

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

May 19, 1999
7:30 P.M.

Library Conference Room

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

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

~~1.~~ 1. Roll Call ~~_____~~ Administrative Assistant

2. Adoption of Agenda *Rob/Gae*

Trustees Dinner ended at 7:35

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

Gael + Sandra also. Rob Dinner
3. Minutes of the March 17 and April 21, 1999 Regular Meetings. *minutes / word also*

↑
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).

→ CSOA legislative committee day.

< agenda >

- 5. Board President Report → City had employee gain survey.

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

① Geo - ISDOC - Apr 12 - Keith Coolidge - need to be more proactive - members + other associates - speaker Martin Bergson - continued changes of political environment.

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

- 7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Representative Ted Farkas - not able to attend - auto was hospitalized

- 8. Placentia Library Foundation Board of Directors Report.

Presentation: Trustee Representatives Sandra Stark and Gaeten Wood | Am Gil's Pastors Party
Geo -

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

Sandra / Geo

- 9. Nonstandard Claims in excess of \$300. (Approve)
No Nonstandard Claims were processed during this report period.
- 10. Claims forwarded by the Library Director and the Library Board of Trustees. (Approve)
Claims 3737, 3738, 3739 and 3740 for a total of \$7,076.37 forwarded by Library Director during this report period.
- 11. Current Claims and Payroll (Approve)
Current Claims 3743, 3744, 3745, 3746, 3747, 3748, 3749, 3750, 3751, 3752, 3753, 3754, 3755 and 3756 for \$82,584.43; and Payrolls 3741 for \$25,125.00 and 3742 for \$20,325.00, for a combined total of Current Claims and Payroll of \$128,034.43.
- 12. FY1998-99 Cash Flow Analysis with recommendation to authorize the Orange County Treasurer to transfer \$35,000 from Fund 707 to Fund 702, and \$95,000 from Fund 707 to Fund 706 ~~no funds to be transferred at this time~~. (Receive & File)

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 - 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 31 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for April 1999 (Receive & File)
20. Personnel Report for April 1999 (Receive, File, and Ratify Appointments)
21. Volunteer Report for April 1999 (Receive & File)
22. Circulation Report for April 1999 (Receive & File)
23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of April 6, 1999 (Receive & File)
24. Strategic Planning Report (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)

- 27. Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage meeting of April 28, 1999 (Receive & File)
- 28. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)
- 29. Discontinuation of application process for California Department of Education (321) Grant because the qualifications and requirements have changed to make Placentia Library District ineligible (Receive & File)
- 30. California Library Literacy Services 3rd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)
- 31. Summary of Actions taken at the Library of California Board Meeting, April 28-29, 1999 (Receive & File)

CONTINUING BUSINESS

- 32. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue
 Presentation: Library Director
 Recommendation: Give direction for future action

- 33. Review Placentia Library History Room Committee's proposal for expansion of the Room in response to the City of Placentia's request for budget information related to Library projects.

Stark / next

Presentation: Library Director
 Recommendation: Approve the History Room Committee's proposal and authorize its submission to the City of Placentia

- 34. Discussion of the 1999 Performance Evaluation Process for the Library Director

Presentation: Library Board President
 Recommendation: Determine process and set calendar

Excel Com

NEW BUSINESS

- 35. Policy for disposition of electronic equipment: Used electronic equipment will be offered to El Camino High School, Placentia-Yorba Linda Unified School District. Items not wanted by El Camino High School will be offered to other non-profit organizations in Placentia or other locations in Orange County. Items not acceptable to any of these organizations will be placed in the trash.

Next - See next

Placentia Library District will deliver items to El Camino High School or any location within Placentia Library District, but will not deliver to other organizations outside of Placentia Library District.

Presentation: Library Director
 Recommendation: Review and adopt recommended policy

Domina / next

*- Monument for CALTAC award.
 - order pair of bins -*

*Goals - us flying
 by county panel.
 meet to review forms -*

~~36.~~ Discussion of Governmental Relations Activities for Placentia Library District

Presentation: Trustee Stark
Recommendation: To be determined

37. Fiscal Year 1999-2000 Budget preview

Presentation: Library Director
Recommendation: Give direction for Budget development

38. Staff Appreciation Dinner

Presentation: Library Board President
Recommendation: Set a Date, Location and Budget for the Staff Appreciation Dinner

STAFF REPORTS (Items 39 - 45)

Presentation: Library Director
Recommendation: Approve by Motion

Items 39 -- 45 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.

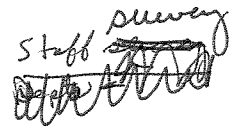
- 39. Placentia Library Web Site Development Report for April 1999. (Ammar)
- 40. Program Committee Report for April 1999. (Ammar)
- 41. Children's Services Report for April 1999. (Smith)
- 42. Publicity Materials produced for April 1999. (Willauer)
- 43. Placentia Library Literacy Services Report for April 1999. (Matas)
- 44. Safety Committee Minutes for April 1999. (Matas)
- 45. Report on Y2K Preparations for April 1999. (Shook & Goodson)

ADJOURNMENT

- 46. Agenda Preparation for the June Regular Meeting which will be held on June 16, 1999.
- 47. Review of Action Items.

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

- 48. Adjourn

Staff survey


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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the May 19, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 13, 1999.



Placentia Library Board Calendar

May 1999 - April 2000

May 99						
S	M	T	W	T	F	S
						①
②	③	4	5	⑥	⑦	⑧
9	10	11	12	13	14	⑮
16	⑰	18	⑱	20	21	22
23	24	25	26	⑳	28	29
30	31					

- May**
- 1 Book Expo America, Los Angeles, through 5/2
 - 3 7:00 PM Friends Board Meeting, Masters
 - 6 11:30 AM - 1:00 PM Foundation Board Meeting
 - 7 American Girl Pastimes Parties (also May 8)
 - 15 Friends Booksale (also May 16)
 - 17 CSDA Gov't Affairs Day, Sacramento
 - 19 7:30 PM Library Board Meeting

June 99						
S	M	T	W	T	F	S
		1	②	③	④	5
6	⑦	8	9	10	11	12
13	14	15	⑮	17	18	19
20	21	22	23	⑳	㉑	㉒
⑳	㉑	㉒	㉓	㉔	㉕	㉖

- 27 7:15 AM Chamber Breakfast Meeting, Alta Vista
- June**
- 2 Western Regional Planned Giving Conference, Costa Mesa
 - 5:30 PM - 7:00 PM Chamber Mixer honoring Miss Placentia, Placentia Disposal, 1131 N. Blue Gum St., Anaheim

July 99						
S	M	T	W	T	F	S
				①	2	3
4	5	6	7	8	9	10
11	12	13	14	⑮	16	17
18	19	20	㉑	22	23	24
25	26	27	28	㉒	30	31

- 7 7:00 PM Friends Board Meeting, Wood
- 16 7:30 PM Library Board Meeting
- 24 American Library Assoc. New Orleans, through 7/1

August 99						
S	M	T	W	T	F	S
1	2	3	4	⑤	6	7
8	9	10	11	12	13	14
15	16	17	⑮	19	20	21
22	23	24	25	26	27	28
29	30	31				

- July**
- 21 7:30 PM Library Board Meeting
- August**
- 18 7:30 PM Library Board Meeting

September 99						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	⑬	14	⑮	⑮	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- September**
- 13 NSFRE Fund Raising Day - Los Angeles
 - 7:00 PM Friends Board Meeting, Dinsmore

October 99						
S	M	T	W	T	F	S
				1	2	
3	④	5	6	7	8	⑨
10	11	12	⑬	⑮	⑮	16
17	18	19	⑳	21	22	23
24	25	26	27	28	29	30
31						

- September**
- 15 7:30 PM Library Board Meeting
 - 16 11:30 AM - 1:00 PM Foundation Board Meeting

November 99						
S	M	T	W	T	F	S
	①	2	3	4	⑤	6
7	8	9	10	11	12	13
14	15	16	⑰	⑱	19	20
21	22	23	24	25	26	27
28	29	30				

- October**
- 4 7:00 PM Friends Board Meeting, Shkoler
 - 9 Heritage Parade
 - 13 National Planned Giving Conference, Anaheim
 - 20 7:30 PM Library Board Meeting

December 99						
S	M	T	W	T	F	S
		1	②	3	4	
5	⑥	7	8	9	10	11
12	13	14	⑮	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- November**
- 1 7:00 PM Friends Board Meeting, Stark
 - 5 6:00 PM - 8:30 PM Foundation Donor Reception
 - 17 7:30 PM Library Board Meeting
 - 18 11:30 AM - 1:00 PM Foundation Board Meeting

January 00						
S	M	T	W	T	F	S
						1
2	③	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	⑮	⑱	21	22
23	24	25	26	27	28	29
30	31					

- December**
- 2 6:00 PM - 8:30 PM Foundation Donor Reception
 - 6 7:00 PM Friends Board Meeting, Masters
 - 15 7:30 PM Library Board Meeting

February 00						
S	M	T	W	T	F	S
		1	2	3	4	5
6	⑦	8	9	10	11	12
13	14	15	⑮	17	18	19
20	21	22	23	24	25	26
27	28	29				

- January**
- 3 7:00 PM Friends Board Meeting, Wood
 - 19 7:30 PM Library Board Meeting
 - 20 11:30 AM - 1:00 PM Foundation Board Meeting

March 00						
S	M	T	W	T	F	S
		1	2	3	4	
5	⑥	7	8	9	10	11
12	13	14	⑮	16	17	18
19	20	21	22	23	24	25
26	27	⑳	㉑	㉒	㉓	

- February**
- 7 7:00 PM Friends Board Meeting, Dinsmore

April 00						
S	M	T	W	T	F	S
						①
2	③	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	⑱	20	21	22
23	24	25	26	27	28	29
30						

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 17, 1999

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 17, 1999 at 7:37 P. M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Robin Masters; Trustee Margaret (Peggy) Dinsmore; and Library Director Elizabeth Minter.

Members Absent: Trustees Sandra Stark and Gaeten Wood

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

ADOPTION OF AGENDA It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt the Agenda as printed and reschedule Item 31 to the Regular Meeting of the Placentia Library District Board of Trustees on April 21, 1999.

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

MINUTES It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve the Minutes of the February 17, 1999 Regular Meeting as printed.

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

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

PRESIDENT'S REPORT President Shkoler reported he attended the California Special Districts Association (CSDA) Workshop on March 10, 1999. He also attended the California Association of Library Trustees and Commissioners (CALTAC) Workshop on February 27, 1999.

TRUSTEE REPORTS Trustee Dinsmore reported on legislative issues discussed at the CALTAC Board Meeting on February 27, 1999.

FRIENDS REPORT Pat Irot sent a memo requesting Trustees be present at the April 12, 1999 Friends of Placentia Library Annual Meeting.

**HISTORY ROOM
REPORT**

Pat Irrot provided a written report on the status of the History Room.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00

Claims 3707, 3708, 3709, 3717, and 3718 forwarded by the Library Director in the amount of \$9,064.30.

Current Claims of \$23,761.65, and Payroll Claims 3710 and 3711, in the amount of \$40,650.00 for a total of \$64,411.65

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

AYES: Dinsmore, Masters, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**FINANCIAL
REPORTS**

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

Financial Reports for February, 1999

Office General Ledger & Check Registers for February, 1999

Acquisitions Report for February, 1999

Overdue Collection Report for February, 1999

Debit Card System Reimbursement Report for February, 1999

Gifts Report for February, 1999

AYES: Dinsmore, Masters, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 19 to 29:

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

Personnel Report for February, 1999 (Receive, File)

and Ratify Appointments)

Volunteer Report for February, 1999 (Receive & File)

Circulation Report for February 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of February 2, 1999. (Receive & File)

Strategic Planning Report (Receive & File)

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

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

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)

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

Special District Risk Management Authority (SDRMA) notice of Proposed Bylaw Amendment – Revising Proxy Voting, February 10, 1999 (no action is required), and a letter from Bear Valley Community Services District recommending approval of the Bylaw Amendment (Receive & File)

AYES: Dinsmore, Masters, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

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

Library Director reported that newly appointed Chair of the Assembly Local Government Committee John Longville was blatantly antagonistic about special districts and told the California Special Districts Association Lobbyist Ralph Heim that he is planning to present legislation to simplify local government to exclude special districts.

AYES: Dinsmore, Masters, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**SELECTION OF
LIABILITY
INSURANCE
CARRIER**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to receive and file the proposal from Calco Insurance Brokers for Fiscal Year 1999-2000 coverage on behalf of Coregis, instruct staff to give the Board a report in May that compares the Coregis and SDRMA proposals for Fiscal Year 1999-2000, and defer on deciding whether to leave SDRMA until February 2000.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve Agenda Items 33-39:

Program Committee Report for February, 1999

Children's Services Report for February, 1999

Publicity Materials produced in February, 1999

Placentia Library Literacy Services Report for February, 1999

Safety Committee Minutes for February, 1999

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 17, 1999 adjourned at 8:08 P.M.

Robin J. Masters, Secretary

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 21, 1999**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 21, 1999 at 7:30 P. M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Trustee Margaret (Peggy) Dinsmore; Trustee Sandra Stark and Library Director Elizabeth Minter.

Members Absent: Secretary Robin Masters; Trustee Gaeten Wood; and Administrative Assistant Wendy Goodson

Others Present: Principal Librarian Suad Ammar.

ADOPTION OF AGENDA It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt the Agenda as printed.

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

MINUTES March Minutes not included in board packet. Defer to May Board Meeting.

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

PRESIDENT'S REPORT President Shkoler reported that the California State Senate sent correspondence supporting the Public Library Foundation. He also received updates from the Assembly Budget Committee on the year 2000 State Budget. Also, he reported on the Friends Annual Meeting and the Special Program on April 12, 1999.

TRUSTEE REPORTS Trustee Stark announced the Foundation Board of Directors reception will be on May 21, 1999. She also reported that the American Girl Pastimes Party ticket sales for Friday, May 7 and Saturday, May 8 (a.m.) are almost sold out.

FRIENDS REPORT No Friends representative present.

CLAIMS It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims 3719, 3720, 3721, 3722, and 3723 forwarded by the Library Director in the amount of \$9,501.13.

Current Claims of \$67,616.98, and Payroll Claims 3724 and 3725, in the amount of \$40,650.00 for a total of \$108,266.98.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

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

**FINANCIAL
REPORTS**

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

Financial Reports for March, 1999

Office General Ledger & Check Registers for March, 1999

Acquisitions Report for March, 1999

Overdue Collection Report for March, 1999

Debit Card System Reimbursement Report for March, 1999

Gifts Report for March, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Items 18 to 29:

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

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

Volunteer Report for March, 1999 (Receive & File)

Circulation Report for March 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of March 2, 1999.

(Receive & File)

Strategic Planning Report (Receive & File)

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

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

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)

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

Letter from Special District Risk Management Authority Anticipated rate decreases for Fiscal Year 1999-2000 (Receive & File)

Library of California Board actions taken at the February 24-25, Meeting (Receive & File)

Submission of Claim Form for a Library Services and Technology Act Grant from the State Library of California for \$1,000 for circulating materials for students in the adult literacy program. (Receive & File)

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

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

Library Director reported that the bankruptcy money will not be distributed until all suits are settled.

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file report.

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

**HISTORY ROOM
UPDATE**

History Room Committee was present to report status of the History Room.

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file report.

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

**REVIEW EMPLOYEE
DISTRICT PENSION
PLAN**

Vilma Acevedo, First American Trust Company was present to disseminate information about the District's Pension Plan for Employees.

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

**ENGINEERING
STUDY OF SEISMIC
REHABILITATION
PROJECT**

Chris Becker, City of Placentia Public Works Director, reported the results of the engineering study for Placentia Library pursuant to the seismic rehabilitation project co-sponsored by the City of Placentia and Placentia Library District.

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive & file report.

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

**1999 PERFORMANCE
EVALUATION
PROCESS- LIBRARY
DIRECTOR**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to defer Performance Evaluation Process until May Board Meeting.

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

**TRAVEL/TRAINING
AUTHORIZATION**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to authorize travel for Trustee Dinsmore to attend the California Library Association Legislative Day and California Association of Library Trustees and Commissioners Board Meeting, April 26, and 27, 1999 in Sacramento and authorize President Shkoler and Library Director Minter to attend the California Special Districts Association Government Affairs Day and meeting with California Advocates Representative Mike Belote on May 16, and 17, 1999 in Sacramento.

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

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve Agenda Items 36-42:

Placentia Library Web Site Development Report for March, 1999.

Program Committee Report for March, 1999

Children's Services Report for March, 1999

Publicity Materials produced in March, 1999

Placentia Library Literacy Services Report for March, 1999

Safety Committee Minutes for March, 1999

Report on Y2K Preparations for March, 1999

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for April 21, 1999 adjourned at 8:55 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: May 19, 1999

The Board of Directors of the Friends of the Library met on Monday, May 3, 1999. Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

President Irot reported the balance on hand is \$10,221. The Friends earned over \$250 in book sales in April.

The Friends welcomed the new and re-elected Board of Directors. Attending the meeting were new directors Elizabeth Spring, Jan Schwartzkopf & Eleanore Rankin and re-elected directors Pat Irot, Barbara Hemmerling, Marge Horrocks, Frances Stoller, Renee Scott and Ted Farkas. The Friends elected the following officers: Pat Irot, President; Ted Farkas, Vice President; Barbara Hemmerling, Secretary; Virginia Walker, Treasurer; Camille Himes, Financial Secretary and Eleanore Rankin, Assistant Financial Secretary.

Cyrise Smith, Children's Librarian reported on the Summer Reading Program and recruited Board members to help visit the classrooms to promote the Summer Reading Program.

The Annual Booksale will be held on Saturday, May 15 from 8:00 A.M. to 1:00 P.M. and on Sunday, May 16 from 1:00 to 4:00 P.M. The Saturday hours are the same as the City's Annual Open House.

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

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
May 19, 1999

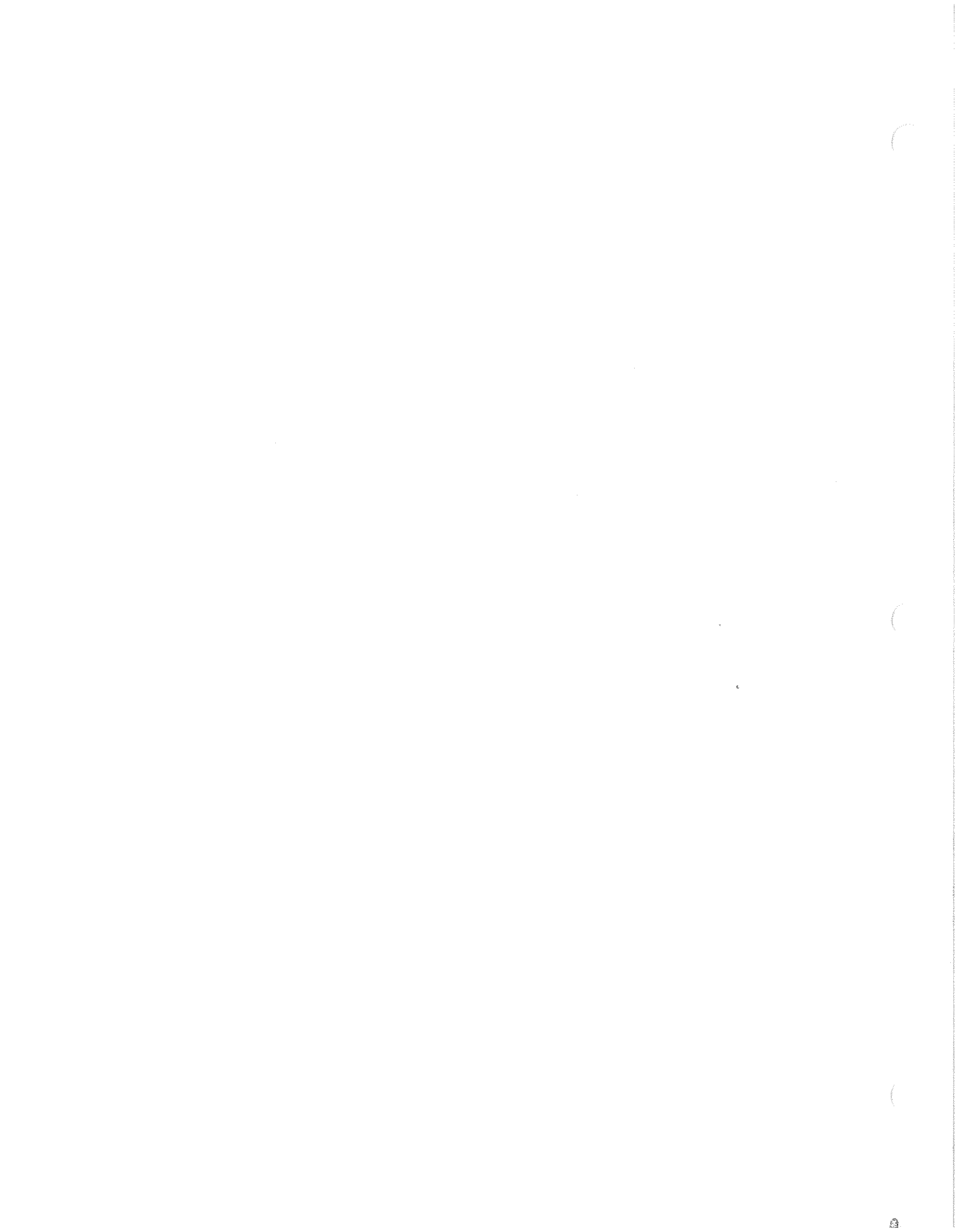
TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 May 19, 1999

DATE	REPORT NUMBER	AMOUNT
April 28, 1999	3737	4,260.18
April 28, 1999	3738	942.69
May 6, 1999	3739	1,250.99
May 6, 1999	3740	622.51
	TOTAL	\$7,076.37

Prepared by : Wendy Goodson



pd 5-10-99

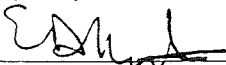
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03646 Vision Service Plan PO Box 45210 San Francisco, CA 94145-5210	12099603 00010001 May 1999		0300	00		196.13		
N19932 Ameritas Life Insurance Corp. PO Box 81889 Lincoln, NE 68501-1889	May 99		0300	00		462.50		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	4309331 May 99		0300	00		2,895.88		
N05030A AT&T PO Box 78225 Phoenix, AZ 85062-8225	528-8236		0700	00		100.96		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Apr 17, 1999 528-1906		0700	00		184.90		
	Apr 17, 1999 528-8236		0700	01		54.37		
	April 7, 1999 253-0470		0700	02		0.10		
TOTAL						239.37		
N01833 Christenson Electric Unit 75 PO Box 4800 Portland, OR 97208-4800	Apr 12, 1999 127991		1400	00		88.48		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City, UT 84130-0292	4/21/99 6011566183976509		1800	00		276.86		

The claims listed above (totaling \$4,260.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

pd 5-10-99

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
N03738 Pitney Bowes PO Box 85390 Louisville, KY 40285-5390	4/9/99 1347396		1800	00		31.09		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	4/20/99 312083-9		2800	00		211.74		
N00230B Frys Electronics 600 East Brokaw Rd San Jose, CA 95112	4/9/99 3071426 4/9/99 3071493		4000	00		446.26		
			4000	00		253.60		
	TOTAL					699.86		

The claims listed above (totaling \$942.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

pd 5-14-99

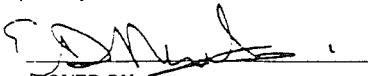
Placentia Library District
111 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	4/19/99 996-4983		0700	02		16.43		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	5/4/99 99-05-464 5/4/99 99-05-458		1400	00		574.53 117.42		
TOTAL						691.95		
N03648A Cascade Drinking Water Co PO Box 9179 Whittier, CA 90608-9179	4/23/99 1588		1800	00		24.95		
N03650B Kinko's PO Box 672085 Dallas, TX 75267-2085	5/5/99 030200088546		1800	00		227.78		
N13034A Omnigrafix Printing 1744 W. Katella Ave. Suite 9 Orange, CA 92867	5/3/99 A33335		1800	00		51.72		
N06557 Care Resources Inc 9550 Warner Ave Suite 228 Fountain Valley, CA 92708	5/1/99 May 99		1900	00		35.00		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	5/1/99 332		1900	00		34.71		
N06965 Paychex PO Box 25159 Santa Ana, CA 92799	4/29/99 19990429		1900	00		168.45		

The claims listed above (totaling \$1,250.99) 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 _____

pd 5-14-99

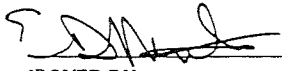
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas PO Box C Monterey Park, CA 91756	4/28/99 053 911 8800 9		2800	00		622.51		

The claims listed above (totaling \$622.51) 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.


PROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
May 19, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3743	2,057.84
	3744	31,230.92
	3745	7,494.45
	3746	6,446.49
	3747	2,031.49
	3748	4,025.11
	3749	648.26
	3750	5,948.33
	3751	4,631.07
	3752	3,198.80
	3753	139.75
	3754	4,675.69
	3755	1,247.14
	3756	8,809.09
Subtotal for Regular		82,584.43
Payroll	3741	25,125.00
	3742	20,325.00
Subtotal for Payroll		45,450.00
TOTAL CURRENT CLAIMS		128,034.43

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3741

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	May 19, 1999 Pay period # 11 May 21, 1999 June 3, 1999		0100	00		23,350.00		
	FICA		0200	00		1,775.00		
PLEASE WIRE ON THURSDAY, JUNE 3, 1999								

The claims listed above (totaling \$25,125.00) 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

25,125.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	May 19, 1999 Pay period # 12 June 4, 1999 June 17, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, JUNE 17, 1999								

The claims listed above (totaling \$20,325.00) 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 20,325.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3743

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	Apr 28, 1999 572-1609		0700	02		79.19		
	May 4, 1999 524-8408		0700	08		34.14		
	TOTAL					113.33		
N16840 Verio PO Box 650091 Dallas, TX 75265-0091	May 2, 1999 50070459		0700	02		500.00		
N05030A AT&T PO Box 78225 Phoenix, AZ 85062-8225	Apr 30, 1999 996-4983		0700	00		10.72		
	5/1/99 524-8408		0700	00		24.46		
	TOTAL					35.18		
N15508 Cosmolink Internet Services 3030 Saturn St. Ste 204 Brea, CA 92821	5/4/99 9905-53		0700	02		19.95		
	5/4/99 9905-54		0700	08		19.95		
	TOTAL					39.90		
N09140 XCP Inc. 40 Elm St. Dryden, NY 13053-9624	5/1/99 88872		1300	00		562.33		
	4/9/99 88361		1300	00		223.35		
	TOTAL					785.68		
N06572 SPS Data Communications 1569 Greenwich Rd. San Dimas, CA 91773	5/11/99 59903		1300	00		190.00		
N01833 Christenson Electric UNIT 75 PO Box 4800 Portland OR 97208-4800	4/30/99 129438		1400	00		393.75		

The claims listed above (totaling \$2,057.84) 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

2,057.84

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3744

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
N06573C First American Trust Co Attn: Vilma Acevedo 421 Main St. Santa Ana, CA 92702 PLEASE PAY IMMEDIATELY	November 1998 Pension Contribution		0200	00		31,230.92		

The claims listed above (totaling \$31,230.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

31,230.92

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3745

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E Chapman Ave. Placentia, CA 92870	4/28/99		1400	00		1,720.84		
	52974							
	4/28/99		2800	00		3,009.57		
	52974							
	4/28/99		1800	00		11.85		
	52975							
	TOTAL					4742.26		
N06735 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	5/20/99		1400	00		950.00		
	096829							
N03660 Elizabeth Minter 411 E. Chapman Ave. Placentia, CA 92870	Apr-May 99		1600	00		175.00		
	Petty Check Reimb		1800	00		427.22		
			1803	00		1.10		
			2700	03		12.00		
	TOTAL					615.32		
N06569B Demco Inc PO Box 3048 Madison, WI 53708-8048	4/29/99		1800	00		44.73		
	542797							
	4/27/99		2400	05		537.51		
	540879							
	TOTAL					582.24		
N03940 Gaylord PO Box 4901 Syracuse, NY 13221-4901	4/1/99		1800	00		322.93		
	OF50149007							
N03654 The Library Store Inc PO Box 964 Tremont, IL 61568	4/16/99		1800	00		101.70		
	171020							
N03738 CMRS-PB PO Box 504766 The Lakes NV 88905-4766	May-Jun 99		1803	00		180.00		
	32021628							

The claims listed above (totaling \$7,494.45) 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

7,494.45

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	
Unique Management Services 515 Michigan Ave. Jeffersonville, IN 47130	5/4/99 3017		1900	00		169.20			
N19776 Donna Bass 2207 Mont Blanc Circle Placentia, CA 92870	Apr 99 Wed, Thurs (am & pm) Apr 99 Thurs (am)		1900	00		360.00		02	
			1900	00		150.00		02	
			TOTAL				510.00		
N06573 First American Trust Co 421 N. Main St Santa Ana, CA 92701	4/12/99 60-1076-00		1900	00		1,333.99			
Greenhaven Press PO Box 289009 San Diego, CA 92198-9009	4/19/99 261807		2400	01		1,927.62			
N06771 The H.W. Wilson Co 950 University Ave Bronx, NY 10452-4224	4/5/99 5204503X		2400	01		176.36			
N06897 Information Plus 2812 Exchange St Wylie, TX 75098-7006	5/1/99 9918577-IN		2400	01		151.20			
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	4/1/99 R459642		2400	01		153.25			
The McGraw-Hill Co Dept 4190 Los Angeles, CA 90096-4190	4/28/99 L400746D99		2400	01		2,024.87			

The claims listed above (totaling \$6,446.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,446.49

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3747

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	2/8/99		2400	01		195.95		
	U528298							
	2/8/99		2400	01		11.33		
	U528303							
	4/2/99		2400	01		25.71		
	U641898							
	4/2/99		2400	01		18.94		
	U641902							
	4/2/99		2400	01		13.27		
	U641901							
	4/2/99		2400	01		18.32		
	U641900							
	4/2/99		2400	01		37.90		
	U641897							
	4/2/99		2400	01		101.29		
	U641896							
	4/2/99		2400	01		21.06		
	U641895							
	4/2/99		2400	01		22.96		
	U641894							
4/2/99		2400	01		22.96			
U641893								
4/2/99		2400	01		49.36			
U641892								
4/2/99		2400	01		18.11			
U641891								
4/2/99		2400	01		19.10			
U641890								
4/9/99		2400	01		41.95			
U654743								
4/14/99		2400	01		86.86			
U662715								
4/14/99		2400	01		26.53			
U662700								
4/14/99		2400	01		1,001.34			
U662699								
4/14/99		2400	01		298.55			
U662697								
	TOTAL					2,031.49		

