

**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT**

**BOARD OF TRUSTEES**

November 15, 2000

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant

→ P President Shuler P Trustee Dunsmore  
P Secretary Masters P Trustee Stark  
P Trustee Wood

2. Adoption of Agenda

m1 - Peggy  
m2 - Robin

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

Presentation: Library Director

Recommendation: Adopt by Motion

3. Minutes of the October 18, 2000 Regular Meeting.

m1 - wood  
m2 - stark  
All same

Presentation: Library Director

Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

Presentation of retirement recognition to Trustee Robin Masters.

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustee Wood

**CLAIMS (Items 10 - 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

M1 wood  
M2 Robin

All in favor

*Items 10 – 13 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 3982, 3983, 3984 and 3985 forwarded by Library Director for a total of \$9,935.03 during this report period.

12. Current Claims and Payroll (Approve)

Current Claims 3989, 3990, 3991, 3992, 3993, 3994 and 3995 for \$18,116.13; and Payrolls 3986 for \$24,513.00, 3987 for \$24,513.00, and 3988 for \$24,513.00, for a combined total of Current Claims and Payroll of \$91,655.13.

13. FY2000-2001 Cash Flow Analysis through October 18, 2000 and recommendation that no funds be transferred at this time. (Receive & File)

**FINANCIAL REPORTS** (Items 14 - 19)

Presentation: Library Director  
Recommendation: Approve by Motion

M1 DINSMORE  
M2 WOOD

ALL IN FAVOR

*Items 14 – 19 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR** (Items 20 – 26a)

Presentation: Library Director  
Recommendation: Approve by Motion

M1 DINSMORE  
M2 STARK

ALL IN FAVOR

*Items 20 – 26a may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

20. Building Maintenance Report for October 2000 (Receive & File)
21. Personnel Report for October 2000 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for October 2000 (Receive & File)
23. Circulation Report for October 2000 (Receive & File)
24. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 3, 2000. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)

- 26a. Fiscal Year 1999-2000 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)

### CONTINUING BUSINESS

27. Report on Civic Center Authority Special Meeting, November 14, 2000, to discuss exterior renovation plans for the Civic Center.

Presentation: Library Board President

Recommendation: Give Direction to Library Representatives for future action by the Civic Center Authority

### NEW BUSINESS

28. Review of Section III, Board Organization and Procedures, Placentia Library District Board of Trustees Handbook, Page 9, Revised April 10, 1998

Presentation: Library Director

Recommendation: Give Direction to Library Representatives for Civic Center Authority Special Meeting on November 14, 2000

29. Authorization of payment from Fund 702, Major Equipment/Structure, of an amount not to exceed \$12,500 for re-upholstery project approved by the Library Board of Trustees on September 15, 1999, as revised January 20, 2000.

Presentation: Trustee Wood

Recommendation: Authorize payment not to exceed \$12,500 from Fund 702 (Major Equipment/Structure) for re-upholstering the chairs and benches identified in the Upholstered Furniture Survey, September 8, 1999 as revised January 20, 2000.

30. Security System

Presentation: Library Director

Recommendation: Give Direction to Library Representatives for Civic Center Authority Special Meeting on November 14, 2000

31. Placentia Art Association Display in the Library

Presentation: Library Director

Recommendation: Authorize staff to continue coordinating the display of Placentia Art Association items in the Library until a formal agreement is signed by the Placentia Library District and the Placentia Art Association; and

Authorize staff to represent the Library is developing a formal agreement for exhibits between the Placentia Library District and the Placentia Art Association, to be formally approved by both agencies.

**STAFF REPORTS** (Items 32 - 37)

M1 masters  
M2 wood

All in favor

*Items 32 - 37 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.*

- 32. Program Committee Report for October 2000 (Roberts)
- 33. Children's Services Report for October 2000 (Smith)
- 34. Placentia Library Literacy Services Report for October 2000 (Roberts)
- 35. Placentia Library Web Site Report for October 2000 (Roberts)
- 36. Publicity Materials produced for October 2000 (Willauer)
- 37. Safety Committee Minutes for October 2000 (Matas)

**ADJOURNMENT**

- 38. Agenda Preparation for the December Regular Meeting which will be held on Wednesday, December 20, 2000.

A Special Meeting will be held on Wednesday, November 29, 2000 at 6:30 P.M. to award the roof replacement contract.

- 39. Review of Action Items.

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

- 40. Adjourn time 8:54

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 15, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 9, 2000.





# Placentia Library Board Calendar

November 2000 - October 2001

Nov 2000						
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## November

- 3 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 6 7:00 PM Friends Board Meeting, Stark
- 12 1:00 PM Friends Book Sale
- 14 5:30 PM Civic Center Authority Special Meeting, Placentia City Hall
- 15 7:30 PM Library Board Meeting
- 17 Camp Library
- 23 Library Closed for Thanksgiving
- 29 6:30 PM Special Board Meeting to award roof replacement contract
- 30 ISDOC Meeting Election of Officers  
LAMA National Institute, Palm Springs, through Dec. 2nd.

## December

- 1 Oath of Office for new Trustee
- 4 7:00 PM Friends Board Meeting, Braun
- 8 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 10 1:00 PM Friends Book Sale
- 20 7:30 PM Library Board Meeting

## January

- 1 7:00 PM Friends Board Meeting, Wood
- 12 ALA Midwinter Meeting, Washington, D.C., through Jan 17
- 14 1:00 PM Friends Book Sale
- 17 7:30 PM Library Board Meeting
- 20 5:30 PM Chamber Mixer
- 25 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 9:00 AM -4:30 PM Library Fundraising Day Conference, Glendale Public Library

## February

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

## March

- 3 10:30 AM Author's Luncheon featuring Diane Leslie, Alta Vista Country Club, 10:30 AM
- 5 7:00 PM Friends Board Meeting, Shkoler

May 2001						
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# Placentia Library Board Calendar

November 2000 - October 2001

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Apr 2001						
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## March

- 11 9:00 AM NSFRE Int'l. Conference, San Diego, through Mar 14
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 2 6:00 PM Friends Annual Meeting and Volunteer Recognition featuring Live at the Library author Earlene Fowler
- 7:00 PM Friends Board Meeting, Stark
- 8 1:00 PM Friends Book Sale
- 18 7:30 PM Library Board Meeting
- 5:00 PM -7:00 PM Library Sponsors Chamber Mixer
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 7 7:00 PM Friends Board Meeting, Braun
- 13 1:00 PM Friends Book Sale
- 16 7:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 3:36 PM Library Closed for Monday Holiday
- 28 Library Closed for Memorial Day

## June

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

## July

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

## August

- 15 7:30 PM Library Board Meeting

## September

- 2 Library Closed for Monday Holiday
- 3 Library Closed for Labor Day

May 2001						
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Jun 2001						
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Jul 2001						
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Aug 2001						
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Oct 2001						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 18, 2000**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 18, 2000 at 7:37 P.M. by Secretary Masters.

**ROLL CALL**

**Members Present:** Secretary Robin Masters, Trustees Peggy Dinsmore, and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** President Al Shkoler and Trustee Sandra Stark

President Shkoler arrived at 7:39 P.M.

**Others Present:** City of Placentia Management Analyst Kris Gundel; Library Trustee Designee Geoff Braun, Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve the Minutes of the September 20, 2000 Regular Meeting as printed.

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

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

No report at this time.

Trustee Stark arrived at 7:43 P.M.

**TRUSTEE REPORTS**

Trustee Dinsmore reported the Annual Heritage Day Parade on October 14, 2000 was a tremendous success.

Trustee Stark attended the September 26-27, 2000, Special District Worker's Compensation Authority Board Meeting in Monterey, CA. The organization is pushing to increase membership and looking for increases in insurance coverages.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director reported that the Friends approved allocation of \$5,500.00 towards the library chair reupholstery project being coordinated by Trustee Wood.

**FRIENDS REPORT**

The Friends will have their booksales the 2<sup>nd</sup> Sunday of every month beginning November 12, 2000.

**FOUNDATION  
REPORT**

Trustee Wood reported that the Foundation Board of Directors met on October 12, 2000. The Donor Reception will be on November 3, 2000.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve Agenda Items 10 through 13:

Nonstandard Claims in the amount of \$0.00

Claims 3972, 3973, 3974, and 3975 forwarded by the Library Director for a total of \$8,648.38.

Current Claims 3978, 3979, 3980, and 3981 for \$23,593.49; and Payroll Claims 3976 for \$24,513 and 3977 for \$24,513.00 for a combined total of \$72,619.49.

FY2000-2001 Cash Flow Analysis through October 18, 2000 and recommendation that the Orange County Treasurer be instructed to transfer \$10,000 from Fund 706 (Bond Redemption) to Fund 707 (General Fund).

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 14 through 19:

Financial Reports for September, 2000

Office General Ledger & Check Registers for September, 2000

Acquisitions Report for September, 2000

Overdue Collection Report for September, 2000

Debit Card System Reimbursement Report for September, 2000

Gifts Report for September, 2000

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None  
ABSENT: None

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 20-28:

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

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

Volunteer Report for September 2000 (Receive & File)

Circulation Report for September 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 5, 2000

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

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

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

**PROPERTY TAX  
ISSUES**

Library Director reported that she requested an appointment with Mike Gotch, Governor Davis' Legislative Affairs Secretary, to discuss future action that may be taken to offset the property tax shift for all independent and county dependent library districts.

**ROOF  
REPLACEMENT  
PROJECT**

The City of Placentia's Management Analyst Kris Gundel presented the Specification Document and Schedule for the Roof Replacement Project as developed by City staff.

It was moved by Trustee Wood, seconded by Trustee Stark to approve the Specification Document for the Roof Replacement.

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

The Special Meeting to Award Bids for the Roof Replacement Project is scheduled for November 29, 2000 at 6:30P.M.

**PLACENTIA CIVIC  
CENTER  
AUTHORITY**

Library Director reported the Placentia Civic Center Authority will have a Special Meeting to discuss exterior renovation on November 14, 2000. President Shkoler has been requested to attend.

**SEISMIC RETROFIT  
PROJECT**

Library Director reported that the Seismic Retrofit Project will begin in October 2000. The cost to the District of the final phase is \$15,904.00. The District is responsible for any additional costs not reimbursed by FEMA. The original estimate from the City for this phase of the project was \$10,000 and that is the amount that was budgeted for FY00-01 in Fund 707. The additional cost will need to be absorbed from the remaining line items in the budget.

It was moved by Secretary Masters, seconded by Trustee Wood to approve Cooperative Agreement for Seismic Retrofit Construction Phase and Oversight Costs with the City of Placentia Library District; and authorize signature of Agreement by Library Board President.

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

**SECRETARY  
MASTERS  
RETIREMENT**

Secretary Masters will retire from the Library Board effective December 1, 2000. He requested that any activity and budget approved towards his retirement event be spent on the purchase of books for the Library, specifically for Adult History (900) books.

It was moved by Trustee Stark, seconded by Trustee Wood to purchase \$500.00 of Adult History Books from the County Exempt Library Board Fund in commemoration of Secretary Masters Retirement.

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

**STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 34-39:

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

Program Committee Report for September, 2000.

Children's Services Report for September, 2000.

Placentia Library Literacy Services Report for September, 2000.

Placentia Library Web Site Report for September, 2000.

Publicity Materials produced for September, 2000.

Safety Committee Minutes for September, 2000.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**CLOSED  
SESSION**

Closed Session was conducted at 8:30 P.M. to discuss personnel matters.

Closed Session was adjourned at 9:25 P.M.

The November Regular Meeting will be held on November 15, 2000.

**AGENDA  
PREPARATION**

No action taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 18, 2000 adjourned at 8:30 P.M.

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Robin J. Masters, Secretary





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
November 15, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Trustees  
November 15, 2000

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	October 25, 2000	3982	2,967.55
	October 25, 2000	3983	4,672.42
	November 2, 2000	3984	941.78
	November 2, 2000	3985	1,353.28
		<b>TOTAL</b>	9,935.03

Prepared by : Wendy Goodson

pd 11-3-00

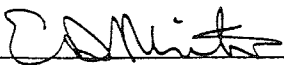
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Nov 00 010-19000-05435		0300	00		577.20		
N09110 SDWCA 1030 15th Street Suite 300 Sacramento CA 95814	2nd Qtr Preium Oct - Dec 00		0350	00		1,289.00		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	10/7/00 253-2062 10/4/00 524-8408		0700	01		328.23		
			0700	08		24.32		
	TOTAL					352.55		
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	10/1/00 524-8408 10/3/00 223-1698		0700	00		13.84		
			0700	00		14.72		
	TOTAL					28.56		
N15508 Cosmoslink 3030 Saturn Street Suite 204 Brea CA 92821	10/14/00 200010-153 10/14/00 200010-134		0700	02		19.95		
			0700	02		15.00		
	TOTAL					34.95		
N03833 Brodart PO Box 3488 Williamsport PA 17705	9/28/00 A32461		0700	05		215.50		
N01905 Data Perfect Images 1269 Pomona Rd #110 Corona CA 92882	10/17/00 105544		1800	00		469.79		

The claims listed above (totaling \$2,967.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

*pl 11-3-00*

DATE  
REPORT NO

10/25/00  
3983

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
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles CA 90074-5331	Nov 00 VH1181		0300	00		3,545.15		
N06569 Demco PO Box 8048 Madison WI 53708-8048	10/11/00 980992		1800	00		43.04		
N03841 Highsmith PO Box 800 Fort Atkinson WI 53538-0800	10/4/00 6407045-001		1800	00		402.08		
N03940 Gaylord PO Box 4901 Syracuse NY 13221-4901	10/4/00 OH57427008		1800	08		259.74		
N06697 Blanning & Baker 505 N. Brand Blvd Suite 650 Glendale CA 91203-1925	9/26/00 01-1105-1		1900	00		180.00		
N03659F Southern California Water 500 Cameron Street Placentia CA 92870	10/20/00 312083-9		2800	00		242.41		

The claims listed above (totaling \$4,672.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

**LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT**

DATE 11/02/00  
REPORT NO 3984

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	12 099603 00010001 Nov 00		0300	00		230.74		
N20042 Fortis Benefits PO Box 27-644-1 Kansas City MO 64180-0644	Nov 00 4027912-1		0300	00		84.70		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	0000005182 Nov 00		0300	00		208.54		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	10/16/00 528-8236		0700	00		52.06		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	10/17/00 528-1906 10/17/00 528-8236		0700	00		113.70		
			0700	01		41.18		
			<b>TOTAL</b>			<b>154.88</b>		
N06788 PRO Systems PO Box 4282 Laguna Beach CA 92652	10/26/00 01PLC024		1400	00		170.00		
N21533 Kelly Paper 1441 E. 16th St Los Angeles CA 90021	10/26/00 155596		1800	00		29.42		
N05608A FedEX PO Box 1140 Memphis TN 38101-1140	10/20/00 1901-3061-4		1803	00		11.44		

The claims listed above (totaling \$941.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
COUNTERSIGNED BY

\_\_\_\_\_  
ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/02/00  
REPORT NO 3985

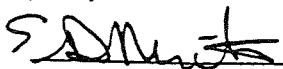
Placentia Library District  
11 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06569 Demco PO Box 8048 Madison WI 53708-8048	10/26/00 994956		1800	00		273.73		
N06686D Office Depot PO Box 9027 Des Moines IA 50368-9027	10/21/00 6011 5661 8397 6509		1800	00		836.00		
N06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	10/27/00 20001027		1900	00		208.55		
N)6557 Care Resources 9550 Warner Ave Ste 228 Mountain Valley CA 92708	11/1/00 EAP Nov 00		1900	00		35.00		

The claims listed above (totaling \$1,353.28) 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  
Current Claims and Payroll  
November 15, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3989	10,886.44
	3990	995.60
	3991	2,629.55
	3992	1,409.69
	3993	603.81
	3994	945.40
	3995	645.64
Subtotal for Regular		18,116.13
Payroll	3986	24,513.00
	3987	24,513.00
	3988	24,513.00
Subtotal for Payroll		73,539.00
TOTAL CURRENT CLAIMS		91,655.13

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3989

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
N91776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	10/26/00 8:30 & 2:30 Storyteller (Whitten)		1900	08		400.00		02
	10/26/00 11:00 & 6:30 Storyteller (PL)		1900	00		360.00		
	<b>TOTAL</b>					<b>760.00</b>		
N23030 Linda Baesler 150 Anned Drive Placentia CA 92870	October 2000 Musictime		1900	00		337.50		
N19647 Unique Management Services 515 Michigan Avenue Jeffersonville IN 47130	10/27/00 6420		1900	00		237.86		
N22558 Nancy Mory 1136 Moro Circle Placentia CA 92870-3078	11/7/00 Storyteller Tues.		1900	08		135.00		02
	9/19/00 340-312-02 Property Tax Bill		1900	18		1,977.96		
N01035 City of Placentia 401 East Chapman Avenue Placentia CA 92870	11/7/00 54051 <b>TOTAL</b>		2800	00		4,215.65		
			1400	00		693.87		
						<b>4,909.52</b>		
N06785 Hector Vargas Cleaning Service 318 Capistrano ST Placentia CA 92870	11/6//0 096847		1400	00		1,100.00		
N22072 Performance Technology Group PO Box 26001 Santa Ana CA 92799-6001	10/27/00 200010015		4000	00		1,428.60		

The claims listed above (totaling \$10,886.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

10,886.44

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3990

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
N23569 Placentia Disposal PO Box 309 Anaheim CA 92815	11/1/00 00623725		1400	00		38.72		
N01879 Photography by John Walcek 119 N. Bradford Ave A Placentia CA 92870	10/19/00 021		1800	00		82.97		
N03648B Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	11/1/00 040372		1800	00		26.00		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	10/27/00 332		1900	00		75.42		
N03738B United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Nov 00 32021628		1803	00		250.00		
N01856 Munson, Cronick & Associates 2501 East Chapman Ave Suite 220 Fullerton CA 92831	10/31/00 12428		1900	00		450.00		
N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Sep, Oct, Nov 00 Mileage Reimb		2700	01		29.26		
N09220A Jim Roberts c/o Placentia Library 411 E. Chapman Ave Placentia CA 92870	Oct, Nov 00 Mileage Reimb		2700	01		43.23		

The claims listed above (totaling \$995.60) 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

995.60

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3991

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
N15075 Cyrise Smith c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Aug - Oct 00 Mileage Reimb		2700	01		56.55		
N03940 Gaylord PO Box 4901 Syracuse NY 13221-4901	11/1/00 OH62899001		4000	08		557.59		
N03660 Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	9/00-11/00 Petty Cash Reimbursement		0900	00		54.55		
			1000	00		6.49		
			1800	00		28.48		
			1803	00		6.76		
<b>TOTAL</b>						<b>96.28</b>		
N03833 Brodart PO Box 3488 Williamsport PA 17705	10/11/00 174485 10/26/00 A32594		1800	00		387.44		
			0700	05		215.50		
			<b>TOTAL</b>					
N06902 New Readers Press PO Box 888 Syracuse NY 13210-0888	10/13/00 2468572		2400	08		864.37		
			2400	01		233.25		
Whitehurst & Clark, Inc 100 Newfield Ave Edison NJH 08837	10/18/00 10175 232		2400	01		233.25		
			2400	01		153.25		
			2400	01		65.32		
<b>TOTAL</b>						<b>218.57</b>		

The claims listed above (totaling \$2,629.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3992

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
N06922 Resource Directory PO Box 4669 Orange CA 92863-4669	10/5/00 C3567		2400	01		65.00		
Marquis Who's Who PO Box 7247-0449 Phila PA 19170-0449	9/22/00 334613		2400	01		545.06		
N22268 Midwest Tape PO Box 820 Holland OH 43528	10/12/00 282492		2400	01		33.98		
N03832 Books on Tape PO Box 7900 Newport Beach CA 92658	9/28/00 4131382P 9/13/00 4096974P		2400	01		269.38		
						<b>243.41</b>		
						<b>512.79</b>		
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	9/25/00 71362516 10/16/00 71696282 10/16/00 71696284 9/19/00 71275929 9/19/00 71275931 9/19/00 71275932 9/19/00 71275933 9/19/00 71275935 9/19/00 71279781 9/21/00		2400	01		36.46		
			2400	01		48.72		
			2400	01		39.07		
			2400	01		18.36		
			2400	01		18.60		
			2400	01		16.01		
			2400	01		39.24		
			2400	01		17.85		
			2400	01		18.55		
						<b>252.86</b>		

The claims listed above (totaling \$1,409.69) 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

Page Total

1,409.69

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3993

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	9/21/00 71312138		2400	01		34.47			
	9/21/00 71312139		2400	01		37.38			
	9/21/00 71312140		2400	01		18.36			
	9/21/00 71312141		2400	01		11.51			
	9/15/00 71224419		2400	01		19.42			
	9/15/00 71224421		2400	01		17.89			
	9/15/00 71224422		2400	01		34.70			
	10/12/00 71639877		2400	01		17.17			
	10/12/00 71639878		2400	01		45.39			
	10/12/00 71639881		2400	01		46.72			
	10/12/00 71639882		2400	01		13.21			
	10/20/00 71793646		2400	01		17.84			
	10/20/00 71793643		2400	01		130.08			
	10/20/00 71793644		2400	01		12.79			
	10/20/00 71793642		2400	01		18.10			
	10/20/00 71793645		2400	01		36.97			
	10/20/00 71793640		2400	01		19.22			
	10/20/00 71793638		2400	01		38.41			
	10/20/00 71793642		2400	01		16.69			
	10/20/00 71793639		2400	01		17.49			
	<b>TOTAL</b>						<b>419.18</b>		

The claims listed above (totaling \$603.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3994

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
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	10/23/00		2400	01		17.78		
	71831199							
	10/23/00		2400	01		16.69		
	71831198							
	10/23/00		2400	01		274.52		
	71831200							
	10/23/00		2400	01		12.71		
	71831201							
	10/12/00		2400	01		11.39		
	71639879							
	10/23/00		2400	01		18.10		
	71831203							
	10/23/00		2400	01		16.93		
	71831204							
	10/2/00		2400	01		103.55		
	71469136							
	10/2/00		2400	01		30.34		
	71469137							
	10/2/00		2400	01		17.81		
	71469138							
	10/2/00		2400	01		34.29		
	71469140							
	10/2/00		2400	01		16.59		
	71472926							
	10/26/00		2400	01		22.50		
71905443								
10/26/00		2400	01		18.13			
71909441								
10/26/00		2400	01		110.39			
71909422								
10/16/00		2400	01		29.07			
71696283								
10/16/00		2400	01		16.51			
71696285								
10/16/00		2400	01		80.91			
71699205								
9/19/00		2400	01		53.29			
71279780								
9/19/00		2400	01		43.90			
71279779								
<b>TOTAL</b>						<b>945.40</b>		

The claims listed above (totaling \$945.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3995

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	9/19/00		2400	01		62.98		
	71275934							
	10/12/00		2400	01		12.47		
	71639883							
	10/23/00		2400	01		98.69		
	71835659							
10/2/00		2400	01		34.44			
71469139								
<b>TOTAL</b>						<b>208.58</b>		
N03660A Elizabeth Minter c/o Placentia Library District 411 E Chapman Ave Placentia CA 92870	9/00- 11/00		1800	00		357.06		
	PC Check		1900	08		80.00		
	Reimbursement							
<b>TOTAL</b>						<b>437.06</b>		

The claims listed above (totaling \$645.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3986

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	November 15, 2000 Pay period #11		0100	00		22,770.00		
	November 17, 2000 November 30, 2000  FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 30, 2000								

The claims listed above (totaling \$24,513) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

24,513.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3987

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	November 15, 2000 Pay period #12 December 1, 2000 December 14, 2000		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, DECEMBER 14, 2000								

The claims listed above (totaling \$24,513) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

24,513.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/15/00  
REPORT NO 3988

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	November 15, 2000 Pay period #13 December 15, 2000 December 28, 2000		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, DECEMBER 28, 2000								

The claims listed above (totaling \$24,513) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

24,513.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** November 15, 2000

**BACKGROUND:**

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

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

The first Secured Property Tax distribution is scheduled for November 29. Based on past experience the District should receive approximately \$90,000. The second distribution is scheduled for December 13.

