
7. Literacy Program asking for volunteers
8. Placentia Library is a passport acceptance agency

Newspaper articles published:

1. Got History? Oh yes, Placentia goes way back.
2. Placentia Library receives grant.
3. Music for young children at Library
4. This Father's Day could be the one that saves your life – books at Libraries.
5. School District unloading books



Got History? Oh yes, Placentia goes way back

F's Note: April Ottavian is on vacation. Lynda Baker is filling in this week.

Check It Out: Placentia's Got History! Now we know why California's 150th Anniversary is one of the state's best-kept secrets: Its just a warm-up for Placentia's 75th Anniversary in 2001.



Lynda Baker is a Bradford House booster and our guest columnist this week.

And, with the help of Placentia "neighbors," everyone in town can get involved.

Sometimes it's kind of hard to find our local roots, because the places where we can connect with our history seem to disappear as fast as the past itself. But, they're here, if you look.

Start with the beautiful Bradford House at 136 Palm Circle (just east of Bradford Ave. north of Yorba Linda Blvd.). This 1902 treasure, built in modified Queen Anne style, gives insight into the life of a wealthy citrus grower's family at the turn-of-the-last-century.

The Placentia Founders' Society opens it from 1 to 4 p.m. the first Sunday of each month. Group tours can be arranged by calling (714) 993-2470.

The Charles Wagner House, 903 E. Yorba Linda Blvd., retains its past romance with a wedding planning business — the place to go before getting married at the Bradford House. The Colonial Revival mansion was built in 1920.

A more modest lifestyle can be seen at the George Key Ranch, 625 Bastanchury Road, built in 1898 and enlarged and remodeled in 1908. A visit to the spacious, tree-shaded grounds and outbuildings, which house a collection of farm machinery and items from Placentia's agricultural past, is a nostalgic step back in time.

Or, wander past a few of the "mail-order catalog" bungalows in the 200 block

of West Chapman Avenue across from the dolphin fountain in Kraemer Park. These single-story houses — now painted blue — were built in the teens and early 1920s from kits ordered from the Sears Roebuck catalog, or lumber companies' catalogs, by — citrus pickers and packers, oil workers and storekeepers.

You can still get a pretty good look at Placentia's early community life. The old Placentia Library at 143 S. Bradford Ave. (on the corner of Center Street), was completed in 1927 at a cost of \$30,000, it introduced the Spanish-style that became so popular. It is now the Powell Senior Center.

Placentia's first church was built in 1912 by Presbyterians who jumped at A.S. Bradford's offer of land at the corner of Center and Main. Now a Nazarene church, it was constructed with lumber from the first school, which was located on Chapman Avenue, in today's Placentia Plaza.

That school was replaced by Bradford Avenue School — now Valencia High School in 1912. The only building remaining from the original school is the 500 Building, which was saved from the fire that destroyed

the rest of the Mission Revival campus in 1934.

Placentia's Historical Committee, headed by Donna Bass, has identified 15 sites around town that have been maintained in their original condition and are designated as "historically significant." The 15th location, McFadden Park's Oberle Gym at 974 S. Melrose St., will get its official city plaque at a ceremony on July 29, according to Marie Schmidt.

For a look at other remnants of the city's past sign up at the Rec Department for a history bus tour. The next one is planned for Heritage Day, Oct. 11.

There are lots of opportunities to see what Placentia's past is all about.

► Join the Placentia Founder's Society to be part of the Bradford House "family." There's a special need for docents to lead school children and other interested — and interesting — groups through the house. Call 993-2470.

► Volunteer to help in the library's newly expanded History Room, which will be ready by fall. Call 528-1906.

► Get involved in a new group, "Building Bridges to Placentia's History," that seeks to update local history and government materials for the schools and increase awareness of our history throughout the community. The next meeting is at 7 p.m. June 27 at the Bradford House. Information is available from Pat Irot, 996-8390.

► Check in with City Hall, 993-8117, to see how you can get involved in Placentia's 75th Anniversary activities.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUN 22 2000

Placentia Library receives grant

The Placentia Library District received a \$1,000 grant this month from the Placentia Round Table Woman's Club. It will be used to expand the library's History Room. The expansion is expected to be completed this fall. Part of the funds provided by the Woman's Club will go to protect the archival photographs housed there.