The claims listed above (totaling \$2,031.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/14/99 U662692		2400	01		713.18			
	4/14/99 U662720		2400	01		51.42			
	4/14/99 U662718		2400	01		22.79			
	4/14/99 U662714		2400	01		10.69			
	4/14/99 U662710		2400	01		34.33			
	4/14/99 U662691		2400	01		32.65			
	4/14/99 U662693		2400	01		59.31			
	4/14/99 U662694		2400	01		833.80			
	4/14/99 U662695		2400	01		708.43			
	4/14/99 U662696		2400	01		543.00			
	4/14/99 U662698		2400	01		785.56			
	4/14/99 U662701		2400	01		16.18			
	4/14/99 U662702		2400	01		18.94			
	4/14/99 U662703		2400	01		18.94			
	4/14/99 U662704		2400	01		91.76			
	4/14/99 U662705		2400	01		20.09			
	4/14/99 U662708		2400	01		16.18			
	4/14/99 U662709		2400	01		12.29			
	4/14/99 U662711		2400	01		35.57			
		TOTAL					4,025.11		

The claims listed above (totaling \$4,025.11) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3749

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/14/99		2400	01		14.58		
	U662712							
	4/14/99		2400	01		55.61		
	U662713							
	4/14/99		2400	01		18.11		
	U662716							
	4/14/99		2400	01		49.86		
	U662717							
	4/14/99		2400	01		42.96		
	U662719							
	4/14/99		2400	01		18.48		
	U662722							
	4/14/99		2400	01		66.34		
	U662723							
	4/14/99		2400	01		22.96		
	U662721							
	4/14/99		2400	01		22.96		
	U662707							
	4/14/99		2400	01		10.97		
	U662706							
	4/15/99		2400	01		90.98		
	U665703							
	4/15/99		2400	01		74.59		
	U665704							
	4/20/99		2400	01		12.63		
	U675440							
	4/20/99		2400	01		20.10		
	U675439							
4/20/99		2400	01		24.67			
U675438								
4/20/99		2400	01		36.27			
U675437								
4/20/99		2400	01		30.72			
U675435								
4/20/99		2400	01		10.36			
U675434								
4/20/99		2400	01		25.11			
U675433								
	TOTAL					648.26		

The claims listed above (totaling \$648.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/20/99 U675432		2400	01		52.15			
	4/20/99 U675431		2400	01		83.60			
	4/20/99 U675430		2400	01		77.01			
	4/20/99 U675429		2400	01		49.21			
	4/20/99 U675443		2400	01		38.04			
	4/20/99 U675442		2400	01		22.96			
	4/20/99 U675441		2400	01		26.42			
	4/20/99 U675436		2400	01		9.38			
	4/20/99 U675428		2400	01		66.20			
	4/20/99 U675427		2400	01		20.81			
	4/20/99 U675426		2400	01		10.04			
	4/21/99 U678947		2400	01		1,442.34			
	4/21/99 U678948		2400	01		1,773.00			
	4/21/99 U678949		2400	01		1,547.13			
	4/21/99 U678958		2400	01		43.02			
	4/21/99 U678957		2400	01		153.58			
	4/21/99 U678960		2400	01		14.64			
	4/21/99 U678959		2400	01		57.31			
	4/21/99 U678953		2400	01		461.49			
	TOTAL						5,948.33		

The claims listed above (totaling \$5,948.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3751

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/	Sub	Rept	AMOUNT	A C's Use Only		
			Rev/ BS Acct	Objt/ Rev			Cat	Doc Number	SC
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/21/99 U678950		2400	01		611.18			
	4/21/99 U678952		2400	01		77.58			
	4/21/99 U678946		2400	01		942.93			
	4/21/99 U678945		2400	01		447.64			
	4/21/99 U678943		2400	01		23.44			
	4/21/99 U678942		2400	01		676.02			
	4/21/99 U678951		2400	01		38.09			
	4/21/99 U678956		2400	01		83.52			
	4/21/99 U678955		2400	01		13.27			
	4/21/99 U678954		2400	01		18.97			
	4/22/99 U681875		2400	01		11.99			
	4/22/99 U681876		2400	01		22.99			
	4/23/99 U684181		2400	01		476.38			
	4/23/99 U684182		2400	01		108.48			
	4/23/99 U684176		2400	01		464.08			
	4/23/99 U684180		2400	01		192.08			
	4/23/99 U684163		2400	01		43.36			
	4/23/99 U684169		2400	01		323.74			
	4/23/99 U684171		2400	01		55.33			
		TOTAL					4,631.07		

The claims listed above (totaling \$4,631.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,631.07

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/23/99 U684172		2400	01		114.54			
	4/23/99 U684173		2400	01		42.36			
	4/23/99 U684164		2400	01		125.69			
	4/23/99 U684168		2400	01		377.99			
	4/23/99 U684170		2400	01		5.87			
	4/23/99 U684174		2400	01		24.23			
	4/23/99 U684175		2400	01		413.79			
	4/23/99 U684178		2400	01		20.81			
	4/23/99 U684179		2400	01		46.01			
	4/23/99 U684183		2400	01		90.26			
	4/23/99 U684188		2400	01		46.66			
	4/23/99 U684184		2400	01		129.70			
	4/23/99 U684185		2400	01		41.32			
	4/23/99 U684186		2400	01		304.41			
	4/23/99 U684187		2400	01		18.11			
	4/23/99 U684167		2400	01		372.66			
	4/23/99 U684165		2400	01		449.40			
	4/23/99 U684166		2400	01		549.88			
	4/26/99 U687130		2400	01		25.11			
		TOTAL					3,198.80		

The claims listed above (totaling \$3,198.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3753

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03833 Brodart Inc. 500 Arch St. Williamsport PA 17705	4/26/99 U687131		2400	01		11.33			
	4/26/99 U687132		2400	01		44.55			
	4/26/99 U687133		2400	01		22.03			
	4/29/99 U694975		2400	01		20.81			
	4/29/99 U694973		2400	01		41.03			
	TOTAL						139.75		

The claims listed above (totaling \$139.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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
Moonbeam Publications Inc. 836 Hastings St Traverse City, MI 49686-3441	4/8/99 M21632		2400	01		479.65		
	4/7/99 M21621		2400	01		1,264.23		
	TOTAL						1743.88	
N03933 Nolo Press 950 Parker St. Berkeley, CA 94710-2524	3/24/99 967887		2400	01		18.72		
N19337 Office Time Savers One Daniel Burnham Suite 160C San Francisco, CA 94109	4/8/99 14437		2400	01		26.53		
Pearson Education PO Box 2649 Columbus OH 43216-2649	4/8/99 4000445194		2400	04		38.22		
Pool & Crew 922 N.W. 50th St Suite 6 Seattle, WA 98107	4/22/99 67257		2400	01		254.75		
N09227 World Book School & Library PO Box 85009 Louisville, KY 40285-5009	4/16/99 53269		2400	01		912.62		
California Newsreel 149 9th St /420 San Francisco, CA 94103	4/1/99 60986		2400	02		1,668.97		
AICEF 18725 E. Gale Ave. #226 City of Industry, CA 91748	3/19/99 LIB99161		2400	04		12.00		

The claims listed above (totaling \$4,675.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/19/99
REPORT NO 3755

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
N20105 Professional Media Service 19122 S. Vermont Ave Gardena, CA 90248	3/8/99 305055		2400	05		59.18		
California Language Laboratories PO Box 176 Cupertino, CA 95014	4/27/99 9203		2400	08		227.50		
Teacher's Video Co PO Box 4455 Scottsdale AZ 85261	5/5/99 M34598840002		2400	08		635.80		
Suad Ammar 411 E. Chapman Ave. Placentia, CA 92870	May 99 Travel Reimb		2700	01		27.90		
N20858 Wendy Goodson 411 E. Chapman Ave. Placentia, CA 92870	Apr-May 99 Travel Reimb		2700	01		13.64		
Peninsula Library System 25 Tower Road San Mateo , CA 94402-4000	5/4/99 N943 (Travel Reimb)		2700	01		50.00		
N03660A Elizabeth D. Minter 539 Gardenia Placentia, CA 92870	Apr 99 Travel Reimb		2700	01		89.92		
N06901A Margaret (Peggy) Dinsmore 2108 Rosemont Placentia, CA 92870	Apr 99 Travel Reimb		2700	02		143.20		

The claims listed above (totaling \$1,247.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,247.14

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
N06786 Katie Matas 411 E. Chapman Ave Placentia, CA 92870	Apr 99 Travel Reimb		2700	08		18.91		
N20861 Beatrice Quintanar 411 E. Chapman Ave Placentia, CA 92870	Feb/Mar/Apr 99 Travel Reimb		2700	01		14.88		
N03859B Ameritech PO Box 95391 Chicago, IL 60694-5391	4/6/99 A000200		4000	00		8,775.30		

The claims listed above (totaling \$8,809.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

8,809.09

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Cash Flow Analysis
DATE: May 19, 1999

BACKGROUND:

General Fund

The Cash Flow Analysis is Attachment A.

The Tax Allocation Schedule for Fiscal Year 1998-99 is Attachment B.

At this time the Board may authorize the Orange County Treasurer to transfer \$35,000 from Fund 707 (General Fund) to Fund 702 (Major Equipment & Structure), and \$95,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to replace the interfund transfers previously authorized to accommodate the District's cash flow requirements for Fiscal Year 1998-1999.

RECOMMENDATIONS:

1. Receive & File Cash Flow Analysis of May 19, 1999
2. Authorize the Orange County Treasurer to transfer \$35,000 from Fund 707 to Fund 702, and \$95,000 from Fund 707 to Fund 706

Placentia Library District
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
07/21/98		Teeter 2nd Current Delinquent	10,950.23	28.90	112,105.11
07/15/98		Secured Final FY97-98	8,714.72	21.79	120,798.04
07/27/98		Supplemental 1st	1.08		120,799.12
07/16/98		Supplemental Final FY97-98	778.40		121,577.52
07/22/98		Supplemental Secured FY97-98	780.95		122,358.47
07/22/98		Supplemental Prior Year Penalties	270.35		122,628.82
07/15/98		Reverse Interest for 5/98	(1,587.13)	(42.12)	121,083.81
07/17/98		Reverse Interest for 6/98	(1,132.86)	(29.69)	119,980.64
07/24/98		Library Revenue for July	1,033.96		121,014.60
07/16/98		Expired check	3.46		121,018.06
07/21/98	3631	General		3,644.43	117,373.63
07/21/98	3632	General		6,867.26	110,506.37
07/21/98	3633	General		1,847.90	108,658.47
07/21/98	3634	General		4,220.08	104,438.39
07/21/98	3635	Payroll to wire 7/30/98		20,325.00	84,113.39
07/21/98	3636	Payroll to wire 8/13/98		20,325.00	63,788.39
07/28/98	3637	PPI by Library Director		2,195.05	61,593.34
08/12/98		Interest for 5/98	1,587.13	42.12	63,138.35
08/18/98	3638	General - PPI		2,328.08	60,810.27
08/18/98	3639	General		8,861.76	51,948.51
08/18/98	3640	General		748.04	51,200.47
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	27,875.47
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	4,550.47
08/24/98		Transfer from Fund 702	35,000.00		39,550.47
08/25/98		Library Revenue for August	1,345.26		40,895.73
08/27/98	3643	General -- semi-annual bond payment		33,950.61	6,945.12
09/01/98	3644	PPI by Library Director		4,006.01	2,939.11
09/08/98		Interest for 6/98	1,132.86	29.69	4,042.28
09/15/98		Transfer from Fund 706	80,000.00		84,042.28
09/15/98	3645	General - PPI		2,388.20	81,654.08
09/15/98	3646	General - PPI		781.72	80,872.36
09/15/98	3647	General		3,146.59	77,725.77
09/15/98	3648	General		1,787.46	75,938.31
09/15/98	3649	General		1,873.93	74,064.38
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	53,739.38
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	33,414.38
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	13,089.38
09/17/98		State Interlibrary Loan	1,860.65		14,950.03
09/17/98		Library Revenue for September	916.70		15,866.73
09/21/98		Supplemental 1st Actual	3,578.69		19,445.42
09/23/98		Unsecured 1st Actual	39,094.29	97.74	58,441.97
10/08/98	3653	General by Library Director		5,556.24	52,885.73
10/08/98	3654	General by Library Director		2,229.38	50,656.35
10/20/98	3655	General		4,447.07	46,209.28
10/20/98	3656	General		1,100.60	45,108.68
10/20/98	3657	General		5,430.61	39,678.07
10/20/98	3658	Payroll to wire 11/5/98		26,353.00	13,325.07
10/20/98	3659	Payroll to wire 11/19/98		18,316.00	(4,990.93)
10/09/98		Interest for 7/98	615.72	16.27	(4,391.48)

Placentia Library District
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/20/98		Transfer from Fund 706	15,000.00		10,608.52
11/02/98		Library Revenue for October	1,550.41		12,158.93
11/02/98		State Interlibrary Loan & Direct Loan	819.21		12,978.14
11/04/98		Interest for 8/98	341.69	9.04	13,310.79
11/09/98	3660	PPI by Library Director		3,926.39	9,384.40
11/09/98	3661	PPI by Library Director		1,802.30	7,582.10
11/17/98	3662	General - PPI		2,981.05	4,601.05
11/17/98	3663	General to send to OCA 11/25/98		11,360.69	(6,759.64)
11/17/98	3664	General to send to OCA 11/25/98		6,611.82	(13,371.46)
11/17/98	3665	General to send to OCA 11/25/98		8,705.96	(22,077.42)
11/17/98	3666	Payroll to wire 12/3/98		18,316.00	(40,393.42)
11/17/98	3667	Payroll to wire 12/17/98		18,316.00	(58,709.42)
11/19/98		Supplemental 2nd Actual	163.54		(58,545.88)
11/19/98	3668	General by Library Director		4,588.63	(63,134.51)
11/19/98	3669	General by Library Director		519.53	(63,654.04)
11/24/98		Secured 1st Actual	89,155.61	222.89	25,278.68
11/30/98	3670	General by Library Director		1,691.93	23,586.75
12/04/98		Library Revenue, Nov	3,195.25		26,782.00
12/04/98	3671	General by Library Director		105.45	26,676.55
12/04/98	3672	General by Library Director		1,187.03	25,489.52
12/04/98	3673	General by Library Director		266.35	25,223.17
12/10/98		Secured 2nd Actual	98,191.49	245.48	123,169.18
12/10/98		Homeowners Subvention 1st	2,336.75		125,505.93
12/15/98	3674	General - PPI		6,954.97	118,550.96
12/15/98	3675	General		3,631.44	114,919.52
12/15/98	3676	General		11,359.49	103,560.03
12/15/98	3677	General		1,933.02	101,627.01
12/15/98	3678	Payroll to wire 12/30/98		20,325.00	81,302.01
12/15/98	3679	Payroll to wire 1/14/99		20,325.00	60,977.01
12/17/98		Secured 3rd Actual	185,803.37	464.51	246,315.87
12/17/98		State ILL	1,869.60		248,185.47
12/17/98		Library Revenue, Dec	1,308.50		249,493.97
12/17/98		State 321 Grant	1,241.00		250,734.97
12/17/98	3680	General by Library Director		791.57	249,943.40
12/21/98		Supplemental 3rd Actual	3,504.75		253,448.15
12/23/98	3681	General by Library Director		4,173.24	249,274.91
12/28/98		Interest for 9/98	222.05	5.82	249,491.14
12/30/98	3682	General by Library Director		795.79	248,695.35
01/07/99	3683	General by Library Director		1,291.73	247,403.62
01/20/99	3684	General		10,428.12	236,975.50
01/20/99	3685	General		1,603.42	235,372.08
01/20/99	3686	General		1,630.86	233,741.22
01/20/99	3687	General		3,797.69	229,943.53
01/20/99	3688	General		2,478.75	227,464.78
01/20/99	3689	Payroll to wire 1/28/99		20,325.00	207,139.78
01/20/99	3690	Payroll to wire 2/11/99		20,325.00	186,814.78
01/20/99	3691	Payroll to wire 2/25/99		20,325.00	166,489.78
01/12/99		Interest for 10/98	192.51	5.18	166,677.11
01/29/99		Interest for 11/98	294.94	8.09	166,963.96
01/14/99		Unsecured 2nd Actual	6,047.57	15.12	172,996.41
01/21/99		Secured 3rd Actual	65,358.40	163.40	238,191.41

Placentia Library District
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/99		Supplemental 4th Actual	7,458.86		245,650.27
01/07/99		Homeowners Subvention 2nd	5,452.39		251,102.66
01/07/99		State Database	65.00		251,167.66
01/21/99		State ILL	342.95		251,510.61
01/07/99		State Literacy Grant	8,872.00		260,382.61
01/07/99		State 321 Grant	948.00		261,330.61
01/07/99		Library Revenue, Dec	881.95		262,212.56
01/22/99		Library Revenue, Jan	1,550.85		263,763.41
01/07/99		Library Passport Revenue, Dec	461.05		264,224.46
01/22/99		Library Passport Revenue, Jan	1,102.07		265,326.53
01/21/99		Canceled out of date checks	220.47		265,547.00
01/25/99	3692	General by Library Director		2,259.18	263,287.82
02/01/99	3693	General by Library Director		1,658.32	261,629.50
02/04/99		Public Utility Tax, #1	11,735.95	29.34	273,336.11
02/04/99		Library Passport Revenue, Jan	1,057.80		274,393.91
02/04/99		Library Revenue, Jan	800.78		275,194.69
02/10/99	3696	General by Library Director		1,736.98	273,457.71
02/10/99	3697	General by Library Director		1,048.81	272,408.90
02/17/99	3694	Payroll to wire 3/11/99		20,325.00	252,083.90
02/17/99	3695	Payroll to wire 3/25/99		20,325.00	231,758.90
02/17/99	3698	General - PPI		35,900.00	195,858.90
02/17/99	3699	General		16,774.77	179,084.13
02/17/99	3700	General		2,111.73	176,972.40
02/17/99	3701	General		409.53	176,562.87
02/17/99	3702	General		2,520.28	174,042.59
02/17/99	3703	General		5,846.67	168,195.92
02/17/99	3704	General		544.15	167,651.77
02/17/99	3705	General		994.58	166,657.19
02/17/99	3706	General		2,718.72	163,938.47
02/18/99		Supplemental 5th Actual	822.76		164,761.23
02/22/99		Library Passport Revenue, Feb	1,584.00		166,345.23
02/22/99		Library Revenue, Feb	1,169.93		167,515.16
02/25/99		SDATF Apportionment	4,431.24		171,946.40
02/26/99		Interest for 12/98	1,074.80	29.85	172,991.35
03/03/99	3707	General by Library Director		4,134.70	168,856.65
03/03/99	3708	General by Library Director		1,582.11	167,274.54
03/03/99	3709	General by Library Director		1,064.71	166,209.83
03/05/99		State Library Foundation Fund	59,146.00		225,355.83
03/05/99		Library Passport Revenue, Feb	1,625.25		226,981.08
03/05/99		State ILL	1,488.84		228,469.92
03/05/99		Library Revenue, Feb	1,277.32		229,747.24
03/11/99	3717	General by Library Director		1,750.28	227,996.96
03/11/99	3717	General by Library Director		1,750.28	226,246.68
03/11/99	3718	General by Library Director		532.50	225,714.18
03/11/99	3718	General by Library Director		532.50	225,181.68
03/17/99	3710	Payroll to wire 4/8/99		20,325.00	204,856.68
03/17/99	3711	Payroll to wire 4/22/99		20,325.00	184,531.68
03/17/99	3712	General		10,677.43	173,854.25
03/17/99	3713	General		7,059.39	166,794.86
03/17/99	3714	General		4,404.39	162,390.47
03/17/99	3715	General		612.68	161,777.79
03/17/99	3716	General		1,007.76	160,770.03

Placentia Library District
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/19/99		Library Passport Revenue, Mar	1,823.50		162,593.53
03/19/99		Library Revenue, Mar	1,209.34		163,802.87
03/25/99		Secured 5th Actual	47,624.21	119.06	211,308.02
03/25/99	3719	General by Library Director		1,284.00	210,024.02
03/25/99	3720	General by Library Director		4,293.85	205,730.17
03/25/99	3721	General by Library Director		912.28	204,817.89
03/30/99		Interest for 1/99	1,468.84	34.08	206,252.65
04/05/99		Library Passport Revenue, Mar	1,571.75		207,824.40
04/05/99		Library Revenue, Mar	1,545.47		209,369.87
04/05/99		321 Grant	947.00		210,316.87
04/08/99	3722	General by Library Director		1,879.86	208,437.01
04/08/99	3723	General by Library Director		1,131.14	207,305.87
04/15/99		Secured 6th Actual	202,975.93	525.35	409,756.45
04/20/99		Supplemental 6th Actual	2,693.29		412,449.74
04/21/99		Interest for 2/99	1,390.18	32.43	413,807.49
04/21/99	3724	Payroll to wire 5/6/99		20,325.00	393,482.49
04/21/99	3725	Payroll to wire 5/20/99		20,325.00	373,157.49
04/21/99	3726	General		5,564.13	367,593.36
04/21/99	3727	General		45,512.27	322,081.09
04/21/99	3728	General		3,001.85	319,079.24
04/21/99	3729	General		1,954.08	317,125.16
04/21/99	3730	General		5,001.12	312,124.04
04/21/99	3731	General		663.38	311,460.66
04/21/99	3732	General		1,047.34	310,413.32
04/21/99	3733	General		773.35	309,639.97
04/21/99	3734	General		1,769.19	307,870.78
04/21/99	3735	General		975.85	306,894.93
04/21/99	3736	General		1,354.42	305,540.51
04/27/99		Library Passport Revenue, Apr	3,338.50		308,879.01
04/27/99		Library Revenue, Apr	2,125.70		311,004.71
04/28/99	3737	General by Library Director		4,260.18	306,744.53
04/28/99	3738	General by Library Director		942.69	305,801.84
04/30/99		Interest Administrative Fee Rebate	37.79		305,839.63
04/30/99		97/98 Administrative Fee Rebate Interest	2.47		305,842.10
05/06/99	3739	General by Library Director		1,250.99	304,591.11
05/06/99	3740	General by Library Director		622.51	303,968.60
05/19/99		Transfer to Fund 702		35,000.00	268,968.60
05/19/99		Transfer to Fund 706		95,000.00	173,968.60
05/19/99	3741	Payroll to wire 6/3/99		25,125.00	148,843.60
05/19/99	3742	Payroll to wire 6/17/99		20,325.00	128,518.60
05/19/99	3743	General		2,057.84	126,460.76
05/19/99	3744	General		31,230.92	95,229.84
05/19/99	3745	General		7,494.45	87,735.39
05/19/99	3746	General		6,446.49	81,288.90
05/19/99	3747	General		2,031.49	79,257.41
05/19/99	3748	General		4,025.11	75,232.30
05/19/99	3749	General		648.26	74,584.04
05/19/99	3750	General		5,948.33	68,635.71
05/19/99	3751	General		4,631.07	64,004.64
05/19/99	3752	General		3,198.80	60,805.84
05/19/99	3753	General		139.75	60,666.09
05/19/99	3754	General		4,675.69	55,990.40
05/19/99	3755	General		1,247.14	54,743.26
05/19/99	3756	General		8,809.09	45,934.17

Placentia Library District
Property Tax Apportionments
Fiscal Year 1997-1998

Date	Category	Amount
7/22/97	Teeter Distribution, FY 97	2% - 4%
7/22/97	Delinquent Supplemental, FY97	
7/23/97	Prior Year Secured Taxes & Penalties, FY 97 #12	
8/14/97	Prior Year Secured Taxes & Penalties #1	
8/21/97	Supplemental #1	
9/11/97	Prior Year Secured Taxes & Penalties #2	
9/18/97	Supplemental #2	
9/23/97	Unsecured collections at 8/31/97, #1	80% - 85%
10/16/97	Prior Year Secured Taxes & Penalties #3	
10/16/97	Supplemental #3	
11/13/97	Prior Year Secured Taxes & Penalties #4	
11/18/97	Supplemental #4	
11/26/97	Current secured #1	6% - 9%
12/10/97	Homeowners Property Tax Relief	15%
12/11/97	Prior Year Secured Taxes & Penalties #5	
12/12/97	Current secured #2	16% - 19%
12/16/97	Supplemental #5	
12/18/97	Current secured #3	16% - 19%
1/9/98	Homeowners Property Tax Relief	35%
1/15/98	Prior Year Secured Taxes & Penalties #6	
1/16/98	Supplemental #6	
1/16/98	Unsecured collections at 12/31/97, #2	5% - 10%
1/22/98	Current secured #4	6% - 9%
2/5/98	State-Assessed Public Utility, #1	49% - 50%
2/12/98	Prior Year Secured Taxes & Penalties #7	
2/13/98	Supplemental #7	
3/12/98	Prior Year Secured Taxes & Penalties #8	
3/13/98	Supplemental #8	
3/26/98	Current secured #5	5% - 7%
4/15/98	Supplemental #9	
4/16/98	Prior Year Secured Taxes & Penalties #9	
4/17/98	Current secured #6	20% - 25%
5/8/98	Homeowners Property Tax Relief	35%
5/14/98	Prior Year Secured Taxes & Penalties #10	
5/15/98	Current secured #7	5% - 8%
5/15/98	Supplemental #10	
5/21/98	State-Assessed Public Utility, #2	49% - 50%
6/10/98	Homeowners Property Tax Relief	15%
6/11/98	Prior Year Secured Taxes & Penalties #11	
6/16/98	Supplemental #11	
6/18/98	Unsecured collections at 5/31/98, Final	4% - 6%
6/18/98	Prior Year Unsecured	
7/16/98	Current secured final for FY98	1% - 3%
7/17/98	Supplemental, FY98 #12	
7/18/98	Current secured final for FY97	1% - 3%
7/21/98	Prior Year Secured Taxes & Penalties, FY 98 #12	
7/22/98	Teeter Distribution, FY 98	2% - 4%
7/22/98	Delinquent Supplemental, FY98	

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

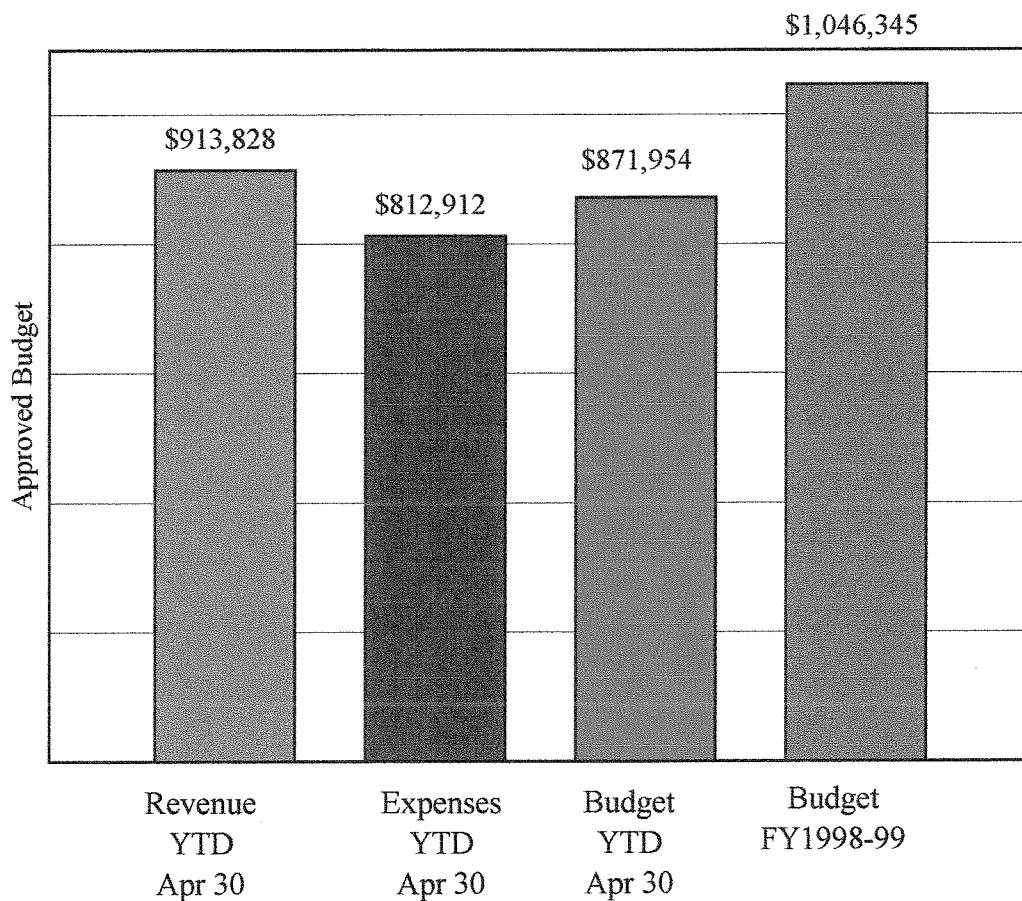
	Fiscal Year 1998-1999						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	EXCL GEN FUND
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	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						0.00	0.00
30-Jun-99						0.00	0.00
Petty Cash:	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1997-1998						
	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-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
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

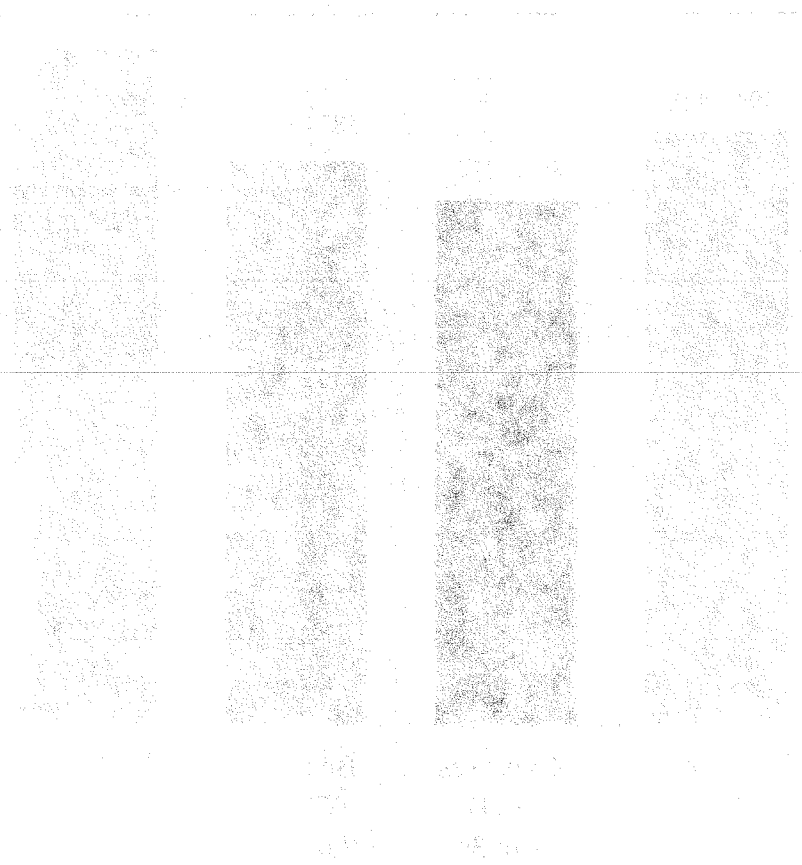
PLACENTIA LIBRARY DISTRICT

Fiscal Year 1998-99

General Fund Cash Flow



THE AMERICAN FEDERAL GOVERNMENT IN THE 1930S



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	689,109.01	677,162.45	202,975.93	224,358.68	90.52%
6210-01	Public Utility	33,000	11,735.95	12,571.79	0.00	0.00	35.56%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	700,844.96	689,734.24	202,975.93	224,358.68	88.24%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	45,141.86	40,966.34	0.00	0.00	96.05%
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	18,500	19,664.95	18,290.05	0.00	0.00	106.30%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	4,431.24	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	18,000	18,222.97	12,565.23	2,693.29	4,141.61	101.24%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	19,001.37	12,935.83	2,693.29	4,141.61	105.56%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	0.00	0.00	52.06%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	3,447.27	0.00	0.00	
	TOTAL TAXES	882,461	790,135.68	766,325.51	205,669.22	228,500.29	89.54%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 APR 1999	FY 1997-98 APR 1998	FY 1998-99 % REV BUD
6610-00	Interest	10,500	5,603.20	4,872.49	1,392.65	0.00	53.36%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	176.98	0.00	0.00	
	TOTAL INTEREST	10,500	5,603.20	5,049.47	1,392.65	0.00	53.36%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	7,789.14	7,590.20	0.00	0.00	50.30%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	6,446.25	5,373.47	0.00	0.00	99.17%
6970-01	State - CA Foundation Funds	97,400	59,146.00	28,313.00	0.00	28,313.00	60.72%
6970-02	State - CA Literacy Campaign	7,000	8,872.00	4,211.00	0.00	0.00	126.74%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	3,136.00	4,948.00	947.00	0.00	89.60%
6970-05	State - Project Grants	0	0.00	9,361.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	77,600.25	52,206.47	947.00	28,313.00	67.83%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	23,500	19,087.47	14,496.27	3,117.22	31.18	81.22%
7670-01	Local Revenue -- Passport	0	13,387.87 + 3497	0.00	5,464.20	0.00	
	TOTAL LOCAL REVENUE	23,500	32,475.34	14,496.27	8,581.42	31.18	0.81
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	223.93	231.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	913,827.54	845,899.12	216,590.29	256,844.47	3.42