All claims approved at the November 15 Board meeting, except for Claims 3986 and 3989, will be held for transmittal to the Orange County Auditor on November 28.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through November 15, 2000.



Placentia Library District  
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			258,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	234,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	210,924.41
06/21/00	3935	General		6,506.57	204,417.84
06/26/00	3936	General by Library Director		4,265.77	200,152.07
07/03/00		Reverse Interest May	(1,674.39)	(33.00)	198,510.68
07/03/00		Reverse Interest Apr	(2,320.49)	(47.05)	196,237.24
07/05/00	3937	General by Library Trustees		1,664.42	194,572.82
07/05/00	3938	General by Library Trustees		5,545.03	189,027.79
07/11/00		Interest Apr	2,320.49	47.05	191,301.23
07/13/00	3939	General by Library Director		2,917.43	188,383.80
07/19/00	3940	Payroll to wire August 10, 2000		37,054.00	151,329.80
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	127,723.80
07/19/00	3942	General		10,101.35	117,622.45
07/19/00	3943	General		11,394.97	106,227.48
07/19/00	3944	General		3,028.21	103,199.27
07/19/00	3945	General		983.51	102,215.76
07/19/00	3946	General		602.39	101,613.37
07/20/00		Secured Final FY99-00	12,028.08	30.07	113,611.38
07/20/00		Supplemental 1985+ #1	1,591.68		115,203.06
07/20/00	3947	General by Library Director		4,670.05	110,533.01
07/21/00		Reverse Interest Jun	(1,792.31)	(34.02)	108,774.72
07/24/00		Teeter Secured Current Delinquent	12,334.14		121,108.86
07/24/00		Library Passport Revenue, Jul	3,747.45		124,856.31
07/24/00		Library Revenue, Jul	1,633.84		126,490.15
07/24/00		Delinquent Supplemental & Penalties	1,088.54		127,578.69
07/26/00		Supplemental Paid 1984	0.58		127,579.27
08/03/00	3948	General by Library Director		1,350.99	126,228.28
08/03/00	3949	General by Library Director		1,379.73	124,848.55
08/08/00		Library Passport Revenue, Jul	2,318.00		127,166.55
08/08/00		Interest May	1,674.39	33.00	128,807.94
08/08/00		Library Revenue Jul	1,165.85		129,973.79
08/10/00	3950	General by Library Director		6,269.78	123,704.01
08/16/00		Supplemental 1st Actual	1,268.62		124,972.63
08/16/00	3951	General		19,028.23	105,944.40
08/16/00	3952	General		2,412.86	103,531.54
08/16/00	3953	General		1,940.26	101,591.28
08/16/00	3954	General		689.20	100,902.08
08/16/00	3955	General		4,467.99	96,434.09
08/16/00	3956	Payroll to wire September 7, 2000		24,513.00	71,921.09
08/16/00	3957	Payroll to wire September 21, 2000		24,513.00	47,408.09
08/16/00	3958	General by Library Trustees		35,900.00	11,508.09
08/17/00	3959	General by Library Director		4,399.29	7,108.80
08/18/00		Library Passport Revenue, Aug	2,436.25		9,545.05
08/18/00		Library Revenue, Aug	1,227.80		10,772.85
08/28/00	3960	General by Library Director		4,734.53	6,038.32
08/28/00	3961	General by Library Director		1,842.57	4,195.75
09/08/00		Interest Jun	1,792.31	34.02	5,954.04
09/11/00	3962	General by Library Director		2,053.08	3,900.96
09/12/00		State Library Family Literacy Grant	5,000.00		8,900.96
09/12/00		Library Passport Revenue, Aug	2,592.00		11,492.96
09/12/00		State Library ILL, 4th Qtr	1,960.80		13,453.76
09/12/00		Library Revenue, Aug	1,274.03		14,727.79
09/14/00	3963	General by Library Director		2,533.33	12,194.46
09/20/00		Transfer from Fund 706 (Bond Redemption)	85,000.00		97,194.46
09/20/00		Interest Jul	1,478.33	28.11	98,644.68
09/20/00	3964	Payroll to wire October 5, 2000		24,513.00	74,131.68
09/20/00	3965	Payroll to wire October 19, 2000		24,513.00	49,618.68
09/20/00	3966	General		8,597.93	41,020.75
09/20/00	3967	General		8,461.41	32,559.34
09/20/00	3968	General		1,220.38	31,338.96
09/20/00	3969	General		576.12	30,762.84
09/20/00	3970	General		852.25	29,910.59
09/20/00	3971	General		868.99	29,041.60
09/21/00		Unsecured 1st	48,209.51	133.86	77,117.25
09/21/00		Supplemental #2	5,837.89		82,955.14
09/21/00	3972	General by Library Director		4,270.37	78,684.77
09/22/00		State Library ILL, 5th Qtr	1,983.58		80,668.35
09/22/00		Library Passport Revenue, Aug	1,051.75		81,720.10
09/22/00		Library Revenue, Sep	568.15		82,288.25

Placentia Library District  
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/28/00		Interest Aug	1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24
10/19/00		Supplemental #3	299.84		6,681.08
10/20/00		State Library Family Literacy Grant	10,000.00		16,681.08
10/20/00		Library Passport Revenue, Oct	2,669.00		19,350.08
10/20/00		Library Revenue, Oct	2,179.94		21,530.02
10/25/00	3982	General by Library Director		2,967.55	18,562.47
10/25/00	3983	General by Library Director		4,672.42	13,890.05
10/26/00		Interest Sep	536.65	10.08	14,416.62
11/02/00	3984	General by Library Director		941.78	13,474.84
11/02/00	3985	General by Library Director		1,353.28	12,121.56
11/15/00	3989	General (Immediately)		10,886.44	1,235.12
11/15/00	3990	General (Transmit November 29, 2000)		995.60	239.52
11/15/00	3991	General (Transmit November 29, 2000)		2,629.55	-2,390.03
11/15/00	3992	General (Transmit November 29, 2000)		1,409.69	-3,799.72
11/15/00	3993	General (Transmit November 29, 2000)		603.81	-4,403.53
11/15/00	3994	General (Transmit November 29, 2000)		945.40	-5,348.93
11/15/00	3995	General (Transmit November 29, 2000)		645.64	-5,994.57
11/15/00	3986	Payroll to wire November 2, 2000		24,513.00	-30,507.57
11/15/00	3987	Payroll to wire December 14, 2000		24,513.00	-55,020.57
11/15/00	3988	Payroll to wire December 28, 2000		24,513.00	-79,533.57



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2000-2001

Agenda Item 13  
Attachment B

Date	Category	Amount
7/21/00	Current secured final for FY00	1% - 3%
7/21/00	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/21/00	Supplemental1, FY00 #12 Jun	
7/24/00	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/25/00	Delinquent Supplemental, FY00	
8/17/00	Prior Year Secured Taxes & Penalties #1 Jul	
8/17/00	Supplemental #1 Jul	
9/14/00	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/00	Supplemental #2 Aug	
9/22/00	Unsecured collections at 8/31/00, #1	80% - 85%
10/12/00	Prior Year Secured Taxes & Penalties #3 Sep	
10/20/00	Supplemental #3 Sep	
<b>11/16/00</b>	<b>Prior Year Secured Taxes &amp; Penalties #4 Oct</b>	
<b>11/21/00</b>	<b>Supplemental #4 Oct</b>	
<b>11/29/00</b>	<b>Current secured #1</b>	<b>7% - 10%</b>
<b>12/8/00</b>	<b>Homeowners Property Tax Relief</b>	<b>15%</b>
<b>12/13/00</b>	<b>Current secured #2</b>	<b>14% - 18%</b>
<b>12/14/00</b>	<b>Prior Year Secured Taxes &amp; Penalties #5 Nov</b>	
12/21/00	Current secured #3	20% - 24%
12/21/00	Supplemental #5 Nov	
1/11/01	Homeowners Property Tax Relief	35%
1/11/01	Prior Year Secured Taxes & Penalties #6 Dec	
1/19/01	Supplemental #6 Dec	
1/19/01	Unsecured collections at 12/31/00, #2	5% - 10%
1/26/01	Current secured #4	3% - 6%
2/9/01	State-Assessed Public Utility, #1	49% - 50%
2/15/01	Prior Year Secured Taxes & Penalties #7 Jan	
2/21/01	Supplemental #7 Jan	
3/15/01	Prior Year Secured Taxes & Penalties #8 Feb	
3/23/01	Current secured #5	5% - 7%
3/23/01	Supplemental #8 Feb	
4/12/01	Prior Year Secured Taxes & Penalties #9 Mar	
4/20/01	Current secured #6	25% - 30%
4/20/01	Supplemental #9 Mar	
5/10/01	Homeowners Property Tax Relief	35%
5/17/01	Prior Year Secured Taxes & Penalties #10 Apr	
5/18/01	Current secured #7	3% - 5%
5/18/01	Supplemental #10 Apr	
5/25/01	State-Assessed Public Utility, #2	49% - 50%
6/8/01	Homeowners Property Tax Relief	15%
6/14/01	Prior Year Secured Taxes & Penalties #11 May	
6/22/01	Prior Year Unsecured	
6/22/01	Supplemental #11 May	
6/22/01	Unsecured collections at 5/31/01, Final	3% - 6%
7/19/01	Current secured final for FY00	1% - 3%
7/20/01	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/20/01	Supplemental, FY00 #12 Jun	
7/23/01	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/24/01	Delinquent Supplemental, FY01	



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
November 15, 2000

	Fiscal Year 2000-2001						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00						0.00	0.00
31-Dec-00						0.00	0.00
31-Jan-01						0.00	0.00
2/29/2001						0.00	0.00
31-Mar-01						0.00	0.00
30-Apr-01						0.00	0.00
31-May-01						0.00	0.00
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

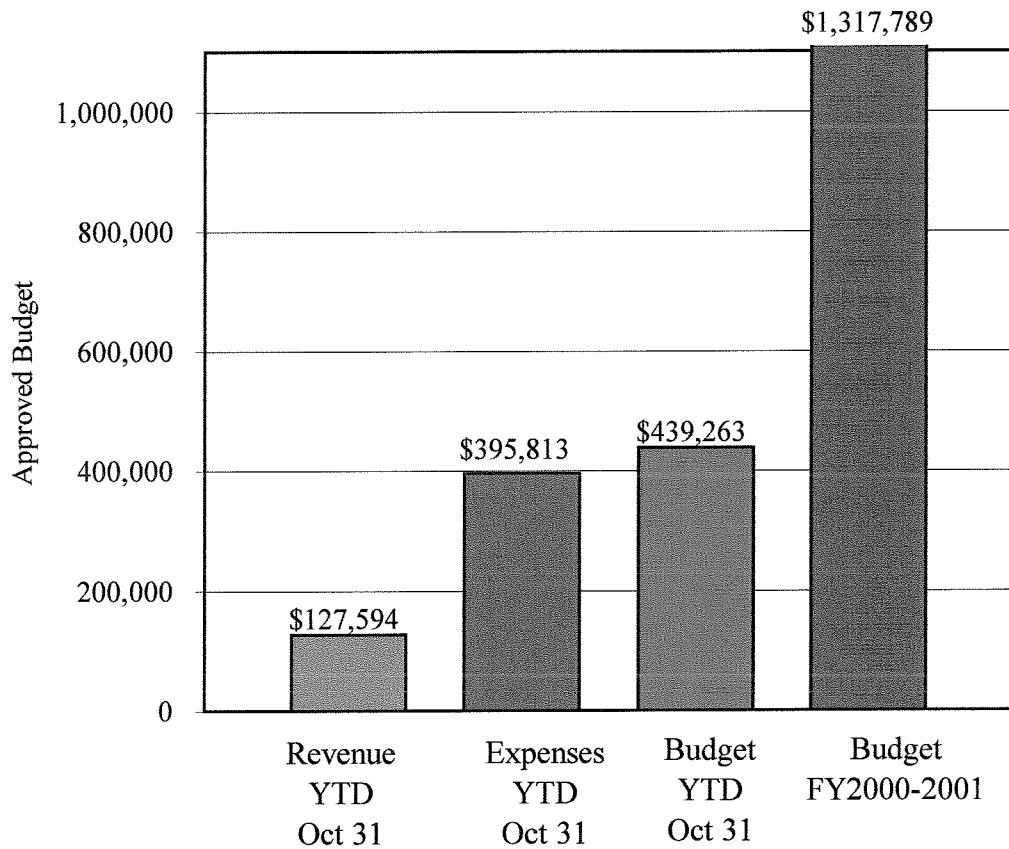
	Fiscal Year 1999-2000						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2000 - 2001

### General Fund Cash Flow





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

November 15, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	12,331.12	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	933,989	12,331.12	0.00	0.00	0.00	1.32%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	48,209.51	0.00	0.00	0.00	89.61%
6230-00	Prop. Taxes - Prior Secured	20,000	12,028.08	11,120.83	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	8,812.21	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,000	12,028.08	19,933.04	0.00	0.00	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	40,853.61	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	25,000	7,406.35	1,038.28	299.84	0.00	29.63%
6280-01	Final supplemental for prior years	0	1,592.26	5,550.41	0.00	1,168.36	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	25,000	8,998.61	6,588.69	299.84	1,168.36	35.99%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	820.72	719.86	0.00	0.00	102.59%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	267.82	249.47	0.00	0.00	
	TOTAL TAXES	1,044,339	82,655.86	68,344.67	299.84	1,168.36	7.91%

REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 November 15, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % REV BUD
6610-00	Interest	17,500	3,126.52	603.63	536.65	603.63	17.87%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	17,500	3,126.52	603.63	536.65	603.63	17.87%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,500	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	3,944.38	2,885.96	0.00	0.00	39.44%
6970-01	State - CA Foundation Funds	88,450	0.00	8.77	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	10,000	15,000.00	1,988.16	10,000.00	0.00	
6970-05	State - Project Grants	5,000	0.00	10,000.00	0.00	10,000.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	20,000	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,450	18,944.38	14,882.89	10,000.00	10,000.00	11.59%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	8,049.61	8,066.88	2,179.94	1,563.30	28.24%
7670-01	Local Revenue -- Passport	47,500	14,814.45	12,784.90	2,669.00	2,387.05	31.19%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	15,763.00	0.00	15,763.00	
	TOTAL LOCAL REVENUE	76,000	22,864.06	36,614.78	4,848.94	19,713.35	30.08%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	79.68	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	127,590.82	120,525.65	15,685.43	31,485.34	9.68%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 15, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % EXP BUD
0100	Salaries & Wages	592,047	191,206.00	178,865.00	45,540.00	39,780.00	32.30%
0200	Retirement (Social Security & Pension Contribution)	82,885	14,718.00	13,687.00	3,486.00	3,046.00	17.76%
	Health & Life Insurance/Blue Shield CA	36,837	10,710.42	8,519.96	(840.76)	(760.72)	29.08%
	Long Term Disability/CNA	2,960	809.37	734.44	208.54	186.72	27.34%
	Life Insurance/Fortis & Protective Life	1,950		0.00	0.00	0.00	0.00%
	Vision Service Plan/VSP	2,465	906.21	784.52	230.74	196.13	36.76%
	Dental/Ameritas	5,474	2,255.70	1,850.00	683.40	0.00	41.20%
0300	Total Employee Insurance	49,686	14,681.70	11,888.92	281.92	(377.87)	29.55%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	918.00	918.00	0.00	0.00	17.00%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>730,018</b>	<b>221,523.70</b>	<b>205,358.92</b>	<b>49,307.92</b>	<b>42,448.13</b>	<b>30.34%</b>
0700-00	Communications - Telephone	2,300	569.42	769.47	87.61	309.94	24.76%
0700-01	Communications - Modem/Fax	4,400	1,907.52	935.03	39.49	63.93	43.35%
0700-02	Communications - Internet/Database	5,000	866.35	3,989.85	453.11	407.99	17.33%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	646.50	862.00	0.00	431.00	23.09%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	71.06	203.17	0.00	0.00	8.88%
	Total Communications	15,300	4,060.85	6,759.52	580.21	1,212.86	26.54%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	66.10	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	66.10	0.00	0.00	0.00	26.44%
1000-00	Household Expense	4,500	177.97	1,741.94	10.02	701.84	3.95%
1100-00	Insurance - Liability	5,070	5,068.57	6,820.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 15, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	4,057.02	843.73	985.49	0.00	135.23%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	6,263.16	8,591.63	76.00	4,375.00	52.19%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,320.18	9,435.36	1,061.49	4,375.00	68.80%
	HVAC						
	Carpet Cleaning	2,500	228.00	1,517.55	0.00	117.42	9.12%
	Groundskeeping, City of Placentia	3,500	0.00	0.00	0.00	0.00	0.00%
	Plumbing	30,000	6,781.43	15,339.45	2,725.74	1,796.10	22.60%
	Electrical	1,200	237.93	807.01	0.00	207.01	19.83%
	Cleaning Service	1,500	0.00	1,222.29	0.00	0.00	0.00%
	Locksmith	11,700	3,800.00	3,800.00	950.00	950.00	32.48%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	146.82	58.66	0.00	0.00	73.41%
	Total Maintenance of Building & Grounds	14,800	3,255.49	49.50	127.50	0.00	22.00%
1400-00		65,400	14,449.67	22,794.46	3,803.24	3,070.53	22.09%
	Memberships - General Fund	3,400	253.00	685.00	0.00	90.00	7.44%
1600-07	Memberships - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	0.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,800	253.00	685.00	0.00	90.00	6.66%
	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 15, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % EXP BUD
1800-00	Library Supplies	10,000	1,982.03	2,992.56	519.87	484.90	19.82%
	Printing	9,500	2,918.47	3,011.38	0.00	50.64	30.72%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	422.99	0.00	19.99	0.00	56.40%
	Paper	1,700	465.00	357.96	116.16	53.44	27.35%
	Drinking Water Service	300	103.00	75.00	26.00	25.00	34.33%
	Other Office Supplies	6,000	3,413.28	4,147.71	909.05	434.87	56.89%
	Total Office Supply Expense - General Fund	28,250	9,304.77	10,584.61	1,591.07	1,048.85	32.94%
1800-07	Prop 10 Families for Literacy Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1800-08	Printing	2,625	0.00	703.23	0.00	0.00	
	Publications	0	0.00	475.00	0.00	475.00	
	Paper	50	0.00	50.74	0.00	50.74	
	Other Office Supplies	425	1,023.67	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	3,100	1,023.67	1,228.97	0.00	525.74	33.02%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
1800-00	Total Office Expense	32,050	10,328.44	11,813.58	1,591.07	1,574.59	32.23%
1803-00	Postage Expense - General Fund	4,800	619.52	1,492.96	34.96	257.30	12.91%
1803-01	Postage Expense - LSCA II Grant	0	250.00	0.00	250.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	869.52	1,492.96	284.96	257.30	17.75%