Thursday, June 8, 2000

The Orange County Register

Music for young children at library

Children ages three through six can learn about music with MusicTimes at 6:30 p.m. to 7:30 p.m. on Tuesday evenings at the Placentia Library. Classes began June 6, but are still available until June 27. Music Times will also be available Aug. 1 through Aug. 29. For more information, call 528-1906.

Placentia People columnist April Ottavian is on vacation. This week's column is written by Lynda Baker, 30-something-year resident of Placentia, who just likes the place.

pacific clippings

post office box 11789
santa ana, calif. 92711

Newport News
Weekly JUN 15 2000

This Father's Day Could Be The One That Saves Your Life

³³² On June 18th, Orange County residents will honor their fathers for Father's Day. June is Prostate Cancer Awareness Month, the perfect time to help our fathers, and other men in our lives become aware and knowledgeable about the cancer most commonly diagnosed among men. The Anaheim Public Library and other Libraries throughout Orange County, will have an extensive display which will include a set of 5 different books dealing with

pacific clippings

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

The Register
Daily

JUN 24 2000

EDUCATION

School district unloading books

³³² Placentia-Yorba Linda Unified School District is giving away hundreds of old books that it can no longer use in its classrooms and libraries.

The public can pick up free used books from 1 to 4 p.m. Monday through Friday and July 5-7 at the district's maintenance yard, 4999 Casa

Loma in Yorba Linda. The district requests that takers not resell the books.

Once a year, the 25,700-student district holds book giveaways of outdated, damaged or surplus books, which the school board approves for disposal, said Marsha Arnoldt, a senior secretary. Leftover books will be recycled.

For information, call (714) 985-8603.

- Sarah Tully Tapia (714) 796-6960

all aspects of prostate cancer and its diagnosis. The Prostate Forum of Fullerton, a support group run entirely by prostate cancer survivors, obtained the donation of the books that will be available during the month of June along with a supply of educational pamphlets, brochures and free Father's Day cards provided by your American Cancer Society. The Santiago Library System, which runs most of the city libraries throughout the County, also has these books and other materials on the disease.

Each set of books includes The ABC's of Prostate Cancer, prostate Cancer-What Every Man and His Family Needs To Know, Prostate Cancer-Portraits of Empowerment, A Revolutionary Approach To Prostate Cancer and the prostate Cancer Resource Guide. Approximately one in every seven Orange county males will develop prostate cancer in their lifetime. Every year more than 180,000 men are diagnosed with prostate cancer. The good news is the five-year survival rate for patients whose tumors are detected early is nearly 100%. During June, your American Cancer Society

encourages the early detection of prostate cancer, treatment options and assistance for men who have already been diagnosed.

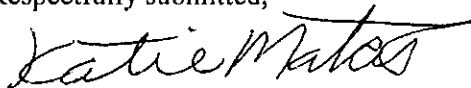
The American Cancer Society Prostate Forum support group meets at the First Presbyterian Church of Fullerton, 838 N. Euclid Street, meet on the 2nd from noon to 3:00 p.m. and 4th from 6:00 to 9:00 p.m. Wednesdays of each month. All prostate cancer patients or those interested in more information are welcome. For those who may be unable to visit their local library, information and assistance is available from your American Cancer Society's 24-hour-Hotline at 1 800 ACS-2345 or on the Internet at www.cancer.org.

SAFETY COMMITTEE MEETING
JUNE 22, 2000
MINUTES

- I. Call to Order: 9:15 A.M.
- II. Members Attending: Esther Guzman
Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Wendy Goodson
- III. Old Business
1. Repair of the loose ceiling tiles and roof leaks is still pending.
 2. Wendy Goodson and Cyrise Smith attended the May 31, 2000 American Red Cross Disaster Preparedness Workshop.
- IV. New Business
1. All exposed electrical outlets need safety covers.
 2. The location of the safety kit needs to be reevaluated and the kit restocked.

The next meeting will be July 20, 2000 at 9:45 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

July 2000 Vol. 16, No. 11

Editor: Jeff Stratton

How should a board tackle the issue of the nonprofit CEO's compensation?