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 APR 1999	FY 1997-98 APR 1998	FY 1998-99 % REV BUD
0100	Salaries & Wages	494,410	414,362.00	407,220.00	37,760.00	37,020.00	83.81%
0200	Retirement	70,123	31,789.00	61,146.34	2,890.00	2,832.00	45.33%
	Health Insurance/Blue Shield CA	28,585	15,934.01	15,121.09	(685.90)	1,510.23	55.74%
	Long Term Disability/CNA	2,862	1,733.90	1,712.50	0.00	171.25	60.58%
	Vision Service Plan/VSP	1,974	1,622.59	707.40	196.13	0.00	82.20%
	Dental/Americitas	4,402	4,227.79	3,713.51	0.00	381.89	96.04%
0300	Total Employee Insurance	37,823	23,518.29	21,254.50	(489.77)	2,063.37	62.18%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	3,852.00	4,322.00	0.00	0.00	66.41%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	473,521.29	493,942.84	40,160.23	41,915.37	77.86%
0700-00	Communications - Telephone	2,600	1,711.92	2,015.76	177.90	271.73	65.84%
0700-01	Communications - Modem/Fax	2,384	1,883.34	2,419.56	25.61	395.28	79.00%
0700-02	Communications - Internet/Database	3,240	4,109.29	3,849.66	397.73	519.95	126.83%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	4,510.71	3,410.51	423.82	0.00	87.42%
0700-07	Communications - 321 Grant	570	379.96	501.76	0.00	58.62	66.66%
0700-08	Communications - Adult Literacy	330	384.27	205.01	31.19	77.87	116.45%
	Total Communications	14,284	12,979.49	12,402.26	1,056.25	1,323.45	90.87%
0900-00	Food - General Fund	50	0.00	18.17	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	18.17	0.00	0.00	0.00%
1000-00	Household Expense	3,500	3,467.79	4,370.02	0.00	0.00	99.08%
1100-00	Insurance	10,200	10,124.25	10,183.10	0.00	0.00	99.26%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	8,651.53	16,193.45	0.00	835.02	43.26%
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	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	8,651.53	16,193.45	0.00	835.02	43.26%
	HVAC	5,500	2,042.95	3,555.08	0.00	117.42	37.14%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	24,982.95	17,755.56	1,731.75	0.00	99.93%
	Plumbing	1,200	590.79	1,026.16	270.77	0.00	49.23%
	Electrical	4,000	3,445.03	3,150.96	310.03	285.00	86.13%
	Cleaning Service	11,700	9,500.00	9,500.00	950.00	950.00	81.20%
	Locksmith	200	73.72	93.95	0.00	0.00	36.86%
	Other	2,000	1,390.69	1,903.20	(112.13)	0.00	69.53%
1400-00	Total Maintenance of Building & Grounds	50,100	42,026.13	36,984.91	3,150.42	1,352.42	83.88%
1600-00	Memberships - General Fund	2,900	2,375.00	2,884.00	0.00	225.00	81.90%
1600-07	Memberships - 321 Grant	200	225.00	75.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	0.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	2,840.00	3,054.00	0.00	225.00	87.38%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
1800-00	Library Supplies	4,500	5,163.38	4,675.13	485.45	303.05	114.74%
	Printing	9,000	6,558.41	6,976.48	0.00	4.04	72.87%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	729.86	1,667.13	0.00	112.00	48.66%
	Paper	1,200	893.60	1,274.99	0.00	112.66	74.47%
	Drinking Water Service	300	249.50	199.60	24.95	0.00	83.17%
	Other Office Supplies	3,000	3,832.19	1,753.04	389.83	71.71	127.74%
	Total Office Supply Expense - General Fund	19,500	17,426.94	16,546.37	900.23	603.46	89.37%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,889.91	1,141.00	0.00	0.00	
	Printing	1,475	1,615.51	903.04	0.00	0.00	109.53%
	Publications	2,375	0.00	1,157.01	0.00	70.60	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	358.35	0.00	0.00	128.58%
	Total Adult Literacy Office Supply Expense	4,300	2,129.82	2,418.40	0.00	70.60	49.53%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	21,446.67	25,286.97	900.23	674.06	85.96%
1803-00	Postage Expense - General Fund	800	1,914.74	432.90	614.43	0.00	239.34%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	64.00	32.00	0.00	0.00	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	
	Total Postage Expense	1,000	1,978.74	1,528.34	614.43	0.00	197.87%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	315.00	280.00	35.00	35.00	75.00%
	Pension Contribution & Operating Expenses	6,000	5,529.47	4,593.85	3,779.47	0.00	92.16%
	Anaheim Library Automated System	40,000	39,294.50	39,207.00	39,032.00	0.00	98.24%
	Clipping Service	420	381.81	345.10	34.71	34.71	90.91%
	Interest Allocation & Tax Collection Charges	450	153.66	122.76	(5.36)	0.00	34.15%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	472.50	420.00	52.50	52.50	94.50%
	Collection Services - Accounts Receivable	3,000	353.92	1,113.27	267.30	0.00	11.80%
	Audit & Accounting Services	3,750	4,811.00	3,360.00	0.00	0.00	128.29%
	Payroll Preparation	2,500	1,964.21	1,920.05	274.31	189.96	78.57%
	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 (including OCIP Settlement Allocations)	1,000	2,521.16	3,800.03	375.00	0.00	
1900-00	Total Specialized Services - General Fund	58,040	56,530.97	55,162.06	43,844.93	312.17	97.40%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	80.00	245.00	0.00	0.00	11.03%
1900-09	Specialized Services - LSCA Grant	0	0.00	3,603.99	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	1,882.89	1,847.90	525.35	582.04	89.66%
	Total Specialized Services	63,215	58,493.86	61,429.95	44,370.28	894.21	92.53%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	72,214.71	66,259.01	2,364.10	0.00	109.27%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	16.03	0.00	0.00	
2400-01	Special Department Expense- Books	63,000	37,478.39	5,142.63	11,544.74	590.43	59.49%
2400-02	Special Department Expense - Video	1,500	0.00	592.80	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	5,230.00	12,714.23	0.00	0.00	36.43%
2400-04	Special Department Expense - Periodicals	16,642	4,164.52	4,039.57	0.00	0.00	25.02%
2400-05	Special Department Expense - Audio	2,500	287.80	197.46	0.00	0.00	11.51%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	(375.00)	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	1,367.02	606.57	0.00	0.00	91.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	48,527.73	23,309.29	11,169.74	590.43	48.77%
			<u>785,277</u>				
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	1,506.42	367.88	576.28	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,633.82	2,760.57	237.32	98.60	81.69%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	881.71	76.42	582.16	0.00	117.56%
2700-03	Transportation/Travel - Meetings, Board Local	500	522.00	287.60	10.00	0.00	104.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	914.79	716.40	0.00	0.00	65.34%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	118.25	0.00	68.25	0.00	23.65%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,150	5,576.99	4,208.87	1,474.01	98.60	90.68%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
May 19, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 APR 1999	FY1997-98 APR 1998	FY1998-99 % REV BUD
2800-00	Electricity	45,000	34,446.87	34,540.59	3,032.51	0.00	76.55%
	Gas	5,500	4,730.40	3,836.30	734.62	817.67	86.01%
	Water	3,000	1,795.18	2,079.24	112.13	6.87	59.84%
	Total Utilities	53,500	40,972.45	40,456.13	3,879.26	824.54	76.58%
	TOTAL SUPPLIES & SERVICES	416,389	329,300.34	305,684.47	68,978.72	6,817.73	79.08%
3700-00	Taxes, Assessments (Sales Tax)	800	1,001.00	0.00	649.00	0.00	125.13%
4000-00	Equipment - General Fund	20,000	8,969.63	0.00	1,324.12	0.00	44.85%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	119.95	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	9,089.58	0.00	1,324.12	0.00	43.28%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	9,089.58	0.00	1,324.12	0.00	43.28%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,046,345	812,912.21	799,627.31	111,112.07	48,733.10	77.69%

05/12/99

Placentia Library District
Balance Sheet
As of April 30, 1999

	<u>Apr 30, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,196.06
County Exempt - Savings	4,676.20
General Fund - Checking	4,909.30
General Fund - Savings	3,419.29
Literacy Fund - Savings	6,064.50
Payroll Checking	6,812.30
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
Total Payroll Checking (CDs)	<u>27,500.00</u>
Payroll Savings (Fees)	2,320.04
Payroll Savings (Int CDs)	7,229.97
Total Checking/Savings	<u>66,127.66</u>
Total Current Assets	<u>66,127.66</u>
TOTAL ASSETS	<u>66,127.66</u>
LIABILITIES & EQUITY	
Equity	
Net Income	4,102.11
Total Capital	62,025.55
Total Equity	<u>66,127.66</u>
TOTAL LIABILITIES & EQUITY	<u>66,127.66</u>

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

January through April 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Income						
Cash Register - Copy Cards	2,796.80	0.00	0.00	0.00	0.00	2,796.80
Cash Register - Fines	0.00	8,830.64	0.00	0.00	0.00	8,830.64
Cash Register - Lost Items	0.00	866.14	0.00	0.00	0.00	866.14
Cash Register - Misc.	0.00	127.22	0.00	0.00	0.00	127.22
Cash Register - Reserves	0.00	358.45	0.00	0.00	0.00	358.45
Children's Dept Income	2,805.00	10.00	0.00	0.00	0.00	2,815.00
Community Grant Income	250.00	0.00	0.00	0.00	0.00	250.00
County Reimbursements	0.00	3,203.12	0.00	0.00	0.00	3,203.12
Debit Card Income	23.35	0.00	0.00	0.00	0.00	23.35
Interest Inc - CD's	0.00	0.00	0.00	830.08	0.00	830.08
Interest Inc - Checking	0.00	8.24	0.00	0.00	0.00	8.24
Interest Inc - Savings	33.37	100.20	33.94	0.00	0.00	167.51
Meeting Room Income	870.40	0.00	0.00	0.00	0.00	870.40
Miscellaneous Income	18.00	106.30	0.00	0.00	0.00	124.30
Passport Revenue	0.00	13,332.67	0.00	0.00	0.00	13,332.67
State Library Grants	0.00	947.00	0.00	0.00	0.00	947.00
State Library Reimbursements	0.00	1,488.84	0.00	0.00	0.00	1,488.84
State of CA Foundation Funds	0.00	59,146.00	0.00	0.00	0.00	59,146.00
Telephone Income	0.00	33.69	0.00	0.00	0.00	33.69
Test Proctoring Income	60.00	0.00	0.00	0.00	0.00	60.00
Transfers from County	0.00	0.00	0.00	189,063.76	0.00	189,063.76
Tutor Training Income	60.00	8,872.00	90.75	0.00	0.00	9,022.75
Typewriter Income	0.00	5.85	0.00	0.00	0.00	5.85
Total Income	6,916.92	97,436.36	124.69	189,893.84	0.00	294,371.81
Expense						
Bank Fees	0.00	111.50	0.00	16.65	0.00	128.15
Children's Other	255.33	0.00	0.00	0.00	0.00	255.33
Children's Storytime (Friends)	90.00	0.00	0.00	0.00	0.00	90.00
Children's Summer Reading Prgm	240.00	0.00	0.00	0.00	0.00	240.00
Community Grant Expense	250.00	0.00	0.00	0.00	0.00	250.00
Copier Lease Payments	1,785.36	0.00	0.00	0.00	0.00	1,785.36
Copier Maintenance Contract	1,193.88	0.00	0.00	0.00	0.00	1,193.88
Debit Card - Repay Cap Equip	0.00	19.75	0.00	0.00	0.00	19.75
Debit Cards	0.00	15.00	0.00	0.00	0.00	15.00
Employee Benefits	0.00	0.00	0.00	10,720.38	0.00	10,720.38
Employee Insurance	0.00	0.00	0.00	2,373.65	0.00	2,373.65
Employer Payroll Taxes	0.00	0.00	0.00	22,853.50	0.00	22,853.50
Friend's Director's Fund	74.05	0.00	0.00	0.00	0.00	74.05
Household Expenses	63.91	151.05	0.00	0.00	0.00	214.96
Library Board Expenses	32.33	0.00	0.00	0.00	0.00	32.33
Lobbyist Expense	1,286.47	0.00	0.00	0.00	0.00	1,286.47
Maintenance - Bldg	0.00	80.00	0.00	0.00	0.00	80.00
Memberships	0.00	229.00	0.00	0.00	0.00	229.00
Miscellaneous	0.00	435.00	0.00	0.00	0.00	435.00
Office Expense	0.00	326.19	0.00	0.00	0.00	326.19
Payroll Processing Fees	0.00	0.00	0.00	28,693.30	0.00	28,693.30
Postage	0.00	1,111.68	0.00	0.00	0.00	1,111.68
Salaries	0.00	0.00	0.00	116,624.22	0.00	116,624.22
Special Dept Expense	500.00	0.00	0.00	0.00	0.00	500.00
Taxes & Fees (370)	0.00	1,001.00	0.00	0.00	0.00	1,001.00
Transfers to County	0.00	94,572.35	0.00	0.00	0.00	94,572.35
Transportation & Travel	0.00	2,834.48	0.00	0.00	0.00	2,834.48
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	5,771.33	100,887.00	0.00	181,281.70	0.00	287,940.03
Net Income	1,145.59	-3,450.64	124.69	8,612.14	0.00	6,431.78

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

April 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Cash Register - Copy Cards	674.70	0.00	0.00	0.00	674.70
Cash Register - Fines	0.00	2,121.81	0.00	0.00	2,121.81
Cash Register - Lost Items	0.00	369.44	0.00	0.00	369.44
Cash Register - Misc.	0.00	57.10	0.00	0.00	57.10
Cash Register - Reserves	0.00	72.15	0.00	0.00	72.15
Community Grant Income	250.00	0.00	0.00	0.00	250.00
Debit Card Income	23.35	0.00	0.00	0.00	23.35
Interest Inc - CD's	0.00	0.00	0.00	342.41	342.41
Interest Inc - Savings	9.22	10.15	11.17	0.00	30.54
Meeting Room Income	160.00	0.00	0.00	0.00	160.00
Miscellaneous Income	0.00	4.10	0.00	0.00	4.10
Passport Revenue	0.00	4,193.50	0.00	0.00	4,193.50
Transfers from County	0.00	0.00	0.00	41,181.48	41,181.48
Tutor Training Income	0.00	0.00	30.75	0.00	30.75
Total Income	1,117.27	6,828.25	41.92	41,523.89	49,511.33
Expense					
Children's Other	466.61	0.00	0.00	0.00	466.61
Children's Storytime (Friends)	90.00	0.00	0.00	0.00	90.00
Children's Summer Reading Prgm	240.00	0.00	0.00	0.00	240.00
Community Grant Expense	250.00	0.00	0.00	0.00	250.00
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	504.93	0.00	0.00	0.00	504.93
Employee Benefits	0.00	0.00	0.00	1,645.51	1,645.51
Employee Insurance	0.00	0.00	0.00	342.95	342.95
Employer Payroll Taxes	0.00	0.00	0.00	11,619.02	11,619.02
Friend's Director's Fund	32.80	0.00	0.00	0.00	32.80
Household Expenses	0.00	11.35	0.00	0.00	11.35
Lobbyist Expense	661.47	0.00	0.00	0.00	661.47
Memberships	0.00	175.00	0.00	0.00	175.00
Miscellaneous	0.00	480.00	0.00	0.00	480.00
Postage	0.00	13.15	0.00	0.00	13.15
Salaries	0.00	0.00	0.00	27,252.14	27,252.14
Special Dept Expense	500.00	0.00	0.00	0.00	500.00
Transfers to County	0.00	9,528.42	0.00	0.00	9,528.42
Transportation & Travel	0.00	1,170.44	0.00	0.00	1,170.44
Total Expense	3,192.15	11,378.36	0.00	40,859.62	55,430.13
Net Income	-2,074.88	-4,550.11	41.92	664.27	-5,918.80

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		5,186.94
Cleared Checks and Payments	7 Items	-1,503.78
Cleared Deposits and Other Credits	1 Items	250.00
Cleared Balance		3,933.16

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-737.10
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		3,196.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,196.06

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		4,760.20
Cleared Checks and Payments	2 Items	-951.27
Cleared Deposits and Other Credits	19 Items	789.92
Cleared Balance		4,598.85

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	2 Items	77.35

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		4,676.20
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	9 Items	312.05
Ending Account Balance		4,988.25

Reconciliation Report

General Fund - Checking account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		7,738.69
Cleared Checks and Payments	18 Items	-2,705.39
Cleared Deposits and Other Credits	1 Items	105.00
Cleared Balance		5,138.30

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-229.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		4,909.30
New Checks and Payments	4 Items	-85.77
New Deposits and Other Credits	2 Items	2,915.03
Ending Account Balance		7,738.56

Reconciliation Report

General Fund - Savings account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		6,224.46
Cleared Checks and Payments	2 Items	-9,528.42
Cleared Deposits and Other Credits	25 Items	6,723.25
Cleared Balance		3,419.29

Uncleared Transactions

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

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		3,419.29
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	11 Items	3,756.39
Ending Account Balance		7,175.68

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		6,022.58
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	3 Items	41.92
Cleared Balance		6,064.50

Uncleared Transactions

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

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		6,064.50
New Checks and Payments	1 Items	-60.00
New Deposits and Other Credits	1 Items	1,000.00
Ending Account Balance		7,004.50

Reconciliation Report

Payroll Checking account reconciled for the period ending 04/30/1999

Cleared Transactions

Previous Balance		12,221.24
Cleared Checks and Payments	46 Items	-44,255.48
Cleared Deposits and Other Credits	2 Items	40,650.00
Cleared Balance		8,615.76

Uncleared Transactions

Uncleared Checks and Payments	6 Items	-1,803.46
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 04/30/1999 (statement closing date)		6,812.30
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	1 Items	20,325.00
Ending Account Balance		27,137.30

ACQUISITIONS REPORT FOR THE MONTH OF APRIL 1999
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	550.61	30	295.62	16	846.23	46	1,001.95	51	1,848.18	97
Adult Circulating Non-Fiction	8,135.46	317	39.22	2	8,174.68	319	4,051.18	198	12,225.86	517
Adult Reference	3,566.21	35	0.00	0	3,566.21	35	0.00	0	3,566.21	35
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	11,701.67	352	39.22	2	11,740.89	354	4,051.18	198	15,792.07	552
TOTAL ADULT PRINT MATERIALS	12,252.28	382	334.84	18	12,587.12	400	5,053.13	249	17,640.25	649
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	479.65	27	0.00	0	479.65	27	0.00	0	479.65	27
Total Adult Audio	479.65	27	0.00	0	479.65	27	0.00	0	479.65	27
Adult Video Educational	1,923.72	15	0.00	0	1,923.72	15	0.00	0	1,923.72	15
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	1,923.72	15	0.00	0	1,923.72	15	0.00	0	1,923.72	15
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	2,403.37	42	0.00	0	2,403.37	42	0.00	0	2,403.37	42
TOTAL ADULT MATERIALS	14,655.65	424	334.84	18	14,990.49	442	5,053.13	249	20,043.62	691
Juvenile Fiction	49.03	8	73.86	5	122.89	13	22.95	5	145.84	18
Juvenile Circulating Non-Fiction	3,715.35	186	28.70	2	3,744.05	188	0.00	0	3,744.05	188
Juvenile Reference	348.01	7	0.00	0	348.01	7	0.00	0	348.01	7
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	4,063.36	193	28.70	2	4,092.06	195	0.00	0	4,092.06	195
TOTAL JUVENILE PRINT MATERIALS	4,112.39	201	102.56	7	4,214.95	208	22.95	5	4,237.90	213
Juvenile Audio/Music	0.00	0	61.83	5	61.83	5	0.00	0	61.83	5
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	61.83	5	61.83	5	0.00	0	61.83	5
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	61.83	5	61.83	5	0.00	0	61.83	5
TOTAL JUVENILE MATERIALS	4,112.39	201	164.39	12	4,276.78	213	22.95	5	4,299.73	218
Total Fiction	599.64	38	369.48	21	969.12	59	1,024.90	56	1,994.02	111
Total Non-Fiction	15,765.03	545	67.92	4	15,832.95	549	4,051.18	198	19,884.13	747
Total Audio	479.65	27	61.83	5	541.48	32	0.00	0	541.48	32
Total Video	1,923.72	15	0.00	0	1,923.72	15	0.00	0	1,923.72	15
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	18,768.04	625	499.23	30	19,267.27	655	5,076.08	254	24,343.35	909

OUTSTANDING ORDERS AS OF MAY 12, 1999

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$31,844.73	\$2,544.38	\$34,389.11

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF APRIL 1999
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,344.05	73	73	4,144.66	225	218	5,488.71	298	291	5,140.95	245	245	10,629.66	543	536
Adult Circulating Non-Fiction	17,417.48	752	740	7,753.70	358	349	25,171.18	1,110	1,089	18,278.43	911	868	43,449.61	2,021	1,957
Adult Reference	9,261.18	163	145	33.78	1	1	9,294.96	164	146*	566.85	30	23	9,861.81	194	169
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	26,678.66	915	885	7,787.48	359	350	34,466.14	1,274	1,235	18,845.28	941	891	53,311.42	2,215	2,126
TOTAL ADULT PRINT MATERIALS	28,022.71	988	988	11,932.14	584	568	39,954.85	1,572	1,526	23,986.23	1,186	1,136	63,941.08	2,758	2,662
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	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Total Adult Audio	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Adult Video Educational	1,923.72	15	15	0.00	0	0	1,923.72	15	15	0.00	0	0	1,923.72	15	15
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	1,923.72	15	15	0.00	0	0	1,923.72	15	15	0.00	0	0	1,923.72	15	15
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	3,158.59	68	61	0.00	0	0	3,158.59	68	61	27.50	2	2	3,186.09	70	63
TOTAL ADULT MATERIALS	31,181.30	1,056	1,049	11,932.14	584	568	43,113.44	1,640	1,587	24,013.73	1,188	1,138	67,127.17	2,828	2,725
Juvenile Fiction	275.14	24	17	648.98	43	42	924.12	67	59	139.95	19	11	1,064.07	86	70
Juvenile Circulating Non-Fiction	9,808.30	497	450	4,015.72	219	217	13,824.02	716	667	642.52	60	52	14,466.54	776	719
Juvenile Reference	1,038.58	34	14	290.38	19	19	1,328.96	53	33	30.00	1	1	1,378.96	54	34
Juvenile Print Continuations	93.10	3	1	0.00	0	0	93.10	3	0	0.00	0	0	93.10	3	1
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	10,939.98	534	465	4,306.10	238	236	15,246.08	772	701	692.52	61	53	15,938.60	833	754
TOTAL JUVENILE PRINT MATERIALS	11,215.12	558	482	4,955.08	281	278	16,170.20	839	760	832.47	80	64	17,002.67	919	824
Juvenile Audio/Music	0.00	0	0	244.49	23	23	244.49	23	23	0.00	0	0	244.49	23	23
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	244.49	23	23	244.49	23	23	0.00	0	0	244.49	23	23
Juvenile Video Educational	252.00	8	8	0.00	0	0	252.00	8	8	0.00	0	0	252.00	8	8
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	252.00	8	8	0.00	0	0	252.00	8	8	0.00	0	0	252.00	8	8
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	252.00	8	8	244.49	23	23	496.49	31	31	0.00	0	0	496.49	31	31
TOTAL JUVENILE MATERIALS	11,467.12	566	490	5,199.57	304	301	16,666.69	870	791	832.47	80	64	17,499.16	950	855
Total Fiction	1,619.19	97	90	4,793.64	268	260	6,412.83	365	350	5,280.90	264	256	11,693.73	629	606
Total Non-Fiction	37,618.64	1,449	1,350	12,093.58	597	586	49,712.22	2,046	1,936	19,537.80	1,002	944	69,250.02	3,048	2,880
Total Audio	1,234.87	53	46	244.49	23	23	1,479.36	76	69	27.50	2	2	1,506.86	78	71
Total Video	2,175.72	23	23	0.00	0	0	2,175.72	23	23	0.00	0	0	2,175.72	23	23
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	42,648.42	1,622	1,509	17,131.71	888	869	59,780.13	2,510	2,378	24,346.20	1,268	1,202	84,626.33	3,778	3,580

Agenda Item 16

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *PB*

DATE: May 19, 1999

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

The report was received from Unique Management on May 10, 1999.

Attachment A is enclosed.

A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	9	0	0	0.00	0
December	6	15	2	114.80	0
January	12	24	3	193.00	0
February	12	26	7	364.00	0
March	15	47	5	418.70	7
April	15	56	4	378.75	7
May					
June					
TOTAL YTD	70	177	24	1,829.79	14

Unique Management Services

STATUS OF ACCOUNTS REPORT

Accounts Listed Thru 05/02/99

Time Run: 10:49PM

Date Run: MAY 02 1999

1

.e

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	70	Dollars Submitted	:	6,800.21	Dollars Received	:	950.35
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	1,364.74
Direct Addresses	:	14	Dollars in Skips	:	1,181.27	Dollars Waived	:	351.10
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	.00	Total Activated	:	3,352.78
Accounts in Process	:	56	Dollars in Process	:	5,511.23	% of Dollars Activated	:	60.84%
# of Accounts Activated	:	27						
% of Accounts Activated	:	48.21%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: May 19, 1999
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT APRIL , 1999

SUMMARY OF PRINTER/COPIER ACCOUNTS APRIL, 1999

Beginning Balance 3/31/99			(\$715.00)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	674.70		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in April		446.34	
Total Copier Maintenance Payment in April		504.93	
Debit Card System Loan Payback		0.00	
	674.70	951.27	
Ending Balance 4/30/99			<u>(\$991.57)</u>
March payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 4/30/99	(8,565.48)
Loan Amount as of 4/30/99 (Literacy Fund)	7,700.00
March Payment (Fund 702)	0.00
March Payment (Literacy Fund)	0.00
Balance 4/30/99	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Placentia Library District Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: May 19, 1999

SUBJECT: GIFT REPORT

The following gifts were received from April 1, 1999 through April 30, 1999

ADOPT-A-BOOK DONATIONS

Jerry & Kathleen Anger	Kim L. Kahrilas
Jean A. Barrett	Isabel Karbaum
Cleofe Barretto	Genjiro & Yumiko Kotake
Joanne & Jeff Brown	Joseph & Rebecca Kovach
Lana E. Brown	John & Lottie Koziel
Brownie Troop #532	Chih-Chiang Lee
Ruth Cain	Howard & Karen Longballa
Audrey Coming	Gary & Pamela Mauss
Matt & Jana Conley	Lois Mayhew
Maggie Cooper	James & Nancy Mikoloski
David & Elaine Van Deventer	Diane Morgan
Emilie Disen	Jo Ann Nelson
Dura-Chem Inc.	Sumi Okura
Norman Eckenrode	Robert & Erika Riley
Robert & Billie Fluehe	Elliot & Joyce Rosenthal
Elinor Foster	Vel & Wally Rowe
Robert Genc	Williams & Audrey Snow
Mary F. Greene	John & Nancy Spangler
Patricia Higgins	Maralyn Terhune
Dorothy Hines	Susan F. Toman
J.P. & J.M. Hopkins	Richard & Marita Tooley
Beverly & Bill Johnson	Takeo Yamada
Ivan & Phyllis Johnson	Boon & Weng Yee

TOTAL AAB DONATIONS 2,404.00

TOTAL ALL DONATIONS \$2,404.00

Prepared by : Wendy Goodson

TO: Library Board of Trustees

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

DATE: May 19, 1999

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH APRIL, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Regular maintenance of lighting.
3. **Childrens Dept** – Both restrooms serviced by Manwill Plumbing Co.