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % EXP BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,500	2,482.32	2,871.95	1,243.46	0.00	33.10%
	Anaheim Consortium Automated Library System	45,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	420	113.13	104.13	37.71	34.71	26.94%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	89.31	167.22	10.08	14.50	5.95%
	Advertising (Including WEB Site)	2,500	345.80	0.00	0.00	0.00	13.83%
	Medical Exams	500	210.00	0.00	157.50	0.00	42.00%
	Collection Services - Accounts Receivable	2,200	878.60	686.29	196.85	283.78	39.94%
	Audit & Accounting Services	4,000	3,975.00	3,775.00	2,925.00	830.00	99.38%
	Payroll Preparation	2,750	934.70	841.17	200.90	265.45	33.99%
	Election Expenses	3,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	7,500	4,021.10	910.00	135.00	840.00	53.61%
1900-00	Total Specialized Services - General Fund	77,290	13,189.96	9,460.76	4,941.50	2,303.44	17.07%
1900-01	Specialized Services - Partnerships for Change Grant	5,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	200	475.00	0.00	0.00	0.00	237.50%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	133.86	0.00	0.00	0.00	1.49%
	Total Specialized Services	91,490	13,798.82	9,460.76	4,941.50	2,303.44	15.08%
2000-00	Legal Notices - General Fund	500	457.92	0.00	0.00	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	0.00	0.00	91.58%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
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2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	52,875.50	35,900.00	8,487.75	0.00	48.60%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	10,420.75	19,362.78	857.09	10,948.87	6.95%
2400-02	Special Department Expense - Video	0	184.05	95.07	107.10	0.00	
2400-03	Special Department Expense - Electronic	0	23,292.30	4,543.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	68.04	19,605.27	0.00	0.00	
2400-05	Special Department Expense - Audio	0	563.43	610.87	0.00	500.63	
2400-07	Special Department Expense - Prop 10 Families for Literacy Grant	2,000	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	3,300	2,915.59	1,141.22	0.00	938.22	88.35%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	37,444.16	45,358.21	964.19	12,387.72	24.11%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	164.00	406.50	0.00	131.50	10.93%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	1,667.46	809.70	267.99	374.19	55.58%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	0.00	124.00	0.00	124.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	42.00	56.00	0.00	0.00	8.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	375.93	92.64	45.00	79.00	37.59%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,800	2,249.39	1,488.84	312.99	708.69	33.08%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 OCT 2000	FY1999-2000 OCT 1999	FY2000-2001 % EXP BUD
2800-00	Electricity	30,000	15,354.52	17,798.15	4,377.35	4,956.38	51.18%
	Gas	3,500	734.33	427.42	0.00	0.00	20.98%
	Water	3,750	1,337.69	1,504.16	444.13	446.19	35.67%
	Total Utilities	37,250	17,426.54	19,729.73	4,821.48	5,402.57	46.78%
	TOTAL SUPPLIES & SERVICES	546,410	169,846.63	173,480.87	26,858.90	32,084.54	31.08%
3700-00	Taxes, Assessments (Sales Tax)	3,750	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	30,000	4,104.33	4,553.01	0.00	0.00	13.68%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	31,000	4,104.33	4,553.01	0.00	0.00	13.24%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	31,000	4,104.33	4,553.01	0.00	0.00	13.24%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	6,611	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,317,789	395,474.66	383,392.80	76,166.82	74,532.67	30.01%

11/08/00

**Placentia Library District**  
**Balance Sheet**  
As of October 31, 2000

	<u>Oct 31, '00</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,324.00
County Exempt - Savings	3,077.89
General Fund - Checking	9,134.25
General Fund - Savings	6,781.05
Literacy Fund - Savings	4,867.22
Payroll Checking	6,522.89
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	<u>32,500.00</u>
Payroll Savings (Fees)	2,364.78
Payroll Savings (Int CDs)	4,875.90
Total Checking/Savings	<u>71,447.98</u>
Total Current Assets	<u>71,447.98</u>
<b>TOTAL ASSETS</b>	<b><u>71,447.98</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	15,848.57
Total Capital	67,222.37
Net Income	-11,622.96
Total Equity	<u>71,447.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>71,447.98</u></b>





Placentia Library District  
Profit & Loss by Class

October 2000

11/08/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Audio Visual	0.00	69.00	0.00	0.00	69.00
Cash Register - Copy Cards	362.85	0.00	0.00	0.00	362.85
Cash Register - Fines	0.00	2,199.29	0.00	0.00	2,199.29
Cash Register - Lost Items	0.00	214.93	0.00	0.00	214.93
Cash Register - Misc.	0.00	207.10	0.00	0.00	207.10
Cash Register - Reserves	0.00	90.00	0.00	0.00	90.00
Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	5,500.00
County Reimbursements	0.00	686.32	0.00	0.00	686.32
Debit Card Income	0.00	1,842.10	0.00	0.00	1,842.10
Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	433.83	433.83
Interest Inc - Savings	4.73	16.03	8.46	0.00	29.22
Life Insurance Supplement(EDM)	59.82	0.00	0.00	0.00	59.82
Meeting Room Income	230.00	0.00	0.00	0.00	230.00
Miscellaneous Income	0.00	61.61	0.00	0.00	61.61
Passport Check Reimbursement	2,031.00	0.00	0.00	0.00	2,031.00
Passport Revenue	-30.00	3,419.50	0.00	0.00	3,389.50
Staff Appreciation Reimbursment	120.00	0.00	0.00	0.00	120.00
State Library Reimbursements	0.00	10,065.00	0.00	0.00	10,065.00
Transfer to raise minimum balan	700.00	0.00	0.00	0.00	700.00
Transfers from County	0.00	0.00	0.00	49,026.00	49,026.00
<b>Total Income</b>	<b>9,978.40</b>	<b>18,870.88</b>	<b>8.46</b>	<b>49,459.83</b>	<b>78,317.57</b>
<b>Expense</b>					
Chair Reupholstery Project Exp	5,500.00	0.00	0.00	0.00	5,500.00
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	229.65
credit card transactions	0.00	1,334.04	0.00	0.00	1,334.04
Employee Benefits	0.00	0.00	0.00	2,081.28	2,081.28
Employee Insurance	0.00	0.00	0.00	840.76	840.76
Employer Payroll Taxes	0.00	0.00	0.00	14,274.43	14,274.43
Household Expenses	105.49	0.00	0.00	0.00	105.49
Miscellaneous	26.50	0.00	0.00	0.00	26.50
Office Expense	0.00	69.99	0.00	0.00	69.99
Passport Expenses	2,645.50	0.00	0.00	0.00	2,645.50
Petty Cash Reimbursement	-125.00	0.00	0.00	0.00	-125.00
Postage	1.97	0.00	0.00	0.00	1.97
Salaries	0.00	0.00	0.00	33,137.16	33,137.16
Staff Appreciation	820.00	0.00	0.00	0.00	820.00
Transfers to County	0.00	14,848.94	0.00	0.00	14,848.94
Transfers to Raise Minimum Bala	700.00	0.00	0.00	0.00	700.00
Transportation & Travel	0.00	230.53	0.00	0.00	230.53
<b>Total Expense</b>	<b>10,350.45</b>	<b>16,483.50</b>	<b>0.00</b>	<b>50,333.63</b>	<b>77,167.58</b>
<b>Net Income</b>	<b>-372.05</b>	<b>2,387.38</b>	<b>8.46</b>	<b>-873.80</b>	<b>1,149.99</b>

11/08/00

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Audio Visual	0.00	69.00	0.00	0.00	69.00
Cash Register - Copy Cards	1,116.35	3.80	0.00	0.00	1,120.15
Cash Register - Fines	0.00	7,216.09	0.00	0.00	7,216.09
Cash Register - Lost Items	0.00	736.10	0.00	0.00	736.10
Cash Register - Misc.	0.00	231.60	0.00	0.00	231.60
Cash Register - Reserves	0.00	343.25	0.00	0.00	343.25
Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	5,500.00
County Reimbursements	0.00	3,005.52	0.00	0.00	3,005.52
Debit Card Income	618.20	3,446.45	0.00	0.00	4,064.65
Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	879.24	879.24
Interest Inc - Savings	17.81	57.55	32.52	0.00	107.88
Life Insurance Supplement(EDM)	139.58	0.00	0.00	0.00	139.58
Meeting Room Income	800.00	0.00	0.00	0.00	800.00
Miscellaneous Income	125.27	115.49	0.00	0.00	240.76
Passport Check Reimbursement	10,899.61	110.00	0.00	0.00	11,009.61
Passport Revenue	-30.00	15,716.45	0.00	0.00	15,686.45
Staff Appreciation Reimbursement	120.00	0.00	0.00	0.00	120.00
State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
State Library Reimbursements	0.00	14,009.38	0.00	0.00	14,009.38
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfer to raise minimum balan	700.00	0.00	0.00	0.00	700.00
Transfers from County	0.00	0.00	0.00	205,924.00	205,924.00
<b>Total Income</b>	<b>21,026.62</b>	<b>50,060.68</b>	<b>1,032.52</b>	<b>206,803.24</b>	<b>278,923.26</b>
<b>Expense</b>					
Bank Fees	31.50	0.00	0.00	15.15	46.65
Chair Reupholstery Project Exp	5,500.00	0.00	0.00	0.00	5,500.00
Children's Summer Reading Prgm	892.36	0.00	0.00	0.00	892.36
Copier Lease Payments	1,568.67	0.00	0.00	0.00	1,568.67
Copier Maintenance Contract	1,135.29	0.00	0.00	0.00	1,135.29
credit card transactions	0.00	3,925.34	0.00	0.00	3,925.34
Debit Card Transfers for Passpo	1,301.25	647.00	0.00	0.00	1,948.25
Debit Card Usage Bank Expense	37.93	114.61	0.00	0.00	152.54
Employee Benefits	0.00	0.00	0.00	9,229.18	9,229.18
Employee Insurance	0.00	84.70	0.00	3,752.93	3,837.63
Employer Payroll Taxes	0.00	0.00	0.00	62,993.59	62,993.59
Equipment (400)	0.00	7.50	0.00	0.00	7.50
Friend's Director's Fund	116.38	0.00	0.00	0.00	116.38
Household Expenses	105.49	87.78	0.00	0.00	193.27
Life Insurance payment	0.00	0.00	0.00	159.52	159.52
Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	70.00
Miscellaneous	37.50	0.00	0.00	0.00	37.50
Office Expense	13.00	244.69	0.00	0.00	257.69
Passport Expenses	8,552.75	0.00	0.00	0.00	8,552.75
Petty Cash Reimbursement	-125.00	0.00	0.00	0.00	-125.00
Postage	1.97	62.47	0.00	0.00	64.44
Return Check Item & Fees	0.00	39.00	0.00	0.00	39.00
Salaries	0.00	0.00	0.00	145,229.40	145,229.40
Special Dept Expense	0.00	79.93	0.00	0.00	79.93
Staff Appreciation	820.00	0.00	0.00	0.00	820.00
Transfers to County	0.00	41,808.44	0.00	0.00	41,808.44
Transfers to Raise Minimum Bala	700.00	0.00	0.00	0.00	700.00
Transportation & Travel	0.00	1,114.53	0.00	0.00	1,114.53
Tutor Training Expense	0.00	66.10	0.00	0.00	66.10
Vending Machine Supplies	125.27	0.00	0.00	0.00	125.27
<b>Total Expense</b>	<b>20,884.36</b>	<b>48,282.09</b>	<b>0.00</b>	<b>221,379.77</b>	<b>290,546.22</b>
<b>Net Income</b>	<b>142.46</b>	<b>1,778.59</b>	<b>1,032.52</b>	<b>-14,576.53</b>	<b>-11,622.96</b>

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		2,691.90
Cleared Checks and Payments	51 Items	-9,933.47
Cleared Deposits and Other Credits	22 Items	8,835.82
Cleared Balance		1,594.25

### Uncleared Transactions

Uncleared Checks and Payments	4 Items	-320.50
Uncleared Deposits and Other Credits	2 Items	50.25

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		1,324.00
New Checks and Payments	8 Items	-509.66
New Deposits and Other Credits	2 Items	135.00
Ending Account Balance		949.34

**Placentia Library District**

Register: County Exempt - Checking

From 10/01/2000 through 10/31/2000

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/02/2000			Passport Check Reimb...	Deposit			95.00	2,362.15
10/02/2000			-split-	Deposit			120.00	2,482.15
10/02/2000	2414	Passport Services	Passport Expenses	Abhishek Jain,...	45.00			2,437.15
10/02/2000	2415	Passport Services	Passport Expenses	Carine Nazha, ...	50.00			2,387.15
10/02/2000	2416	Passport Services	Passport Expenses	Chuc Tien Hoa...	45.00			2,342.15
10/02/2000	2417	US Postmaster Place...	Postage	Foundation Pos...	1.97			2,340.18
10/02/2000	2418	Passport Services	Passport Expenses	Micah Dean So...	45.00			2,295.18
10/02/2000	2419	Passport Services	Passport Expenses	Sharon C. Wan...	25.00			2,270.18
10/02/2000	2420	Passport Services	Passport Expenses	Tamara Ann D...	80.00			2,190.18
10/03/2000			Passport Check Reimb...	Deposit			70.00	2,260.18
10/03/2000	1290	Passport Services	Passport Expenses	Sue Weir 6-25-...	80.00			2,180.18
10/03/2000	2421	Passport Services	Passport Expenses	Verna J Chang ...	25.00			2,155.18
10/03/2000	2422	Passport Services	Passport Expenses	Daniel Le 4-30...	80.00			2,075.18
10/04/2000			Life Insurance Supple...	Deposit			19.94	2,095.12
10/04/2000	2423	Passport Services	Passport Expenses	Francisco Uren...	80.00			2,015.12
10/05/2000	1291	Passport Services	Passport Expenses	Gabriela Roble...	45.00			1,970.12
10/05/2000	2424	Rembrandt's Beautif...	Staff Appreciation	Staff Appreciat...	820.00			1,150.12
10/05/2000	2425	Passport Services	Passport Expenses	Carly Lynn Ta...	80.00			1,070.12
10/09/2000			Passport Check Reimb...	Deposit			116.00	1,186.12
10/10/2000			-split-	Deposit			6,500.00	7,686.12
10/10/2000			Passport Check Reimb...	Deposit			45.00	7,731.12
10/10/2000			Life Insurance Supple...	Deposit			19.94	7,751.06
10/10/2000	2426	Passport Services	Passport Expenses	Vincent Van N...	45.00			7,706.06
10/10/2000	2427	Passport Services	Passport Expenses	Guillermo Pere...	70.00			7,636.06
10/10/2000	2428	Passport Services	Passport Expenses	Abbie Gail Qui...	45.00			7,591.06
10/11/2000	2429	Artistic Upholstery	Chair Reupholstery Pr...	Friends reupho...				7,591.06
10/11/2000	2430	Passport Services	Passport Expenses	Fernando Lacs...	80.00			7,511.06
10/12/2000			Passport Check Reimb...	Deposit			80.00	7,591.06
10/16/2000			Passport Check Reimb...	Deposit			205.00	7,796.06
10/16/2000			Passport Check Reimb...	Deposit			45.00	7,841.06
10/16/2000	2431	Passport Services	Passport Expenses	Tapan Sharad J...	45.00			7,796.06
10/16/2000	2432	Passport Services	Passport Expenses	Elizabeth Pere...	25.00			7,771.06
10/16/2000	2433	Passport Services	Passport Expenses	Cordilla Ramo...	90.00			7,681.06
10/16/2000	2434	Passport Services	Passport Expenses	Ned Curtis She...	45.00			7,636.06
10/16/2000	2435	Passport Services	Passport Expenses	Martin Eddie ...	80.00			7,556.06
10/16/2000	2436	Passport Services	Passport Expenses	Daniel E 7-9-5...	160.00			7,396.06
10/17/2000			Passport Check Reimb...	Deposit			80.00	7,476.06
10/17/2000	2437	Passport Services	Passport Expenses	Adam Carranz...	45.00			7,431.06
10/18/2000			Passport Check Reimb...	Deposit			45.00	7,476.06

## Placentia Library District

Register: County Exempt - Checking

From 10/01/2000 through 10/31/2000

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/18/2000	1294	Passport Services	Passport Expenses	James Choun ...	80.00			7,396.06
10/18/2000	2438	placentia library dist...	Transfers to Raise Min...	Transfer to rais...	700.00			6,696.06
10/22/2000	2439	Passport Services	Passport Expenses	Henry Hung H...	45.00			6,651.06
10/22/2000	2440	Passport Services	Passport Expenses	Tanya Marie 9-...	95.00			6,556.06
10/22/2000	2441	Passport Services	Passport Expenses	Michael Tri Tr...	45.00			6,511.06
10/23/2000			Passport Check Reimb...	Deposit			785.00	7,296.06
10/23/2000			Passport Check Reimb...	Deposit			80.00	7,376.06
10/23/2000			Passport Check Reimb...	Deposit			170.00	7,546.06
10/23/2000	2442	Passport Services	Passport Expenses	Mckenny Huu ...	45.00			7,501.06
10/23/2000	2443	Passport Services	Passport Expenses	Linh Phuong N...	80.00			7,421.06
10/23/2000	2444	Passport Services	Passport Revenue	Ronald Allen ...	45.00			7,376.06
10/24/2000			Passport Check Reimb...	Deposit			45.00	7,421.06
10/24/2000			Passport Check Reimb...	Deposit			80.00	7,501.06
10/24/2000	2445	Passport Services	Passport Expenses	Hossam Moha...	80.00			7,421.06
10/24/2000	2446	Passport Services	Passport Expenses	Chris Martin B...	80.00			7,341.06
10/26/2000			Passport Check Reimb...	Deposit			45.00	7,386.06
10/26/2000			Life Insurance Supple...	Deposit			19.94	7,406.00
10/26/2000	2447	Passport Services	Passport Expenses	Jeremy Jason ...	160.00			7,246.00
10/26/2000	2448	Passport Services	Passport Expenses	Jaime M Gonz...	80.00			7,166.00
10/26/2000	2449	Passport Services	Passport Expenses	Thomas Patric...	185.50			6,980.50
10/26/2000	2450	Passport Services	Passport Expenses	Steven Donald ...	45.00			6,935.50
10/26/2000	2451	Passport Services	Passport Expenses	Huy Thi Nguy...	45.00			6,890.50
10/30/2000			Petty Cash Reimburse...	Deposit			125.00	7,015.50
10/30/2000			Passport Check Reimb...	Deposit			45.00	7,060.50
10/30/2000	2452	Passport Services	Passport Expenses	Jeffrey R. Ong...	45.00			7,015.50
10/31/2000		Sanwa Bank	Miscellaneous		5.00			7,010.50

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		2,165.10
Cleared Checks and Payments	3 Items	-680.99
Cleared Deposits and Other Credits	26 Items	1,593.78
Cleared Balance		3,077.89

### Uncleared Transactions

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

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		3,077.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	4 Items	98.75
Ending Account Balance		3,176.64

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		8,496.87
Cleared Checks and Payments	8 Items	-1,717.05
Cleared Deposits and Other Credits	15 Items	2,528.42
Cleared Balance		9,308.24

### Uncleared Transactions

Uncleared Checks and Payments	6 Items	-263.99
Uncleared Deposits and Other Credits	1 Items	90.00

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		9,134.25
New Checks and Payments	3 Items	-367.16
New Deposits and Other Credits	1 Items	0.00
Ending Account Balance		8,767.09

**Placentia Library District**

Register: General Fund - Checking

From 10/01/2000 through 10/31/2000

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/02/2000	4243	Home Depot	Household Expenses	Household exp...	105.49	X		8,240.39
10/03/2000			Debit Card Income	Deposit		X	67.00	8,307.39
10/03/2000		Sanwa Bank	credit card transactions		46.04	X		8,261.35
10/04/2000			Debit Card Income	Deposit		X	233.00	8,494.35
10/05/2000			Debit Card Income	Deposit		X	96.00	8,590.35
10/06/2000			Debit Card Income	Deposit		X	96.00	8,686.35
10/10/2000			County Reimbursements	Deposit		X	686.32	9,372.67
10/10/2000			Debit Card Income	Deposit		X	157.00	9,529.67
10/10/2000	4245	University Advance...	Transportation & Travel	Pat Irot, Pat Jer...	135.00			9,394.67
10/11/2000			Debit Card Income	Deposit		X	45.00	9,439.67
10/13/2000			Debit Card Income	Deposit		X	126.00	9,565.67
10/14/2000	4246	Budget Rent A Car	Transportation & Travel	Transportation ...	85.53	X		9,480.14
10/17/2000	4247	Intuit Inc	Office Expense	Reorder checks...	69.99	X		9,410.15
10/18/2000			Debit Card Income	Deposit		X	191.00	9,601.15
10/18/2000	4248	Placentia Library Ge...	credit card transactions	Credit card tra...	503.00	X		9,098.15
10/18/2000	4249	PLAcentia Library D...	credit card transactions	credit card tran...	785.00	X		8,313.15
10/20/2000			Debit Card Income	Deposit		X	57.40	8,370.55
10/24/2000			Debit Card Income	Deposit		X	202.00	8,572.55
10/25/2000			Debit Card Income	Deposit		X	126.00	8,698.55
10/26/2000	4250	Placentia Chamber o...	Transportation & Travel	Peggy Dinsmor...	10.00	X		8,688.55
10/27/2000			Debit Card Income	Deposit		X	38.20	8,726.75
10/27/2000			Debit Card Income	Deposit		X	216.50	8,943.25
10/30/2000			Debit Card Income	Deposit		X	191.00	9,134.25



## Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		5,568.73
Cleared Checks and Payments	1 Items	-14,848.94
Cleared Deposits and Other Credits	27 Items	16,061.26
Cleared Balance		6,781.05

### Uncleared Transactions

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

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		6,781.05
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	1,156.06
Ending Account Balance		7,937.11

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		4,858.76
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	8.46
Cleared Balance		4,867.22

### Uncleared Transactions

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

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		4,867.22
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,867.22

## Reconciliation Report

Payroll Checking account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		11,388.17
Cleared Checks and Payments	51 Items	-52,684.36
Cleared Deposits and Other Credits	2 Items	49,026.00
Cleared Balance		7,729.81

### Uncleared Transactions

Uncleared Checks and Payments	5 Items	-1,206.92
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		6,522.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		6,522.89

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 10/31/2000

### Cleared Transactions

Previous Balance		4,442.07
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	433.83
Cleared Balance		4,875.90

### Uncleared Transactions

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

### New Transactions

Account Balance as of 10/31/2000 (statement closing date)		4,875.90
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,875.90

TO: Elizabeth D. Minter, Library Director

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

DATE: November 15, 2000

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

This report was received from Unique Management on November 7, 2000.  
Attachment A is enclosed.