Consider these factors when determining executive compensation

Lately, I've heard a lot from board members who are heading up search committees at their organization seeking to find a new administrator.

"Our administrator left for a job with a for-profit business in the community," is becoming a familiar refrain.

A sizzling economy and tight labor market have made things attractive for job seekers. Businesses covet skilled managers, and the higher salaries they offer can tempt nonprofit staff to move into that sector. And these days, the management skills needed in top positions at for profits and nonprofits are essentially interchangeable—leadership, public relations, marketing, information technology, human resources and business acumen.

Foundations that fund nonprofit organizations have taken notice. "When the nonprofit's administrator leaves the organization, as a funder we question the effect on program continuity and worry about the turmoil that comes with the search for a new executive," says Executive Director Greg Cantori (The Knott Foundation, Baltimore, MD).

Your board's retention strategy for keeping a quality nonprofit executive needs to consider his or her compensation.

There's no hard and fast rule for determining how much of a raise a nonprofit CEO deserves—economic

conditions and expectations vary greatly from one area to the next.

But here are some factors I believe boards should consider when considering a raise for their CEO:

- **How is the organization doing?** I've taken calls from frustrated nonprofit executives who inherited a sizable budget deficit, and have turned it into a surplus. Yet, their boards are still paying them \$10,000 less per year than they paid the administrator who left the organization in the red.
 - **Pay attention to the organization's budget size.** As it gets larger, so should the administrator's salary.
 - **Don't treat your CEO like other staff.** There are boards out there who approve an overall staff compensation increase of X% for a given fiscal year, and then argue that this figure applies to all staff—including the CEO. I don't buy that.
- Keep in mind these things about your administrator's responsibilities: He or she is a professional and the chief executive officer of your organization. The administrator is the visible head of the organization. His or her compensation should reflect the high level of responsibility and authority the board has given him or her.
- **How large is your organization?**

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Generally speaking, the bigger the nonprofit, the bigger the job, and the higher the executive's compensation.

- **Benchmark.** Use salary surveys like

Board & Administrator's annual report on nonprofit executive compensation to see how your executive is compensated compared to others. ■

Board Alumni Council provides sounding board

Don't overlook this resource!

Board Chairperson Dick Brock (Gaston, IN) says that a Board Alumni Council, composed of former board members, provides the current board with good advice.

By virtue of their experience, all former board members become Board Alumni Council members. The alumni council helps the board in two key ways:

- 1) **Input and feedback on the budget and capital projects list.** "Once a year, we invite the alumni council in for a session to go over the budget," says Brock. "It's particularly helpful to get their input on our capital projects list, which is generally a plan

that covers the next three years."

- 2) **Informal advice on board issues.**

"I'll rely on former board members for advice," he says. "It's a chance for me to tap a resource who's been through the board experience and is willing to share what he learned."

Advice can range from matters like meeting management, roles and responsibilities of board members and working through difficult issues as a board. "It's particularly helpful for our board to be able to tap former members for advice because we have a variety of experience levels on the current board," says Brock. ■

Maximize meeting time with these three tips

Concentrate on board priorities

If your board spends more time haggling over what type of computer system the executive director should purchase than approving a million dollar budget, than you have mixed up priorities.

A New Mexico board member says her board makes the most of its meeting time by following these three steps:

- 1) **Use a consent agenda.** Any items that can be approved by the board without significant discussion or further information like monthly bills and routine contracts are put on the consent agenda.
"Then, with one motion, all items on the consent agenda are approved without discussion. Anyone can, however, request an item to be removed from the consent agenda and placed on our regular agenda."
- 2) **Don't nit-pick the CEO's spending**

authority. "Our thinking is that we studied the year's purchases when we approved the budget and we shouldn't have to spend time reviewing them."

- 3) **Be systematic on policy development.** The board member says her board doesn't rush new issues into a finished policy at a single board meeting. When a new policy is needed, the board sends the issue to its administrator and his staff for study. The CEO then brings the board information and options for a new policy.

After the board discusses the options, the policy heads back to the administrator for a final draft to incorporate the board's discussion. Then, the policy is formally approved by the board, says the New Mexico board member. ■