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: May 19, 1999
SUBJECT: PERSONNEL REPORT FOR APRIL, 1999

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 April	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	0.00	86.00	9/95	345.75
Backes, Theresa	8.50	80.25	6/98	92.75
Boelman, Marge	0.00	6.00	1/98	17.25
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Dell, Lyla	27.50	206.00	8/98	206.00
Deputy, Paul	23.00	207.00	7/82	6,670.25
Farkas, Ted	4.50	17.50	10/98	17.50
Fioroni, Pete	6.00	48.00	3/97	133.75
Fioroni, Ruth	6.00	48.00	3/97	133.75
Fitzgerald, Joan	12.00	159.50	10/93	1,494.50
Foundation Telephone Committee	0.00	40.00	10/98	40.00
Godwin, Nita	0.00	9.00	2/96	141.25
Hemmerling, Barbara	8.50	23.50	10/95	107.75
Hochman, Sue	9.00	72.00	1/98	107.75
Horrocks, Marjorie	4.00	36.00	10/95	191.00
Hyams, Rose	9.00	193.00	7/98	193.00
Irot, Pat	24.50	238.75	2/96	981.25
Jertberg, Pat	42.50	108.00	4/98	116.50
Livezey, Jane	11.00	76.50	4/96	327.50
Lord, Audrey	0.00	53.00	10/97	193.50
Malik, Shamim	4.00	63.00	5/97	480.75
Matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	2.50	25.50	6/98	29.50
Mignot, Shirley	7.00	76.00	9/95	318.75
Myers, Claire	17.00	147.00	10/95	633.00
Olson, Bob	4.00	36.75	9/95	234.25
Pence, Thomas	5.50	21.00	1/99	21.00
Robb, Barbara	1.00	24.50	7/98	24.50
Schlichter, Allan	8.00	56.00	10/93	524.50
Schmidt, Marie	5.00	48.75	4/98	62.75
Shaw, Dixie	2.00	17.00	5/94	141.00
Stark, Alian	1.50	12.50	4/97	32.00
Stark, Sandra	13.00	76.75		164.75
Venegas, Julie	0.00	38.25	6/98	51.25
Walker, Virginia	59.00	107.00	3/99	107.00
Wymer, Betty	11.50	106.00	1/96	432.50
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	80.00	1,160.00		5,473.75
TOTAL	417.00	3,776.75		20,779.75

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	April	YTD		April	YTD
Ahmadi, Zohra	0.00	24.25	Lam, Thuan	0.00	26.50
Alloway, Joby	30.00	30.00	Lee, Hannah	0.00	15.00
Angolo, Nelida	0.00	2.00	Lee, Michael	0.00	24.75
Aroz, Erma	2.50	2.50	Lee, Pichie	0.00	80.00
Arreola, Daniel	8.00	43.00	Leon, Erma	0.00	2.00
Ataris, Andy	0.00	2.00	Mair, Justin	0.00	30.50
Bernard, Bers	10.25	12.00	Margary, Gale	0.00	2.00
Bernd, Jim	30.75	42.75	Martinez, Josh	2.50	2.50
Bone, Shawnda	12.50	14.50	McMillan, Caitlyn	0.00	15.00
Boula, Bobby	0.00	21.25	Molina, Enio	7.75	9.75
Bridenbaker, Mark	2.00	2.00	Morris, Crystal	0.00	7.00
Bui, Jennifer	5.50	5.50	Oskins, Cindy	0.00	4.00
Burke, Marsha	2.00	4.00	Parker, Jim	0.00	5.75
Burns, John	0.00	2.00	Peck, Jean	0.00	2.00
Byrne, Justin	0.00	20.00	Perez, Lizette	0.00	16.50
Ceniceros, Anna	17.00	29.25	Perez, Manuel	0.00	5.75
Cerri, Patrick	0.00	35.00	Picha, Richard	2.00	2.00
Chang, Edmund	0.00	38.00	Pina, Jose Luis	0.00	1.00
Chavez, Alfredo	4.75	21.00	Pinter, Brian	0.00	22.75
Cheung, Eric	0.00	19.00	Plinski, Sara	0.00	2.00
Chib, Sheetal	0.00	8.00	Ritter, David	0.00	1.00
Chiong, Debbie	0.00	34.25	Rodriguez, David	0.00	29.75
Chiu, Jason	0.00	8.00	Rorex, Jamie	2.00	12.00
Chiu, Josephine	0.00	68.00	Shaw, Patrick	0.00	29.50
Clugston, Patricia	5.00	46.50	Sim, Elisia	0.00	17.00
Coursey, Jeff	0.00	18.00	Soto, David	0.00	31.00
DeCarlo, Joey	5.00	5.00	St. Aubin, Lacy	0.00	10.50
De Los Santos, Sarah	0.00	20.00	Sung, Alice	0.00	9.00
Espinosa, Jorge	0.00	3.00	Thompson, Jena	0.00	4.50
Garner, Sarah	0.00	11.00	Topiu, Monique	2.25	2.25
Gerges, Magda	0.00	7.50	Tsutsurmuda, Kathy	0.00	11.00
Gonzalez, Lizeth	0.00	15.50	Uh, Soo	0.00	7.75
Gonzalez, Maria	0.00	24.25	Vance, Brian	0.00	55.50
Govea, Melissa	0.00	4.00	Varela, Javier "Junior"	0.00	43.00
Guzzi, Rebecca	0.00	4.00	Vasquez, Joel	0.00	8.00
Haffner, Kristy	0.50	0.50	Veltre, Matti	0.00	26.75
Hannah, Bryan	0.00	34.00	Verde, Val	0.00	6.25
Harikumar, Seema	0.00	3.00	Vidhyarkorn, Tammy	9.00	87.00
Harnett, Tom	7.00	15.00	Villanoeva, Jorge	30.00	30.00
Harrison, Matthew	0.00	29.00	Wang, Grace	0.00	20.00
Hernandez, Ricardo	0.00	6.00	Wang, Shuan	0.00	40.00
Higueros, Delmy	0.00	22.25	Whalen, Mark	5.50	12.00
Ho, Bao	0.00	30.00	Yada, Julie	0.00	10.50
Ho, Jerry	0.00	40.00	Yang, Kelly	0.00	23.00
Joslin, Linda	0.00	1.75	Yee, Cindy	0.00	17.50
Karisagara, Mena	0.00	17.50			
Khounani, Anthony	0.00	12.00			
Kim, Jessica	0.00	12.25			
Kumar, Smita	0.00	23.75			
TOTAL	123.75	893.50	TOTAL	61.00	803.00

LVA VOLUNTEERS

Literacy Volunteer Hours 265.00

TOTAL VOLUNTEERS HOURS 866.75

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		
	FY96/97	FY97/98	FY98/99	FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	864.25	919.25	209.00	405.00	427.00
September	773.75	433.00	531.75	279.00	376.00	261.00
October	756.50	486.00	497.00	482.00	435.00	332.00
November	519.75	492.75	443.75	257.00	369.00	345.00
December	370.00	556.00	312.25	142.00	273.00	179.00
January	488.60	558.25	413.75	367.00	301.00	242.00
February	480.00	533.50	372.00	517.00	450.00	504.00
March	675.00	687.00	478.75	493.00	398.00	347.00
April	788.00	594.00	601.75	633.00	383.00	265.00
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
MAY 19, 1999

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 APRIL 99	FY97-98 APRIL 98
1st Time Checkouts	117,401	136,584	-14.04%	13,515	13,024
Phone Renewals	14,690	12,318	19.26%	1,917	1,528
In-Building Renewals	5,999	11,133	-46.12%	489	1,234
Total Renewals	20,689	23,451	-11.78%	2,406	2,762
TOTAL CHECKOUTS	138,090	160,035	-13.71%	15,921	15,786
On-Time Checkins	111,102	129,110	-13.95%	12,753	12,091
Late Checkins	23,171	26,246	-11.72%	2,641	2,932
TOTAL CHECKINS	134,273	155,356	-13.57%	15,394	15,023
Holds Placed	2,778	3,196	-13.08%	302	343
Holds Cancelled	591	670	-11.79%	63	83
Holds Filled	2,648	2,822	-6.17%	321	281
Holds Expired	20	29	-31.03%	1	1
Overdue Items	8,626	10,127	-14.82%	1,074	1,201
Overdue Notices	3,640	4,319	-15.72%	477	538
Billing Notices	4,341	5,050	-14.04%	530	589
Patrons Registered	2,617	2,937	-10.90%	307	278
Titles Added	7,680	5,403	42.14%	1,116	818
Volumes Added	9,433	9,362	0.76%	1,557	1,064
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	61,991	69,594	-10.92%	7,049	7,104
Juvenile Print	66,234	78,388	-15.50%	7,784	7,471
Total Print	128,225	147,982	-13.35%	14,833	14,575
Audio	4,390	5,050	-13.07%	454	495
Visual	6,222	7,662	-18.79%	634	715
Equipment	0	0	0.00%	0	0
Total Audio Visual	10,612	12,712	-16.52%	1,088	1,210
TOTAL CIRCULATION	138,090	160,035	-13.71%	15,921	15,786
Placentia Circulation	85,126	103,707	-17.92%	9,984	10,100
% Placentia Circulation	61.31%	64.54%	-5.00%	62.71%	63.98%
Anaheim/Yorba Linda Circulation	26,966	28,755	-6.22%	2,918	3,123
% Anaheim/Yorba Linda Circulation	19.42%	17.89%	8.55%	18.33%	19.78%
TYPES OF ACTIVE BORROWERS					
Adult	91,872	102,304	-10.20%	10,371	10,231
Young Adult	3,794	3,711	2.24%	455	535
Juvenile	34,159	43,706	-21.84%	4,033	3,953
New Borrower	9,013	10,948	-17.67%	1,062	1,066
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	138,838	160,669	-13.59%	15,921	15,785
TOTAL REGISTERED BORROWERS	27,447	28,067	-2.21%	27,447	28,067
ATTENDANCE					
Adult Reference - In Building	10,855	11,827	-8.22%	1,080	1,411
Adult Reference - Telephone	2,497	2,554	-2.23%	176	266
Children's Reference - In Building	5,335	7,559	-29.42%	503	576
Children's Reference - Telephone	419	379	10.55%	26	56
Total Adult Reference	13,352	14,381	-7.16%	1,256	1,677
Total Children's Reference	5,754	7,938	-27.51%	529	632
Total In Building Reference	16,190	19,386	-16.49%	1,583	1,987
Total Telephone Reference	2,916	2,933	-0.58%	202	322
TOTAL REFERENCE	19,106	22,319	-14.40%	1,785	2,309

**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. - April 6, 1999**

ISDOC Executive Committee Members Present:

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

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

Teri Cable
2nd Vice President
1050 Wykoff Way
Laguna Beach, Ca. 92651
TEL: (714) 647-5658
FAX: (714) 647-5622
Email: tcable@ci.santa-ana.ca.us

Arlene Schafer
3rd Vice President
292 Bucknell
Costa Mesa, Ca. 92626
TEL: (714) 546-1429
FAX: (714) 432-1436

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

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

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

cc: LAFCO Representatives
John B. Withers (present) Email: jwithers@psomas.com
Russell Paris (present) Email: rcparis6@gte.net
Bill Goodwin (present) Email: wgoodwin@psomas.com
Trudy Ohlig (present) Email: prues@earthnet
Ed LaBahn (present) Email: ealabahn@worldnet.att.net
Ted Martin (present) Email: tfmlee@msn.com
Russ Behrens -McCormick, Kidman & Behrens
Tom Blaylock (present) Email: tblay@msn.com

Ken Petersen
Phillip L. Anthony
Jim Reed (present)
Ed Royce (present)
John Schatz
Dana Smith -LAFCO

Call to Order

1. Preliminaries

First Vice-President, Mary Aileen Matheis, called the meeting to order at 7:30 A.M.

2. Review Minutes of March 2, 1999 Executive Committee Meeting.

Minutes approved as submitted.

3. Financial Report

Joan Finnegan reported a cash balance as of April 5, 1999 of \$3,855.78.

4. Set Agenda for April 29, 1999 Quarterly Meeting.

Mary Aileen reported that Marian Bergeson was confirmed as our luncheon speaker. Given that the meeting will be competing with CASA & CSDA conferences on April 29th, all Board members were urged to contact their colleagues and encourage them to attend. Keith Coolidge has information regarding the "telephone tree" calling procedure. Contact him if required. John Withers suggested that we should consider utilization of E-Mail for this purpose. This information will be included in future correspondence for those that provide an E-Mail address.

The regular meeting of the Executive Committee in May will be held on May 11, 1999 to avoid conflict with the ACWA Conference starting on May 4, 1999.

5. LAFCO Matters

John Withers, Arlene Schafer and Bill Goodwin reported as follows:

- ◆ Current LAFCO priority is updating the sphere-of-influence to south county cities.
- ◆ The Commission is beginning to evaluate numerous possibilities for incorporation of the Santa Margarita area.
- ◆ A new Assistant Executive Director has been hired - Larry Garcia.
- ◆ Primary focus of Commission is on "city matters".
- ◆ Annexations to the City of Lake Forest involving the commercial area east of the city, Portola Hills and the Foothill community, continue to command a lot of attention.
- ◆ The Tri-Cities "question" is pending regarding the anticipated disposition of that agency.
- ◆ The LAFCO Legislative Committee has held meetings recently.

- ◆ Ed LaBahn encouraged more attention to the cost of consolidation and the need for timely review of LAFCO consolidation decisions in terms of whether or not objectives are being accomplished and at what cost.

6. CSDA Report

Russell Paris reported that the CSDA Board had ratified a contract agreement with Mike Gotch to represent the Association. Currently Mike is attending all of the meetings of the Commission for Local Governance for the 21st Century to monitor the discussion in that particular forum.

Russell also presented a public relations document prepared by the Ventura County Special Districts Association that does a superb job in discussing the purpose of special districts in Ventura County and how they benefit the residents of the county.

The Committee was interested in how we could prepare a similar "piece" for Orange County and will discuss that at the May meeting.

7. Legislative Report

Keith Coolidge was not present to report but several members of the group talked about our interest in ERAF bills, water bonds, etc. The legislative priorities seem to be education and transportation with water somewhere down the list.

8. Other Concerns/Comments

John Withers reported on a meeting in Sacramento where "Old Pipes - Infrastructure" was the subject matter. Some encouraging feedback from that.

John also initiated some discussion regarding the competitive aspect between public agencies and private utilities by distributing a document taken from the internet. The primary point of the article is that management makes the difference - in essence if public agencies are well-managed, they should win this competition every time. (copy attached)

Trudy Ohlig commented on the "Policy Maker Round Table" that will be part of the AWWA Conference in Ontario for the first time.

9. Adjourn

The meeting was adjourned at 9:00 a.m.

Dated April 6, 1999

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF MARCH 1, 1999: \$ 3,805.78

RECEIPTS:

Irvine Ranch Water Districts Dues \$ 50.00

TOTAL RECEIPTS FOR PERIOD 3/1/99 - 4/5/99: 50.00

EXPENSES:

None

BALANCE ON HAND AS OF APRIL 5, 1999: \$ 3,855.78

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

ISDOC GOALS AND OBJECTIVES FOR 1999

- GOAL -** Be Proactive
- OBJECTIVE -** Educate legislators and the public about Independent Special Districts in terms of services provided and value to constituents.
- OBJECTIVE -** Increase communication and participation with other associations such as (CASA, ACWA, Fire Authority, Sanitation Districts, League of Cities and COG).
- Revive the idea of a Master Calendar with LAFCO
- OBJECTIVE -** Increase communication with membership regarding consolidations, related legislation, LAFCO petitions.
- Accomplish via newsletter, reaching out to community service districts, regular updates to WACO.
- OBJECTIVE -** Encourage LAFCO to (post-audit) evaluate previous consolidation decisions.
- Accomplish through LAFCO Special District Technical Advisory Committee.
- PURPOSE -** **"The purpose of this Organization is to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Orange, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Orange County that will result in a benefit to the public."**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Status Report on Strategic Plan for Placentia Library District**
DATE: May 19, 1999

No activities on the Strategic Plan have taken place in this report period.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

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								0.00
May-99								0.00
Jun-99								0.00
TOTAL		33,078.29	7,578.94	7,132.82	774.81	3,357.52	2,364.10	54,286.48
AVG		3,675.37	842.10	792.54	86.09			6,031.83

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997	1,090.00	236.40	41.93	1,368.33	684.17
Mar 1997	1,090.00	234.00	19.41	1,343.41	671.71
Apr 1997	1,090.00	234.00	20.97	1,344.97	672.49
May 1997	1,090.00	234.00	43.27	1,367.27	683.64
Jun 1997	1,463.92	324.00	73.44	1,861.36	930.68
TOTAL	14,580.96	3,269.40	374.74	18,225.10	9,112.55
AVG	1,215.08	272.45	31.23	1,518.76	759.38

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				0.00	0.00
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	11,963.76	2,175.00	126.82	14,265.58	7,132.79
AVG	1,329.31	241.67	14.09	1,585.06	792.53

DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Feb 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Mar 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Apr 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
May 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Jun 1997	262.08	216.00	51.04	0.00	934.80	1,463.92
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80	14,580.96
AVG	272.69	225.00	51.04	4.21	662.15	1,215.08

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	2,441.60	2,514.50	423.14	51.72	6,532.80	11,963.76
AVG	271.29	279.39	47.02	5.75	725.87	1,329.31

FY1996-1997	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33

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

FY1998-1999	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	72.00	90.00	16.00	2.00	270.00	450.00
AVG	8.00	10.00	1.78	0.22	30.00	50.00

CALIFORNIA ADVOCATES, INC.

[LEG.WEB](#)[HOME](#)[CLIENTS](#)[INFO](#)[LOBBYISTS](#)[FILE
MANAGER](#)

View Folder as: [Calendar](#) / [Status](#)

Bill Folder: **placentia**

16 bills in folder.

AB 24 , **Runner:** ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/15/1999: [HTML](#) | [PDF](#))

Topic: Local fiscal relief: subventions to local governments.

Last Action: From committee: Do pass, and re-refer to Com. on APPR. Re-referred. (Ayes 8. Noes 0.) (April 21). (04/22/1999)

Hearing Date: 05/12/1999 (ASM APPROPRIATIONS)

Digest Summary:The Bank and Corporation Tax Law provides, for income years ending on or after December 31, 1995, that the rate of tax on banks and financial corporations shall be the rate as provided by a specified statute, plus 2%.

This bill would, as provided, require the Franchise Tax Board to determine those amounts of revenues that are attributable to the supplemental 2% rate of tax, and to notify the Controller of those amounts for transfer from the Bank and Corporation Tax Fund to the Financial Aid to Local Agencies Fund, which is created by this bill as a continuously appropriated fund.

AB 185 , **Hertzberg and Runner:** ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/26/1999: [HTML](#) | [PDF](#))

Topic: Governmental agency performance reports.

Last Action: Re-referred to Com. on APPR. (04/27/1999)

Hearing Date: 05/19/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary:Under existing law, the Legislative Analyst, operating under the authority of the Joint Legislative Budget Committee, provides to the Legislature fiscal analyses of the annual State Budget and other subjects.

This bill would create the California Local Government Report Card Advisory Board consisting of 15 appointed members with certain qualifications.

AB 188 , **Hertzberg:** ASM ([Status](#) | [History](#) | Version 01/21/1999: [HTML](#) | [PDF](#))

Topic: Local government reorganization.

Last Action: Read second time. To third reading. (04/22/1999)

File: ASM THIRD READING (Item # 29) (05/12/1999)

Lobbyist: MDB

Digest Summary:Existing law establishes the Commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules, and the Senate Committee on Rules, as specified.

This bill would include on the commission 6 nonvoting ex officio members consisting of the chairs and vice chairs of the Senate and Assembly Local Government Committees and 2 persons appointed by the Governor, as specified.

AB 284 , Strom: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 02/04/1999: [HTML](#) | [PDF](#))

Topic: Property tax revenue shifts: teeter county relief.

Last Action: In committee: Set, first hearing. Referred to APPR. suspense file. Set, first hearing. Referred to Appropriations suspense file. (04/21/1999)

Lobbyist: MDB

Digest Summary:Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify this reduction and transfer offset by including a county's Educational Revenue Augmentation Fund within the definition of an educational entity.

AB 304 , Wildman: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/28/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: property tax revenue allocation: Budget Act.

Last Action: Re-referred to Com. on APPR. (05/03/1999)

Hearing Date: 05/19/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary:This bill would declare the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1999 relative to reducing the shift of property tax revenues from counties, cities, and special districts to Educational Augmentation Funds.

This bill would declare the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1999 relative to reducing the shift of property tax revenues from counties, cities, and special districts to Educational Augmentation Funds.

AB 349 , Torlakson: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 05/06/1999: [HTML](#) | [PDF](#))

Topic: Property tax revenue allocations: Teeter Plan counties: revenue shift reduction.

Last Action: Re-referred to Com. on APPR. (05/10/1999)

Hearing Date: 05/12/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary:Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would instead define a "qualified county" as any to also include a county that has implemented this specified alternative distribution method, and would, with respect to counties that first implemented this specified alternative distribution method prior to the 1993-94 fiscal year, define the "designated fiscal year" as the 1999-2000 fiscal year.

AB 550 , Torlakson: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/28/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: property tax revenue allocation: budget trailer.

Last Action: Re-referred to Com. on APPR. (05/03/1999)

Hearing Date: 05/19/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary:This bill would declare the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1999 relative to reducing the shift of property tax revenues from

... () ...

... () ...

... () ...

... () ...

... () ...

... () ...

... () ...

counties, cities, and special districts to Educational Augmentation Funds.

This bill would declare the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1999 relative to reducing the shift of property tax revenues from counties, cities, and special districts to Educational Augmentation Funds.

AB 1194 , **Leonard**: ASM LOCAL GOVERNMENT ([Status](#) | [History](#) | Version 02/26/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: (Corrected April 21.) (04/22/1999)

Lobbyist: MDB

Digest Summary:Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer requirements, by requiring, commencing with the 1999-2000 fiscal year, that each reduction and transfer amount calculated for a local agency in a county be annually reduced in accordance with a specified schedule, and that the revenues not allocated to the county's Educational Revenue Augmentation Fund as a result of these reductions be instead allocated among the local agencies in the county, as provided.

AB 1195 , **Longville**: ASM ([Status](#) | [History](#) | Version 05/10/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Re-referred to Com. on APPR. (05/11/1999)

Lobbyist: MDB

Digest Summary:Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer requirements, commencing with the 1999-2000 fiscal year, by requiring that each reduction and transfer amount calculated for a local agency in a county be limited to that agency's reduction and transfer amount for the 1998-99 fiscal year, as annually reduced in accordance with an unspecified a specified schedule.

AB 1347 , **Runner**: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/27/1999: [HTML](#) | [PDF](#))

Topic: Property tax administration reimbursement: cities and special districts.

Last Action: Re-referred to Com. on APPR. (04/29/1999)

Hearing Date: 05/19/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary:Existing property tax law provides, pursuant to specified formula, for a county auditor's determination of those property tax administrative cost shares that are attributable to the other jurisdictions in the county, and further provides in each fiscal year for a county's recovery of those attributable shares from all other jurisdictions in the county, except for school entities and a county's Educational Revenue Augmentation Fund.

This bill would, for the 1999-2000 fiscal year and each fiscal year thereafter , require a county to reduce a city or special district's attributable share of property tax administrative costs by the amount of any of those costs, previously recovered by the county from that city or special district, that (a) arose in connection with

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key points discussed and reiterating the importance of a robust data management strategy for the organization's long-term success.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It explains how these methods are used to interpret the data and draw meaningful conclusions.

8. The eighth part of the document focuses on the importance of data visualization in presenting the results of data analysis. It discusses different types of charts and graphs and how they can be used to effectively communicate complex data to a wide audience.

9. The ninth part of the document addresses the ethical considerations surrounding data management and analysis. It discusses the need for transparency, informed consent, and the protection of individual privacy and data security.

10. The tenth part of the document provides a final summary and offers recommendations for future research and practice in the field of data management and analysis. It emphasizes the need for continuous learning and adaptation to new technologies and challenges.

the State-County Property Tax Administration Program, and (b) are not required to be repaid by the county as a result of forgiveness by the state.

AB 1402 , **Mazzoni**: ASM APPROPRIATIONS ([Status](#) | [History](#) | Version 04/28/1999: [HTML](#) | [PDF](#))

Topic: Property tax revenue shifts: excess shift revenues.

Last Action: Re-referred to Com. on APPR. (05/06/1999)

Hearing Date: 05/19/1999 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would require, for the 1999-2000 fiscal year and each fiscal year thereafter, that if, after making these prescribed allocations, a county auditor determines that there are still additional funds to be allocated, that those funds be allocated to the county, cities, and special districts in proportion to the amounts of ad valorem property tax revenue otherwise required to be shifted from those local agencies to the county's Educational Revenue Augmentation Fund for the relevant fiscal year.

ACA 11 , **Briggs**: ASM ([Status](#) | [History](#) | Version 05/06/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Read second time and amended. (05/06/1999)

Lobbyist: MDB

Digest Summary: Existing provisions of the California Constitution require that the revenues derived from the general ad valorem property tax be allocated to local jurisdictions in each county in accordance with law.

This measure would modify these reduction and transfer requirements, for the 2000-01 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the applicable percentage, set forth in a specified schedule, of the total amount allocated to that fund for the 1998-99 fiscal year.

SB 3 , **Rainey**: SEN APPROPRIATIONS ([Status](#) | [History](#) | Version 04/06/1999: [HTML](#) | [PDF](#))

Topic: California Library Construction and Renovation Bond Act.

Last Action: Placed on APPR. suspense file. Placed on Appropriations suspense file. (04/26/1999)

Digest Summary: Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Bond Law of bonds in the amount of \$75,000,000 for the purpose of financing a special library construction and renovation program.

This bill would enact the California Library Construction and Renovation Bond Act of 2000, which would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of \$1,000,000,000 for the purpose of financing a library construction and renovation program administered by the State Librarian.

SB 215 , **Dunn**: SEN APPROPRIATIONS ([Status](#) | [History](#) | Version 01/21/1999: [HTML](#) | [PDF](#))

Topic: Property tax revenue allocations: property tax revenue shifts: single-county transit districts.

Last Action: Placed on APPR. suspense file. Placed on Appropriations suspense file. (04/19/1999)

Lobbyist: MDB

Digest Summary: Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires

TOP SECRET
CONFIDENTIAL

CONFIDENTIAL
TOP SECRET

CONFIDENTIAL
TOP SECRET

CONFIDENTIAL
TOP SECRET

CONFIDENTIAL
TOP SECRET

CONFIDENTIAL
TOP SECRET

CONFIDENTIAL
TOP SECRET

that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would, as provided, for the 1999-2000 fiscal year and each fiscal year thereafter, exclude single-county transit districts from these reduction and transfer provisions.

SB 238 , **Baca:** SEN PUBLIC SAFETY ([Status](#) | [History](#) | Version 04/27/1999: [HTML](#) | [PDF](#))

Topic: Public libraries; Internet; pornography.

Last Action: Set, first hearing. Failed passage in committee. (05/11/1999)

Hearing Date: 05/18/1999 (SEN PUBLIC SAFETY)

Lobbyist: MDB

Digest Summary:(1) Existing law defines "public library" as a library, or 2 or more libraries, operated as a single entity by one or more public jurisdictions and which serve the public without distinction.

This bill would require a public library that provides public access to the Internet to purchase, install, and maintain computer software for use on all computers available for use by children under 18 years of age, or in the case of a library that has only one computer available for use by both adults and children under 18 years of age, for use on that computer that prohibits access to obscene matter, as defined, on the Internet.

SCA 6 , **Rainey:** SEN LOCAL GOVERNMENT ([Status](#) | [History](#) | Version 02/26/1999: [HTML](#) | [PDF](#))

Topic: Local government finance: authority and accountability.

Last Action: To Coms. on L.GOV. and C.A. (03/18/1999)

Lobbyist: MDB

Digest Summary:(1) The California Constitution requires that revenues derived from taxes imposed pursuant to the Vehicle License Fee Law or its successor be allocated to counties and cities in the manner provided by statute.

This measure would modify this allocation requirement to instead require that these revenues be allocated to counties and cities in the manner prescribed by a specified statute as that statute read on January 1, 1998.

800/372-7903 - Toll-Free Telephone

916/446-9849 - Sacramento Local Telephone

916/612-2040 - 24 Hour / 7 Day Page/Voice Mail

legweb@capweb.com - Email



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations. The document further states that regular audits are essential to identify any discrepancies or errors in the accounting process. It also mentions that proper record-keeping is crucial for the overall financial health of the organization and for providing a clear picture of its performance to stakeholders.

2. The second part of the document focuses on the role of the accounting department in providing timely and accurate financial information. It highlights that the department should maintain a strong working relationship with other departments, particularly the sales and marketing teams, to ensure that all financial data is captured and reported correctly. The document also discusses the importance of budgeting and forecasting, which are key tools for managing the organization's resources effectively. It notes that regular communication and collaboration are essential for the success of these financial management activities. Finally, the document concludes by stating that a commitment to transparency and integrity is fundamental to the accounting profession and to the long-term success of any business.

April 29, 1999

To: CSDA Legislative Committee
 From: Mike Gotch
 Re: CLG21

California
 Special Districts
 Association

1121 L Street
 Suite 508
 Sacramento, CA
 95814

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

The following observations do not represent a consensus of the CLG21; only the sentiments of one or more members expressed at their March 25-26th meeting. These are suggestions for legislative changes that could affect some special districts, as well as counties, cities, and LAFCOs.

- ✓ It is believed that many LAFCOs lack credibility. Before consideration is given to enhancing their powers they need to be structurally "reformed."
- Staffing, funding, the composition of Commissions, and the way public members are selected need to be changed
- Reinstate municipal island annexation authority
- Give LAFCOs review of development in unincorporated county urban service areas through requirement of a county Sphere
- Provide state financial support for LAFCOs to conduct consolidation/dissolution studies
- Give LAFCOs the authority to initiate consolidation of cities and counties where warranted
- Require that development in municipal islands meet the city's general plan standards.
- Develop incentives for cities to share revenues with counties if counties will agree not to permit urban or sales tax generating developments
- Require each LAFCO to adopt guidelines based on state policy
- Require LAFCOs to re-evaluate adopted Spheres of Influence with financial support from the state
- Modify AB 8 formula so that property taxes are not lost to residents of an area if an agency is dissolved
- Consider modification to situs based sales tax allocation so that in **urban** areas the growth will be allocated on a population basis
- Consider whether county governments any longer have a purpose in **urban** areas
- **Change the legislative intent section which presently favors a single purpose agency**

The Commission on Local Governance will continue to meet, take testimony and provide workshop sessions for the Commissioners. The next meetings are scheduled for April 30th in Oakland, May 10th or 14th in Los Angeles, June 4th in the Ontario area, July 9th in Santa Barbara, July 23rd in Fresno, September 17th in Orange County, October 13th in Sacramento, and November 18-19th in Los Angeles. If you have questions, do not hesitate to give me a call at (707) 944-9276.

Executive Director
 Catherine Smith

Legislative Advocate
 Ralph Heim
 916.442-4584

TEMPLETON COMMUNITY SERVICES DISTI

Agenda Item 26

CLA

Page 7 of 12

BOARD OF DIRECTORS

Robert Bergman, President
Clifford S. Beere, Vice-President
Bill Engels, Director
Keith Vreeken, Director
John Gannon, Director

**STAFF**

William Van Orden, General Manager
Laurie Ion, Administrative Supervisor
Richard Dolling, Utilities Supervisor

P.O. Box 780 • 420 Crocker Street • Templeton, California 93465 • FAX (805) 434-4820 • (805) 434-4900

March 25, 1999

Ms. Catherine Smith, Executive Director
CSDA
1121 L Street, Ste. 508
Sacramento, CA 95814

RE: Educational Revenue Augmentation Fund (ERAF) - Article

Dear Catherine,

Attached you will find an article from the latest "California County" that discusses Sonoma County's intent (I think they now have) to sue the State for reimbursement of lost property taxes. I note from the article that other Counties are formally joining the lawsuit.

I would appreciate knowing if CSDA is going to support the Counties by either joining in the lawsuit or providing some other support. This District lost \$80,500 this year as a result of the ERAF shift. This is a significant loss to this District and its return could greatly help our property tax funded operating programs.

I look forward to receiving your comments and CSDA's stance with respect to this matter.

Sincerely,

William G. Van Orden, General Manager

WGV:lai

Attachment - ERAF Article

cc: Board of Directors - Info.

RECEIVED
MAR 27 1999

Sonoma County prepares to sue the state for reimbursement of lost property taxes.

Enough of ERAF!