A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	16	56	12	797.39	9
November	0	0	0	0.00	0
December	0	0	0	0.00	0
January	0	0	0	0.00	0
February	0	0	0	0.00	0
March	0	0	0	0.00	0
April	0	0	0	0.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	74	249	36	2,323.12	44

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 10/29/00

Time Run: 07:23PM  
Date Run: OCT 29 2000

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	366	Dollars Submitted	:	31,739.72	Dollars Received	:	7,616.48
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	6,587.33
Incorrect Addresses	:	51	Dollars in Skips	:	3,479.22	Dollars Waived	:	1,290.39
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	19,842.90
Accounts in Process	:	314	Dollars in Process	:	27,538.36	% of Dollars Activated	:	72.06%
# of Accounts Activated	:	209						
% of Accounts Activated	:	66.56%						

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: November 15, 2000  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT OCTOBER , 2000**

SUMMARY OF PRINTER/COPIER ACCOUNTS OCTOBER, 2000

Beginning Balance 10/31/00 (\$6,279.78)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	362.85	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in October		446.34
Total Copier Maintenance Payment in October		229.65
Debit Card System Loan Payback		0.00
	362.85	675.99

Ending Balance 10/31/00 (\$6,592.92)

October payment \$ 0.00

\*\*\*\* NO PAYMENT WILL BE MADE UNTIL APRIL 2001 \*\*\*\*

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 10/31/00	(8,565.48)
Loan Amount as of 10/31/00 (Literacy Fund)	7,700.00
October Payment (Fund 702)	0.00
October Payment (Literacy Fund)	0.00
Balance 10/31/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson





TO: Placentia Library Foundation Board Members

FROM: Elizabeth D. Minter, Library Director

DATE: November 15, 2000

**SUBJECT: GIFT REPORT**

The following gifts were received from October 1, 2000 through October 31, 2000.

**ADOPT A BOOK DONATIONS**

Bruce & Marla Anderson	Nita Godwin
Alfred Archuleta	Sandy Koizumi
Chris & Debra Becker Family	Mary Jo Labrie
Bonnie Carren	Khanh Lam
Jerry Choice	Donna Larkey
Margaret Cooper	Linda Lukowski
Law Office of G. Keith deBrucky	James McGuillivray
Carol Fizzard	Dick & Claire Myers
Mike & Valarie Harris	JoAnn Nelson
Robert D. Hecker	Placentia Linda Hospital
Richard & Lucille Henderson	Stephen and Jeanile Plett
Robert & Judy Dickinson	Wallace & Veldean Rowe
Dolly & Taylor Dixon	Renee Scott
Esther Enomoto	Wilma Stayner
Robert Erbacher	Taormina Industries
Jean Lasley	Gerald Tollefson
First American Trust	Kathleen Rose Trevena
Don & Barbara Garcia	Clairee Tynes
Robert & Joan Geismann	Zoelle Family

**TOTAL AAB DONATIONS** **\$2,205.00**

**BOOK ENDOWMENT**

Elizabeth Spring & Michael Hince

**TOTAL BOOK ENDOWMENT** **\$250.00**

**IN-KIND**

Bagel Me	Manuel Perez, Classical Guitarist
Borders Books & Music, Brea	Ralph's Grocery
Lee Castner, Sound System	Pick Up Stix
Discovery Channel Store, Brea	Stater Brothers
Jing Hang Restaurant	Trader Joe's, Brea
Longs Drugs	Universal Reprographics South, Inc.
Matsunoya Restaurant	Vons Grocery

**TOTAL ALL DONATIONS** **\$2,455.00**

TO: Library Board of Trustees

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

DATE: November 15, 2000


**SUBJECT: BUILDING MAINTENANCE REPORT FOR OCTOBER, 2000**

1. **History Room** – Shelving has been installed by McMurray Stern. Several shelves are defective and need to be replaced.
2. **Seismic Retrofit** – SPS and the City of Placentia started the retrofit on October 23, 2000. The contractors are working nights when the Library is closed. The contact for the project is Jeff Hall. He was issued master keys for access to the building.
3. **Roofing** – Public Notice for roofing bids was published in the Placentia News Times .
4. **Plumbing** – Manwill Plumbing serviced the women's public and staff restrooms.
5. **Masonry** – The City installed hardware on the north wall of the Library to hang the Friends Book Sale banner.

Prepared by: Wendy Goodson



TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director 

DATE: November 15, 2000

**SUBJECT: PERSONNEL REPORT FOR OCTOBER, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



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

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY00/01 October	FY00/01 YTD	Starting	Cumulative
Andrade, Linda	6.00	30.00	9/95	479.50
Backes, Theresa	5.00	22.00	6/98	178.00
Chou, Tzu-Shiu	0.00	3.00	2/00	33.50
Clugston, Patricia	3.25	24.75	6/98	154.25
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	21.00	43.25	8/98	446.00
Fioroni, Pete	4.00	18.00	3/97	200.00
Fioroni, Ruth	4.00	18.00	3/97	176.00
Fitzgerald, Joan	15.00	51.00	10/93	1,862.75
Godwin, Nita	10.00	32.00	2/96	263.25
Hemmerling, Barbara	10.00	28.00	9/95	344.00
Hochman, Sue	3.75	12.75	1/98	198.50
Horrocks, Marjorie	4.00	14.00	10/95	249.00
Hyams, Rose	12.00	38.75	7/98	398.75
Irot, Pat	23.50	103.50	2/96	1,597.25
Jertberg, Pat	7.50	38.50	4/98	470.25
Livezey, Jane	6.00	36.50	4/96	470.50
Lord, Audrey	24.00	50.50	Jul-00	50.50
Mignot, Shirley	6.00	20.00	9/95	438.75
Myers, Claire	13.50	53.50	10/95	890.50
Olson, Bob	4.00	16.00	9/95	297.00
Pence, Thomas	9.50	19.50	1/99	128.25
Project Independence	35.50	119.25		626.75
Rodriguez, Carmen	6.00	20.00	2/00	45.00
Salem, Rose	2.00	2.00	Nov-00	662.50
Schlichter, Allan	10.00	32.00	10/93	662.50
Schmidt, Marie	8.00	49.00	4/98	408.00
Shaw, Dixie	3.00	5.50	5/94	167.00
Tapia, Jerry	7.50	8.50	Oct-00	8.50
Vaughn, Judy	7.25	23.25	8/99	93.00
Wymer, Betty	12.75	38.25	1/96	621.25
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	25.00		6,727.75
<b>TOTAL</b>	<b>284.00</b>	<b>998.25</b>		<b>20,565.75</b>

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY00/01	FY00/01	Cumulative		FY00/01	FY00/01	Cumulative
	October	YTD			October	YTD	
Agrazsanchez, Rafael	0.00	15.00	30.00	Lagow, Cassie	6.00	6.00	6.00
Aiama, Antara	6.00	13.00	13.00	Larson, Li	10.00	40.00	40.00
Alcantara, Carmelita	18.00	56.00	67.00	Lee, Anyika	4.00	13.00	16.00
Anderson, Susan	5.00	18.00	21.00	Li, Stephanie	6.00	28.00	28.00
Andreyeva, Anna A.	4.00	4.00	4.00	Malle, Patty	9.00	27.00	27.00
Barrera, Karen	10.00	31.50	43.50	McCarthy, Margaret	0.00	0.00	0.00
Bauernfiend, Ida	10.00	32.00	32.00	McCartney, Shannon	3.00	16.00	16.00
Beck, Pat	0.00	0.00	0.00	McMahon, Kelly	6.00	6.00	6.00
Belsher, Kristin	15.00	15.00	15.00	Mitchell, Cheryl	6.00	18.00	18.00
Bereiter, Gretchen	4.00	16.00	28.00	Mohan, Kshema	4.50	27.50	27.50
Blanco, Ramon	4.00	16.00	22.00	Moore, Kim	6.00	15.00	15.00
Blieden, Tracey	0.00	0.00	0.00	Moyer, Disa	6.00	24.00	24.00
Bolkovatz, Alta	8.50	8.50	8.50	Murray, Edward	6.00	12.00	12.00
Cantwell, Kenneth	14.00	62.00	82.00	Ngo, Sandy	0.00	4.00	10.00
Cassidy, Meghan	0.00	0.00	0.00	Nguyen, Anthony	8.00	36.00	36.00
Chakraborty, Sujata	5.00	11.00	11.00	Ornstein, Mary	2.00	17.00	17.00
Chen, April	5.00	16.00	16.00	Patel, Deepa	6.00	24.00	31.00
Coffee, Nancy	12.00	36.00	54.00	Paulson, Valerie	8.00	28.00	28.00
Colenso, Bill	3.00	3.00	3.00	Pham, An	5.00	5.00	5.00
Counts, Courtney	6.00	6.00	6.00	Pham, Thuy	3.50	3.50	3.50
Croom, Carolyn	5.00	21.00	27.00	Platt, April	6.00	6.00	6.00
Del Angel, Laura	15.00	24.00	31.00	Reyes, Mary Lou	0.00	22.00	22.00
Duffie, Pat	12.00	12.00	12.00	Risso, Edith	6.00	26.50	32.50
Eckert, Thomas	12.00	48.00	70.00	Rodriguez, Carmen	4.00	15.00	27.00
Ekelund, Lynsie	8.00	8.00	8.00	Roth, Howard	0.00	0.00	0.00
Elinsky, Janet	12.00	36.00	60.00	Rowe, Edana	4.00	4.00	4.00
Fartash, Arian	12.00	63.00	63.00	Sanchez, Margo	6.00	24.00	36.00
Favaro, Lee	0.00	24.00	42.00	Sciaini, Matthew	4.00	4.00	4.00
Fenwick, Randy	30.50	70.50	70.50	Shah, Krishna	6.00	6.00	6.00
Foscante, Elaine	0.00	0.00	0.00	Shepherd, Kathy	6.00	11.00	11.00
French, Susan	5.00	15.00	15.00	Skinner, Courtney	4.00	18.00	18.00
Fukuda, Lynn	6.00	36.00	46.00	Smith, Jeff	0.00	0.00	0.00
Fuller, Janice	3.00	12.00	15.00	Stalnaker, Linda	6.00	24.00	24.00
Gast, Polly	23.00	125.50	161.50	Stichter, Julie	4.00	10.00	10.00
Ghosh, Deepa	8.00	18.50	18.50	Tooley Marita	7.00	23.00	29.00
Gonzalez, Lizeth	7.50	9.50	15.50	Tran, Duyen	0.00	0.00	0.00
Gonzalez, Veronica	6.50	6.50	10.50	Van Zee, Karin	12.00	53.00	71.00
Goodfriend, Louise	6.00	13.00	13.00	Vert, Joann	6.00	6.00	6.00
Graves, David	6.00	19.00	19.00	Vue, Kia	11.50	11.50	11.50
Gwatney, Aimee	12.00	24.50	32.50	Westfall, Carolyn	0.00	4.00	4.00
Hawk, John	6.00	32.00	44.00	Wiegman, Karin	6.00	24.00	24.00
Heer, Kim	3.00	3.00	3.00	Wilburn, Anthony J	2.00	2.00	2.00
Hernandez, Rosy	6.00	26.00	26.00	Wright, Jayne	0.00	0.00	0.00
Hutton, Katherine (Kate)	8.00	30.00	34.00	Zamora, Mary	12.00	84.00	90.00
Johnson, Nicole	4.50	16.50	16.50				
Karbaum, Isabel	4.00	20.00	20.00				
Keller, Christina	6.00	25.00	25.00				
Khako, Kulsum	0.00	0.00	0.00				
Khuu, Michelle	6.00	6.00	6.00				
Kramer, Bill	14.00	70.00	70.00				
Krause, Matt	6.00	17.50	17.50				
Kumagai, Regina	14.00	56.00	71.00				
<hr/>				<hr/>			
Total	396.5	1247	1519	Total	217.5	728	804



**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

	FY00/01			FY00/01	
	October	YTD		October	YTD
Aaron, Darryl	2.00	7.75	Maru, Sid	0.00	23.50
Arellano, Jonathan	0.00	3.00	Matta, Manal	2.50	12.50
Barrera, Karen	5.00	5.00	Montes, Eric	0.00	16.00
Bone, Shawnda	3.00	8.00	McCustian, Nicole	0.00	5.50
Carey, Kim	0.00	8.00	Murphy, Jimmy	0.00	6.50
Chan, Stephanie	4.00	4.00	Nguyen, Don	0.00	54.00
Chavez, Alfredo	0.00	7.00	Nguyen, Paul	0.00	32.00
Cohen, Darleen	2.50	4.50	Noble, Luciano	0.00	34.00
Cohma, Milessa	3.00	10.25	Nwanezi, Ama	0.00	21.00
Cravotta, Brian	0.00	32.00	Padilla, Eric	5.00	5.00
Davis, Ken	2.50	5.75	Patel, Bhavik	0.00	18.50
De Hart, Desiree	0.00	16.75	Piha, Richard	0.00	2.00
Fartash, Arian	0.00	7.75	Pineda, Juanita	5.00	5.00
Flores, Norma	0.00	2.00	Plinski, Sara	0.00	18.00
Garcia, Elizabeth	0.00	15.75	Rabadan, Jessica	0.00	11.50
Gupta, Sameer	5.00	9.00	Robinson, Shawn	0.00	16.00
Harnett, Tom	2.50	2.50	Rorex, Jamie	0.00	13.00
Harris, Jennifer	0.00	3.75	Ruffin, Marlana	0.00	2.00
Hernandez, Mia	0.00	23.75	Runyon, Beth	0.00	7.50
Hernandez, Ricardo	0.00	2.50	Serrano, Celine	5.00	5.00
Herzog, Einav	0.00	4.50	Shah, Hardik	4.00	9.75
Ho, Evelyn	0.00	41.75	Shah, Soham	0.00	20.25
Ho, Irene	2.25	2.25	Sobien, Lisa	0.00	36.00
Hung, Yang	12.00	17.00	Tapia, Mark	11.50	12.50
Lam, Phung	2.75	5.00	Vasquez, Joel	0.00	5.50
Laub, Jennifer	0.00	1.00	Vu, Elizabeth	4.50	29.00
Lee, Jaclyn	0.00	32.25	Vue, Kia	5.00	5.00
Lee, James	0.00	9.50	Walsh, Cheyanne	0.00	3.00
Lim, Michelle	2.25	2.25	Yada, Julie	0.00	7.25
Lin, Cheng	11.75	18.00	Zhou, Charles	0.00	15.75
<b>TOTAL</b>	<b>58.50</b>	<b>304.75</b>	<b>TOTAL</b>	<b>42.50</b>	<b>400.50</b>

**TOTAL Library Volunteer Hours** 385.00  
**TOTAL Literacy Volunteer Hours** 614.00

**TOTAL VOLUNTEERS HOURS** 999.00

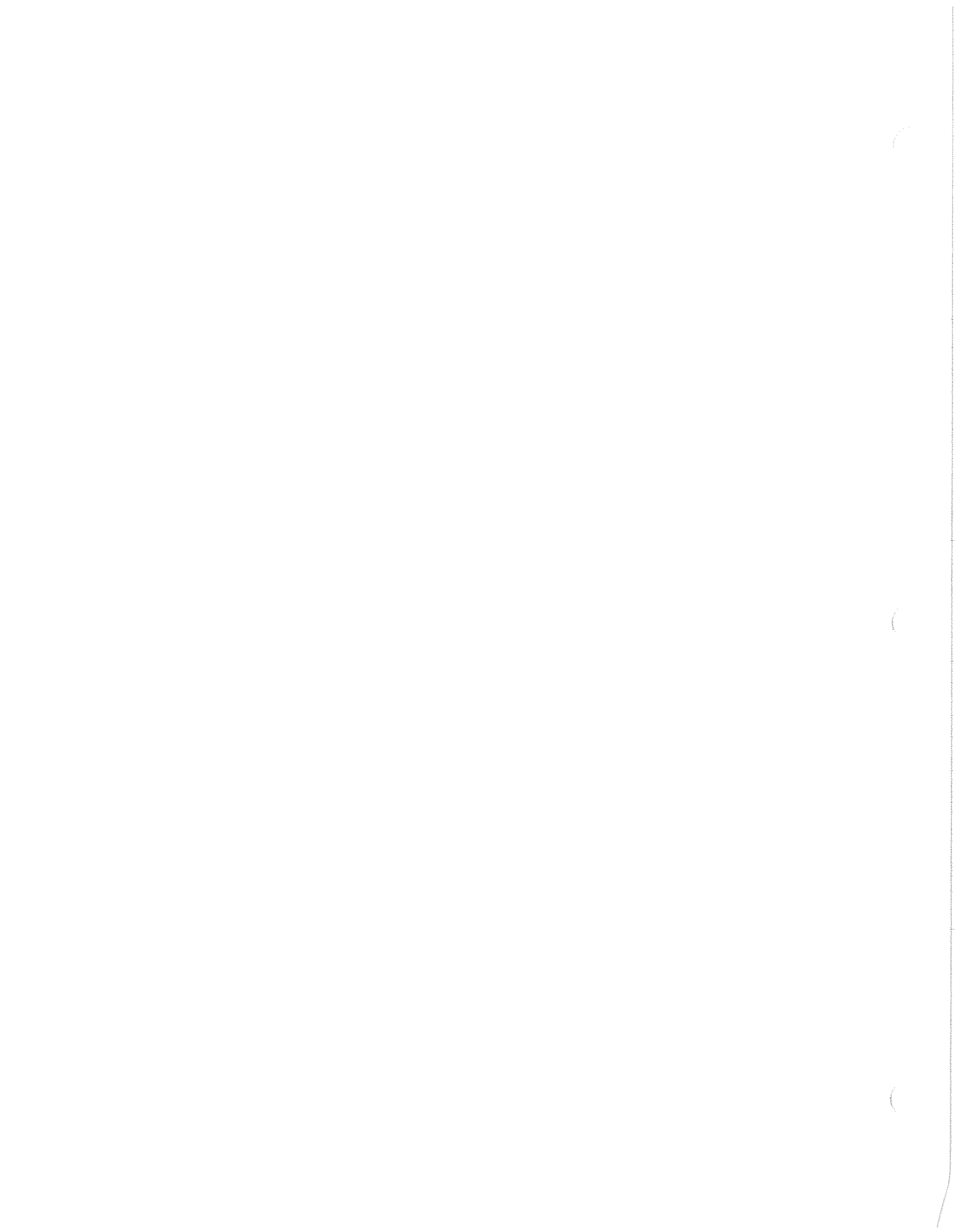
REGULAR VOLUNTEERS are committed to an on-going program each week  
LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

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

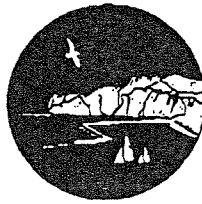


Placentia Library District  
Circulation Report  
NOVEMBER 15, 2000

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 OCTOBER 00	FY99-00 OCTOBER 99
1st Time Checkouts	46,130	45,681	0.98%	12,106	10,775
Phone Renewals	6,872	6,106	12.55%	2,175	1,694
In-Building Renewals	1,430	1,233	15.98%	444	251
Total Renewals	8,302	7,339	13.12%	2,619	1,945
TOTAL CHECKOUTS	54,432	53,020	2.66%	14,725	12,720
On-Time Checkins	46,676	45,555	2.46%	11,488	10,614
Late Checkins	7,928	7,256	9.26%	1,921	1,916
TOTAL CHECKINS	54,604	52,811	3.40%	13,409	12,530
Holds Placed	1,079	1,131	-4.60%	269	220
Holds Cancelled	229	235	-2.55%	56	54
Holds Filled	1,083	1,050	3.14%	268	203
Holds Expired	15	4	275.00%	4	1
Overdue Items	2,729	2,411	13.19%	680	675
Overdue Notices	1,219	1,117	9.13%	342	317
Billing Notices	1,365	1,338	2.02%	336	322
Patrons Registered	1,132	1,180	-4.07%	287	362
Titles Added	4,317	3,436	25.64%	1,088	1,041
Volumes Added	5,627	7,336	-23.30%	1,522	3,464
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	23,868	24,601	-2.98%	6,000	6,025
Juvenile Print	26,087	25,290	3.15%	7,192	6,808
Total Print	49,955	49,891	0.13%	13,192	12,833
Audio	2,389	2,000	19.45%	633	512
Visual	3,477	2,273	52.97%	529	521
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,866	4,273	37.28%	1,162	1,033
TOTAL CIRCULATION	54,432	53,020	2.66%	14,354	12,720
Placentia Circulation	34,295	34,211	0.25%	8,891	8,531
% Placentia Circulation	61.44%	63.16%	-2.72%	61.94%	61.52%
Anaheim/Yorba Linda Circulation	10,030	9,596	4.52%	3,010	2,544
% Anaheim/Yorba Linda Circulation	17.97%	17.72%	1.41%	24.98%	18.35%
TYPES OF ACTIVE BORROWERS					
Adult	37,350	36,086	3.50%	10,120	9,204
Young Adult	1,569	1,253	25.22%	475	295
Juvenile	12,170	12,198	-0.23%	2,922	2,752
New Borrower	4,733	4,629	2.25%	1,208	1,615
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	55,822	54,166	3.06%	14,725	13,866
TOTAL REGISTERED BORROWERS	20,236	20,783	-2.63%	20,236	20,783
ATTENDANCE					
Adult Reference - In Building	4,691	3,413	37.45%	1,431	1,054
Adult Reference - Telephone	1,542	818	88.51%	250	174
Children's Reference - In Building	3,227	2,466	30.86%	587	533
Children's Reference - Telephone	87	141	-38.30%	34	34
Total Adult Reference	6,233	4,231	47.32%	1,681	1,228
Total Children's Reference	3,314	2,607	27.12%	621	567
Total In Building Reference	7,918	5,879	34.68%	2,018	1,587
Total Telephone Reference	1,629	959	69.86%	284	206
TOTAL REFERENCE	9,547	6,838	39.62%	2,302	1,795



SOUTH COAST



WATER DISTRICT

*Providing Quality Water and Wastewater Services to the Coastal Communities*

Mr. Ron Kennedy  
El Toro Water District  
24251 Los Alisos Blvd.  
Lake Forest, CA

Re: ISDOC Meeting  
October 3, 2000 Minutes

I. Minutes

The Minutes from the September 4, 2000 meeting were approved as mailed.

II. Nominating Committee

Phil Anthony provided an update from the Nominating Committee. Trudy Ohlig (Mesa Consolidated Water District) was nominated for Third Vice President. Arlene Schaffer (Costa Mesa Sanitary District) was nominated for First Vice President. Mike Dunbar (South Coast Water District) was nominated for Secretary. There will be an official report at the next meeting.

Trudy Ohlig introduced a discussion on candidates being elected members. She also discussed the subject of candidates resigning ahead of an upcoming election.

III. Next Meeting

After some discussion, the next meeting was selected for Monday, November 6, 2000 at 7:30 a.m. (Monday, November 7<sup>th</sup> is election day).

IV. LAFCO Report

Doug Reinhart presented the LAFCO report. He indicated that due to personal reasons, he was relocating to the City of Irvine and would not be eligible to run for the El Toro Water District Board of Directors. As such, he must step down from the LAFCO Commission.

The Irvine Ranch Water District/Los Alisos Water District (IRWD/LAWD) consolidation was officially approved by LAFCO. There were no anticipated problems. The effective date would be January 1, 2001. It was indicated that December 31, 2000 may be a better effective date to avoid any legal/financial conflicts with a new year date.

There was some discussion of the Laguna Beach County Water District (LBCWD) issue. LBCWD wants to withdraw from its consolidation with the City of Laguna Beach (CLB). Dana Smith, Executive Director at LAFCO, was requested to address the LBCWD with its options. Essentially, the effective date of the consolidation

is November 1, 2000. In 1997, LBCWD applied (joint application) to consolidate with the CLB. That joint application was approved by LAFCO at its October 1998 meeting. Dana was requested to provide an update at the October 2000 meeting. It appears that many citizens are becoming fully aware of the situation and are upset. Dana believes it is a done deal and there is not much LAFCO can do at this point.

There are several new projects for LAFCO. There was an Orange County Sanitation District annexation. Several projects involving county islands will be forthcoming.

V. Legislation

The only legislative item was that the Hertzberg bill was signed by Governor Davis.

VI. CSDA Report

The California Special District Association (CSDA) held their annual meeting. CSDA has decided to form six (6) regions. Orange County would be in Region 6. The regions would be structured similar to the ACWA regions.

At the Board of Directors meeting, the Board indicated that there would be technical workshop by CA LAFCO on the Hertzberg bill.

Nine (9) new agency members were approved for inclusion.

VII. Council of Governments

Phil Anthony discussed the need for more agencies to join the Council of Governments (COG). Costa Mesa Sanitary District and the City of Laguna Woods have joined. It is a forum to find out what is happening at the County/City level.

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00								0.00
Nov-00								0.00
Dec-00								0.00
Jan-01								0.00
Feb-01								0.00
Mar-01								0.00
Apr-01								0.00
May-01								0.00
Jun-01								0.00
TOTAL		12,781.72	2,015.84	1,797.43	322.50	0.00	0.00	16,917.49
AVG		4,260.57	671.95	599.14	107.50			5,639.16

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00				0.00	0.00
Nov-00				0.00	0.00
Dec-00				0.00	0.00
Jan-01				0.00	0.00
Feb-01				0.00	0.00
Mar-01				0.00	0.00
Apr-01				0.00	0.00
May-01				0.00	0.00
Jun-01				0.00	0.00
TOTAL	2,930.52	627.00	37.33	3,594.85	1,797.43
AVG	976.84	209.00	12.44	1,198.28	599.14



TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99	8.00	12.00	2.00	0.00	36.00	58.00
Jan-00	8.00	12.00	2.00	0.00	36.00	58.00
Feb-00	6.00	8.00	2.00	0.00	24.00	40.00
Mar-00	6.00	8.00	2.00	0.00	16.00	32.00
Apr-00	6.00	8.00	2.00	0.00	16.00	32.00
May-00	6.00	8.00	2.00	0.00	16.00	32.00
Jun-00	6.00	8.00	2.00	0.00	16.00	32.00
TOTAL	86.00	114.00	24.00	0.00	310.00	534.00
AVG	7.17	9.50	2.00	0.00	25.83	44.50

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00						0.00
Nov-00						0.00
Dec-00						0.00
Jan-01						0.00
Feb-01						0.00
Mar-01						0.00
Apr-01						0.00
May-01						0.00
Jun-01						0.00
TOTAL	18.00	24.00	6.00	0.00	48.00	96.00
AVG	6.00	8.00	2.00	0.00	16.00	32.00

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00						0.00
Nov-00						0.00
Dec-00						0.00
Jan-01						0.00
Feb-01						0.00
Mar-01						0.00
Apr-01						0.00
May-01						0.00
Jun-01						0.00
TOTAL	697.86	749.04	177.54	0.00	1,306.08	2,930.52
AVG	232.62	249.68	59.18	0.00	435.36	976.84

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** November 15, 2000

Donovan Huennekens, Owner, and Steve Peters, Construction Manager, HQT Homes, visited the History Room on November 7, 2000 to discuss plans for the counters and cabinets. It is anticipated that this work will be completed by the end of December 2000.


Staff has begun the process of emptying the storage unit in the parking lot and unpacking the books and other items. It is anticipated that this work will also be completed by the end of December.

A report from Pat Irot, Placentia History Room Committee, is Attachment A.



ELIZABETH....

NOVEMBER 5, 2000

FROM: PAT IROT 

RE: HISTORY ROOM

The History Room Committee is proceeding with assembling, organizing files. We have borrowed a set of Library of Congress filing guides. To the best of our ability, we are moving to that order for our files, realizing that we are novices. We are creating a file trail which can be a guide as needed.

Our experience at the recent Conference was very positive. We three attended a workshop on archiving presented by the former activist for Orange County - now at Riverside County. We will incorporate as much of the procedure as possible.

The Saturday session was quite interesting. We particularly were impressed with the materials available for Grade 3 teachers in Anaheim. We have made a contact at CSUF in charge of the CA state project in History/Social Studies who has invited me to set up a meeting with Dr Pauline Ferris of PYLUSD and her for the purpose of designing materials for the district to use.

The Historial Committee was given the information at its last meeting that the completion of the History Room awaits a meeting between you and Chris Becker in order to determine the cabinets needed. Does the committee need to meet with you prior to that?

We appreciate the library's support for the CSUF/Orange County Historical Society conference. Thanks from each of us.



**PLACENTIA LIBRARY DISTRICT**

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**Report On Audit Of Financial Statements**

**For The Year Ended  
June 30, 2000**

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PLACENTIA LIBRARY DISTRICT

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Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
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## INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees  
Placentia Library District  
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 2000, and the related statement of revenue, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 2000, and the revenue and expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

*Munson, Cronick & Associates, LLP*

MUNSON, CRONICK & ASSOCIATES, LLP  
Certified Public Accountants

Fullerton, California  
September 20, 2000

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 2000

<u>Assets</u>	Government Fund <u>General</u>	<u>Account Groups</u>		Total (Memorandum Only)
		<u>Fixed Assets</u>	<u>Long-Term Debt</u>	
Current assets:				
Cash and cash equivalents	\$ 684,998			\$ 684,998
Certificates of deposit	32,500			32,500
Taxes receivable	66,327			66,327
Due from other county and agency	34,017			34,017
Accrued interest receivable	9,016			9,016
Prepaid expenses	<u>35,587</u>			<u>35,587</u>
Total current assets	862,445			862,445
Amount to be provided for retirement of general long-term debt			\$ 330,000	330,000
Property, plant and equipment		<u>\$2,053,820</u>		<u>2,053,820</u>
Total assets	<u>\$ 862,445</u>	<u>\$2,053,820</u>	<u>\$ 330,000</u>	<u>\$3,246,265</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 28,654			\$ 28,654
Wages and taxes payable	21,219			21,219
Accrued interest	4,702			4,702
Accrued sickleave and vacation	52,720			52,720
Other liabilities	<u>177</u>			<u>177</u>
Total current liabilities	107,472			107,472
Long-term lease payable			<u>\$ 330,000</u>	<u>330,000</u>
Total liabilities	<u>107,472</u>		<u>330,000</u>	<u>437,472</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	35,587			35,587
Unreserved:				
Designated	179,499			179,499
Undesignated	539,887			539,887
Investment in general fixed assets		<u>\$2,053,820</u>		<u>2,053,820</u>
Total fund equity	<u>754,973</u>	<u>2,053,820</u>		<u>2,808,793</u>
Total liabilities and fund equity	<u>\$ 862,445</u>	<u>\$2,053,820</u>	<u>\$ 330,000</u>	<u>\$3,246,265</u>

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

PLACENTIA LIBRARY DISTRICT

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

For The Year Ended June 30, 2000

	General Fund		Variance Favorable (Unfavorable)	Plant Funds
	Budget	Actual		
<b>Revenues:</b>				
Property taxes, current year	\$ 916,440	\$ 983,746	\$ 67,306	
Property taxes, prior year	21,960	21,592	(368)	
Homeowners property tax relief	15,580	16,224	644	
Other state funds	105,250	142,922	37,672	
Interest income	18,870	36,468	17,598	
Other county revenue	122,498	202,941	80,443	
Other revenue	-	38,657	38,657	
<b>Total revenues</b>	<b><u>1,200,598</u></b>	<b><u>1,442,550</u></b>	<b><u>241,952</u></b>	
<b>Expenditures:</b>				
Salaries and employee benefits	655,740	648,600	7,140	
Insurance	12,400	9,700	2,700	
Maintenance	77,600	82,011	(4,411)	
Utilities	52,500	54,107	(1,607)	
Interest expense	-	19,593	(19,593)	
Special department expense	134,950	135,031	(81)	
Office expense	26,025	32,877	(6,852)	
Specialized services	74,990	90,308	(15,318)	
Other county expenditures	151,123	73,524	77,599	
Other expenditures	-	30,287	(30,287)	
<b>Total expenditures</b>	<b><u>1,185,328</u></b>	<b><u>1,176,038</u></b>	<b><u>9,290</u></b>	
<b>Excess of operating revenues over expenditures</b>	<b>15,270</b>	<b>266,512</b>	<b>251,242</b>	
<b>Additions to property, plant and equipment</b>	<b>(3,750)</b>	<b>(40,418)</b>	<b>(36,668)</b>	<b>\$ 40,418</b>
<b>Lease payments (principal portion)</b>	<b><u>(55,000)</u></b>	<b><u>(55,000)</u></b>	<b>-</b>	
<b>Excess (deficit) of revenue over expenditures</b>	<b><u>\$ (43,480)</u></b>	<b>171,094</b>	<b><u>\$ 214,574</u></b>	<b>40,418</b>
<b>Fund balance, beginning</b>		<b><u>583,879</u></b>		<b><u>2,013,402</u></b>
<b>Fund balance, ending</b>		<b><u>\$ 754,973</u></b>		<b><u>\$ 2,053,820</u></b>

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

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements

June 30, 2000

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1. Summary Of Significant Accounting Policies

Fund Accounting

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

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

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

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

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

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

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

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2000

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1. Summary Of Significant Accounting Policies, Continued

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

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

Total-Memorandum Only

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

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 2000, was \$148,877. Interest earned on these funds for the year ended June 30, 2000, was \$32,268. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2000

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2. Cash And Cash Equivalents

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

Fiscal agents	\$ 529,422
Cash, including interest	50,573
Investments, cash equivalents	<u>105,003</u>
	<u>\$ 684,998</u>

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

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of \$100,000. The amount in excess of the FDIC limit totaled \$4,996 as of June 30, 2000. The District has not experienced any losses as a result of this balance.

The Board of Trustees has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lesser amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was \$104,996 at June 30, 2000.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 2000, property, plant and equipment are comprised of:

Building and improvements	\$ 1,383,219
Furniture and equipment	589,103
Land	<u>81,498</u>
	<u>\$ 2,053,820</u>

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2000

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4. Long-Term Lease Payable

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

<u>Year Ending June 30,</u>	<u>Amount</u>
2001	\$ 76,245
2002	72,825
2003	74,191
2004-2005	<u>151,342</u>
	374,603
Interest expense	<u>(44,603)</u>
Net long-term lease payable	\$ <u>330,000</u>

5. Retirement Plan

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

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$29,281 during the year ended June 30, 2000.

Continued

PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2000

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6. Compensated Absences

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

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 2000, there was a balance of \$30,756 including accrued interest, which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

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

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

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

Continued



PLACENTIA LIBRARY DISTRICT

Notes To Financial Statements, Continued

June 30, 2000

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8. Lease Commitment

The Library is committed under two equipment leases. The minimum lease commitments as of June 30, 2000, are as follows:

2001	\$ 35,280
2002	29,570
2003	29,780
2004	29,686
2005	29,588
2006 to 2013	<u>258,316</u>

\$412,220

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 71% of total revenues.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Report on Civic Center Authority Special Meeting, November 14, 2000, to discuss exterior renovation plans for the Civic Center.

**DATE:** November 15, 2000

**BACKGROUND**

Library Representatives who attended the Civic Center Authority Special Meeting on November 14, 2000 to discuss exterior renovation plans for the Civic Center will report on the presentations and discussions at that meeting.

**RECOMMENDATION**

Give direction to Library Representatives for future action by the Civic Center Authority.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Report on Civic Center Authority Special Meeting, November 14, 2000, to discuss exterior renovation plans for the Civic Center.

**DATE:** November 15, 2000

**BACKGROUND**

A Civic Center Authority Special Meeting was held on November 14, 2000 to discuss exterior renovation plans for the Civic Center and the District's request to change the method of calculating its share of the monthly electrical bill.

It is estimated that the total cost of exterior renovations to the Civic Center will cost \$500,000 ± 15%.

The Commission asked that the District review its financial situation to determine how it might finance its share of the renovations.

- ⌘ The City could finance the entire amount and let the District pay its share over an extended period.
- ⌘ The District should probably not increase its level of debt financing. The Fiscal Year 2000-2001 level is \$108,800.
- ⌘ The building bonds will be paid in Fiscal Year 2004-2005. At that point the District could afford to pay \$50,000 per year.
- ⌘ The District could ascertain if the City's Utility Tax could be directed (by Council action or by referendum) to cover 100% of the costs of the Civic Center improvements, including the cost of the building additions for City Hall and the exterior work on the Library.
- ⌘ A Special Meeting of the Civic Center Authority has been called for Tuesday, November 28, 2000 at 5:30 P.M. to discuss the financing options.

**RECOMMENDATION**

1. Authorize the Library Director to request a legal opinion from Carol Tanenbaum, (former Placentia City Attorney) on the feasibility of using the City's Utility Tax to pay for 100% of the costs of the Civic Center improvements.



2. Give direction to Library Representatives for future action by the Civic Center Authority.





**CIVIC CENTER MASTER PLAN UPDATE  
AND CAPITAL IMPROVEMENT PROJECTS**

- I. Master plan needed to address scope of work, budget and timing/phasing  
The master plan needs to focus on two areas:
- A. Need to address space planning/needs assessment and interior City Hall/PD needs
  - B. Need to address common areas, exteriors, structure maintenance, improvements, parking, etc
  - C. Costs for the above planning phase: Interior: \$25,000.00  
Common/exterior: \$ 4,300.00
- II. Interior Space Assessment Phase:
- A. Department by department needs assessment matrix development
  - B. Focus will be on maximizing/revising the use of existing work spaces
  - C. Storage of paper files/records is an issue with all departments
  - D. Phased cost approach will be developed to match projects to cash flow
- III. Common Areas/Exteriors/Structures/Improvements Phase :
- A. Plaza area projects (\$375,000.00 +/-):
    - 1. Concrete walks removal and replacement with interlocking pavers; improve ADA access and drainage
    - 2. Fountains – examine option to remove 2 end fountains
    - 3. Reduce amount of hardscape in main plaza—introduce more landscape and turf
    - 4. Parking—need to redesign lots to increase spaces
  - B. Structural Maintenance (\$75,000.00 +/-):
    - 1. Exterior facias in need of immediate repair/replacement
    - 2. Painting of all exterior areas City Hall/PD/Library
    - 3. Paint trellis-remove the vines permanently
    - 4. Flagpole base wall upgrade
    - 5. Tile face on main fountain bell tower needs replacement
    - 6. Base structures on all benches need facelift
  - C. Improvements:
    - 1. Signage upgrades/modernize corner monument and landscaping per plans (\$40,000.00)
    - 2. Evaluate potential building additions (cost to be determined)
      - a. Amphitheater area
      - b. P.D. (northeast corner)
      - c. Enclose roofed space adjacent to Caucas Room



**Recommended Program:**

<b>YEAR</b>	<b>PHASE/ACTIVITY</b>	<b>COST</b>
Year 2000-01	Interior Phase Master Plan	\$25,000.00 \$ 4,300.00
Year 2001-02	Structure/Maintenance Phase Signage/monument corner area	\$75,000.00 \$40,000.00
Year 2002-03	Common Areas/plaza/fountains	\$375,000.00
Year 2003-04	Interior/exterior renovation	TBD per master plan
Year 2004-05	Interior/exterior renovation	TBD per master plan



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Review of Section III, Board Organization and Procedures, Placentia Library District Board of Trustees Handbook, Page 9, Revised April 10, 1998**

**DATE:** November 15, 2000

**BACKGROUND**

At its meeting on April 10, 1998, the Library Board of Trustees, pursuant to several months of discussion, adopted a policy limiting the consecutive terms of Library Board officers to two (2) years. The Placentia Library District Board of Trustees Handbook, Revised April 10, 1998, is Attachment A.

Trustees Dinsmore and Wood have requested that the Board review this policy.

**RECOMMENDATION**

Determine whether to continue the policy of limiting the consecutive terms of Library Board officers to two (2) years.



PLACENTIA LIBRARY DISTRICT  
MISSION STATEMENT  
Adopted by the Library Board of Trustees  
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY DISTRICT IS TO:

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

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
HANDBOOK  
Revised April 10, 1998

I. DEFINITION AND HISTORY

A. Definition of an Independent Special District

Independent special districts are the most local form of government in the State of California. There are over 2,000 independent special districts in California. They provide many essential services to areas embracing both incorporated and unincorporated territories, sometimes within and sometimes across county boundaries.

In most cases independent special districts were organized by local citizens seeking solutions to their many service and utility problems. The independent special districts thus established created service areas not necessarily limited to, or encompassed by, the other political boundaries of existing cities and counties. In the case of the Placentia Library District there was neither a county library nor an incorporated city with which to affiliate when the District was established on September 2, 1919.

Today in the State of California there are five independent special library districts with exclusively elected boards, and five more special district libraries that use school board members as their governing body.

B. History

The Placentia Library District was formed in September 1919, pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501 through 27707).



In 1926, the board started its first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the 4,500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the District was approximately 800 people.

September of 1974 saw the doors open to the present library at 411 East Chapman in the Civic Center. The District joined the City in a joint-powers authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System.

In 1974, Santiago Library System, in conjunction with local universities and colleges, formed a network called Libraries of Orange County Network (LOCNET).