By Steven M. Woodside

A "central purpose of Article XIIB, Section 6 [is] to prevent the state's transfer of the cost of government from itself to the local level."

Late last year, the Commission on State Mandates denied a test claim brought by the County of Sonoma and 47 additional counties concerning the mandate that property taxes be shifted from local governments to an Educational Revenue Augmentation Fund in each county (commonly called "ERAF").

ERAF funds are distributed to schools "dollar for dollar" to relieve the state's obligation to fund schools. Following the tax shift, which began fiscal year 1992-93, counties have seen a decline in their property tax share from a high of 33 percent to the current 19 percent, resulting in a loss of at least \$2.6 billion annually to counties, (see Chart 1).

Given the magnitude of the claim and the composition of the commission, the commission's decision was expected. The director of the Department of Finance, director of the Office of Planning and Research, treasurer, controller, and three

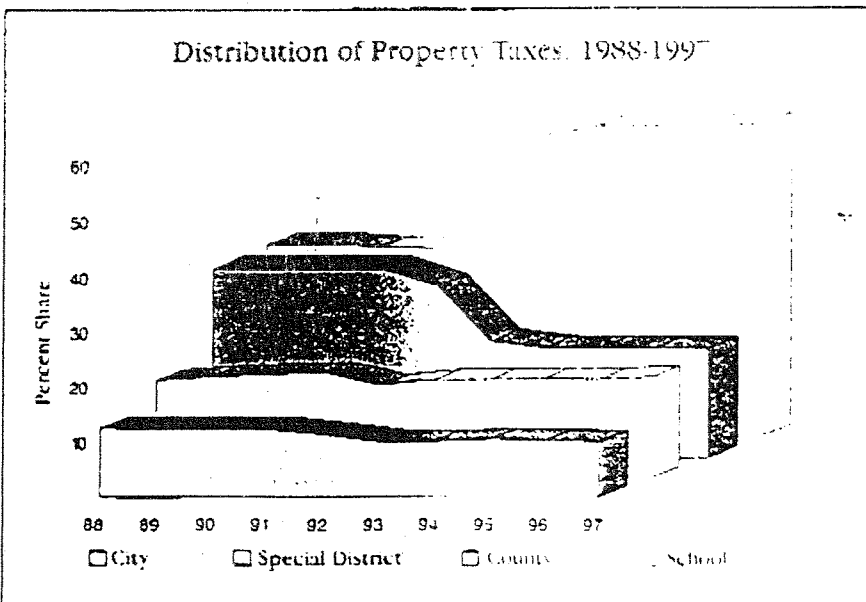
SEE "ERAF" PAGE 11



Sonoma County Counsel Steven M. Woodside

Right: Chart 1 shows the steep decline in the percent of property taxes counties receive following the 1992-93 tax shift and the corresponding increase in the percentage share for schools.

Chart by Jim Wiltshire, CSAC legislative analyst, Revenue and Taxation



"ERAF" - FROM PAGE 3

appointees of the Governor make up the seven-member commission.

What was surprising, however, were comments made by commissioners, including some who voted against the counties, that the claim appeared to have merit if several California Supreme Court decisions were applied to this case. The five-member majority of the commission declined to "extend" the reasoning of these decisions, suggesting that would be for the courts to decide. Sonoma is filing a lawsuit in the Superior Court to overturn the commission's decision.

Synopsis of ERAF Claim

The counties assert that because a sizeable portion of the state's obligation to fund schools was shifted from the state to the counties, the shift is a state mandate that must be reimbursed as required by Section 6 of Article XIII B of the California Constitution.

Section 6 was added to the constitution in 1979 by Proposition 4 (the Gann Initiative). The primary purpose of Proposition 4 was to limit government spending. The authors of Proposition 4 recognized that the combination of property tax limitations in Proposition 13 and spending limitations in their proposed initiative made local governments particularly vulnerable to state laws mandating local spending. To mitigate that problem, Proposition 4 included Section 6 to require the state to reimburse local governments whenever the state "mandates a new program or higher level of service."

By requiring local governments to shift property tax revenues to fulfill the state's funding obligation to schools, the state imposed a financial burden on local government equivalent to a "new program or higher level of service." In two cases decided in 1988 and 1997, the California Supreme Court rejected the attorney general's narrow interpretation of the terms "new program" and "higher level of service."

Instead, the court in *Lucia Mar Unified School Dist. v. Honig* (1988) and *County of San Diego v. State of California* (1997) construed those terms broadly to allow reimbursement whenever the Legislature shifts a financial obligation from itself to local government. The court commented in *San Diego* that a "central purpose of Article XIII B, Section 6 (is) to prevent the state's transfer of the cost of government from itself

to the local level."

Given the Supreme Court's broad, policy-based definition of "new program or higher level of service," local governments have a powerful argument that the ERAF tax shift transfers the cost of education from the state to the local level and is therefore a reimbursable mandate.

The State's Defense

Unlike *County of San Diego*, the ERAF tax shift does not require a county to expend revenues, and thus the attorney general argues that there is no mandated "cost." Since property tax revenues were intercepted before they could be appropriated by the county, the state contends that there is no cost incurred by any county.

The answer to this argument is that under *Lucia Mar* and *County of San Diego*, the tax shift is the functional equivalent of a statute mandating an appropriation. By any dictionary definition, the meaning of the word "cost" is not limited to an "expenditure"; it also means "loss" or "penalty"—something counties surely experienced as a result of the ERAF tax shift. Proposition 4 created an equilibrium between the state and local governments such that a change in tax distribution for the purpose of shifting a state cost to local governments triggers an obligation to reimburse.

The state also argues that the tax shift was merely a reallocation of property tax revenues among local entities, and thus is expressly authorized by Proposition 13, which gives the Legislature authority to allocate property taxes among the local entities entitled to receive them.

This argument, however, would require a court to ignore Proposition 4, rather than reading these propositions together. The counties do not challenge the right of the Legislature to allocate property taxes to implement Proposition 13, but rather demand that the state reimburse local governments for the cost of supporting schools that the state has shifted to them.

Proposition 172 Funds

Statewide, the ERAF shift from all local entities, (including counties, cities and special districts) amounts to approximately \$3.5 billion annually. The state argues that the sales tax revenue from Proposition 172 is a reimbursement to local governments for the property tax shift.

The counties' reply is twofold. First, Proposition 172 funds are earmarked for public safety, and Proposition 4 does not allow a loss of discretionary funds to be reimbursed with earmarked funds. Second, even if Proposition 172 sales tax revenue can be counted as a reimbursement, it only partially offsets the loss of property taxes. For counties, the annual shortfall between lost property taxes and sales tax revenues is more than \$1 billion.

The Next Step

CSAC, the County Administrators' Association, and the Litigation Coordination Program of the County Counselors Association are coordinating financial and legal resources to assist the law suit. The case is being prosecuted by Sonoma County in Superior Court. Other counties are formally joining the suit. The case may well be destined for a decision in the Court of Appeal or the California Supreme Court. ■

Steven M. Woodside is county counsel for Sonoma County. He previously served as county counsel for Santa Clara County.

CALIFORNIA County

"County managers and elected officials read *California County* more than any other publication that focuses on local government."*

*According to California County readership survey results.

For more information about advertising in *California County*, contact Mary Foy, Advertising Representative, 916/422-1377.

Ad Space Reservation Deadlines:

July/August '99 Issue:

May 24

September/October '99 Issue:

July 26

November/December '99 Issue:

September 27



California Library , 12:02 AM 4/24/99 , Legislative Update

Date: Sat, 24 Apr 1999 00:02:56 GMT
 X-Sender: info.cla-net@mail2.quiknet.com
 X-Mailer: Windows Eudora Light Version 1.5.2
 To: John Adams <jadams@oclib.co.orange.ca.us>,
 Miguel Alaniz <malaniz@cerfnet.com>,
 Winona Allard <wallard@pen.ci.santa-monica.ca.us>,
 Jeanne Amos <jamos@innercite.com>,
 Marilyn Ashcraft <ashcraft@earthlink.com>,
 Gregg Atkins <atkins@smcccd.cc.ca.us>,
 Judith Auth <judith_adm@riverside.lib.ca.us>,
 Henry Bates <bateshenry@hotmail.com>,
 Barbara Bowie <barbara_cps@riverside.lib.ca.us>,
 Anne Cain <acain@mail.contra-costalib.ca.us>,
 Anne Campbell <acamp@sdcoe.k12.ca.us>,
 Gary Christmas <gchristm@co.riverside.ca.us>,
 Bea Chute <mclshq@mclsys.org>,
 Ann Cousineau <acousine@snap.lib.ca.us>,
 Marilyn Crouch <mcroucli@sdcl.org>
 From: California Library Association <info@cla-net.org>
 Subject: Legislative Update

>April 23, 1999
 >

>TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
 >

>FROM: Mike Dillon, Lobbyist
 > Christina Dillon, Lobbyist
 >

>RE: NEWS FROM THE CAPITOL
 >
 >

>I. SUBCOMMITTEES ACT ON PUBLIC LIBRARY FOUNDATION ITEM
 >

>On Wednesday afternoon, April 21, the Senate Subcommittee on Education
 >Finance Number One, voted to approve \$10 million for inclusion in this
 >year's state Budget for the Public Library Foundation program (PLF).
 >In past years, the subcommittee has chosen to place a certain amount
 >for the PLF on their "checklist," meaning that the committee would
 >take the item into consideration only after the May Revise was
 >released, and a better indication of the state's fiscal picture could
 >be determined. Wednesday's action by the subcommittee sends a message
 >that the four members felt strongly enough about the plight of
 >libraries, that they are including an augmentation of \$10 million in
 >the Budget without considering the May Revise numbers.
 >

>Meanwhile, in the Assembly, the Assembly Subcommittee on Education
 >Finance Number Two, voted last week to place a \$32 million
 >augmentation to the PLF on the "checklist." In placing the funding
 >on the "checklist," the subcommittee will need to re-open this item
 >after the May Revise and make a decision about the level at which they

Postal# Fax Note	7671	Date	4/24/99	# of pages	3
To	MCLS/SLS/Associate	From	MCLS/SLS HR		
Senders	Member Directors	Co			
Phone #		Phone #	626/683-8244		
Fax #		Fax #	626/683-8097		

California Library , 12:02 AM 4/24/99 , Legislative Update

- >can fund this item: e.g. maintain the \$32 million augmentation, match
- >the Senate's \$10 million, or not fund the item at all.
- >
- >We will keep you posted as to the progress of the PLF.
- >
- >II. LIBRARY BOND BILL TO BE HEARD NEXT MONDAY
- >
- >On Monday, April 26, the Senate Appropriations Committee will hear SB
- >3 by Senators Rainey, Burton and Alpert, the \$1 billion library bond
- >bill. SB 3, if enacted, would create the California Library
- >Construction and Renovation Bond Act of 2000, and would provide bond
- >money to help local governments retrofit and renovate existing library
- >structures and build new facilities. Under the proposed bond measure,
- >cities, counties, and districts can apply for grants through the State
- >Librarian, and funds will be allocated based upon comprehensive
- >criteria, including need and ability to successfully complete a
- >project.
- >
- >Please take a moment today to write your individual Senator and
- >encourage his or her support of SB 3. We have been instructed by the
- >author's office that it is absolutely critical to begin contacting
- >each and every member of the Senate so that your representative can
- >let their respective caucus know how important this issue is to their
- >district.
- >
- >III. LIBRARY FILTER BILL - CONTROVERSIAL HEARING THIS WEEK
- >
- >On Tuesday, the Senate Judiciary Committee heard testimony on SB 238
- >by Senator Baca which would require every public library that provides
- >access to the Internet to purchase, install, and maintain computer
- >software which will prohibit access to obscene material on all
- >computers used by children. CLA is strongly opposed to SB 238.
- >Senator Baca brought a visual presentation before the committee on how
- >easy it was to access an "inappropriate site" on the Internet and
- >stated that "we have a moral responsibility to protect our kids from
- >obscene matters." Proponents of the measure argued that there was
- >filter software available on the market which would correctly filter
- >obscene material, to which Senate President pro Tem, John Burton
- >argued, "There is no such animal." Committee Chair, Senator Adam
- >Schiff also offered that the only way that sites could be filtered is
- >if "nine Supreme Court Justices ruled on what is constitutional on
- >each filtered site."
- >
- >Despite arguments by the opponents that the bill denies libraries the
- >ability to maintain local control of the issue, that filters are
- >ineffective and imperfect in their design, and that the issue was
- >wholly unconstitutional, CLA, the ACLU and the League of California
- >Cities were unable to stop the measure in committee. Senator Escutia
- >called the measure, "unduly broad and unconstitutional" and requested
- >that "Senator Leslie's bill of last year, requiring libraries to have
- >[an Internet] policy, should be given time to take hold. Let's

California Library , 12:02 AM 4/24/99 , Legislative Update

>revisit this in a few years."

>

>Senator Schiff proposed an amendment, which was accepted by Senator
>Baca, which will now require every library, wherein a child is using a
>computer terminal with access to the Internet, to either: 1) have a
>librarian monitor the child, 2) have a parent monitor the child, 3) or
>allow a child to use a filtered terminal with parental consent granted
>prior to usage. SB 238, with this amendment, passed on a vote of 6 -
>3. "Aye" votes on the measure were: Senators Haynes, Morrow,
>O'Connell, Peace, Schiff, and Wright. "No" votes were: Senators
>Burton, Escutia, and Sher. The bill has been sent to Senate Rules,
>where it will likely be double-referred to the Senate Public Safety
>Committee.

IMPORTANT DATE TO REMEMBER:

CLA Legislative Day * April 27, 1999 * Sacramento

California Library Association
717 K Street, Suite 300
Sacramento, CA 95814
Phone: (916) 447-8541
FAX: (916) 447-8394
email: info@cla-net.org
<http://www.cla-net.org>

California Library , 11:12 AM 5/4/99 -, CLA LOBBYIST UPDATE

Date: Tue, 4 May 1999 11:12:08 -0700 (PDT)
X-Sender: info.cla-net@mail2.quiknet.com (Unverified)
X-Mailer: Windows Eudora Light Version 1.5.2
To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>
From: California Library Association <info@cla-net.org>
Subject: CLA LOBBYIST UPDATE
Reply-To: calix@listproc.sjsu.edu
Sender: owner-calix@listproc.sjsu.edu

TO: CLA MEMBERS/NETWORK CONTACTS/SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SUBCOMMITTEES ACT ON PUBLIC LIBRARY FOUNDATION ITEM

On Wednesday afternoon, April 21, the Senate Subcommittee on Education Finance Number One, voted to approve \$10 million for inclusion in this year's state Budget for the Public Library Foundation program (PLF). In past years, the subcommittee has chosen to place a certain amount for the PLF on their "checklist," meaning that the committee would take the item into consideration only after the May Revise was released, and a better indication of the state's fiscal picture could be determined. Wednesday's action by the subcommittee sends a message that the four members felt strongly enough about the plight of libraries, that they are including an augmentation of \$10 million in the Budget without considering the May Revise numbers.

Meanwhile, in the Assembly, the Assembly Subcommittee on Education Finance Number Two, voted last week to place a \$32 million augmentation to the PLF on the "checklist." In placing the funding on the "checklist," the subcommittee will need to re-open this item after the May Revise and make a decision about the level at which they can fund this item: e.g. maintain the \$32 million augmentation, match the Senate's \$10 million, or not fund the item at all.

We will keep you posted as to the progress of the PLF.

II. LIBRARY BOND BILL TO BE HEARD NEXT MONDAY

On Monday, April 26, the Senate Appropriations Committee will hear SB 3 by Senators Rainey, Burton and Alpert, the \$1 billion library bond bill. SB 3, if enacted, would create the California Library Construction and Renovation Bond Act of 2000, and would provide bond money to help local governments retrofit and renovate existing library structures and build new facilities. Under the proposed bond measure, cities, counties, and districts can apply for grants through the State Librarian, and funds will be allocated based upon comprehensive

31-11 th Fax Note	7671	Date	9/4/99	No of Pages	3
Member/ALS/Associate		From	MCLS/SLS HQ		
Member Directors		Co.			
Phone #		Phone #	626/683-8244		
Fax #		Fax #	626/683-8097		

PLEASE
— See 5-4-99
MCLS Broadcast
Message for
update

California Library , 11:12 AM 5/4/99 -, CLA LOBBYIST UPDATE

criteria, including need and ability to successfully complete a project.

Please take a moment today to write your individual Senator and encourage his or her support of SB 3. We have been instructed by the author's office that it is absolutely critical to begin contacting each and every member of the Senate so that your representative can let their respective caucus know how important this issue is to their district.

III. LIBRARY FILTER BILL - CONTROVERSIAL HEARING THIS WEEK

On Tuesday, the Senate Judiciary Committee heard testimony on SB 238 by Senator Baca which would require every public library that provides access to the Internet to purchase, install, and maintain computer software which will prohibit access to obscene material on all computers used by children. CLA is strongly opposed to SB 238. Senator Baca brought a visual presentation before the committee on how easy it was to access an "inappropriate site" on the Internet and stated that "we have a moral responsibility to protect our kids from obscene matters." Proponents of the measure argued that there was filter software available on the market which would correctly filter obscene material, to which Senate President pro Tem, John Burton argued, "There is no such animal." Committee Chair, Senator Adam Schiff also offered that the only way that sites could be filtered is if "nine Supreme Court Justices ruled on what is constitutional on each filtered site."

Despite arguments by the opponents that the bill denies libraries the ability to maintain local control of the issue, that filters are ineffective and imperfect in their design, and that the issue was wholly unconstitutional, CLA, the ACLU and the League of California Cities were unable to stop the measure in committee. Senator Escutia called the measure, "unduly broad and unconstitutional" and requested that "Senator Leslie's bill of last year, requiring libraries to have [an Internet] policy, should be given time to take hold. Let's revisit this in a few years."

Senator Schiff proposed an amendment, which was accepted by Senator Baca, which will now require every library, wherein a child is using a computer terminal with access to the Internet, to either: 1) have a librarian monitor the child, 2) have a parent monitor the child, 3) or allow a child to use a filtered terminal with parental consent granted prior to usage. SB 238, with this amendment, passed on a vote of 6 - 3. "Aye" votes on the measure were: Senators Haynes, Morrow, O'Connell, Peace, Schiff, and Wright. "No" votes were: Senators Burton, Escutia, and Sher. The bill has been sent to Senate Rules, where it will likely be double-referred to the Senate Public Safety Committee.

MINUTES
PLACENTIA LIBRARY DISTRICT
AD HOC COMMITTEE ON INCREASING LIBRARY USAGE
April 28, 1999

ROLL CALL

The Regular Meeting of the Placentia Library District Ad Hoc Committee on Increasing Library Usage was called to order on April 28, 1999 at 7:02 P. M. by Chair Al Shkoler.

Members Present: Suad Ammar, Peggy Burkich, Peggy Dinsmore, Robin Masters, Elizabeth D. Minter, Al Shkoler, Cyrise Smith, and Gaeten Wood.

Others Present: Library Administrative Assistant Wendy Goodson

Members Absent: Sandra Stark

AGENDA

It was moved by Robin Masters, seconded by Gaeten Wood to adopt the Agenda as printed.

**ORAL
COMMUNICATIONS**

There were no members of the public present to address issue.

**ACTIONS
REPORT**

Elizabeth Minter reported that Christenson Lighting has completed servicing the lights in the lobby. Also, new glass tops were purchased for the circulation desk. Library Director also mentioned the possibility of moving the public copiers into the typewriter room to create more space.

**COFFEE SERVICE
TASK FORCE
REPORT**

Elizabeth Minter presented pictures from other libraries that have coffee service.

**ENTRY WAY TASK
FORCE REPORT**

Nothing to report at this time.

**SIGNAGE TASK
FORCE REPORT**

Cyrise Smith reported the citrus solution cleaner works well and three shelves in the Children's Dept. have been cleaned.

**WINDOW
TREATMENT TASK
FORCE REPORT**

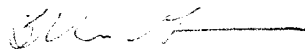
Nothing to report at this time.

The next Ad Hoc meeting is scheduled for June 23, 1999 at 7:00 P.M.

ADJOURNMENT

The Regular Meeting of the Placentia Library District Ad Hoc Committee for April 28, 1999 was adjourned at 7:30 P.M.

PLACENTIA LIBRARY DISTRICT Ad Hoc COMMITTEE ON INCREASING LIBRARY USAGE
April 28, 1999, Page 2.



Wendy Goodson
Administrative Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: May 19, 1999

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

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KJM*
DATE: April 28, 1999
SUBJECT: California Department of Education (CDE) Grant 1999/2000

BACKGROUND:

The application for the literacy grant through the California Department of Education (CDE) was just made available.

There have been major changes in the design of the grant. The \$3,500 base grant has been eliminated as has the supplemental funding based on hundred hour units of instruction time.

The funding will be based exclusively on increases in student scores on pre- and post-tests. The new grant design virtually eliminates participation by library-based literacy programs that are designed to give the adult learner one-to-one help with personal reading and writing goals, and do not necessarily produce increases in standardized test scores.

The amount of tutoring time between the CDE's scheduled pre- and post-tests also limits the ability of libraries to show increases in scores.

RECOMMENDATION:

After reviewing the application, I recommend the Library not apply for funding through the California Department of Education for the 1999-2000 fiscal year.



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

Board of Trustees

Margaret V. Dinsmore May 19, 1999

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

The Honorable Ed Royce
United States House of Representatives
Washington, DC 20515

Dear Sir:

The Adult Education and Family Literacy Act (P.L. 105-220) permits funding to adult education providers for supplementary services to ongoing literacy programs. This replaces the funding previously authorized by the National Literacy Act (P.L. 102-73). For the past six years, the Placentia Library District has used this supplementary funding to strengthen our volunteer adult literacy program.

The California Department of Education, by changing the method of figuring funding from hours of student attendance to increases in student test scores, has virtually excluded library-base literacy programs from this source of funds.

Library-based literacy programs serve individuals who are not generally served by the adult school programs, however student progress does not always show in pre- and post-test scores due to time constraints of volunteer programs or personal student goals that are not specifically tested. Limited staffing also make the testing requirements prohibitive for library programs.


The Board of Trustees of the Placentia Library District is disappointed to lose this valuable funding for our adult literacy program. We are unable to apply for this funding for the 1999/2000 fiscal year because of the new requirements. Please keep the library-based literacy programs in mind as future opportunities for funding are discussed.

Sincerely,

Al Shkoler
President, Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: California Library Literacy Services 3rd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California

DATE: May 19, 1999

BACKGROUND:

Attached is a copy of the District's 3rd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1999-99.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

RECOMMENDATION:

Receive and File


CALIFORNIA LIBRARY LITERACY SERVICE
 Quarterly Financial Report () al Year 1998-1999 ()

Placentia Library District _____ 1st Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____
 Name Of Library July-September October-December January-March April-June

Instructions:
 1. Submit one original plus one copy of this report with other reports required.
 2. Send to: **Budget Office - Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001**

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	1,800	32,475	34,275	-0-	4,391	-0-	17,110	17,110
2. Library Materials	-0-	1,000	1,000	-0-	-0-	-0-	9	9
3. Operations	6,772	5,011	11,783	-0-	800	-0-	2,472	2,472
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
5. Indirect	300	-0-	300	-0-	-0-	-0-	-0-	-0-
6. Total	6,872	38,486	47,358	-0-	5,191	-0-	19,591	19,591

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	1,000	-0-	1,000	-0-	-0-	-0-	80	80
3b. Travel	1,900	-0-	1,900	-0-	-0-	-0-	240	240
3c. Office Supplies	1,800	-0-	1,800	-0-	50	-0-	1,121	1,121
3d. Printing	3,000	-0-	3,000	-0-	-0-	-0-	126	126
3e. Instr. Resources	1,083	-0-	1,083	-0-	-0-	-0-	-0-	-0-
3r. Communications	3,000	-0-	3,000	-0-	180	-0-	334	334
3g. Other	-0-	-0-	0	-0-	571	-0-	571	571
TOTAL	11,783	-0-	11,783	-0-	801	-0-	2,472	2,472


 Signature of Representative of Fiscal
 Elizabeth D. Minter
 Library Director 01/20/99
 Title _____ Date _____
 Wendy Goodson
 Contact Person
 Admin. Ass't. (714) 528-1906, ext. 202
 Title _____ Phone _____

*Sources of "other" funds of \$200 or more attached.
 CLSA FORM-52 (Rev. 8/96)

CALIFORNIA LIBRARY LITERACY SERVICE
In-kind Resource Development (Fiscal Year 1998/99)

Placentia Library District _____ 1st Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____
 Name of Library _____ July-September _____ October-December _____ January-March _____ April-June _____

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: **Budget Office-Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001**

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$180	\$0	\$0	\$180	\$540	\$2,000
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$115	\$0	\$0	\$115	\$355	\$1,000
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,125	\$2,000
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$0	\$0	\$375	\$295	\$0	\$0	\$670		
COLUMN TOTALS FOR YTD	\$140	\$0	\$1,125	\$895	\$0	\$0		\$2,160	

COMMENTS: DOUBLE CHECK: THE SUM OF LINE 'QTR' AND 'YTD' GRAND TOTALS MUST EQUAL THE SUM OF COLUMN 'QTR' AND 'YTD' TOTALS.

2. VOLUNTEER HOURS	THIS QTR	YTD	GOALS
a) Literacy Instruction	637	1,942	4,000
b) Talent/Support Services	338	749	2,000

Katie Matas
 Contact Person
 Literacy Coordinator
 Title
 (714) 524-8408 ext. 213
 Telephone Number
Katie Matas
 Signature of Person Submitting Report
 Literacy Coordinator
 Title
 04/20/99
 Date

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1998/99)

Placentia Library District _____ 1st Quarter July-September ___ 2nd Quarter October-December
Name of Library
X 3rd Quarter January-March ___ 4th Quarter April-June

- Instructions:
1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.		41
2. Adult Learners who began during quarter	2.		7
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	2	
b. Learners who became physically inaccessible this quarter	3b.	0	
c. Learners who left program for other reasons	3c.	5	
d. Learners who left program WITHOUT notification *	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		7
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		48
5. Adult Learners referred to other programs (never instructed) this quarter	5.		2

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.		81
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.		9

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.		41
9. Prospective Adult Learners awaiting instruction at end of quarter	9.		18

Reminder: BE SURE you use 3d to calculate line 4!

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page.***

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	15	0	18	0	1	6	1	0	41

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	5	16	11	5	2	1	1	41

12. Gender	Male	Female	Not Specified	TOTAL
	11	30	0	41

Double Check:

Do Items #10, #11, & #12 = #8 on previous page?

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator 04/20/99

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Tutor Activity Report (Fiscal Year 1998/99)

Placentia Library District	—	1st Quarter July-September	—	2nd Quarter October-December
Name of Library				
	<u>X</u>	3rd Quarter January-March	—	4th Quarter April-June

- Instructions:
1. Submit one original plus one copy of this report with other reports required.
 2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.		39
2. Tutors who began instructing during quarter	2.		7
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	7	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		7
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) *	4.		46
Number of tutors trained during quarter	5.		14
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.		72
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.		28

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		39
10. Prospective tutors awaiting training/matching at end of quarter	10.		15

* Reminder: BE SURE you use 3b to calculate line 4!

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #9 on previous page.***

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	4	0	4	0	1	30	0	0	39

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	5	0	14	10	8	2	0	39

13. Gender	Male	Female	Not Specified	TOTAL
	5	34		39

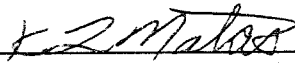
Double Check:

Do Items #11, #12 & #13 = #9 on previous page?

14a. Number of library branches used for literacy instruction during quarter	2
14b. Number of additional sites used for literacy instruction during quarter	12

Legislative districts in which instruction occurred during quarter
a: State Assembly District #(s): <u>72</u>
b: State Senate District #(s): <u>33</u>
c: U.S. Congressional District #(s): <u>39, 41</u>

Placentia Library District
 Name of Library


 Signature of person submitting this report

Literacy Coordinator
 Title

04/20/99
 Date

Katie Matas
 Contact Person

Literacy Coordinator
 Title

(714) 524-8408 ext. 213
 Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Narrative Report

Fiscal Year: 1998/99

Placentia Library District
Name of Library

 1st Quarter (July-September)
 X 3rd Quarter (January-March)

 2nd Quarter (October-December)
 4th Quarter (April-June)

Instructions:

1. Prepare one original and one copy of this report.
2. Send to: **Budget Office-Literacy, California State Library, PO Box 942837, Sacramento CA 94237-0001**

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

In approximately one page, please provide a narrative that addresses the following:

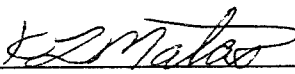
Describe the significant successes you have had in your literacy services this quarter. Examples are public communications activities; new instructional approaches/materials/techniques; tutor training or other staff development activities; new reader involvement in literacy activities; and other activities that you want to share. In addition, let us know any problems, challenges and unresolved issues that have developed or continue this quarter, and how you will address them.

(Attach additional pages as needed, but please be brief)

The Rotary Club of Placentia donated tickets to the Literacy Program for tutors to attend the Friends of Placentia Library's annual author's brunch. This is the sixth year Rotary has donated a table of tickets to the Literacy Program.

A 15-hour tutor training workshop was offered as well as a 3-hour supplemental workshop for current tutors.

The biggest challenge continues to be recruiting tutors for the ever-growing list of students. The city newsletter and the college class schedule continue to be the most effective recruitment tools. Next quarter two major community events will take place, the Chamber Business Showcase and the Old Towne Fiesta. The Literacy Program will be represented at both events. Hopefully that will spark some more community interest in the program.


Signature of person who prepared this report

Katie Matas
Printed name

 Check here if you would like this information shared with others

(714) 524-8408 ext. 213 / plalit@cosmoslink.net
Telephone / email

CALIFORNIA STATE LIBRARY

LIBRARY—COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



MEMORANDUM

TO: Members, Library of California Board

FROM: Tom Andersen, CLSA Program Coordinator *Tom Andersen*
Anne Marie Gold, Interim Manager *AMG*
Library of California

DATE: May 6, 1999

SUBJECT: Library of California Board actions taken at the April 28-29, 1999 meeting

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Sacramento on April 28-29, 1999:

Adoption of Agenda

1. It was moved, seconded (Fong/Calderon) and carried unanimously that the Library of California Board adopt the agenda as presented.

Approval of Minutes

2. It was moved by President Dawe to approve the draft minutes of the February 24-25, 1999 Library of California Board meeting as presented.

April 28-29, 1999 Board Actions

Legislation

3. It was moved by the Legislation Committee (Steinhauser) and carried unanimously that the Library of California Board support SB 927.
4. It was moved, seconded (Steinhauser/Fong) and carried unanimously to table the motion regarding AB 1289.

Statewide Information Databases

5. It was moved, seconded (Kallenberg/Calderon) and carried unanimously that the Library of California Board approved the conceptual program design as outlined in Exhibit A and direct the staff to work on continued program development. (see Exhibit A)
6. It was moved, seconded (Kallenberg/Steinhauser) and carried unanimously that the Library of California Board instruct its Chief Executive Officer to make the "Statewide Serials Database" available as the initial statewide serials access program of the Library of California in accordance with Section 18851 (b) of the Education Code and to allocate FY 1999/2000 Library of California funds not to exceed \$350,000 for the fiscal year beginning July 1, 1999, and that access be unrestricted for a period of one year to showcase a service of the Library of California.