Membership in the System and Network provides an expanded source of books reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

Placentia Library District was the first public library in Orange County to sponsor and operate a literacy program for adults.

#### C. Administration

The Placentia Library District is governed by a five member elected Board of Trustees. The governing board promulgates policies and regulations for the District, as well as establishing the budget for tax rate.

Memberships are maintained for the District in the California Special Districts Association (CSDA) and the Orange County Volunteer Center. Staff memberships include the American Library Association (ALA), California Library Association (CLA), Public Library Executives Association of Southern California (PLEASC), Southern California Library Literacy Network (SCLLN), and the National Society of Fundraising Executives (NSFRE).

## II. BOARD MEMBERS ARE TRUSTEES

### A. Qualification of Library Trustees

Service on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community, can afford.

The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities, which will enhance the value of an individual as a board member, are:

1. Understanding of cultural, social and economic conditions in the community.
2. Appreciation of the role of the library as an educational center for the whole community.
3. Ability to help make the library appreciated and respected in the community.
4. Availability to give the time and effort required for board and committee meetings.
5. Willingness to keep informed on library trends, developments, and progress so that the program will constantly grow according to modern requirements.
6. Willingness to present the library fiscal, building, and program needs to appropriating bodies and the community.

B. Authority

Libraries in unincorporated towns and villages may be established and operated under the Unincorporated Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the establishment of the library district, the Board of Trustees consisting of five members, is constituted and continued in the manner prescribed in the Education code.

C. Selection and Appointment

1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
  - a. Elections shall be held biennially, in the odd numbered years, at the General Election.
  - b. The Trustees shall hold office for a term of four years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors
2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available at the library director's office. The Library Board will screen all applications and make an appointment. The Orange County Board of Supervisors will be informed of the appointment. (Govt. Code 1780.)

D. Duties and Responsibilities

The duties and powers of boards of library trustees are set forth in the following section of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501-27665.

Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library service, and for keeping the public informed of the library's policies, services, and needs. The board has a public relations responsibility to interpret the library to the community it serves.

The following duties and responsibilities are prescribed by law:

1. The board manages the affairs of the library district. (In practice, the board determines policy, and delegates administration to the director.)
2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.

7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

1. Each trustee should attend library board meetings regularly and carry his full share of responsibility. (Govt. Code 1770.)
2. All authority rests with a majority of the board. It must never be assumed by the president or any other member or group of members.

3. After a policy or regulation has been adopted by a majority vote of the board, it should receive the unanimous support of board members.
4. The board is responsible for adequate financial support of the library and for economical and efficient use of funds.
5. The board should select a director who will merit and receive the confidence of the board as a satisfactory administrator of the library.
6. Directives and recommendations to the director should emanate from a majority of the board at a regular or duly called special meeting.
7. The director should attend board meetings except when his/her own salary or other conditions of employment are being discussed.
8. Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the board. They should not be handled by individual board members.
9. News releases and other releases of information should be made by the director or a designated board member. Confidential discussions of the board in executive session should be respected.

10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

### III. BOARD ORGANIZATION AND PROCEDURES

#### A. Officers

The December Regular Meeting shall be designated as the Annual Meeting for the purpose of nominating and electing the officers of the Board: the President and the Secretary.

The term of office shall be one year.

The President and Secretary shall serve no more than two consecutive terms. In the event no other member of the Board of Trustees is able to accept nomination to office, the incumbent may continue in office until the next Annual Meeting when another member is available to serve in the office.

At the December Meeting the President will appoint two representatives from the Library Board of Trustees to the Placentia Library Foundation Board of Trustees to serve for one year.

#### B. Duties of Officers

**President**—The president of the board shall preside at all meetings, appoint all committees, authorize call for any special meetings, certify (with the secretary) all bills approved by the board, and generally perform the duties of a presiding officer.

**Secretary**—The secretary shall authenticate the proceedings of each board meeting, write official letters on behalf of the board, and file copies of such letters with the

board's records. The secretary shall perform the duties of president in his/her absence.

C. Meetings

The board of library trustees shall meet at least once a month at such time and place as may be decided by the board. At the request of any three members, special meetings may be called with 24 hours notice, which notice shall be written, posted, and delivered to all board members.

1. Minutes of Meetings: A true and accurate account of all proceedings of board meetings shall be recorded by the secretary or by one appointed by the board from library staff for this specific purpose. All motions shall be recorded as stated, and their adoption or rejection shall be shown in the minutes. The minutes shall be sent to board members prior to the next meeting.
2. Quorum: A quorum for the transaction of business shall consist of a majority of the members of the board.

D. Duties of the Director

As the chief administrative officer of the library, the director is responsible for the management of the library within the framework of the policies adopted by the board.

1. The director is responsible for preparing the annual budget request for adoption by the library board, and for administering the budget after its approval.
2. The director is in charge of library personnel, and handles such matters as staff appointments, assignments of duties, service standards, promotions and transfers, approval of salary increments in conformity with classification and pay plans, staff development and morale, disciplinary actions, and any necessary dismissal of employees.



3. The director is ultimately responsible for selecting books and other library materials.
4. The director is responsible for developing a program of public relations according to the community's needs.
5. The director is responsible for preparing an annual report and forwarding it to the State Librarian to comply with the state law.

In the advisory capacity of professional expert to the board, the director is responsible for attending board meetings (except when matters relating to the position of director are under consideration), for recommending policies, programs, and changes, and for conducting such investigations and making such reports as the board may from time to time require.

E. The Library Board and the Director

The closest cooperation and harmony should be maintained between the library board and the director. Each should keep the other fully informed of major decisions and actions.

As a body elected by the community, the library board maintains the ultimate authority for the library:

1. It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.
2. It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.
3. It selects and appoints a qualified director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.

F. Miscellaneous

1. Telephone credit cards may be issued to each trustee for the purpose of carrying on library business from home or office as required.
2. To encourage participation in library related activities; the District will reimburse expenses incurred for travel, meals, lodging and conference fees. The library board can be requested to give advance approval for reimbursement.
3. Memberships for trustees in professional associations for public library trustees and independent special district directors, are paid for by the District. These provide the trustees with periodicals and bulletins to keep them aware of library and special district activities within the state.

IV PLACENTIA LIBRARY SUPPORT ORGANIZATIONS

A. Definition and Purpose

Two independent, not-for-profit organizations have been established by Library supporters to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment. Both of these organizations are certified as non-profit corporations by the California Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to both of these organizations are tax deductible. Both organization are managed by Boards of Directors which are self-perpetuating and operate in close cooperation with, but administratively independent of, the Library Board of Trustees. The Library Director is an *ex officio* member of both Boards of Directors. Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations. The Library provides administrative support to both of these organizations through the active participation of the Library Director, Administrative Assistant, and Volunteer Coordinator.

## B. Friends of Placentia Library

The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations between the Placentia Library and the citizens of Placentia, and to support the functions, resources and needs of the Library.

The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards. The Friends of Placentia Library President or a designated representative is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

## C. Placentia Library Foundation

Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's

reference and information services; the Library's facilities and equipment; and special Library projects.

Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving program. The main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of current-year books and magazines, and the Book Endowment Program for long term financial security. The Foundation offers named endowment programs designed around each donor's specifications. The Foundation also seeks grants in support of Library programs, services, and facilities.

Placentia Library Foundation grants and gifts to the Library are coordinated through the Library Director.

The Library Board of Trustees appoints at its December annual meeting each year, two (2) representatives to the Placentia Library Foundation Board of Directors. The Friends of Placentia Library Board of Directors appoints one (1) representative to the Placentia Library Foundation Board of Directors. The Placentia Library Foundation Board of Directors appoints additional directors for terms of office specified in the By-laws of the Foundation.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Authorization of payment from Fund 702, Major Equipment/Structure, of an amount not to exceed \$12,500 for re-upholstery project approved by the Library Board of Trustees on September 15, 1999, as revised January 20, 2000

**DATE:** November 15, 2000

**BACKGROUND**

Trustee Wood has coordinated the selection of material and identification of a craftsman for re-upholstering the chairs and stools identified in the Upholstery Furniture Survey of September 8, 1999, as revised January 20, 2000 (Attachment A). The Library Board approved the Survey Recommendations at its meeting on September 15, 1999 (Attachment B).

The Friends of Placentia Library contributed \$5,500 towards the re-upholstery project in October 2000. Since all of the material needed to be purchased prior to the beginning of the project the balance of the work needs to be completed as soon as possible.

The Placentia Library Foundation Major Gifts Committee is currently soliciting funds for this project and other remodeling activities.

**RECOMMENDATION**

Authorize payment not to exceed \$12,500 from Fund 702 (Major Equipment/Structure) for re-upholstering the chairs and benches identified in the Upholstered Furniture Survey, September 8, 1999 as revised January 20, 2000.

Placentia Library District  
Upholstered Furniture Survey  
September 8, 1999  
Revised January 20, 2000

Item	#	Condition	Recommendatin
Couch - 3 seats	5	Dingy	Discard immediately
Wooden arm chairs, children's	27	Good	Keep
Board Room Chairs	14	Poor	Replace 1st priority
Chaise chairs	6	Dingy	Keep in Children's
Pedestal stools at children's slant tables	12	Dingy	Replace 2nd priority
Tall-back easy chairs on rollers	3	Dingy	Replace 2nd priority
Office chairs with wooden arms	5	Poor	Replace 3rd priority
<b>Wooden upholstered table chairs, armless</b>	<b>100</b>	<b>Frames ok</b>	<b>Re-upholster</b>
<b>Arm chairs, solid side, wooden arm, low to floor</b>	<b>4</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>Arm chairs, open side, wooden arm</b>	<b>10</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>Arm chairs, solid side, higher</b>	<b>2</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>Chairs with metal legs</b>	<b>12</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>Wooden low stools</b>	<b>6</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>Wooden tall stools</b>	<b>3</b>	<b>Dingy</b>	<b>Re-upholster</b>
<b>4-seat stool units</b>	<b>4</b>	<b>Dingy</b>	<b>Re-upholster</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Furniture Upholstery Authorization, Furniture Purchase, and Excess Property Declaration

**DATE:** September 15, 1999

**BACKGROUND**

Trustee Wood and Library Director Minter prepared a survey of the District's upholstered furniture. The Survey is Attachment A.

In addition to the items identified in Attachment A the District needs to replace 26 chairs at computer workstation or other areas that need adjustable chairs, plus an additional 20 office desk chairs, for a total of 46 adjustable chairs. This includes the four chairs for the new Gates Library Initiative workstations.


**RECOMMENDATIONS**

1. That the Board declare the five (5) 3-seat couches as excess property, and the Library Director instructed to give them to a local charitable organization or to Goodwill Industries.
2. That the Board declare the fourteen (14) Board Room chairs as excess property, and the Library Director instructed to give them to a local charitable organization or to Goodwill Industries as soon as replacement chairs are available.
3. That the Board authorize the Library Director to seek bids on the re-upholstery of the items indicated in the Upholstered Furniture Survey of September 8, 1999, for work to begin in January 2000.
4. That the Board authorize the Library Director to seek bids for the purchase of fifty (50) adjustable chairs for delivery in January 2000.





**Agenda Item 30**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager   
**DATE:** November 9, 2000  
**SUBJECT:** Security/Surveillance System for the Library.  
**DATE:** November 9, 2000

**BACKGROUND**

There are several areas in the library where it is not possible for the library staff to monitor and observe on a regular basis. Most notables are the vending machine area and the study area in the southeast portion of the library. We believe that by installing surveillance cameras with recording capabilities throughout the library we will be able to deter theft and unacceptable activity.


We have contacted Pelikan Industry, Inc., a Brea-based video surveillance camera and monitor company, and they have recommended that we install two 4-channel observation systems that are VCR recordable. The cost for both systems, with tax and installation, would be approximately \$3,000-3,500.

**RECOMMENDATION**

To approve staff to solicit bids to acquire a security/surveillance system for the library, and to bring the proposal back to the Library Board if the bid exceeds \$3,500.



**Agenda Item 31**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager   
**DATE:** November 9, 2000  
**SUBJECT:** **Placentia Art Association display in the Library.**  
**DATE:** November 9, 2000

**BACKGROUND**

The Placentia Library Association periodically displays their works in the main showcase in the Library. These displays are coordinated with Jim Roberts, Public Services Manager. Virginia Bannister from the Association recently contacted the Library to ascertain if the Association could permanently display paintings in the Library. Virginia also e-mailed the Library that the Association has a one million dollar liability policy and requires each exhibiting artist to sign a "Hold Harmless Agreement."  
(See Attachment A)

As a result, there are now two paintings on display in the Library's Foyer and staff has agreed to allow the Placentia Art Association to display works on a temporary basis until a formal agreement is signed between the Placentia Library Board and the Placentia Art Association.

**RECOMMENDATION**

1. Authorize staff to continue coordinating the display of Placentia Art Association items in the Library until a formal agreement is signed by the Placentia Library District and the Placentia Art Association.
2. Authorize staff to represent the Library in developing a formal agreement for exhibits between the Placentia Library District and the Placentia Art Association, to be formally approved by both agencies.



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

From: Virginia M. Bannister <[bann@home.com](mailto:bann@home.com)>  
To: Placentia Library Literacy Services <[literacy@placentialibrary.org](mailto:literacy@placentialibrary.org)>  
Date: Thursday, October 19, 2000 9:57 AM  
Subject: hold harmless

>The art association has a million dollar liability insurance through  
>Kevin McCarthy of Fullerton Insurance Services on Orangethorpe in  
>Placentia. The library can be named; Kevin takes care of this for us.  
>  
>Additionally each artist signs a hold harmless to be held by the exhibit  
>location:  
>Hold Harmless Agreement  
>I, the undersigned, hereby voluntarily enter my described art work for  
>exhibit and in so doing hereby release the Placentia Art Association and  
>The Placentia Library and all other persons connected with the exhibit  
>from any and all claims and liabilities occasioned by reason of loss,  
>theft, or destruction of said work including any and all claims based in  
>whole or part on the negligence of any one or more of the aforementioned  
>persons.  
>Title \_\_\_\_\_ Price \_\_\_\_\_  
>Date \_\_\_\_\_ signature \_\_\_\_\_  
>Phone \_\_\_\_\_  
>  
>Virginia  
>



Agenda Item 32

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager *JR*  
DATE: November 9, 2000  
SUBJECT: Program Committee Report for the month of October

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	1	26
<i>LITERACY SERVICES</i>		
See Agenda Item 43		
<i>CHILDREN'S SERVICES</i>		
COMMUNITY CENTER	3	22
STORY TIMES		
HEADSTART	4	560
STORY TIMES		
LAPSITS	4	182
STORY TIMES AM	4	75
STORY TIMES PM	4	71
MUSIC TIMES	5	168
CLASS VISITS	6	91
TOTAL	<u>30</u>	<u>1,169</u>
YTD TOTAL	<u>88</u>	<u>3,477</u>





TO: Elizabeth Minter, Library Director  
 FROM: Cyrise Smith, Children's Librarian *AMS*  
 DATE: November 15, 2000  
 SUBJECT: **October Activities in the Children's Department**

**Programming-** Programming began in October. There were 4 lapsits, 8 storytimes and 5 musictimes with a total attendance of 496.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	92 children / 90 adults
3 - 6 year old storytimes (a.m.)	4	44 children / 31 adults
3 - 6 year old storytimes (p.m.)	4	49 children / 22 adults
MusicTime 3 - 6 year olds	5	86 children / 82 adults
	17	271 children / 225 adults

**Offsite Programming-** Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 3 storytimes at the community centers with a combined attendance of 22. 4 storytimes were performed at each of the seven Head Start classrooms with a combined attendance of 560.


**School Visits-** School visits have begun. One college class of 8 students came to the library for a tour and a talk about award books. The ALA/ALSC award books web site was shown and discussed. Local elementary schools have begun visiting again. Five classes, with a combined student count of 83, visited the library. They received tours, a short storytime, and book bags full of goodies.

**Teen Volunteers/Heritage Day Parade-** This year 7 teen volunteers marched in the Heritage Day parade. A new Scholastic character, Franklin the Turtle, was a big hit. Families for Literacy coordinator, Frank Frizell, played the bagpipes and Samantha Frizell and Jimmy Roberts Jr. were respectively, Winnie the Pooh and the Cat in the Hat. Teen volunteers from the Summer Reading Program and the Heritage Day Parade were recognized at the October 18 Board Meeting.



## Agenda Item 34

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 9, 2000

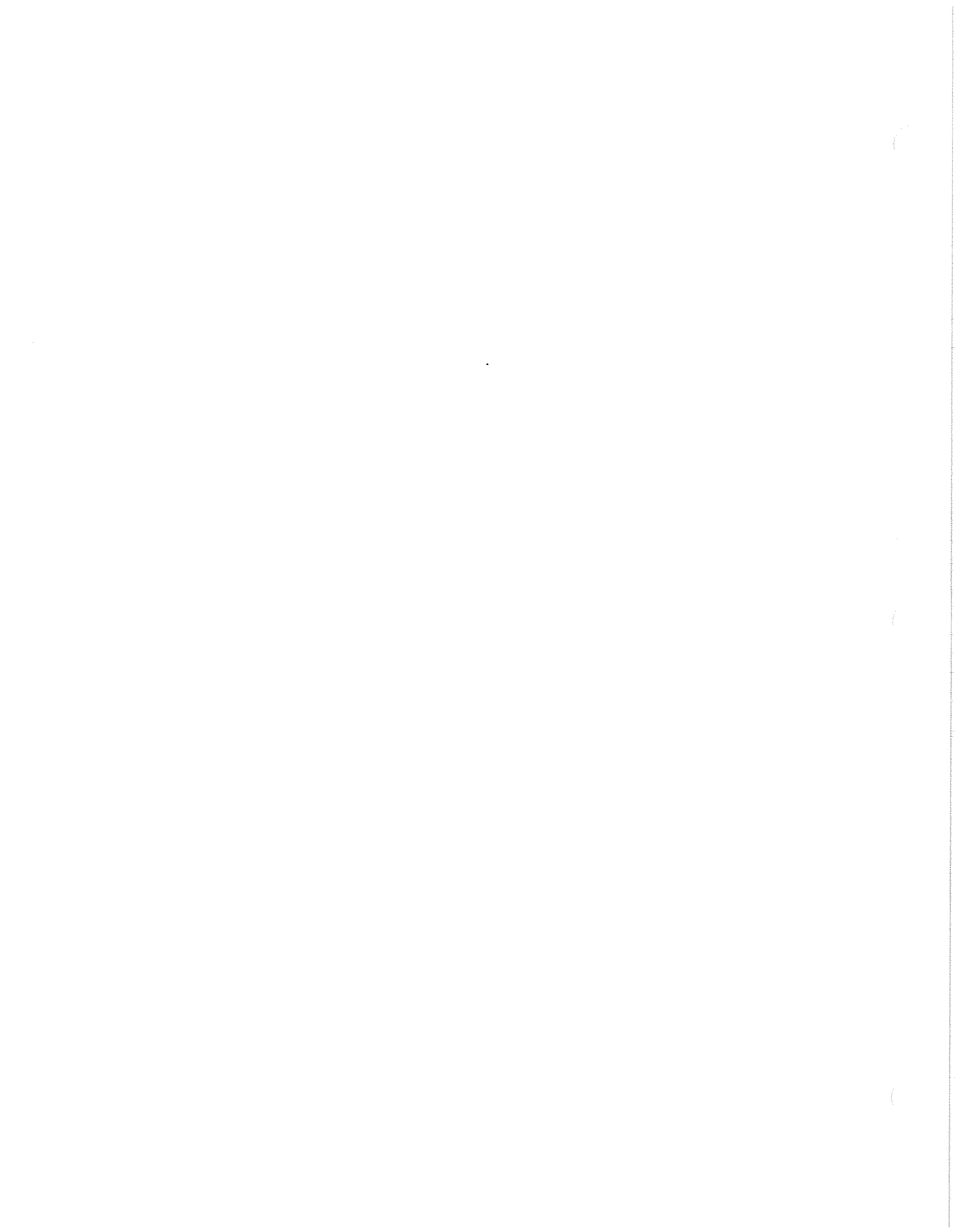
**SUBJECT: Placentia Library Literacy Services Activities Report for the month of October.**

**Tutor Training.** The Literacy Coordinator conducted a tutor training workshop on Sunday, October 2 and two tutors were trained, both adults, the lowest by far of any tutor training workshop. All are now matched and tutoring in the program. An accelerated training was also conducted and two additional high school students were trained. They are also now tutoring in the program. The next tutor training is scheduled for November 5.

**New Families for Literacy (FFL) Program First Family Begins.** October made history in the Families for Literacy component as our first family began with a tutor for the mother and a tutor for the four-year old child. The family found out about our FFL program from the flyers we took to head start. We are still in the process of recruiting additional tutors and families for our new FFL Program.

**Federal Work Study (FWS) Program.** In August, our first FWS staff member, Vincent Howard, began working twelve hours a week in the Literacy Office. We welcomed our second FWS staff member, Anthony Wilburn, in September, also at twelve hours a week. And in October, we added two more FWS staff, Erin Zwiegart and Trang Goebel, both at twelve hours a week. Trang will be working in Literacy and the Children's Department.

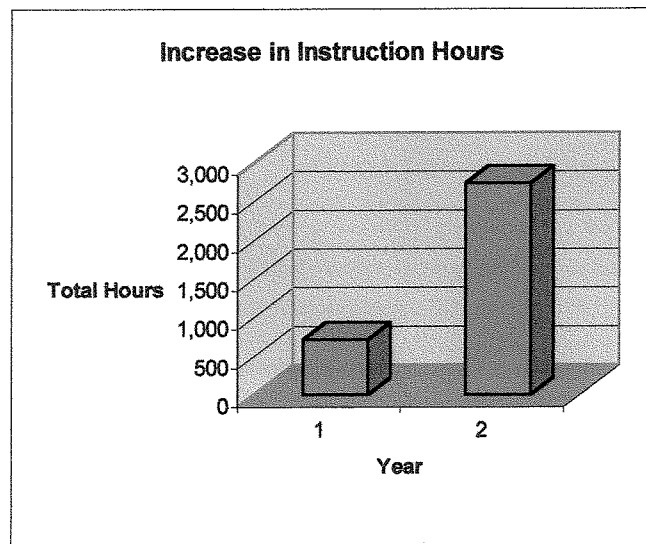
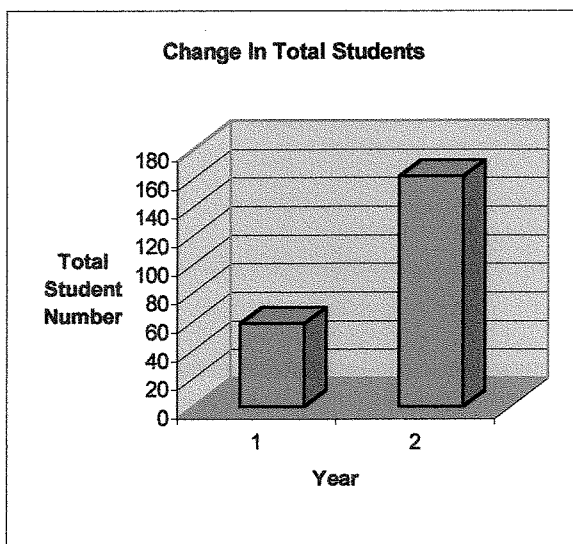
**Literacy statistics.** See Agenda Item 34 page 2 of 2.



## Placenta Library Literacy Services


Report of Growth and Progress

	Oct 1999-00	Oct 2000-01	YTD FY1999-00	YTD FY2000-01
<b>Tutors:</b>				
Adult	46	66	51	76
Teen	NA	28	0	31
Hours Instruction	213	734	711	2,729
Other Volunteer Hours	245	48	390	182
<b>Total Hours</b>	<b>458</b>	<b>782</b>	<b>1,101</b>	<b>2,911</b>
<b>Training Workshops</b>				
Workshops Held	0	2	0	8
Tutors Trained	0	4	0	49
<b>Students</b>				
With Adult Tutors	50	95	58	110
With Teen Tutors	NA	24	NA	34
In Groups	NA	12	NA	15
<b>Families for Literacy</b>				
Family Students	NA	2	NA	2
Family Tutors	NA	2	NA	2
Hours of Instruction	NA	3	NA	3
<b>Total Tutors</b>	<b>46</b>	<b>96</b>	<b>51</b>	<b>128</b>
<b>Total Students</b>	<b>50</b>	<b>133</b>	<b>58</b>	<b>161</b>
<b>Total Instruction Hours</b>	<b>213</b>	<b>734</b>	<b>711</b>	<b>2,729</b>





Agenda Item 35

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager   
DATE: November 9, 2000  
SUBJECT: **Placentia Library Web Site Development Report for the month of October.**

In October, the Placentia Library District had 10,011 "hits" on the Web Site, an average of 323 a day. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	May-00	Jun-00	July-00	Aug-00	Sep-00	Oct-00
Borrowers	383	333	639	495	482	530
Friends	390	332	636	494	485	543
Hours	384	333	642	493	481	546
Information	383	330	637	500	475	540
Foundation	387	331	633	494	478	543
History Room	378	335	641	496	481	543
Literacy/CLC Logo	614	511	985	766	739	836
Passports	388	330	632	489	483	543
Total Views Most Hits	3,307	2,835	5,445	4,227	4,104	4,624





TO: Elizabeth Minter, Library Director  
FROM: Cheryl Wilkater, Library Assistant  
DATE: November 15, 2000  
SUBJECT: **Publicity materials produced for October 2000**

**Information on the Placentia Library cable channel #53:**

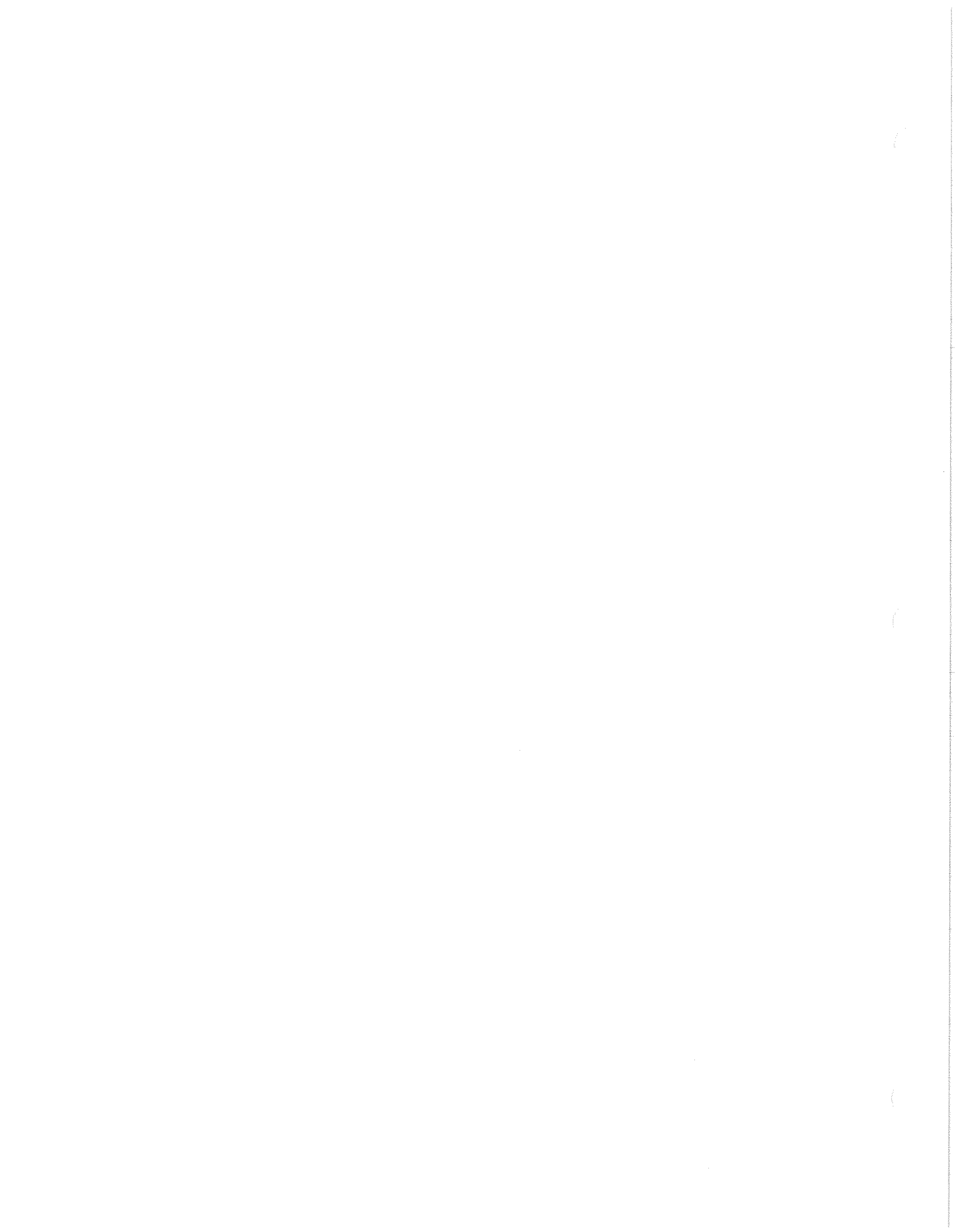
1. Welcome to Placentia Library, address & telephone number.
2. Library Hours
3. Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Program asking for volunteers
6. Sign up for Camp Library
7. Children's storytime, lapsit and musictime programs
8. Friends of Placentia Library Bookstore offering great bargains
9. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday starting November 12
10. The Secret of Old Books talk to be held Monday, November 13.

**Newspaper articles published:**

1. Public Services Manager Jim Roberts poses with new Korean book collection.
2. Storytimes for children to be held at the Library.
3. Lapsits held on Thursday's at Placentia Library.
4. Tuesday: MusicTimes held from 6:30 to 7:15 p.m. at the Placentia Library.
5. Work begins Monday on seismic retrofitting at the Library.
6. Billy Smith will get an award in D.C. as part of Banned Books Week.
7. Merits of sales tax cut: Library spending has declined 7 percent.

**Other articles published:**

1. Placentia Library Notations November 2000, mailed out November 8, 2000 to over 1700 people.
2. Library pages found in the Winter edition of the Placentia Quarterly, mailed late October to residents of Placentia.



# 심해 심

## 구 위반

들의 운행속도를 측  
은 조사가 실시된  
처음이다.

만이 보행자가 자동  
시 습질 확률을 살  
다가 시속 30마일르  
20마일보다 8배 이  
만 과속도 어린  
세 치명적인 영향을  
고 밝혔다.

할국 소속 덕 위세  
은 지난 1~2년 사  
지역을 운행하는 운  
계 규정을 위반하는  
중, 심각한 문제가  
같했다.

고속도로 교통안전  
린이 보행자가 포함  
가 5세에서 14세 사  
망의 두번째 요인  
다. 위원회에 따르  
자동차가 연루된 교  
국에서 연평균 675  
가 숨지고 있고 부  
어린이만도 2만명  
다.

어린이들의 시각  
이 완전하지 않기  
지역에서 교통사고  
들의 피해를 막기  
들이 서행이 절대로  
었다.

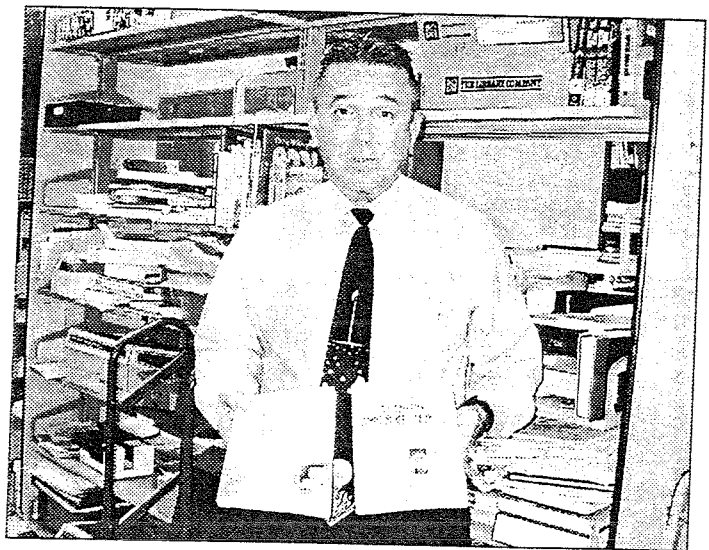
# 플라센티아 도서관 한국도서 곧 비치 “한인들 많은 이용을”

### 관장, 방한 경험 한국 이해 높아

황석영 작 '오래된 정원'  
조세희 작 '난장이가 쏘아 올  
린 작은 공'. 이것들은 다른  
한국도서들과 함께 플라센티  
아 공공도서관 선반에 새롭게  
꽂힐 책들이다. 이 도서관은  
최근 아동 및 성인용 한국 도  
서를 비치하기로 결정, 바쁜  
시간을 쪼개어 한국도서 대여  
준비에 여념이 없다.

“도서관은 한인 어린이들이  
한글과 영어 이중언어를 완전  
하게 습득하기를 바라고 있다.  
한인 어린이들은 부모들이 한  
국 책을 읽는 것을 보면서 자  
연스럽게 한국 책을 읽는 습  
관을 얻게 될 것이다” 플라센  
티아 도서관의 제임스 로버츠  
공공서비스 매니저는 한국도  
서를 비치하기로 결정한 배경  
을 이렇게 설명했다. 엘리자베  
스 민터 관장은 “플라센티아  
시 일원에 많은 한인들이 살  
고 있다”며 “한인 가족들이  
한국 책 독서를 통해 세대가  
의 경험을 공유하기를 바라  
다”고 말했다.

도서관은 우선적으로 이번  
에 자체 기금으로 100권을 구  
입할 계획이며 정리가 끝나는  
대로 빠르면 11월말부터 대여  
를 시작한다. 도서관은 앞으로  
한국도서를 1년에 두번에 걸  
쳐 늘려 나갈 예정. 로버츠 매  
니저는 “한국도서 확장은 한  
인들의 이용도에 달려 있다”



제임스 로버츠 매니저가 도서관이 비치할 한국 책  
을 보여주고 있다.

며 “찾는 사람들이 많을수록  
한국도서 비치량도 늘어나게  
될 것”이라고 말했다.

이들은 한국을 서너 차례  
방문한 경험이 있는 친한파들  
이다. 일본계 부인을 두고 있  
는 퇴역중령 출신 로버츠 매  
니저는 한미군사 합동훈련 팀  
스포츠에도 참여하는 등 10번  
이상 한국을 방문했다. 민터  
관장도 지난 69년부터 70년까  
지 주한미군을 위한 여흥 디  
렉터, 98년에는 로타리 클럽  
의 회원으로 한국을 찾았다.  
특히 로버츠 매니저는 20년  
이상 이중언어를 가르친 경험  
이 있으며 현재에도 매주 화  
요일 오후 7시부터 8시45분까  
지 한인들에게 영어를 가르치  
고 있다.

한편 도서관에 비치될 한국

서적의 선정은 샴터서림이 맡  
고 있다. 김상훈씨는 “신간서  
적으로 베스트셀러 혹은 꾸준  
히 팔리는 책을 위주로 구매  
를 추천할 계획”이라고 말했  
다.

플라센티아는 북쪽 오렌지  
카운티의 중심지로 요바리다.  
애나하임힐스 플라튼에 거주  
하고 있는 한인들이 이 도서  
관을 찾기가 그리 어렵지 않  
다. 도서관은 한인들의 한국서  
적 기증도 환영한다. 백과사전  
등 13만권의 장서를 비치하고  
있는 도서관개장시간은 월~  
수요일 정오부터 오후 9시, 목  
요일 오전 10시부터 오후 6시,  
일요일 하오 1시부터 5시까지  
다. 연락처 (714)528-1906이  
며 주소는 411 E. Chapman  
Ave. <황동휘기자>

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 12 2000

### **WENESDAY 332**

**Storytimes:** Held 6-7 p.m. at Placentia Library, 411 E. Chapman Ave. All programs are free.

Reservations not required. Call (714) 528-1906, ext. 212.

**Canasta players:** Meeting at 12:30 p.m. at the Senior Center, 134 Bradford St.

Call (714) 986-2332.

**Exercise classes for seniors:** 10 a.m. at Senior Center, 134 Bradford St.

Call (714) 986-2332.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 12 2000

### **THURSDAY 332**

**Lapsits:** Held 10:15-10:45 a.m. at Placentia Library, 411 E. Chapman Ave. Free.

Reservations not required. Call (714) 528-1906, ext. 212.

**Storytimes:** Held 11-11:30 a.m. at Placentia Library, 411 E. Chapman Ave. All programs are free.

Reservations not required. Call 528-1906, ext. 212.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 19 2000

### **TUESDAY 332**

**Musictime:** Is held from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations are not required. Call 528-1906, Ext. 212.

**YWCA of North Orange County:** Meets at 5:30 p.m. at the YWCA Administrative Office, 215 E. Commonwealth Ave., Ste. F in Fullerton. Call 871-4488.

**Huggin' Hearts Square Dance Club:** Meets from 7:30 to 10 p.m. at the Backs Community Building, 201 N. Bradford Ave. The club meets to learn square dancing. \$2 per class, \$37 for 17 classes. For information, call 777-5639.

**Karate classes:** are offered at the Aguirre Community Building, 505 Jefferson Street. Call 993-8232.

**Literacy Tutor Training:** Meets at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

**Wood Carvers:** Meet at 7 p.m.

505 Jefferson St. For members south of Yorba Linda Boulevard, call 961-8512. For members north of Yorba Linda Boulevard, call 524-6226.

**Canasta players:** Will play in tournaments at 12:30 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

**Exercise classes for seniors:** Are held at 10 a.m. at the Senior

Center, 134 Bradford St. Call 986-2332.

### **THURSDAY**

**Lapsits:** Are held from 10:15 to 10:45 a.m. at the Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations are not required. Call 528-1906, Ext. 212.

**Storytimes:** Are held from 11

to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations are not required. Call 528-1906, Ext. 212.

**Advisory Committee on the Disabled:** Meets at 6 p.m. at the Community Meeting Room 401 E. Chapman Ave. Call 993-7777.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly OCT 19 2000

### **COUNCIL BRIEFS**

332  
► The City Council unanimously approved on Tuesday a cooperative agreement between the city and the Placentia Library District for seismic retrofitting of the city's library, civic center and corporation yard. The council had voted on Sept. 19 to approve the \$238,800 upgrade to make the structures stable in natural disasters.

Work is scheduled to begin at the library on Monday.

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

Los Angeles Times  
OC Edition OCT 19 2000  
Daily

**PLACENTIA**

*5/4*  
The Placentia Library District and the city will share the costs of a seismic upgrade for the library building. The library district will pay \$19,404 of a project that will total \$238,800, including construction costs and consulting fees.

The construction phase for the seismic upgrade will begin Monday. Library officials say service won't be interrupted by the construction work.

—Raul Gallegos, (714) 520-2512

# Merits of sales tax cut weighed

*332*  
**LEGISLATURE:** Increased public spending, trim elsewhere were among options.

By DANIEL M. WEINTRAUB  
The Orange County Register

SACRAMENTO — The \$1 billion tax cut consumers will get next year will be automatic, triggered by a 1991 law that coupled an emergency levy on sales with a provision to remove it in good times.

But that doesn't mean the one-quarter-cent sales tax reduction had to happen.

If Gov. Gray Davis and the Legislature had spent more this year, or cut another tax instead, then the trigger never would have been pulled.

And there are plenty of people who think one or the other course would have been wiser.

That might have meant more spending or a different kind of tax cut. But either way the state's priorities would be set by today's lawmakers, not some dusty law passed by people who are no longer here to be accountable to the voters.

Republicans were arguing for a deeper tax cut last summer, but Davis resisted. Now they say they want him to make this one permanent.

If the law isn't changed, the same rule that's triggering the tax cut today could put the quarter-cent tax on again a year from now.

"It should be a permanent cut," said Secretary of State Bill Jones, the state's highest-ranking Republican. "We went from a \$14 billion deficit in 1991 to a \$14 billion surplus.

"You've got to keep your word. When you raise a tax and say it's temporary you've got to be able to take it off."

Others say that a tax cut presumes all the state's needs are being met, and they're not.

Jean Ross, executive director of the California

Project, which advocates on behalf of the poor, said the money would be better spent rebuilding California's deteriorating public works.

"Do you give people a \$32 tax cut or do you buy another increment of transportation funding?" Ross asked. "I think you'd see a much larger impact if you looked particularly in the area of infrastructure spending."

Then there's local government.

During the recession that prompted the sales tax hike, former Gov. Pete Wilson and the Legislature grabbed billions in local property taxes to balance the state budget. While some of that money has been returned, the property tax shift is still costing cities and counties about \$1 billion a year.

If that money were given back, the sales tax cut might not be required.

Since the tax shift, local communities have seen per capita spending on parks drop 20 percent while library spending has declined 7 percent, according to local government officials. Spending on street maintenance is down 11 percent.

"The governor is using our money to provide the tax cut," said Dwight Stenbakken, legislative director for the League of California Cities. "I have no problem with the governor providing a tax cut. I just wish he'd do it with the state's money, not ours."

Davis said Wednesday he is sympathetic to local government and, if he were in their shoes, he'd be making the same argument.

But the money, he added, does not belong to cities and counties.

"Cities and counties do not generate taxes," he said. "People do."

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

The Register  
Daily OCT 7 - 2000

**PLACENTIA** *332*

**New city attorney:** Thomas F. Nixon, 46, was sworn in as city attorney Tuesday after a week of being interviewed by city staff and two City Council members. Nixon replaces Carol Tanenbaum, who announced her retirement July 13. Nixon received his law degree from Loyola University and is a member of the Orange County Bar Association. He has served as deputy/assistant city attorney for Tustin and Laguna Hills.

— Karen Robes  
(714) 704-3796  
krobes@notes.freedom.com

# Boy shared chapter verse on Harry Potter

**PEOPLE:** Billy Smith is due in D.C. to get an award as part of Banned Books Week.

By BINH HA HONG  
The Orange County Register  
From Garden Grove

**B**illy Smith's imagination often turns toward the Medieval or Renaissance ages - times when the magical and mystical seemed to surround everyday life.

When he met Harry Potter, an 11-year-old wizard who fights the evil Voldemort, Billy was enthralled. He wanted to share his newfound fasci-

nation. So Billy spent his summer doing what few other 11-year-old kids would admit to - researching Greek mythology and Latin and reading to other children.