Regional Library Network Development

7. It was moved, seconded (Kallenberg/Fong) and carried unanimously that the Library of California Board approve the currently established eight planning regions as the final Planning Regions for Regional Library Network development.

Interlibrary Loan and Direct Loan Services

8. It was moved, seconded (Fong/Frizzelle) and carried unanimously that the Library of California Board direct its Chief Executive Officer to extend the current pilot multitype interlibrary loan reimbursement program through the end of September 1999.

9. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board adopt, subject to the concurrence of the State Department of Finance, reimbursement rates for the 1999/2000 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of \$3.82 per eligible transaction; for CLSA direct loans, a reimbursement rate of \$.73 per eligible transaction; and that the Chief Executive Officer inform all participants of the 1999/2000 reimbursement rates as soon as Department of Finance concurrence is obtained.

10. **Legislation**

It was moved, seconded (Frizzelle/Tuttle) and carried unanimously that the Library of California Board accept the testimony of guests at the meeting on AB 1289.

STATEWIDE INFORMATION DATABASE LICENSING

CONCEPTUAL DESIGN FOR THE LIBRARY OF CALIFORNIA PROGRAM

Executive Summary

The conceptual design of the statewide information database licensing program is intended to be fluid and will be changed with time as experiences with licensing yield useful knowledge and point this program in directions that make it more useful to the library community.

The design involves five components—Evaluation, Negotiation, Trial Selection, Fiscal Agency, and Program Value. The centerpiece of the program will be a closed, private Website for Library of California members which facilitates the program's workflow. Included in the Website are six Sections—Licensed Resources in California, Recommended Resources for Licensing (the "Wish List"), Resources Under Consideration, Resource Evaluations, Evaluation Archive, and Available Licensing Options.

Through the use of this Website members will list what they have licensed, indicate their preferences for resources they wish to license, sign up to evaluate resources under consideration, post their evaluations, have access to other evaluations from other state and commercial sources, continue to comment on database usage as it evolves, and identify current licensing offerings as they become available.

The program workflow (p.5) relies on the continued participation of the Negotiators' Advisory Task Force (NATF); the participation of local libraries, accessing and participating in the Website; and the identification of appropriate fiscal agents for expanded licensing.

The design components are described in detail (pp. 6-7). End users outcomes are offered as well as recommendations and considerations for the program's future and the probable advantages and the potential disadvantages of the conceptual program.

New concepts include the compilation of an effective evaluation source that all libraries will be able to use; a database selection mechanism for the NATF to use in pursuing contract negotiation and trial databases; a dual concept for trial database licensing—(1) continuing to purchase trials for all libraries or some portion of libraries (our existing direction) and (2) purchasing trial licenses for the evaluating libraries only.

STATEWIDE INFORMATION DATABASE LICENSING

CONCEPTUAL DESIGN FOR THE LIBRARY OF CALIFORNIA PROGRAM

Background

At the request of the Library of California Board this conceptual design is offered for the Library of California Statewide Information Database Licensing Program.

The Library of California Act states: "The sum of five million dollars (\$5,000,000) is hereby appropriated from the General Fund to the Library of California Board for the purpose of funding the startup phase of the Library of California...for expenditure in the 1998-99 fiscal year to pay the costs of all of the following:....(b) Statewide information database licenses." (Article 8, 18870, SEC.2)

Since the Library of California Board took office on January 1, 1999, a multi-type advisory group of key negotiators of information database licenses has been convened, six project areas relevant to the program direction have been identified and preliminary work has begun in these areas. It should be noted that the conceptual program design outlined here cannot be fully realized until the regional library networks are in place and, as a result, steps will be proposed and taken along the way in preparation for full program implementation.

Much has been said to date on the topic of statewide information database licenses regarding the progress of other states in this area, the variety of strategies and techniques employed nationally, the complexities of licensing in California, the extensive negotiated agreements already in place, the time-consuming and redundant negotiated efforts already expended, and the need to reorganize and build on current efforts for the benefit of all in accordance with the spirit of the Library of California Act. In February, the Library of California Board adopted the following program direction:

"Negotiate some database licenses and buy others for trial periods. The responsibility for funding the use of electronic databases would remain at the local level. The State's role would be to fund the activities surrounding negotiation efforts to secure pricing agreements beneficial to California libraries and to purchase for limited amounts of time, databases deemed to be beneficial to the library community."

Goal of the Program

With the mandate of the Act and the adopted program direction, stated above, in mind, the goal of this new program is *the ability for all Californians to obtain the current reference and research information they need directly through their libraries of all types at an affordable cost to the library.*

Objectives in support of the Goal

Objectives to support this service goal include the following:

1. develop a workable process which builds on and enhances but does not inhibit or obstruct similar programs in existing library segments which are already well-developed and well-established
2. provide a central repository for the collection of evaluative comment on information databases which can be shared by all Library of California libraries
3. establish a vehicle for the determination of licensing interests and priorities among the Library of California libraries
4. facilitate the extension of existing licensing agreements to the multi-type library community through a cost-effective process that minimizes risk to the agreement holder and fairly distributes additional administrative activities
5. provide a central repository for evolving evaluation, based on continuing database usage

The conceptual program design contains five components—Evaluation, Negotiation, Trial Selection, Fiscal Agency, and Program Value, which depend upon a Website supporting the components.

The Website

The centerpiece of the program design is the establishment of a cooperative, private Website. The Website's primary function is to allow Library of California libraries to participate in a process whereby qualified electronic resources can be identified, recommended for evaluation, reported upon, and selected for a statewide negotiation or trial purchase process. Following are guidelines and characteristics of the proposed Website:

1. allows for self-certification of interim Library of California membership eligibility (evolving to actual membership when appropriate)
2. offers a secure “members-only” environment by requiring a registered login and password
3. offers a registration area for librarians to indicate their willingness to serve as resource evaluators
4. offers an area where newsworthy messages and bulletins may be posted
5. includes the following areas—

Section 1 Licensed Resources in California

-- a listing, by resource name, of libraries currently licensing each resource; provides the ability for libraries to add themselves to the listings as they acquire or drop resources

Section 2 Recommended for Licensing, “the Wish List”

-- a listing, by resource name, of resources that libraries wish to license; provides the ability for libraries to add themselves to the listed resources to indicate their interest

Section 3 Resources Under Consideration

-- a listing, by resource name, of resources currently available for evaluation; provides an ability for registered evaluators to sign up to evaluate a listed resource

Section 4 Evaluations

-- a listing, by resource name, of available evaluations; would contain evaluations from Section 3 (above), links to evaluations currently posted on any other California evaluation Website (e.g. CSU, CTAP, etc.); other negotiating groups would be encouraged to post their evaluations (if they haven’t already done so) or to facilitate links to their own current postings; the Library of California Board would be approached to license current commercial reviews of digital resources from major review media (e.g. *Library Journal*, *Choice*, *Booklist*, etc.) for inclusion in the evaluation area

Section 5 Evaluation Archive

-- a listing, by resource name, of previously evaluated material; provides a place for continuing commentary on these resources

Section 6 Available Licensing Options

-- a listing, by resource name, of any resource offerings, the offering negotiating entity, and the details of participation

Program Workflow

The Negotiators' Advisory Task Force (NATF) will initially assemble the list of licensed resources (Section 1 of the Website) and the Evaluations area (Section 3), based on currently available data. When the Website becomes available, libraries will be encouraged to establish their Library of California interim membership eligibility, to update the licenses they currently hold in Section 1, to indicate their interest in additional licensing in Section 2, and to register to be evaluators. The NATF will review Section 2 for expanded licensing interest and Section 1 for potential licensing sites and then determine which resources will be candidates for expanded negotiation and which organizations will be designated to accomplish the negotiation (or, alternatively, what other arrangements might be pursued).

The NATF will also review the largely unlicensed resources and agree upon resources to post (with evaluation guidelines) in Section 3. An Evaluation Team (generally 6 in number) will be solicited, identified, and confirmed by NATF. Trial licenses to the resources under consideration would be funded for the organizations from which the evaluators are selected. The number of licenses will depend upon the composition of the Evaluation Team, relevant to the resource being licensed, its primary audience, the cost of licenses, and the balance within the Team, based on such factors as geographic distribution, previous participation, and concurrent non-Library of California evaluation activities. Licenses would be funded and obtained for the evaluators' organizations for a one-year period (in most cases) during which they may use the resources freely. Each Evaluation Team will have a closed listserv through which to communicate with other Team members.

The evaluations will be posted by each evaluator using a Web-based form. The posted evaluations, links to other evaluations, and any licensed commercial reviews will provide librarians with the insight to make resource choices. The resources under evaluation in Section 3 will then move to Section 2 and with appropriate acceptance (librarians adding their libraries to the "Wish List"), on to a negotiation path.

The Design Components

Evaluation Reviews will be available via licensed commercial sources, links to established sites, and from evaluation teams of registered library evaluators. Usage of reviews will be restricted to Library of California member librarians, and not the general public (in the initial development of the program).

Negotiation Negotiation (new or expanded) will be assigned by NATF to a negotiating entity. In most cases that entity will currently hold a contract, and will need to expand it to include additional libraries. If there is no contract, the entity will negotiate one under the expanded purview. The entity may seek additional compensation from the Library of California in order to accomplish this additional task. The entity will determine the cost prior to the negotiation and issue guidelines for the participation of additional libraries. These details will be posted in Section 6 of the Website.

Trial Selection Trials will be recommended and evaluated according to the the guidelines and program workflow previously discussed. The NATF, libraries, or the State Library may additionally suggest that trial databases be purchased for the library community as a whole or some substantial portion of it in the event that an exceptional and beneficial opportunity presents itself. The availability of free trials of resources will be posted on the Website along with other news items relevant to licensing activity.

Fiscal Agency In the current environment, it is anticipated that existing license agreements can be expanded to include additional libraries. Existing agreements are contracts usually based on a specific number of licenses and libraries. When these contracts are signed, there must be guarantees of payment to the negotiating entity. In the context of contracting, a tighter group may develop the trust among the participants that the necessary contractual payments will be forthcoming, whereas a larger group of lesser-known participants cannot offer the same comfort level to the negotiating entity. In order to eliminate risk, expanded agreements may need payments from additional libraries in advance. Payments might best be made to a fiscal agent and then forwarded on to the negotiating entity. When the regional library networks are established, it is anticipated that they may fill this role for their member libraries and be able to quantify the potential licensees in the region, collect the funds, and forward them on to the negotiating entity.

In the initial six licensing projects, two involve collection of license fees from participating libraries by CLSA Cooperative System(s) and by a private academic consortium. It will be prudent to watch the fiscal agency issues closely in these beginning projects and monitor the ease of operation and the continued feasibility of this payment method. Further consideration might be given to the establishment of a

centralized fiscal agency in the future, specifically for collection activities and perhaps for contracting and administrative activities as well, should the ongoing situation warrant.

Program Value The value of the program will be established through a variety of methods. The Website will have an online comments area and clickable e-mail addresses of various administrators for the establishment of ongoing feedback. Surveys will be taken at various times to solicit opinions and reactions on a variety of issues. Surveys will be posted on the Website. Website-generated reports of Web activity will be developed yielding information on such measures as type of library accessing the site, number of accesses by Section, etc. These reports will be made available to the Board and the legislature.

Expected End User Outcomes

The end-user outcomes which are expected from the statewide information database licensing program are the following:

1. the provision of the best and most relevant information sources to satisfy the information needs of all Californians
2. the most cost effective use of taxpayer dollars in any information database purchasing or negotiation activity through—
 - (a) the reduction of costly redundant contracting activity
 - (b) the use of the power of California as a state to secure the best prices
 - (c) mechanisms that provide for focusing attention on resources that accurately represent the needs of Californians
 - (d) tools that will provide for effective evaluation, aid in database selection, and begin to address statewide electronic collection development
3. enhanced ability of local libraries to provide better service through more efficient database selection based on effective evaluation tools and an array of licensing offerings
4. enhanced skill of local library staff in identifying additional libraries providing the information resources which Californians need
5. direct user access to the usage of selected databases for a select group of libraries or for the state at large for some period of time

Conclusion

In conclusion, the outlined conceptual program will need to evolve through additional thought and continuing development. Development will more wisely come with the experiences which the preliminary projects and the first trial database will yield. The conceptual program outlined does, however, offer a framework and certain pieces with which to begin. Following are some thoughts on what should be considered and monitored or re-approached and some critical comments, both positive and negative, where successes as well as pitfalls might be anticipated.

Recommendations and Considerations for the Program's Future

1. When the regional library networks are in place, there may be interest among them in database contracting/licensing. It would be wise to look again at the NATF and perhaps consider developing a process for continued equitable participation if the balance of activity shifts from today's major licensing groups to other entities. Whatever evolves should recognize current licensing activities, the capabilities of potential task force members, efficiencies of task force operation, and hopefully recognize significant licensing expertise.
2. Monitor the interrelationship between fiscal agents and negotiating entities. Consider establishing a centralized group for administration and ongoing contracting.
3. Consider a "vendor feedback" capability connected to the evaluation process for vendor clarification as well as potential product improvement. Consider licensing reviews to vendors or to other states.
4. Consider outsourcing the Website or funding another library agency to maintain it.

Probable Advantages of the Conceptual Program

1. "California Licensed Resources" will be identified and collected in one place. This will be a valuable inventory that can be used and quantified for a variety of purposes. It will provide a starting point for cooperative electronic collection development as well as a resource for patron referral.
2. An evaluations database and archive will be produced that will truly benefit the evaluative collection development efforts of all California libraries by centralizing evaluations of digital content from a variety of sources.
3. The evaluations database and archive (minus commercial reviews) could potentially be licensed to other states or to vendors.
4. The program will offer a centralized process for "wish list" management across all library segments.
5. Library staff who invest time in evaluating resources will be compensated through their library's use of database licenses (using the trial option that buys licenses for evaluators).
6. Libraries which are not a part of an elaborate review and evaluation process can participate with other colleagues in this activity where they would otherwise have no ability to do so.
7. "Available Licensing Options" (Section 6 of the Website) could be used to post offerings from consortia outside of California. Libraries are beginning to shop for the best available licensing terms and some currently use consortia outside California (e.g. BCR in Colorado). These offerings could be posted for interim or alternative purchases.
8. The Website can be designed to minimize staff/NATF involvement and to maximize local library input and database maintenance (by allowing libraries to enter/correct their own data). Direct Website control will be necessary within the Library Development Services Bureau.

Potential Disadvantages of the Conceptual Program

1. The fiscal agent/negotiating entity relationship may prove cumbersome and unworkable.

2. Local libraries may have difficulty with licensing/paying through fiscal agents because of local procurement practices or procedures. Difficulties may arise (although they should be short-term) in establishing satisfactory subscription cycles (where all libraries are asked to sign up and pay for a particular database by a certain deadline).
3. Some vendors may be unwilling to work in the context of expanding existing contracts. Other approaches would be necessary.
4. Some vendors may be unwilling to develop acceptable multi-type pricing models.
5. Although there is successful precedent, extending existing contracts may be more cumbersome to negotiating entities than the compensation for doing so can accommodate.
6. Compensation to negotiating entities may exceed what Library of California funds can support.
7. The cost of designing and administering the Website may exceed available funds and staff.

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE F

January 25-27, 1999	Sacramento, California State Library
February 24-25, 1999	Los Angeles, UCLA Bradley International Center
April 28-29, 1999	Sacramento, California State Library
June 16-17, 1999	Redding, McConnell Foundation
August 11-13, 1999	San Diego, Library of UCSD
November 11-12, 1999	Palm Springs, CLA Conference Headquarters

1999 CALENDAR OF UPCOMING EVENTS/DEADLINES

April 30	California Library Literacy Service 3 rd Quarter 1998/99 reports due at State Library
May 1-31	Regional Library Network Planning Grant applications due at State Library
May 3	CLSA Families for Literacy Applications for 1999/2000 due at State Library
May 14	California Library Literacy Service Applications for 1999/2000 postmarked to State Library (libraries applying for first year funding)
May 15	Statistics (April) for the Library of California Interlibrary Loan pilot program due at State Library
May 21	California Library Literacy Service Plans of Service for 1999/2000 postmarked to State Library (for programs in years 2-5)
June 1	1999/2000 California Library Services Act (CLSA) System Plans of Service due at State Library
June 7	Public hearing on Library of California regulations, Fresno
June 8	Public hearing on Library of California regulations, Santa Barbara
June 9	Public hearing on Library of California regulations, Pasadena
June 10	Public hearing on Library of California regulations, Temecula

- June 15 Statistics (May) for the Library of California Interlibrary Loan pilot program due at State Library
- June 16-17 Library of California Board Meeting, Redding, McConnell Foundation
- June 17 Public hearing on Library of California regulations, Redding
- June 21 Public hearing on Library of California regulations, Napa
- June 22 Public hearing on Library of California regulations, Millbrae
- July 15 Statistics (June) for the Library of California Interlibrary Loan pilot program due at State Library
- July 15 4th Quarter 1998/99 CLSA ILL claims due at State Library
- July 26 Public hearing on Library of California regulations, Sacramento
- July 30 CLSA Families for Literacy 1998/99 Final Reports due at State Library
- August 11-13 Library of California Board Meeting, San Diego, Library of UCSD
- September 1 1998/99 CLSA System Annual Reports, System Uniform Expenditure Reports and 1999/2000 System Uniform Budget Reports due at State Library
- September 30 California Library Literacy Service Matching Funds Certifications postmarked to State Library
- October 15 1st Quarter 1999/2000 CLSA ILL claims due at State Library
- October 29 California Library Literacy Service 1st Quarter 1999/2000 reports due at State Library
- November 5 California Library Literacy Service Plans of Service and Budgets for matching funds postmarked to State Library
- November 11-12 Library of California Board Meeting, Palm Springs, CLA Conference Headquarters

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**
DATE: May 19, 1999

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

The ERAF issue appears to be somewhat alive with the Legislature. Staff will continue to monitor activity on all ERAF-related issues.

President Shkoler and Library Director Minter will provide an update of information presented at the California Special Districts Government Affairs Day Seminar on May 17, 1999.

2. State Funds

Staff continues to monitor the progress of the Public Library Fund in the State Budget.

3. Local Revenues

No new information to report.

Parcel Tax Election Considerations

No new information to report.

RECOMMENDATIONS:

1. Give direction for future action

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Review Placentia Library History Room Committee's proposal for expansion of the Room in response to the City of Placentia's request for budget information related to Library projects
DATE: May 19, 1999

BACKGROUND:

The Placentia Library History Room Committee has completed its program study in preparation for expansion.

City Building Official Robert Chang reviewed two of the expansion possibilities and provided cost estimates of \$12,000 to \$15,000 for either option, including electrical, mechanical and heating system modifications. Mr. Chang's drawings will be available for review at the Board meeting.

The Library Director recommends that the Board and the City consider expanding in both directions at the same time, one for public use and one for storage and processing.

The cost of adding space to the outside of the building would be over \$100,000.

RECOMMENDATIONS:

Approve the study and authorize the Library Director to forward the study and the District's endorsement of the project to the City Administrator.

May 10, 1999

TO: ELIZABETH,
LIBRARY DIRECTOR

FROM: HISTORY ROOM COMMITTEE
Pat Irot, Pat Jertberg, Marie Schmidt

RE: HISTORY ROOM EXPANSION PROPOSAL

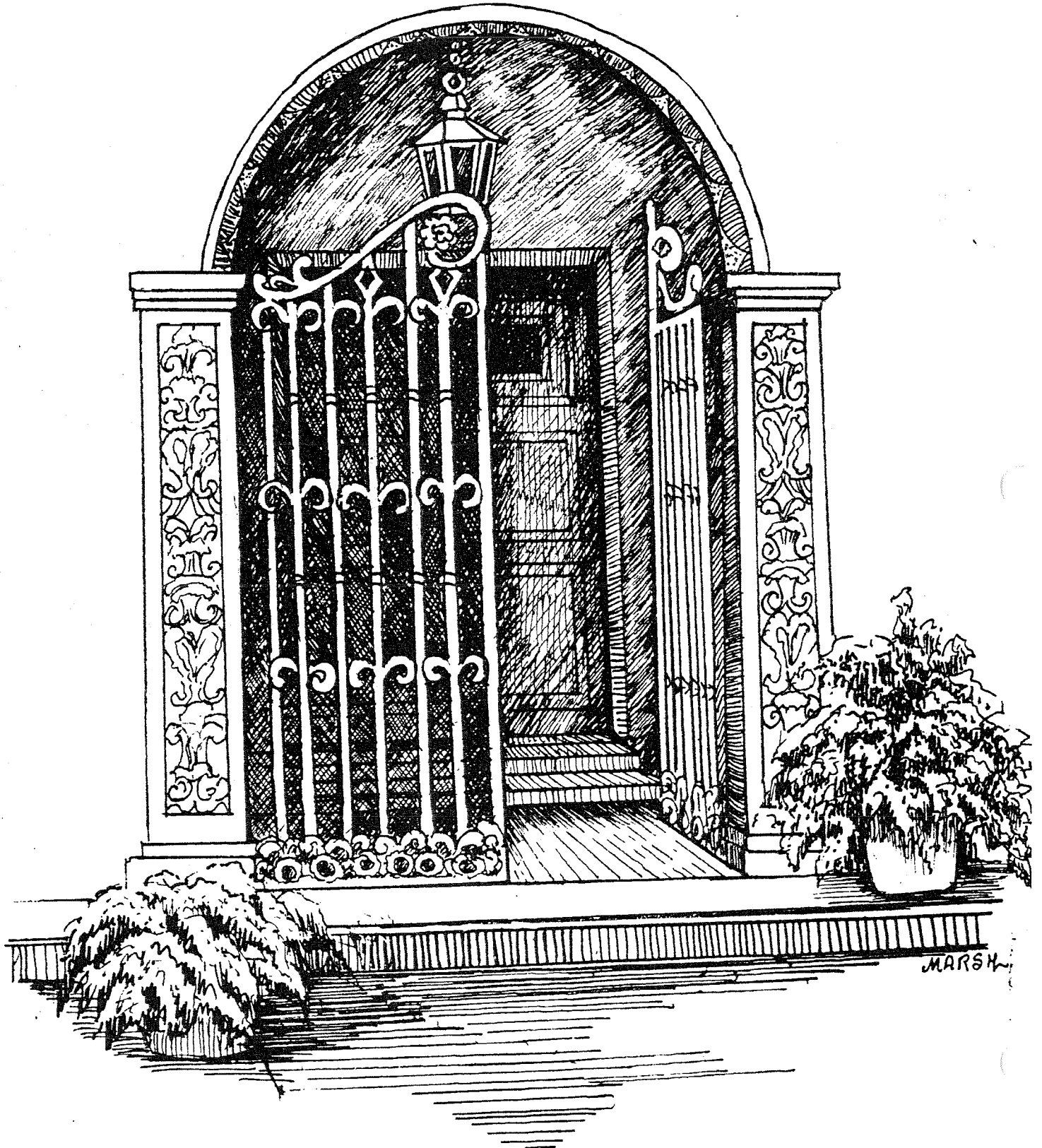
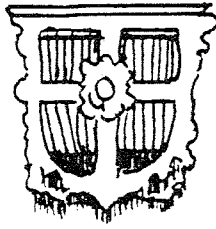
You will find attached our completed proposal, with copies for the Trustees

While the text encompasses this committee's ideas and includes input from the Placentia Historical Committee, the written presentation is the careful work of committee member, Pat Jertberg.

We are in the process of completing the inventory and developing inventory projections as you suggested. The next step, we assume, is review of the proposal by you and by Julie Shook before the Library submits it to the City Council for consideration of funding.

We appreciate your encouragement and support from the beginning. Please let us know if we can assist with any further explanation.

PUBLIC
PLACENTIA LIBRARY



PROGRAM PROPOSAL

for the

**EXPANSION OF THE PLACENTIA HISTORY
ROOM
in the
PLACENTIA DISTRICT LIBRARY**

Prepared for
Elizabeth Minter, Director of the Placentia District Library

for Presentation to

The Placentia District Library
Board of Trustees

Prepared by the
Placentia History Room Ad Hoc Committee

May, 1999

Placentia History Room Expansion Proposal

PROGRAM PROPOSAL

INTRODUCTORY STATEMENT

This program proposal for the expansion and furnishing of the existing Placentia History Room at the Placentia District Library is submitted to the City of Placentia for funding consideration. This proposal is prepared by the Placentia History Room Ad Hoc committee composed of representative members of the Friends of Placentia Library, Library staff, and the Placentia Historical Committee (Appendix A). The proposal is prepared in response to a request for further information and specifics by members of the Placentia City Council, the Placentia Library Director, and the Chairman of the Library Board of Trustees. The present Placentia History Room includes approximately 252 square feet of space and serves a patron population of 50,000. The Placentia History Room expansion program proposes adding a minimum of 220 to 365 square feet of space, depending on construction feasibility of extending to the north or to the west, utilizing adjacent existing Library storage space (Appendix B). It is understood that the size of the space may change depending on the final decision of the Library Board of Trustees and Library Administration.

The expansion will provide essential space for the repository and processing of personal historical collections acquired in accordance with the Collections Policy for the Placentia Historical Committee adopted by the City Council in February, 1993 (Policy #507). The expansion is also consistent with the Placentia Library District Board of Trustees' Agenda Item 23, received and filed by on March 15, 1993, that stipulates the Placentia History Room Collection Policy. Since initiation of this joint venture between the Placentia Historical Committee and the Placentia Library District, the Placentia History Room collection has grown through donations of historical materials from the Samuel Kraemer family, Virginia Carpenter's estate, and most recently, Ysidora Brower's estate. These significant donations include books, documents, photographs, maps, and memorabilia that enhance our knowledge and understanding of the history of Placentia on a very personal level. The recognition of the value of preserving our past as a legacy for future generations is now extending into the community at large.

These donations are gratefully received and future donations encouraged. However, the collections are expanding beyond the space available to process and store them so they are accessible for public use. The purpose of the Placentia History Room is not only to serve as repository but to make the historical materials accessible to the patrons of the Library and community at large. Presently, the limited space and equipment affects the timely processing of historic collections donated. The processing activities include review of each item, entry of the information into the History Database, removal of archivally inappropriate materials, and placement of the item(s) into acid-free, archival folders or boxes. Until the processing is complete, the materials are not accessible to the patrons.

The proposed program is consistent with the mandates discussed above, will improve timely accessioning and processing of donations, will expedite accessibility to the public, and will encourage patron use of local historical materials within the collections.

Placentia History Room Expansion Proposal

PURPOSE AND OBJECTIVES

The purpose of the proposed expansion program for the Placentia History Room is to provide additional space in order to facilitate patron utilization. The added space will provide for the acquisition, organization, preservation, and public use of both primary and secondary materials relevant to the history of Placentia and its vicinity. A well organized local history archival resource promotes a sense of pride in community through an understanding of its diverse cultural, ethnic, geographic, agricultural, economic, social, and political heritage. The first priority is the patron, which leads to acquiring an organized and useful collection and providing an environment conducive to patron access. The primary goal, therefore, is the development of the facility as a resource center for the people of Placentia. Through community outreach, it is to seek acquisition of diverse local historical collections, appropriate for all ages and levels of interest from serious scholarly research to avocational pursuits. Stimulation of community interest in local history and promotion of Library use is to be encouraged through the presentation of historical programs appropriate for students and adults.

The objectives of the program are to stimulate and enhance understanding of our city's diverse civic, business, social and economic history and to increase Library patronage. We propose constructing and furnishing an environment conducive to casual and serious patron research through:

- 1. Providing an environment conducive to casual and serious patron research.** This will be achieved by adding reading tables, improving lighting, separate quiet study space for serious research, making archival materials retrievable, improving lighting, providing audio-visual equipment to enhance historic study such as microfiche reader with copy capabilities, TV/VCR for viewing historic tapes, slide projector and tape recorder.
- 2. Increasing research space.** This will be achieved by providing more reading area in the Patron room, additional space for computer database access, and work/study areas. This will also provide an ideal location for recording local oral histories.
- 3. Increasing space and equipment to expedite processing, repairs, and storage of collection materials.** This will be achieved by providing a processing/work table in the Archive room, adding computer work stations, purchase of equipment to facilitate repairs and processing such as copy machine and archival supplies.
- 4. Providing for sufficient technological equipment.** This will be achieved through the purchase of additional computers for data entry and retrieval of data, audio-visual equipment for historic materials on mixed media, and recording of oral histories.
- 5. Presenting historical programs.** This will be achieved through the utilization of the collections of local history materials made more accessible through the enlargement of the history room space and technological equipment. Programs such as slide presentations and small discussion groups will be possible.

Placentia History Room Expansion Proposal

6. Providing for potential future technological developments (virtual library). Future technological developments may include interactive historical activities through new virtual reality capabilities. This will be provided for by including sufficient electronic outlets to accommodate future technology when it becomes available and is financially feasible.

7. Improving lighting. This will be achieved through providing additional overhead lighting, in both the Patron and Archive room. Additional soft lighting will be added to the reading tables in the Patron room.

8. Adding reading tables and lamps. This will be achieved by providing two reading tables, approximately 5' by 3' in the Patron room. This will create an atmosphere conducive to browsing through the books in the room, quiet study, and writing activities.

9. Adding viewing area and equipment for slides or film presentations. This will be achieved by including an audio-visual area to review slides, listen to tapes, view tapes. Ideally, the space will be adjustable so that it can be expanded to have small group programs. Larger programs could be incorporated into other areas of the library.

PROBLEM DEFINITION AND NEED

The City of Placentia, the Placentia Historical Committee and the Placentia District Library have expressed their commitment to the preservation of local historical materials through a joint agreement to seek the acquisition and preservation of these materials and for the Library to serve as the official repository. Since the inception of the joint agreement in 1993 and through outreach efforts into the community by the Placentia Historical Committee and the Placentia History Room Committee, the historical collection has grown beyond the space available. One of the primary objectives of the Placentia History Room committee is to not only preserve the history but to serve the library patrons by making it accessible to them. The existing facility provides approximately 252 square feet and includes one library table, three chairs, a computer workstation with no desk space, three file cabinets, a metal map file cabinet, four book shelves (three free-standing book shelves and one against a wall) and two glass enclosed display cabinets. The present space, equipment, and furnishings are inadequate to achieve the goals outlined above.

STRENGTHS AND LIMITATIONS OF COMPARABLE FACILITIES

Prior to preparing program proposal, the Placentia History Room Committee felt it was necessary to know the level of historical services offered by other nearby library facilities. Information needed included the manner of acquisition, organization, preservation, retrieval of materials, staffing and space offered. To this end, History Room Committee members visited eight other local libraries to assess their community history facilities. These libraries include Anaheim, Fullerton, Orange, Yorba Linda, Brea, La Habra, Ontario and Corona. An information check list was used as a guide to gather comparable data (Appendix C). A summary of the results of the visits, is as follows:

Placentia History Room Expansion Proposal

1. The recognition of the value of preserving local history was uniform in each community, although the extent of the effort and procedures differed from one facility to another.

2. Two libraries serve as a source for official archive collections. Anaheim is designated as a Disney archive and Ontario library acts as the archival library for the City of Ontario. Most libraries have set up a space to serve the collection of the history of the community. La Habra and Brea have no designated history room and refer inquiries to the local historical societies and their collections.

3. Space allocations vary from 2000 square feet in Corona to a simple locked bookshelf in Yorba Linda. The Placentia History Room is approximately 252 square feet. Three libraries (Anaheim, Corona, and Ontario) have a professional library staff of 2.5 FTE. One has a .5 FTE and two have staff assigned on an as needed basis. Placentia District Library has one staff assigned for patron interaction, as liaison with volunteers, and as a member of the Placentia History Room Ad Hoc Committee. All libraries reported the improvements they might seek was assignment of additional staff time.

4. None of the libraries visited indicated they have an acquisition policy in place or joint repository agreements with local history groups. The Placentia District Library Board of Trustees, the Placentia History Room Committee, and the Placentia Historical Committee have a joint repository agreement and acquisition policy.

5. The libraries with collections preserve photographs, clippings, files, organization records, newspapers on microfiche, and official documents. Some have letters and family documents from founding families. Oral histories exists in the Ontario facility. The Placentia History Room contains all of the above, though not to the extent that some others have.

6. The organization and preservation process is similar for all facilities and includes acid-free folders, files, and storage boxes although retrieval is through a card catalog system rather than a computer-based program. The Placentia District Library is the only facility implementing a computer-based retrieval system.

7. In the libraries visited, patron usage is reported heaviest for high school annuals, obituaries, newspapers, and photographs.

In summary, the survey of local libraries reinforced the concept of the preservation of historical and archival materials. The Placentia History Room Committee, however, has focused from the beginning on plans for the *retrieval* as well as collection and preservation of historic and archival materials. The Committee's emphasis, from the beginning, has been on serving the patron's needs. Through its computerized database, the Placentia History Room collection will be available to patrons locally, and ultimately envisions the collection connected to a system linking archival collections in the southern California area.

Placentia History Room Expansion Proposal

PROGRAM ACTIVITIES

The expansion program proposes two expansion alternatives that are dependent upon the construction feasibility of extending to the north or the west utilizing adjacent existing Library storage space. As stated above, it is understood that the proposed expansion space may be altered depending on the actions of the Library Board of Trustees and the Library Administration. Both alternatives include use of the existing Placentia History Room as a patron area and the expansion area and an archival room to be used for processing, storing archives, and for special research activities. Alternative 1 proposes an expansion to the west of the existing Placentia History Room and Alternative 2, to the north (Appendices D and E). All illustrations presented (Appendices B, D, & E) are conceptual and based on space estimates. The program activities are presented in three phases to accommodate potential funding constraints.

Phase I - Creates space only

Construction Activities

- Demolition and construction of walls and doorways
- Rewiring, with maximum outlets, (including in-floor outlets in both rooms), for lighting, heating, ventilation
- New wiring for 4 computer work stations/network (dedicated computer lines)
- Painting, both rooms,
- Carpeting, both rooms.

Personnel Needs

- Move and relocate materials and shelving in storage space,
- Box and store all materials in History Room,
- Move equipment and furniture from History Room
- Relocate some files and cabinets into expansion area after completion.

Phase II - Subdivision of Space

Construction Activities

- Installation of cabinetry, storage, and work spaces in expansion room,
- Install built-in book shelving in History Room
- Install computer network system

Personnel Needs

- Unpack and reshelve collections, files, books
- Arrange archival files
- Organize work areas

Placentia History Room Expansion Proposal

Phase III - Project Completion

Construction Activities

- Installation of furniture, lamps
- Installation of computers and office equipment,

Personnel Needs

- Organization of Patron room
- Display preparation
- History Database data entry

PROGRAM ACTIVITY COST ESTIMATE

Estimated costs per phase and activity are presented in Appendix F and include the source of the cost estimate. With the exception of the computer network cost proposal, the costs presented are estimates and should not be considered absolute figures. The purpose of the cost estimate is to provide a general cost basis for the conceptual expansion program. When the proposal is accepted and a grant approved, the costs will be finalized depending on the allocated space, architectural drawings, funding, and approved program activities. Architectural costs are not included in this proposal but are estimated to be 10 percent of the total project costs.

SUMMARY

A community is judged by the citizen services it provides; we feel strongly that a local history collection is a service to the community. The joint effort between the City and the Library speaks for their commitment to this endeavor. A chronology of the development of this joint agreement is included in Appendix G. No other agency provides this service. Among its citizens, there exists pride in the Placentia community. This positive community feeling is generated by many factors, not the least of which is an interest in its beginnings. An improved History Room will better serve the public's need for information related to Placentia's civic, cultural, business, political and social past.

APPENDICES

APPENDIX A

ASSOCIATED COMMITTEES AND MEMBERS

PLACENTIA HISTORY ROOM AD HOC COMMITTEE

Larry deGraaf, Placentia Historical Committee
*Pat Irot, Placentia Friends of the Library
*Pat Jertberg, Placentia Historical Committee
*Marie Schmidt, Placentia Historical Committee
Julie Schook, Placentia District Library

*Members of the History Room Committee/Volunteers

PLACENTIA HISTORICAL COMMITTEE

Donna Bass, Chairperson
Kathy Frazee, Vice Chairperson
Janis Biggins, Secretary
Mark Fandel, Member
Larry deGraaf, Member
Pat Jertberg, Member
Barbara Reed, Member
Elvia Torres, Member
John Walcek, Member
Adrienne Gladson, City of Placentia, Planner I

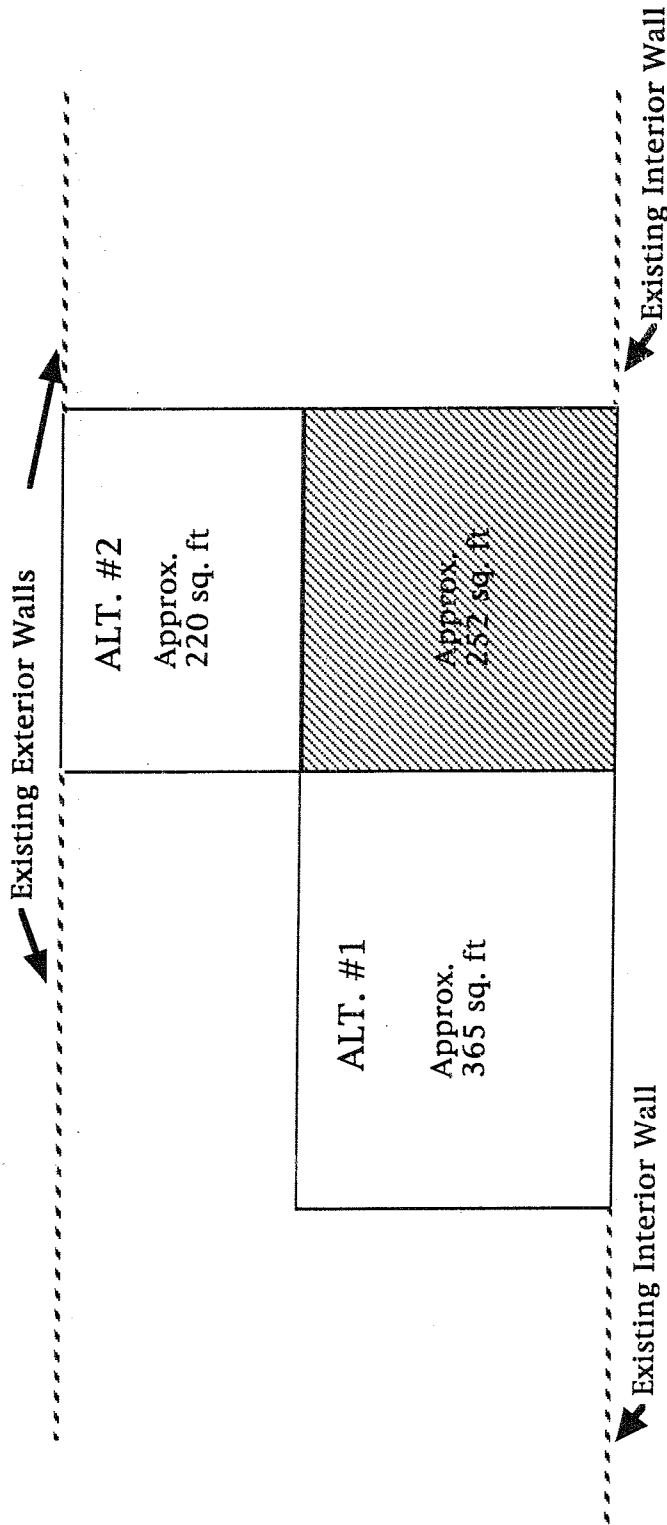
PLACENTIA HISTORY ROOM COMMITTEE

Pat Irot, Placentia Library Trustees Representative
Pat Jertberg, Placentia Historical Committee
Marie Schmidt, Placentia Historical Committee

APPENDIX B

Proposed Placentia History Room Expansion Alternatives #1 and #2

NORTH PARKING AREA



EXISTING
PLACENTIA
HISTORY
ROOM



=

↑ N

MAIN LIBRARY

Scale: 1 inch = 10 feet
Measurements Approximate

APPENDIX C

Information Check List for Local Library Visits

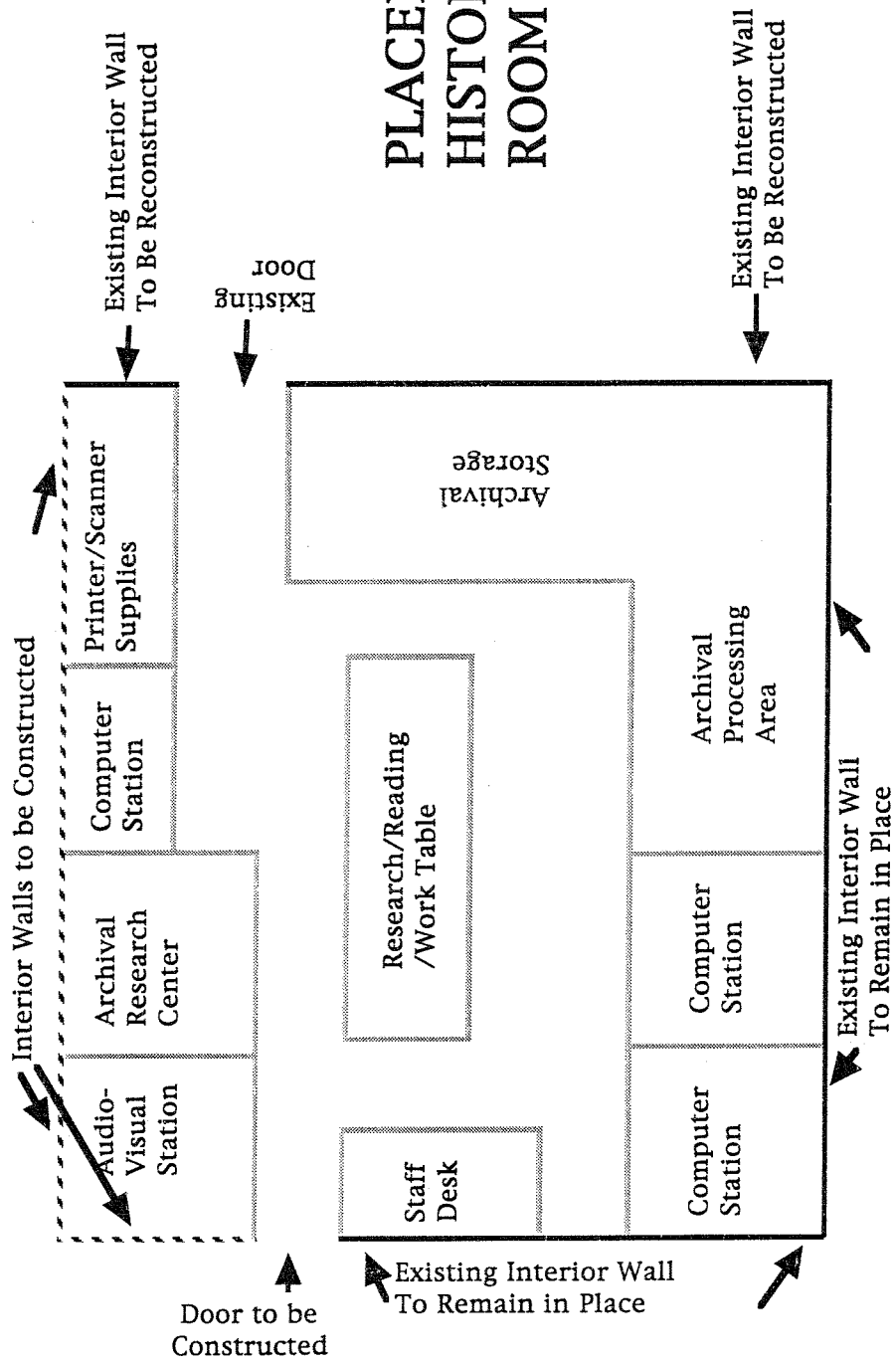
LOCATION:

1. What is the Physical Provision?
 - Separate Room
 - Rooms
 - Open Space
2. Approximate size
3. Staffing
 - Paid
 - Volunteer
4. Hours of operation
5. Funding source
6. What is included in the collection?
7. Is there an acquisition policy?
8. Is there a special emphasis in the collection?
9. What is the usage level?
 - Number of persons
 - Number of hours
10. What most interests patrons?
11. What services are provided?
 - Computer retrieval; program used
 - Check out
 - Archives
 - Specific texts
 - Other
12. What needs are not accommodated?
13. What changes are recommended?
14. Comments

APPENDIX D

Proposed Placentia History Room Expansion Alternative #1

STORAGE AREA



PLACENTIA
HISTORY
ROOM

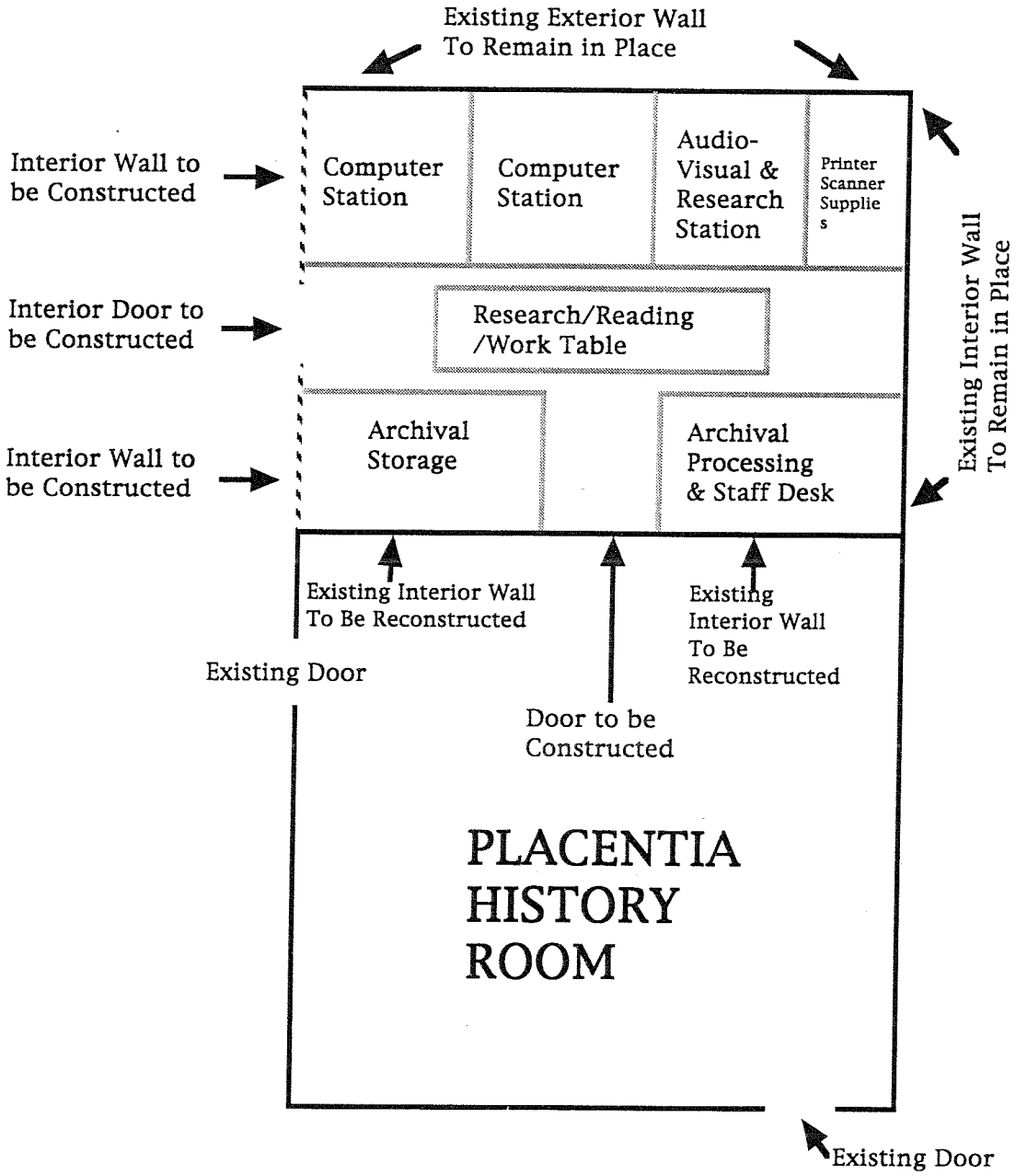
MAIN LIBRARY

Scale: 1 inch = 5 feet
Measurements Approximate

APPENDIX E

Proposed Placentia History Room Expansion Alternative #2

STORAGE AREA



MAIN LIBRARY



Scale: 1 inch = 5 feet
Measurements Approximate

APPENDIX F
Estimated Costs for Proposed History Room Expansion Program

Phase	Activity	Quantity, Hours	Costs	Subtotal Total	Source
Phase I Construction	Demolition				
	Construction				
	Electrical (inc. telephone connection)				
	Lighting				
	Computer network system wiring				
	Construction Subtotal			15000	15000
	Heating			?	City of Placentia
	Ventilation			?	
	Painting (both rooms)			?	
	Carpeting (both rooms)			?	
Finishing Subtotal			?		
Personnel	Clear and relocate storage space	80	12	960	
	Box, clear HR; setup new space	80	12	960	
	Personnel Subtotal			1920	1920
	Phase I Total				16920
Phase II Construction Installation	Work/processing table with built in cupboards & drawers			?	
	Wall book shelves 45'x6' (patron room)			?	
	Built-in wall hanging book shelves, 15' x 4' (archive room)			?	
	Built-in service desk, 5'x3' (archive room)			?	
	Computer stations (archive room)	3	300	900	Office Depot
	Movable computer work station (patron room)	1	120	120	Office Depot
	Construction Subtotal			1020	1020
Personnel	Unpack & reshelve collections; organize archival files & work areas	40	12	480	
	Personnel Subtotal			480	480
	Phase II Total				1500

APPENDIX F
Estimated Costs for Proposed History Room Expansion Program

Phase	Activity	Quantity Hours	Costs	Subtotal	Total	Source
Phase III						
Construction						
Furniture	Tables (5'x3')	3	800	2400		Brodart Catalog
	Table lamps	2	50	100		Office Depot
	Table chairs	6	250	1500		Brodart Catalog
	Computer chairs-adjustable	4	250	1000		Office Depot
	Service desk	1	250	250		Office Depot
Computers	Suncheer TX 600 Mid Tower W/PS2 AT/ATX	4				
	Monitors	4				
	Laser printer	1				
	Color printer	1				
	Hub	1				
	Scanner	1				
	Network installation					
	Computer Network Subtotal			7946.84		
Office Equipment	Copy machine - Xerox XD100 detail photo repro	1	550	550		Office Depot
	TV/VCR - Toshiba 19"	1	249	249		Fry's Electronics
	4 drawer fire-proof, lockable file cabinet	1	550	550		Office Depot
	Microfiche with printer	1	4000	4000		Brodart Catalog
	Slide projector	1	750	750		Brodart Catalog
	Tape recorder	1	350	350		Brodart Catalog
	Paper cutter - Fiskars 12" Rotary	1	43	43		Office Depot
	3 hole punch - Master MP3 Med. Duty	1	17	17		Office Depot
	Magnifying glass (10x - 20x)	1	100	100		
	Telephone	1		?		
	Construction Subtotal			19805.84	19805.84	
Personnel	Organizing collection; display preparation	40	12	480		
	Data entry	200	12	2400		
	Personnel Subtotal			2880	2880	
	Phase III Total			22685.84	22685.84	
	TOTAL ESTIMATED COST				41105.84	

APPENDIX G

CHRONOLOGY

- August 14, 1989 Minutes of Library Board of Trustees
Commit to the History Room as the only public
access repository for local history
materials
- September ,1991 Minutes of Library Board of Trustees
Request for an inventory of all History
Room materials. Friends of Placentia
Library accept responsibility for
inventory
- April 10, 1992 Minutes of Library Board of Trustees
Friends report completion of inventory
Recommend name change from California
History Room to Placentia History Room
- April 15, 1992 Minutes of Library Board of Trustees
Irot appointed to represent Placentia
History Room to Placentia Historical
Society and other organizations
concerning matters related to the
Placentia History Room project.
- February 1993 City of Placentia Policy #507 adopted
Describes accession, deaccession and
shared responsibility of the two
agencies.
- February 1999 City Council holds Study Session with
Library exploring ways to provide financial
assistance. Library to prepare several
proposals and report back in 60 days
- April 7, 1999 Minutes of Library Board of Trustees
Written and oral overview presented by
History Room Ad Hoc Committee. Trustees
vote to approve History Room expansion
proposal in concept, with staff directed
to work out details

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Discussion of the 1999 Performance Evaluation Process for the Library Director**

DATE: May 19, 1999

BACKGROUND

At its April 21, 1999 Meeting the Library Board of Trustees deferred consideration of President Shkoler's request for a discussion of the evaluation process for the Library Director until the May 19, 1999 Meeting.

RECOMMENDATION

Determine process and set calendar

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Policy for Disposition of Electronic Equipment
DATE: May 19, 1999

BACKGROUND

Placentia Library District has accumulated a significant amount of outdated and non-functioning computer equipment and peripherals.

Placentia-Yorba Linda Unified School District has a program at El Camino High School that uses old computers and peripherals as part of its instructional program.

Staff is recommending the following policy for the disposition of used electronic equipment:

Used electronic equipment will be offered to El Camino High School, Placentia-Yorba Linda Unified School District. Items not wanted by El Camino High School will be offered to other non-profit organizations in Placentia or other locations in Orange County. Items not acceptable to any of these organizations will be placed in the trash.

Placentia Library District will deliver items to El Camino High School or any location within Placentia Library District, but will not deliver to other organizations outside of Placentia Library District.

RECOMMENDATION

Review and adopt recommended policy

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Discussion of Governmental Relations Activities for Placentia Library District

DATE: May 19, 1999

BACKGROUND

At the Board's April 21, 1999 Meeting Trustee Stark requested a discussion of Placentia Library District's governmental relations activities.

The activities at this time consist of:

1. Contract with California Advocates for \$2,500 per year for California Legislative information and advocacy
2. Library Director's participation on the California Special Districts Association (CSDA) Legislative Committee as a "library" representative. Estimated 6 meetings per year at \$250 per meeting for a total of \$1,500. *This session* { Complete 1 yr. } - no votes.
3. Participation by Trustee and Library Director in annual CSDA Governmental Affairs Seminar at a cost of approximately \$900. *never felt any value - submits - contact*
4. Participation by Trustee in California Library Association Legislative Day at a cost of approximately \$400. *Peggy to resign to CACTA Bel*

*Polk - to keep
failed
Gale/Sanderson
agreed - Polk.
Dum...*

*Stark - Gavi
Stark - discontinue
part in CSDA
by DG*

RECOMMENDATION

To be determined

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Fiscal Year 1999-2000 Budget Preview
DATE: May 19, 1997

BACKGROUND:

The Library Director will present a preview of the Fiscal Year 1999-2000 estimated revenues and expenditures.

RECOMMENDATION:

Give Direction for Budget Development

Placentia Library District
Revenue Budget for Fund 707 for Fiscal Year 1998-99
May 19, 1999

Object Code	Category	FY1990-91 Actual	FY1991-92 Actual	FY1992-93 Actual	FY1993-94 Actual	FY1994-95 Actual	FY1995-96 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Adopted	FY1999-00 Estimate
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413	761,261	802,445
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	28,818	18,290	18,500	20,600
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	702,669	728,703	779,761	823,045
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908	33,000	24,689
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613	47,000	46,496
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036	1,200	1,200
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	37,115	46,650	48,200	47,696
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180	15,484	15,578
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	760,717	777,249	815,441	876,445	911,008
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	448	3,447	2,000	2,000
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786	18,000	24,338
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	1,066	952	1,500	1,500
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	18,502	13,450	10,500	8,200
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	29,684	32,634	32,000	36,038
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	806,933	848,075	908,445	947,046
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	53,648	56,040	114,400	96,300
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	120,000	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	25,754	23,454	23,500	65,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	7	231	0	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	871,441	1,011,308	886,342	927,800	1,046,345	1,108,846

Placentia Library District
State Library Reimbursements and Grants
May 19, 1999

FUND	FY1990-91	FY 1991-92	FY 1992-93	FY1993-94	FY 1994-95	FY1995-96	FY1996-97	FY1997-98	Budgeted FY1998-99	Anticipated FY1999-00
ILL & Direct Loan Reimbursements	0	41,937	53,447	37,154	22,423	20,683	10,167	8,235	6,500	7,500
CA Foundation Funds	0	16,217	14,636	15,625	16,036	16,903	28,082	28,313	97,400	80,000
CA Literacy Campaign	0	51,348	12,528	11,158	9,185	8,391	11,887	4,211	7,000	8,800
Family Literacy Grant	0	9,255	25,000	23,000	23,174	20,194	0	0	0	0
Dept Educ. 321 Grant	0	0	0	0	3,294	1,381	3,511	5,919	3,500	0
One-Year Grants	0	5,000	0	0	0	0	0	9,361	0	0
Miscellaneous State Revenues	0	1	1	1	1	152	1	1	0	0
TOTAL STATE REVENUE	144,764	123,758	105,612	86,938	74,112	66,803	53,648	56,040	114,400	96,300

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
May 19, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY00 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	482,527.00	472,750.00	494,410	516,400
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	67,885.59	66,159.34	70,123	74,113
	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	16,445.45	22,398.24	21,054.70	28,585	33,584
	Long Term Disability			2,483.32	3,313.49	2,492.04	2,596.21	2,093.66	2,055.00	2,862	2,178
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,299.83	1,188.40	883.00	1,974	2,262
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,163.08	4,477.29	4,402	5,294
0300	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	29,843.38	28,469.99	37,823	43,318
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	0.00	0.00	0	0
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	7,125.00	5,502.00	5,800	5,800
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	587,380.97	572,881.33	608,156	639,631
0700-00	Communications - Telephone	5,841.73	0.00	3,554.15	4,121.95	1,928.80	1,565.58	1,708.04	2,561.03	2,600	2,600
0700-01	Communications - Modem/Fax/ISDN			0.00	0.00	2,713.84	3,881.88	5,275.50	3,068.14	2,384	2,400
0700-02	Communications - Internet Access			0.00	0.00	483.46	437.14	85.28	4,483.15	3,240	5,000
0700-05	Communications - Brodart Cataloging Access			6,092.77	4,869.85	5,320.19	4,634.69	5,085.84	4,681.97	5,160	5,160
0700-07	Communications - 321 Grant				134.20	170.37	170.37	522.53	540.55	570	0
0700-08	Communications - Adult Literacy	5,841.73	0.00	896.35	485.82	553.09	298.54	179.24	308.00	330	800
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	10,988.20	12,856.43	15,642.84	14,284	15,960
0900-00	Food - General Fund	0.00	88.83	0.00	1.99	205.98	85.98	0.00	24.75	50	50
0900-07	Food - 321 Grant			0.00	0.00	0.00	0.00	0.00	0.00	50	50
0900-08	Food - Adult Literacy			32.26	315.85	30.43	43.74	7.17	0.00	50	50
090-009	Food - Family Literacy			32.26	317.84	272.15	308.15	7.17	32.55	0	0
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	7.17	57.30	150	150
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	4,164.33	2,152.25	4,370.02	3,500	4,000
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	11,323.44	10,183.10	10,200	8,000
1300-00	Maintenance of Equipment - General Fund	3,003.13	7,575.16	4,453.27	6,793.53	5,377.32	8,574.33	29,098.85	19,065.05	20,000	20,000
1300-07	Maintenance of Equipment - 321 Grant			0.00	0.00	0.00	0.00	0.00	0.00	0	0
1300-08	Maintenance of Equipment - Adult Literacy			0.00	0.00	969.00	517.16	44.95	0.00	0	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	29,143.80	19,065.05	20,000	20,000
	HVAC			13,623.83	4,141.52	2,390.82	7,734.32	5,560.09	4,448.64	5,500	5,500
	Carpet Cleaning			2,894.55	3,176.25	800.00	0.00	550.00	0.00	500	500
	Grounds/keeping, City of Placentia			23,537.42	27,101.43	21,979.52	18,626.60	20,188.23	23,276.99	25,000	28,000
	Plumbing			523.71	1,146.60	765.56	110.00	1,111.47	2,083.97	1,200	1,200
	Electrical			982.57	1,174.22	3,601.71	3,372.00	2,621.44	3,720.96	4,000	4,000
	Cleaning Service			13,060.20	11,683.04	11,400.00	11,400.00	11,400.00	11,400.00	11,700	11,700
	Locksmith			87.45	827.12	55.19	1,262.10	245.46	93.95	200	200
	Other	44,124.45	60,144.19	1,141.36	(575.62)	3,639.32	7,461.59	1,647.21	2,443.67	2,000	2,000
1400-00	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,323.90	47,468.18	50,100	53,100

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
May 19, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY00 PROPOSED
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,358.00	2,884.00	2,900	2,900
1600-07	Memberships - 321 Grant				0.00	0.00	135.00	295.00	75.00	200	0
1600-08	Memberships - Adult Literacy				0.00	135.00	238.00	95.00	95.00	150	475
1600-09	Memberships - Family Literacy				0.00	0.00	0.00	0.00	0.00	0	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,748.00	3,054.00	3,250	3,375
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0.00	0.00	0	0
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0.00	20.00	0.00	0	0
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0.00	0.00	0.00	0	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0.00	0.00	0.00	0	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	20.00	0.00	0	0
	Library Supplies										
	Printing			9,042.32	5,251.95	5,618.20	9,103.81	3,673.37	7,108.99	4,500	6,000
	EZ Copy - copy cards for sale to patrons			4,172.71	8,983.64	8,610.34	3,816.95	8,641.63	8,842.42	9,000	9,000
	Publications			1,571.32	0.00	0.00	0.00	0.00	0.00	0	0
	Paper			1,985.00	312.00	850.05	1,119.48	2,742.75	1,999.66	1,500	1,500
	Drinking Water Service			1,143.69	672.00	885.95	707.81	1,126.10	1,274.99	1,200	1,200
	Other Office Supplies			299.40	274.45	299.40	299.40	274.45	274.45	300	300
	Total Office Supply Expense - General Fund			10,585.64	4,608.25	6,462.27	5,195.08	5,895.60	2,653.86	3,000	4,000
1800-00	Total Office Supply Expense - General Fund			28,800.08	20,102.29	22,726.21	20,242.53	22,353.90	22,154.37	19,500	22,000
1800-07	Literacy Dept Educ 321 Grant Supply Expense			0.00	729.13	0.00	0.00	636.39	1,141.00	1,150	0
	Printing			616.54	3,343.24	2,938.36	1,045.62	1,796.25	1,473.04	1,475	2,625
	Publications			0.00	0.00	2,062.86	3,660.39	2,532.02	3,371.73	2,375	2,375
	Paper			86.93	12.31	0.00	0.00	0.00	0.00	50	50
	Other Office Supplies			1,953.93	573.49	328.25	1,620.47	1,685.66	401.10	400	550
	Total Adult Literacy Office Supply Expense			2,657.40	3,929.04	5,329.47	6,326.48	6,013.93	5,245.87	4,300	5,600
1800-09	Family Literacy Supply Expense/LSCA Grant Expense			4,832.97	2,154.59	6,014.75	3,341.22	0.00	5,181.20	0	0
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	29,910.23	29,004.22	33,722.44	24,950	27,600
1803-00	Postage Expense - General Fund			1,970.50	(19.13)	1,450.99	948.22	692.24	778.77	800	2,600
1803-01	Postage Expense - LSCA II Grant	2,375.04			0.00	19.95	0.00	0.00	0.00	0	0
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	115.20	224.00	75.50	200	200
1803-09	Postage Expense - Family Literacy/LSCA Grant			29.00	477.79	114.84	0.00	0.00	1,063.44	0	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	1,063.42	916.24	1,917.71	1,000	2,800

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
May 19, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY00 PROPOSED
	Care Resources (Employee Assistance)			693.00	455.00	280.00	385.00	350.00	350.00	420	420
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	4,690.92	5,808.68	6,000	7,500
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	37,377.87	38,781.65	39,207.00	40,000	40,000
	Clipping Service			368.52	390.52	392.52	392.52	392.52	414.52	420	420
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	402.58	426.14	323.23	450	200
	Advertising			552.50	97.50	72.97	0	0	0	0	0
	Medical Exams			324.00	552.00	760.00	252.50	392.00	420.00	500	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	0.00	118.86	1,113.27	3,000	2,400
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	2,950.00	4,130.00	3,360.00	3,750	5,000
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,370.03	1,894.47	2,381.97	2,500	2,500
	Election Expenses			0.00	0.00	0.00	0.00	8,450.48	0.00	0	0
	Staff Training in Library			0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Other (Includes contract storyteller)			8,101.87	10,835.99	2,693.76	2,643.91	1,095.99	6,235.83	1,000	3,000
1900-00	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	51,842.84	60,723.03	59,614.50	58,040	61,940
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0.00	0.00	0	0
1900-07	Specialized Services - 321 Grant				0.00	0.00	250.00	1,625.00	2,321.00	2,350	0
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	1,305.31	1,333.86	725.00	725	3,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	2,467.26	812.00	(25.00)	5,505.00	5,714.25	0.00	4,003.99	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	1,877.98	1,976.08	2,100	2,100
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	65,559.87	68,640.57	63,215	67,040
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500	500
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500	500
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	225.00	2,129.12	0.00	1,000	1,000
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	1,542.61	66,259.01	66,090	74,175
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0.00	0.00	0	0

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
May 19, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY00 PROPOSED
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	2,817.81	644.34	16.03	0	0
2400-01	Special Department Expense - Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	10,246.41	15,769.09	63,000	110,000
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	0.00	592.80	1,500	0
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	46,181.66	35,441.99	25,292.53	14,358	0
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	5,230.97	4,039.57	16,642	0
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	503.90	0.00	251.34	2,500	0
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0.00	36.78	0	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	118.80	2,252.85	1,381.15	637.76	1,980.84	786.57	1,500	1,500
2400-09	Special Department Expense - Family Literacy	0.00	925.19	1,439.19	925.19	3,228.99	0.00	0.00	0.00	0	0
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,544.55	46,784.71	99,500	111,500
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,695.33	1,304.04	1,003.86	1,000	1,800
2700-01	Transportation/Travel - Meetings, Staff Local				0.00	1,867.75	2,362.54	3,369.52	3,805.34	2,000	2,000
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	61.48	886.78	835.92	647.50	750	1,000
2700-03	Transportation/Travel - Meetings, Board Local				0.00	699.00	727.52	1,020.09	287.60	500	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	0.00	0.00	0.00	0.00	0	0
2700-07	Transportation/Travel - Meetings, 321 Grant				0.00	2,631.92	2,421.02	260.00	1,380.90	1,400	0
2700-08	Transportation/Travel - Meetings - Adult Literacy				1,408.01	137.00	120.72	25.20	0.00	500	1,500
2700-09	Transportation/Travel - Meetings - Family Literacy				1,141.37	91.65	81.04	9.67	0.00	0	0
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,824.44	7,125.20	6,150	7,050
	Electricity				57,098.74	48,474.74	47,635.00	42,250.50	43,533.26	45,000	45,000
	Gas				2,917.30	2,938.78	3,066.02	6,102.59	5,273.78	5,500	5,500
	Water				1,888.97	1,683.49	1,913.25	2,955.74	2,466.19	3,000	3,000
	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	51,308.83	51,273.23	53,500	53,500
3700-00	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	311,340.31	375,563.36	416,389	448,750
	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,154.00	778.00	0.00	800	1,100
4000-00	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	4,722.66	2,625.36	0.00	20,000	20,000
4000-07	Equipment - 321 Grant				0.00	0.00	0.00	0.00	0.00	0	0
4000-08	Equipment - CLC Grant				2,202.42	2,150.05	0.00	877.07	0.00	1,000	1,000
4000-09	Equipment - Family Literacy/LSCA Grant				0.00	0.00	0.00	0.00	0.00	0	0
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000	21,000
4200-00	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000	21,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00	0.00	0	0
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(545.75)	0.00	0.00	0	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	903,001.71	948,444.69	1,046,345	1,110,481

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: 1999 Staff Appreciation Dinner
DATE: May 19, 1997

BACKGROUND:

The 1998 Staff Appreciation Dinner was held in the Children's Department at Placentia Library on Thursday, July 23 at 6:15 P.M. It was catered by the Blue Agave Restaurant and featured a Scottish singer from Long Beach.

The Friends Board at its meeting on May approved payment of half of the dinner expenses for 1999 up to \$350.

If entertainment is to continue to be included the budget for the dinner needs to be increased to \$800.

In 1998 the following were invited to attend:

- Current and retired Library Staff.
- Volunteer Paul Deputy and Ilse Deputy.
- Library Trustees
- Friends Directors
- Foundation Directors

The 1998 attendance was 39.

Last year the staff indicated that a Thursday evening at 6:30 P.M is its preferred time.

RECOMMENDATION:

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

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: May 19, 1999
SUBJECT: **Library Web Page Development**

After attending a basic HTML class that teaches how a text is coded in preparation for designing a web page, I feel more knowledgeable in discussing the subject with web masters and designers. I have a better idea of the amount of skill and time required to design, develop, market and maintain a web page.

I have had initial conversations with individuals, and with representatives of four different companies that design and develop web pages, and I have scheduled meetings during the week of May 17, with the four people that I felt were most likely to meet our needs.

As a result of these conversations, the estimated initial costs ranged between \$1,500 and \$4,500 with annual maintenance and subscription fees ranging between \$300 and \$1,500. These figures will be more accurate after my meetings, during which more details will be discussed, more questions will be answered and I will be more prepared to make a recommendation.

The following is a tentative plan of action:

The final decision on who will be developing the Library's Web Page will be made at the end of the first week in June.

Planning, design and decisions on lay-out and graphics should be final by the end of June.

The Placentia Library Web Page should be available to the public at the end of August.

More accurate cost figures and a solid plan of action will be charted in more detail for the next Board meeting after my meetings next week.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: May 19, 1999

SUBJECT: Program Committee Report for the Month of April 1999

DEPARTMENT	APRIL	
ADULT SERVICES		
Chautauqua History Alive	1	65
Literacy Services	Number Of Programs	Number of Attendees
Conversation Group	7	18
Tutor Training	2	12
Tutor-In-Service	0	0
Total	9	30
YTD Total	45	230
Children's Services		
Way Out Wednesdays		
SRP Registration		
SRP School Visits		
Class Visits to the Library	5	107
Story Times 3-6	4	91
Group Visits to the Library (Brownie)	1	9
Scavenger Hunt	5	67
Lapsits	4	79
Spring Programs	2	81
Total	19	434
YTD Total	125	4947

TO: Elizabeth Minter, Library Director ~~SA~~
FROM: Suad Ammar, Principal Librarian
DATE: May 19, 1999
SUBJECT: **Program Committee Report for the Month of April 1999**

A total of 250 passport applications were processed during the month of April netting \$3,607 for the book budget.

The Children's department concentrated on purchasing a choice of the American Library Association Notable Titles of the year. e balance was used to augment the general fund moneys to update the Adult Reference collection.

TO: Elizabeth Minter, Library Director

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

DATE: May 19, 1999

SUBJECT: April activities in the Children's Department

Programming- Storytimes began again in April. There were a total of 12 programs this month with 118 children and 77 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits, under 2 years	4	42 children / 37 adults
Storytimes, 3 – 6 years (p.m.)	4	16 children / 9 adults
storytimes, 3 – 6 years (a.m.)	4	60 children / 31 adults
TOTALS	12	118 children / 77 adults

Two special spring storytimes were held on Thursday April 1st. Crafts, an egg hunt, and a snack were part of the special events. Attendance was high for these two events. There were 25 children and 30 adults at the spring storytime and 13 children and 13 adults at the spring lapsit.

Class/Group visits- Class visits from local schools continued. 5 classes visited the library this month, with a total of 107 children using the library and it's services. Brownie Troop 532 also came to the library for a tour, and donated a check to the children's department for \$100.00 to be used for the purchase of books. The money was raised from their cookie sales. Titles from the ALA best picks of the year were purchased with the money. Nameplates will be placed in the books, and the Brownie Troop will receive a list of the books purchased when the books are shelf-ready.

Summer Reading Program- Plans for the Summer Reading Program are under way. Five performers have been booked for the Way Out Wednesday programs. We will be having a storyteller, a comedic magician, a presentation about sea otters, a musical performance, and a recreation of a travelling troubadour troupe. School visits to tell children about the Summer Reading Program will be scheduled for May and June. The Summer Reading Program begins June 20th.

Community Sponsored Programs- The In-N-Out Burger reading program "Feed Your Imagination" ended April 8th. This program encourages children to read by awarding a bookmark that can be redeemed for a burger, fries, and drink for each set of 5 books read. Children can earn up to three bookmarks each. 374 children signed up with the In-N-Out program. 85 children completed all three bookmarks, and 199 children completed at least one bookmark.

Other Programs- In support of National Library Week (April 11 – 17), the library sponsored an online scavenger hunt for children Kindergarten through 6th grade. Children participating had to track down the answers to five questions on the Internet. Teen volunteers were available to help the children navigate the 'net. Children who completed the scavenger hunt earned an "I am a Placentia Library Reader" pencil, and were entered in a prize drawing for a book.

School Outreach- The Children's Department was home to a temporary exhibit of mission projects during the last week in April. Several parents from Mrs. Garcia's fourth grade class at Tynes elementary school came in and set up the exhibit of 8 missions and six drawings. The exhibit earned a short write up in the May 6th Placentia News-Times. The exhibit will be in place until May 12th.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: May 19, 1999
SUBJECT: **Publicity materials produced for April 1999**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. American Girl Tea
4. Apply for your passport at Placentia Library.
5. Literacy asking for volunteers to take the tutor training program
6. Friends Huge Booksale May 15 and 16.
7. Find bargains at the Friends of Placentia Library bookstore
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. Afghan for sale at Circulation Desk
10. National Library Week Program – Monday, April 12

Newspaper articles published:

1. Friends of Placentia Library National Library Week Program - Bidy Mason's long walk.
2. Kamusikiri brings slave, Bidy Mason to life.
3. Copies of Placentia City proposed budget available at Placentia Library.
4. Library system building Web access network (Orange County Libraries).
5. National Library Week celebrates the freedom to Read! Learn! Connect!



Sandra Kamusikiri appeared at the Placentia Roundtable Women's Club as former slave Biddy Mason this week. Stan Bird, Placentia News-Times

Biddy Mason's long walk

By Marcela Rojas
Placentia News-Times

The year is 1818. A Black woman by the name of Biddy Mason is born and sold as a slave to one Robert Smith of Mississippi.

Despite the fact that she was born 118 years ago, Mason spoke to a crowd of more than 60 members of the Placentia Roundtable Women's Club last week. Her poignant story of walking behind her master's wagon from Mississippi to California was told by actress-historian Sandra Kamusikiri.

Members and guests heard a first person account of the slave's long walk to freedom and her emancipation in 1856.

Her presentation is part of the California sesquicentennial initiative. The California Council for the Humanities created "History Alive! Chautauqua," featuring portrayals of 13 prominent figures of the Gold Rush era. Each is presented by a scholar/performer.

In keeping with the state's 150th anniversary celebration, the Placentia Friends Library received a \$500 grant from the humanities council. Library staff selected Kamusikiri, a professor of English at California State University, San Bernardino. She presents the life of Biddy Mason.

The grant requires Kamusikiri to speak at three local venues. In Placentia they are the library, the Roundtable Club and Morse Avenue Elementary School. "We chose her because she has a unique story to tell. It's one that we haven't heard before because Biddy Mason did not appear in the history books," said Friends Library President Pat Irot.

"The biggest challenge for me in portraying Biddy Mason is that there is very little historical information on her. She did not read or write, so there were no journals or diaries I could look at," Kamusikiri said.

She added that research on Mormon treks to Los Angeles and materials on Los Angeles citizens during that time, helped her piece together Mason's life.

Wearing Victorian-style garb and donning an ostrich-feathered bonnet and a purple skirt with bustle, Mason's character explained that in 1847, her master, a Mormon, decided to migrate to Utah to help build up the "Kingdom of the Saints" in the Salt Lake basin.

Mason's responsibility on the seven-month-long trip was to follow on foot behind the wagons and care for the livestock.

Kamusikiri brings slave, Biddy Mason to life

FROM 1

Once in Salt Lake, Smith decided to head to California to establish a Mormon outpost in San Bernardino.

"The journey was a most difficult one with animals dying due to lack of water. I prayed every day. Please do not let the trail

take the life of my daughters," Kamusikiri's character told a captivated audience.

"We felt as though we had reached the land of milk and honey," she said of reaching San Bernardino.

It was so, for Mason. She learned that the constitution of California prohibited slavery to

some extent. In time, Mason went to court to fight for her freedom. Judge Benjamin Hayes granted it to her in 1856.

In the years following her emancipation, Mason worked as a mid-wife and nurse for Dr. John Griffin. He paid her \$2.50 per day. "Most people made \$1.25 a day," she explained.

Mason managed to save \$250 and in 1866 purchased property on what is now Spring Street in downtown Los Angeles.

In subsequent years, Mason became the richest black woman of her era in L.A. She used her wealth to establish the first African Methodist Episcopal Church in the city and founded the first

elementary school for black children.

Mason died in 1891.

"I was completely swept in another era. We don't hear enough about what black people did to move California to freedom," said Roundtable President Eleanor Rankin minutes after the presentation.



"The journey was a most difficult one with animals dying due to lack of water. I prayed every day. Please do not let the trail take the life of my daughters."

Biddy Mason
slave

Putting on her bonnet with the ostrich feathers on it helps Sandra Kamusikiri take on the personality of former slave Biddy Mason who became the richest black woman of her time in Los Angeles.

Stan Bird/
Placentia News-
Times

As a slave, Biddy Mason prayed that her daughters wouldn't die on the long walk west. Sandra Kamusikiri helped club members feel the slave's pain. The performance was part of the state's Sesquicentennial celebration.

Stan Bird/
Placentia News-
Times



pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

MAY 5 - 1999

PLACENTIA

332

The city expects to come up about \$1.4 million short in its

proposed \$25.2 million budget for 1999-2000, according to figures released Tuesday. The overall spending plan is 1.3 percent higher than the current budget year's, but the general fund budget — considered the only place where the city has some say in how money is spent — is balanced and reflects a 0.6 percent decrease for the coming year. City Council members plan to vote on the budget June 15. Study sessions are scheduled for May 18 and June 1 to look over the details of the plan.

— Deniene Husted
(704) 704-3705

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

MAY 0 4 1999

PLACENTIA

332

The city staff is presenting the proposed 1999-2000 budget to the City Council tonight at council chambers, 401 E. Chapman Ave. Copies of the budget will be available Wednesday at City Hall, 401 E. Chapman Ave., and the Placentia Library, 411 E. Chapman Ave. The council tonight will set dates for a public budget hearing/study session.

— Eric Johnson
(714) 704-3795

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

332 APR 13 1999

Library system building Web access network

ONLINE: Fast connections — and more of them — are due in August.

By ANN PEPPER/The Orange County Register

The Orange County Public Library system this week begins building a computer network that will provide patrons with speedy, state-of-the-art Internet connections for the first time, County Librarian John Adams said Monday.

By August, the network will go online with 393 new Internet-access terminals to relieve pent-up demand across the library's 27-branch system.

The system's current 84 Internet-access terminals are in constant use, Adams said.

"They're reserved in hourlong increments that are booked into the future up to a week at a time," he said. "Demand is far beyond what we're able to handle. This ought to relieve some of the pressure."

Funding for the \$1 million project comes from the state's Public Library Foundation Program, and from property taxes, Adams said.

The new terminals are wonderful news, Irvine Heritage Park Regional library patron and businesswoman Patrice Rakhshani, 42, said Monday.

"Right now this branch has only one terminal," Rakhshani said. "You have to call up to reserve time on it each day right at 10 a.m. when the library opens. Ten minutes later and you won't get a slot."

The Irvine regional branch will have 33 terminals by Aug. 1, Adams said.

Besides response speeds much faster than available over telephone lines, the terminals will also provide features including:

Catalog access with an easy-to-use, point-and-

LIBRARIES' NET ACCESS GROWING

As of Aug. 1, 393 new Internet-access terminals will be installed throughout the Orange County Public Library system. Each branch will receive additional terminals according to its size and patronage, said County Librarian John Adams. Here's the branch-by-branch distribution:

Branch	New terminals	Total
Aliso Viejo	0	39
Brea	14	15
Costa Mesa	11	13
Costa Mesa Verde	9	10
Crown Valley	17	19
Cypress	15	17
Dana Point	15	17
El Toro	17	19
Fountain Valley	19	21
Garden Grove Regional	22	24
Garden Grove West	9	10
Garden Grove Chapman	9	10
Irvine Regional	32	33
Irvine University Park	20	21
La Habra	15	18
La Palma	8	
Laguna Beach	12	
Los Alamitos/Rossmoor	13	14
Orangewood	0	0
Rancho Santa Margarita	24	26
San Clemente	19	22
San Juan Capistrano	23	25
Seal Beach	11	12
Silverado	2	3
Stanton	9	11
Tustin	19	20
Villa Park	5	7
Westminster	24	25
Total	393	477

click Windows format; off-site catalog access over the library's Web site; the opportunity to download color photographs and graphics with magazine articles; Web-site filters on children's-area terminals; and more.

pacific clippings

post office box 11789
santa ana, calif. 92711

Coto De Caza News
Weekly

APR 1 - 1999

NATIONAL LIBRARY WEEK CELEBRATES THE FREEDOM TO READ! LEARN! 332 CONNECT!

Where do you go when you need to know? Chances are it's the library. Some two thirds of Americans say the library is where they go to get books, use computers and find other resources they need in the information age, according to a poll conducted by the Gallup Organization for the American Library Association (ALA).

"Read! Learn! Connect! @ the Library" is the theme for this year's National Library Week, April 11-17, sponsored by the American Library Association and library supporters across the nation. "National Library Week is a time to celebrate this great democratic institution and the freedom we enjoy as Americans to read, learn and connect to ideas and information," says Ann K. Symons, president of the 56,000 member American Library

Association. "We encourage everyone to visit their public, school or college library and see what's new."

The role of libraries and librarians in providing public access to information is more important than ever, according to Symons. "There's an overwhelming amount of information out there not all of it helpful or even accurate," explains Symons, a school librarian from Juneau, Alaska. "Librarians can help you find the best source of information." Symons notes that some 75 percent of public libraries now offer public access to the Internet almost double the number two years ago. Many libraries have Web pages and offer classes for parents, business people, seniors, children and others on how to use the Internet. The American Library Association also offers resources for the public recommended books, Web sites, tips for parents and more on its Web site at <http://www.ala.org/publicpage/>. Symons offers the following tips for how your family can "Read! Learn! Connect! @ theLibrary." Get answers. Many libraries offer telephone or online reference service. Librarians are experts at knowing the best sources of information whether in books or

online. Borrow books and magazines. If your library doesn't have the title you want, chances are it can get it for you through interlibrary loan. Librarians are happy to recommend good reading for you and your child.

Attend free programs. In addition to books and other resources, libraries today offer a wide array of educational and cultural programs for adults, everything from Oprahstyle book clubs to exercise classes for seniors, concerts, author talks, investment and cooking classes. Ask for a copy of the library's calendar of events.

Log on. Three quarters of the nation's public libraries now offer public access to the Internet. Most also offer books, magazines, classes and other resources to help children and adults learn how to "surf the Net."

Discover the fun. Check out your library's free programs for children. Today's libraries offer a wide range of programming for youth from preschool story hours and summer reading programs to sleep overs and open mike poetry readings for teens.

Get homework help. Many libraries offer term paper clinics and special homework centers

especially stocked and staffed with computers and other reference materials to assist students.

Check out videos. Almost every library offers videotapes on loan at no or nominal fees. Choose from classic children's films as well as current features, travel and how to tapes on cooking, car repair and other popular topics.

Remember, the library is a Public place Parents should always accompany small children at the library.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *Kum*
DATE: May 19, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of April**

Program Statistics

Active tutors: 41
Active students: 44
Students waiting to be matched: 27
Percentage of tutors reporting (April hours): 100%
Tutoring hours reported: 209
Other volunteer hours reported: 56
Total volunteer hours: 265

Conversation Groups. Twice-weekly conversation groups for adults who wish to improve their English conversation skills continued to meet each Sunday and Tuesday throughout the month. The last meeting will be Sunday, May 23, 1999.

Tutor Training. The spring Tutor Training Workshop began Monday, April 19, 1999 and will continue through May 17, 1999.

Volunteer Recognition. Literacy tutors were included in the annual volunteer recognition program hosted by the Friends of the Library. Eleven tutors spent fifty or more hours tutoring in the past year.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network.

Agenda Item 44

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KUM*
DATE: May 19, 1999
SUBJECT: Safety Committee report for April

There was no safety committee meeting in April. The next meeting is scheduled for Wednesday, May 26, 1999 at 11:15 A.M.

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

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical analysis performed.

3. The third part of the document presents the results of the study, including a comparison of the different methods and techniques used. It discusses the strengths and weaknesses of each method and provides a summary of the findings.

4. The fourth part of the document discusses the implications of the study and provides recommendations for future research. It highlights the need for further investigation into the effectiveness of the different methods and techniques used.


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

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical analysis performed.

3. The third part of the document presents the results of the study, including a comparison of the different methods and techniques used. It discusses the strengths and weaknesses of each method and provides a summary of the findings.

4. The fourth part of the document discusses the implications of the study and provides recommendations for future research. It highlights the need for further investigation into the effectiveness of the different methods and techniques used.

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff 

DATE: May 19, 1999

SUBJECT: Report on Y2K Preparations for April, 1999

Project – Julie Shook	Status/Scheduled
LAN Management System/Software	Not yet scheduled
LAN Workstations	Not yet scheduled
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Not yet scheduled
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

Project – Wendy Goodson	Status/Scheduled
Banks	No response
Payroll Contractor/Software	Compliant
Utilities	No response
Fire Alarm System	Not yet scheduled
Ventura	Not yet scheduled
Office 97	Not yet scheduled
Telephone System	Not yet scheduled
Voicemail System	Not yet scheduled
Emergency Planning	EOC contacted

Prepared by: Wendy Goodson

Placentia Library District Full-Time Employee Opinion Survey – 1999

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please place the survey in the box in the employee lounge.

SURVEY RESPONSE DEADLINE: May 27, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

Administration

Reference

Childrens

How long have you worked for the
Placentia Library?

Less than 1 year

1 – 5 years

6 – 10 years

11 – 20 years

21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

1. The following are the names of the members of the committee.

A	_____
B	_____
C	_____
D	_____
E	_____

2. The following are the names of the members of the committee.

A	_____
B	_____
C	_____
D	_____
E	_____

8. Does your supervisor let you know what is expected of you:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

9. Does your supervisor effectively utilize your abilities:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

10. Does your supervisor plan and schedule work assignments effectively:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

11. Does your supervisor provide adequate guidance:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

12. Does your supervisor provide adequate training:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

13. Does your supervisor discuss your performance with you:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

14. Does your supervisor give fair and constructive reviews:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

11 01

11 01 75

22. My supervisor has done an adequate job in keeping the work area safe and in seeing that I am instructed about accident prevention:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

23. My supervisor gives employees the recognition and praise they deserve:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

24. My supervisor does a good job of explaining new projects he/she assigns to me:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

25. My supervisor keeps me informed about what is happening ~~at the~~ ^{in the} Placential library:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

YOUR DEPARTMENT

The following questions are about your department.

26. How would you rate communication in your department:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

27. How would you rate cooperation within your department:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

1114

1114

36. I am satisfied with the results of my departments work:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

37. My department operates efficiently:

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't know

38. When there are going to be changes in my department or division, employees are briefed on the changes before they happen:

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

39. In my department, each employee understands what his/her duties and responsibilities are:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

40. Promotions within my department are fairly made with the most qualified people being selected:

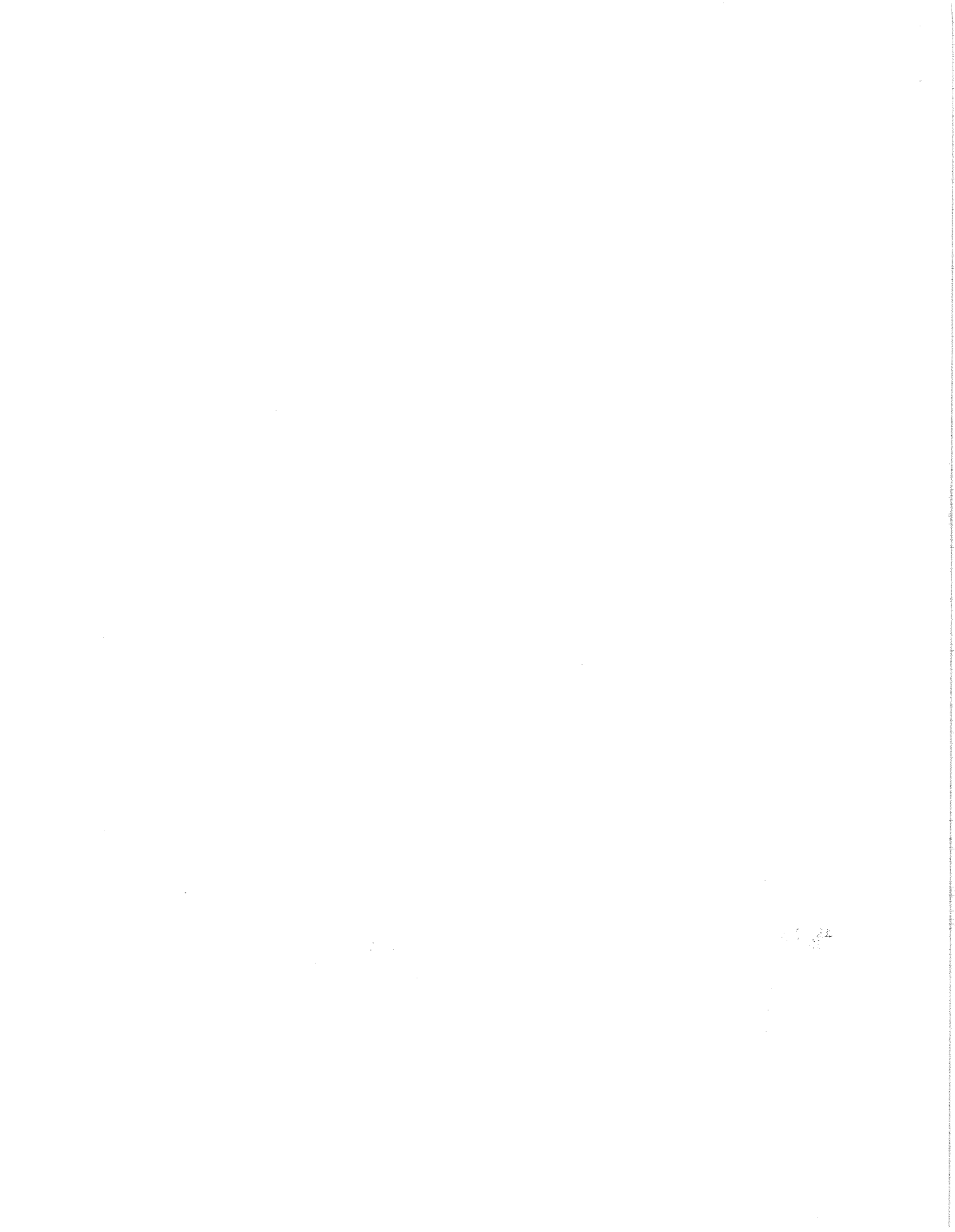
- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

41. In my department, emphasis is placed on providing a high level of customer service:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

42. I am encouraged to seek additional education and training:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree



43. Appropriate deadlines are given in my department for the workload:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

44. I think my department is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to promoted within the Placentia Library:

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't care

46. I think the library is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

47. Administration/Management is credible:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

48. I believe that the overall morale of library employees at this time is:

- A. Very high
- B. Average
- C. Not good
- D. Poor

10

11

12

13

14

15

16

17

18

19

20

49. I feel I am part of the team in this organization:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

50. I am informed regarding the library budget:

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

51. When someone asks me where I work, I am proud to say the Placentia Library.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

52. How would you rate the library's rate of pay for your classification:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

53. How would you rate the library's vacation benefits:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

54. How would you rate the library's holiday benefits:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

55. How would you rate the library's sick leave benefits:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

100
 200
 300
 400
 500
 600
 700
 800
 900
 1000

56. How would you rate the library's retirement plan?"

- A. Excellent
- B. Good
- C. Fair
- D. Poor

57. How would you rate the library's life insurance:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

58. How would you rate the library's disability insurance:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

59. How would you rate the library's medical insurance program:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

60. How would you rate the library's dental insurance program:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

61. How would you rate the library's vision insurance program:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

62. How would you rate the library's policies and procedures:

- A. Excellent
- B. Good
- C. Fair
- D. Poor