Because of his thirst for knowledge and eagerness to share his love for books, Billy, a seventh-grader at Alamitos Junior High School in Garden Grove, won a trip to Washington, D.C., where he will be honored at the Library of Congress as part of Banned Books Week, Sept. 23-30.

The Harry Potter books, by Brit-

ish author J.K. Rowling, topped the American Library Association's list of the "Ten Most Challenged Books of 1999."

Billy, the youngest winner in this first-ever contest, wrote about his summer reading "Harry Potter and the Sorcerer's Stone" to his mother's fifth-grade class in Santa Ana. He spent a week digging through library materials to find the source for such characters as Hermione Granger



DAVE YODER/The Register

**DEDICATED READER:** Billy Smith will receive an award at the Library of Congress this week.

## MORE INSIDE

► **BOOKS:** The 10 works that brought the most complaints. Local News 6

Please see **BILLY** Page 6

# placencia celebrates

**B**ring out the bands. Twenty are expected for a parade that's part of the Placencia Heritage Festival. A pancake feed opens the celebration at 7 a.m. Activities include elephant rides, a rock-climbing wall, yacht races on the lake, salsa-tasting, a dance contest and car show. The Register's Millennium Museum, with artifacts from the past and exhibits that look into the future, will be open 10 a.m.-3 p.m.

► **PLACENCIA HERITAGE FESTIVAL AND PARADE:** 7 a.m.-3 p.m. today. Tri-City Park, 2301 N. Kraemer, Placencia. Shuttles run every half hour, with pickups 7:30-9:30 a.m., drop-offs 1:30-3:30 p.m. at Morse Elementary School, Placencia Senior Center, St. Joseph's Church and the Placencia Civic Center. Pancake breakfast \$5 (under 5 free). (714) 993-8232.

# BILLY: His Potter work rewarded

FROM 1

(Hermione, he explained, was the "know-it-all" daughter of Helen of Troy and Menelaus) and Rebus Hagrid (an early Greek god who was keeper of godly beasts on Olympus and whose name means "giant of jewels.")

Billy also looked up Latin phrases in the book and translated the spells into English.

Finally, he was ready to read to the class. The 20 students in Sheila Smith's room often fidgeted and interrupted her when she read aloud to them. They sat transfixed as Billy read to them. He would pause to explain the origins of a character's name or to translate a Latin spell into English. He quizzed the students on previous chapters.

"One of the reasons we decided to choose Billy (for the award) was that, even though it wasn't in response to censorship per se, Harry Potter was the most attacked and restricted book," said Judith Platt, director of Freedom to Read of the Association of American Publishers. "By giv-

ing his time and love of books, he turned on the class to reading.

"We're concerned with anything that keeps kids from fully enjoying a broad range of books. What he did was knock down all kinds of barriers for them, one-on-one, from one kid to another."

Billy has always been an avid reader, said his mom. He read "The Hobbit" in sixth grade and is reading "Animal Farm" this year. "I am so proud of him about this," his mother said. "This has just

## BOOKS THAT BROUGHT COMPLAINTS

Last year, the American Library Association received 472 formal, written complaints about book content or appropriateness. The "10 Most Challenged Books of 1999" were:

- "Harry Potter" series, by J.K. Rowling, for its focus on wizardry and magic.
- "Alice" series, by Phyllis Reynolds Naylor, for using offensive language and being unsuited to age group.
- "The Chocolate War," by Robert Cormier, for using offensive language and being unsuited to age group.
- "Blubber," by Judy Blume, for offensive language and unsuited to age group.
- "Fallen Angels," by Walter

Dean Myers, for offensive language and unsuited to age group.

► "Of Mice and Men," by John Steinbeck, for offensive language and unsuited to age group.

► "I Know Why the Caged Bird Sings," by Maya Angelou, for being too explicit in portrayal of rape and other sexual abuse.

► "The Handmaid's Tale," by Margaret Atwood, for its sexual content.

► "The Color Purple," by Alice Walker, for sexual content and offensive language.

► "Snow Falling on Cedars," by David Guterson, for sexual content and offensive language.

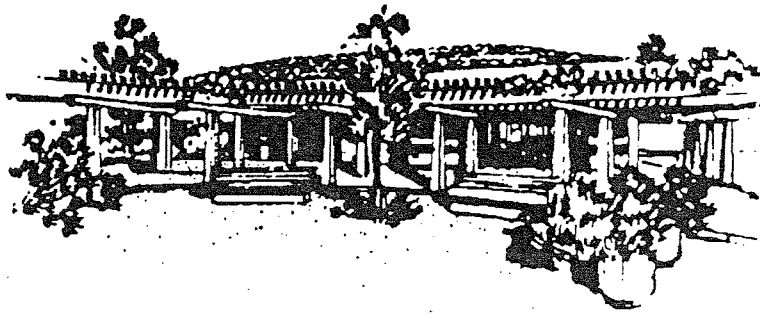
done wonders for him."

Billy's whole family - his parents, brother and three sisters - will leave Thursday to spend the weekend exploring the nation's capital and to watch him receive his award.

It's an honor, said Billy, because it's "ridiculous" to ban books.

"When they try to ban books," Billy said, "it's like trying to get rid of kids' imaginations."

► bhong@notes.freedom.com  
► Call: (714) 445-6683



# PLACENTIA LIBRARY NOTATIONS

*A Newsletter for Supporters of Placentia Library*

Volume V, Number 2

November 2000

## Library Holiday Schedule

### The Library Will Be Closed

Thursday, November 23 . . . . . Thanksgiving  
Sunday, December 24 through Monday,  
January 1, 2001 . . . . . Christmas/New Year

## Library Hours

Sunday . . . . . 1:00 - 5:00 P.M.  
Monday - Wednesday . . . . . 12:00 - 9:00 P.M.  
Thursday . . . . . 10:00 A.M. - 6:00 P.M.  
Friday & Saturday . . . . . CLOSED

## Dates To Note

Tuesday evenings, October 3  
. . . . . through November 28, 6:30 P.M.  
. . . . . January 2 through February 27, 2001  
Musical Storyhours for 3 - 6 Year Olds

Wednesday evenings, October 4  
. . . . . through November 29, 6:30 P.M.  
. . . . . January 3 through February 28, 2001  
Storyhours for 3 - 6 Year Olds

Thursday mornings, October 5  
. . . . . through November 30, 10:15 A.M.  
. . . . . January 4 through February 22, 2001  
Lapsit Storyhours for Infants/Toddlers  
(Funded by the Gordon & Dixie Shaw Endowment)

Thursday mornings, October 5  
. . . . . through November 30, 11:00 A.M.  
. . . . . January 4 through February 22, 2001  
Storyhours for 3 - 6 Year Olds

Sunday, November 5 . . . . . 1:30 P.M.  
Literacy Tutor Training

Monday, November 13 . . . . . 7:00 P.M.  
. . . . . The Secret of the Old Books  
Library Meeting Room

Sunday, December 3 . . . . . 1:30 P.M.  
Literacy Tutor Training

Saturday, March 3, 2001 . . . . . 11:00 A.M.  
Alta Vista Country Club  
Author's Luncheon

Second Sundays . . . . . 1:00 P.M.  
Friends Backroom Book Sales

Fourth Tuesdays . . . . . 7:00 P.M.  
Great Books Discussion Group



## Diane Leslie

### Headlines

Friends of Placentia Library

Author's Luncheon

Saturday, March 3, 2001

Alta Vista Country Club

Photo by William A. Graham

The Friends of Placentia Library is pleased to announce that Diane Leslie will be the featured speaker at their annual author's luncheon. The proceeds from this event will be used to purchase new books for the Library. Tickets will go on sale mid-January.

Diane Leslie marks her writing debut with *Fleur De Leigh's Life of Crime*. In Hollywood, 1957, fifth grader Fleur de Leigh is beginning to realize that she is a mere supporting player to her flamboyant parents, who require their only child to be invisible at home, but to publicly imitate Shirley Temple. Hers is a world marked by glamour and abundance and loneliness. Fleur narrates her interactions with the nannies, cooks and other transient caregivers who her parents casually entrust to watch their child. To the quirky, to the certifiably insane, all these characters help shape Fleur, touching her heart, and ours in unique and unpredictable ways. When they leave – and they all do – these parents-for-hire leave behind the clues that help the ever-observant Fleur unravel the mystery of where she fits into this world of superficial abundance.

Born in Beverly Hills to screenwriter Aleen Leslie and entertainment lawyer Jacques Leslie, Diane Leslie's book reads like an autobiography. The house where she grew up is the house she gave Fleur, with Pickfair and the Chaplin estate just across the way. By age nineteen, Leslie was working as a television researcher and story analyst. After sailing halfway around the world, she married a sailboat rigger. Leslie, her husband and their two boys have lived in Brentwood for the last 29 years. For the last decade she has worked at Dutton's Bookstore in Brentwood, where she hosts frequent author readings and lead numerous book groups. She has written for the Los Angeles Times Book Review and The Boston Book Review.

The novel's first chapter was originally a short story that won the Katherine Anne Porter prize for Fiction and was subsequently broadcast nationwide on NPR's *Selected Shorts* and read by actress Jill Eikenberry at the J. Paul Getty Museum.

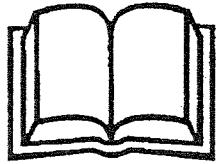
The combination of author Diane Leslie, Placentia Celebrity Waiters and other surprises will make this event a truly exciting and fun experience.

Copies of Ms. Leslie's book will be available for purchase and autographing.

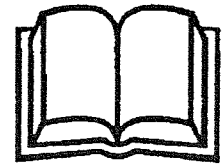
Visit Placentia Library Online

[www.PlacentiaLibrary.org](http://www.PlacentiaLibrary.org)

*Ensuring the Future of Placentia's Public Library*



Placentia Library Foundation  
Extends Its Warmest Thanks To The  
Adopt-A-Book & Endowment Donors



August 1, 2000 — October 17, 2000

**Adopt-A-Book Fund**  
**Personal Contributors**

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Richard & Paula Bennett  
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Fran Blemker  
Patrick & Susan Bolton  
Charles & Helen Brain  
Russell Brooks  
Lynn & Lana Brown  
Jeff & Joanne Brown  
Rodney & Cynthia Bruns  
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Jack & Lora Fisher  
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Elinor Foster  
Craig & Jenifer Fuher  
Bruce & Karen Gallant  
Gloria Geyer  
Leon & Annette Gilbert  
James Gilliland  
Nita Godwin  
Glenn & Shirley Gray  
Mary Greene  
Bruce & Peggy Groff  
Michael & Valarie Harris  
Eugenia Hathaway  
John & Pat Hayes  
Robert Hecker  
Barbara & Ed Hemmerling  
Susan Hillman  
Murray & Susan Hochman  
Marge Horrocks  
Lyn Hough  
Ross & Elizabeth Housewright  
Masanobu Ikeda Ikeda  
Jerry & Pat Jertberg  
Raj & Vinita Jha  
Ivan & Phyllis Johnson  
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Lois Jones  
Kim Kahrilas  
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Marty Kendrick  
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Michael & Brenda King  
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Janet Lough  
Linda Lukowski  
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Steve Pischel  
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Florence Purdy  
Eleanore Rankin  
Marna Reames  
Steve & Namshin Rheem  
Bill & Mary Lou Roberts  
Wallace & Veldean Rowe  
Lillian Sakoguchi  
Keith & Judith Samson  
Edward & Christine Schaefer  
Nancy Schmoltd  
Robert & Linda Schoenbaum  
John & Bonnie Schramm  
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Renee Scott  
Glen & JoAnn Seto  
Gordon & Dixie Shaw  
Theresa Simo  
Barbara Sineri  
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Jim & Susan Toman  
Richard & Marita Tooley  
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Bob & Robyn Tunstall  
Margaret Van Eck  
Evelyn van Gelder  
Sandra Vaughan  
Jim & Virginia Walker



# PLACENTIA LIBRARY DISTRICT

Placentia Library is not a department of, nor is it funded by the City of Placentia.  
These pages paid for by Placentia Library District

## STORYTIME CORNER

All programs are free.  
No pre-registration required.

### Lapsits

Infants and toddlers 2 years and under, with a favorite adult, will enjoy finger plays, rhymes, stories and songs.

Thursday mornings  
10:15 – 10:45 A.M.  
January 4 – February 22

*THE LAPSIT PROGRAM IS FUNDED BY THE  
GORDON AND DIXIE SHAW FUND*

### Storytimes

Children ages 3 – 6 years enjoy stories, songs, flannel boards, poetry and more.

Wednesday evenings  
6:30 – 7:00 P.M.  
January 3 – February 28

Thursday mornings  
11:00 – 11:30 A.M.  
January 4 – February 22

### MusicTime

Children will enjoy stories, music and musical instruments, songs, dancing and motion activities.

Tuesday evenings  
Ages 3 & 4 meet 6:00 – 6:30 P.M.  
Ages 5 & 6 meet 6:45 – 7:30 P.M.  
January 2 – February 27

*DATES AND TIMES OF STORYTIMES, MUSIC TIMES AND LAPSITS ARE  
SUBJECT TO CHANGE. PLEASE VERIFY THE ABOVE SCHEDULE WITH  
THE LIBRARY AT 528-1906 EXT. 212.*

### Hey Kids Be Sure to...

✓Vote for your favorite California Young Reader Medal nominee. All you need to do is read and vote. Come into the Children's Room at the Library for all the information. The deadline for voting for this year's nominees is March 29, 2001.

✓Come see the El Dorado Theatre Arts students perform selections from the California Young Readers nominees, November 6 at 7:00 P.M. in the Library Community Room.

## Passport Services Available at Placentia Library



In December 1998 the Placentia Library was approved by the State Department to become a Passport Acceptance Agency. The revenue generated from this service is used to purchase new books for our patrons to check out.

### Passport hours at the Library

**Sunday**  
1:00 — 4:30 P.M.

**Monday, Tuesday &  
Wednesday**  
12:00 — 8:30 P.M.

**Thursday**  
10:00 A.M.— 5:30 P.M.

All applicants must check in at the circulation desk; applications are processed on a first come, first served basis.

## The Secret of the Old Books

**Remembering:** The Hardy Boys, Nancy Drew, Tom Swift Jr., The Dana Girls, Cherry Ames, Rick Brant, Ken Holt, along with the original Tom Swift, The Rover Boys, Ruth Fielding, Don Sturdy and The Mercer Boys.

**Who:** Presented by David Baumann  
Placentia resident & book collector

**When:** Monday, November 13  
7:00 - 8:00 P.M.

**Where:** The Placentia Library  
Community Room

**Who:** Adults & older children are welcome to attend this free event.

Find out about...

- Characters and the authors who created them...there will be some surprises!
- Series books as serious literature... some were bad but many were magnificent!
- Can old series book still be found? Yes, and here's how to do it...
- Are there series books today? Yes, but...



## In-N-Out Burger Reading Program

In-N-Out Burger will again be sponsoring the "Feed Your Imagination" Reading Program, and the Placentia Library will again be the place to pick-up your In-N-Out bookmarks and check-out great books to read to earn yummy food prizes.

All children 12 years and under are eligible to participate. To participate a child must read or have read to them five books at their reading level. Complete the required reading, bring the bookmark back to the Placentia Library for stamping, and receive your certificate for a free hamburger or cheeseburger.

The In-N-Out "Feed Your Imagination" Reading Program will begin February 11 and will end March 22, 2001. There is a limit of three completed bookmarks per child.

## PLACENTIA LIBRARY

411 East Chapman Avenue

528-1906

Renewals EXT. 6

Adult Services EXT. 209

Children Services EXT. 212

Literacy / Citizenship EXT. 213

Passport Information EXT. 265

[www.placentialibrary.org](http://www.placentialibrary.org)

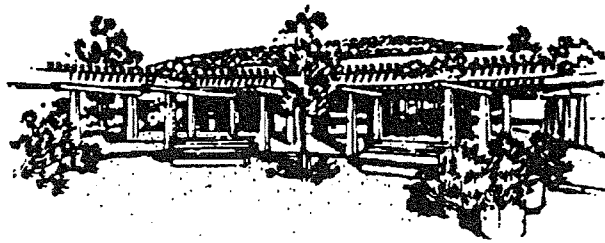
### LIBRARY HOURS

**SUNDAY**  
1:00 — 5:00 P.M.

**MONDAY — WEDNESDAY**  
12:00 — 9:00 P.M.

**THURSDAY**  
10:00 A.M. — 6:00 P.M.

**FRIDAY & SATURDAY**  
CLOSED



2001 Author's Luncheon —  
To Benefit the Library's Book Budget

## Featured Speaker

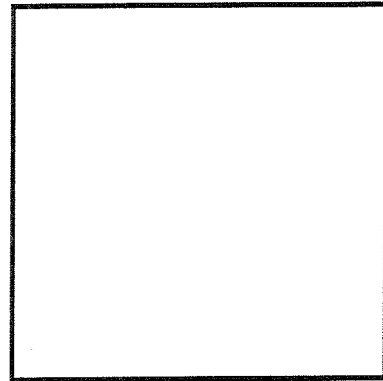
**Diane Leslie**

**Saturday, March 3**

**11:30 — 1:30 P.M.**

**Alta Vista Country Club**

The Friends of Placentia Library is pleased to announce that Diane Leslie will be the featured speaker at their annual author's luncheon. The proceeds from this event will be used to buy new books for the Library.



**Diane Leslie** marks her writing debut with *Fleur De Leigh's Life of Crime*. In Hollywood, 1957, fifth grader Fleur de Leigh is beginning to realize that she is a mere supporting player to her flamboyant parents, who require their only child to be invisible at home, but to publicly imitate Shirley Temple. Hers is a world marked by glamour and abundance and loneliness. Fleur narrates her interactions with the nannies, cooks and other transient caregivers who her parents casually entrust to watch their child. To the quirky, to the certifiably insane, all these characters help shape Fleur, touching her heart, and ours in unique and unpredictable ways. When they leave — and they all do — these parents-for-hire leave behind the clues that help the ever-observant Fleur unravel the mystery of where she fits into this world of superficial abundance.

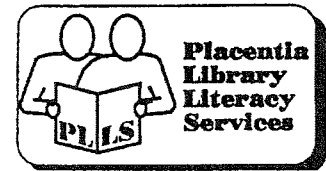
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The combination of author Diane Leslie, Placentia Celebrity Waiters and other surprises will make this event a truly exciting and fun experience. Tickets will go on sale mid-January.

Copies of Ms. Leslie's book will be available for purchase and autographing.

**JOIN TODAY — YES, IT IS TIME TO JOIN THE FRIENDS OF PLACENTIA LIBRARY FOR THE YEAR 2001. MEMBERSHIP IS YOUR EVIDENCE OF SUPPORT FOR THE LIBRARY AND YOUR COMMUNITY. MEMBERS RECEIVE DISCOUNTS AT LOCAL STORES AND OTHER BENEFITS. MEMBERSHIP FORMS ARE AVAILABLE AT THE LIBRARY. CHECK OUT THE BARGAINS — STARTING NOVEMBER 12, A SPECIAL BACKROOM BOOKSALE WILL BE HELD EVERY 2ND SUNDAY. ENTER THROUGH THE LOADING DOCK DOOR AND FIND USED BOOKS OF ALL KINDS FOR SALE AT GREAT PRICES.**






## Tutor Training Workshops


Adult students learn best when their goals are addressed directly and immediately by the tutor. If they use and apply what they are learning, they are more likely to have better retention. Children often have different learning needs than adults. Some are behind in school in both reading and communicating in English.

As an adult, junior high or senior high school tutor, you can help adults and children achieve their goals. Call the Literacy Office, 524-8408, EXT. 213 to join our team of volunteer tutors and start making a difference.

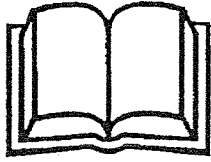
### Workshop Schedule

-  You need to attend only **one** three-hour tutor training workshop.
-  The workshops are held in the Placentia Library from 1:30 — 4:30 P.M. on the following Sundays:  
December 3 ♦ January 7  
February 4 ♦ March 4
-  The training is provided without charge to volunteers who make a commitment of six months to the Placentia Library Literacy Services or any other tutoring organization in the City of Placentia.

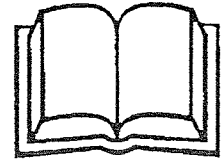
*Tutor training materials are provided through a grant from the Rotary Club of Placentia.*

-  Volunteer tutors are matched with students based on the tutors availability and are asked to tutor a minimum of one to two hours weekly. Times and location are flexible, but most tutors and students meet in the Library.

*For more information and to sign up — please call 524-8408, EXT. 213*



Placentia Library Foundation  
Extends Its Warmest Thanks To The  
Adopt-A-Book & Endowment Donors



August 1, 2000 — October 17, 2000

**Adopt-A-Book Fund**

**Personal Contributors**

J. C. & Ellen Wang  
Buddy & Jeanne Webb  
Bill & Frederica Weimer  
William & Julia Whalen  
Jack & Gayle Wheatley  
Hal & Judy Wightman  
James & Barbara Williams  
Richard & Peggy Wilson  
Tom & Elouise Woore  
Francis & Margaret Wunderlich  
Chuan Ta Yang Yang  
Granville & Alice Yoshina  
Larry & Carolyn Zoelle

**Book Endowment Fund**

Cynthia Hamilton  
Joe & Peggy Hammer  
Pat Irot  
Charlie & Mary Juster  
Elizabeth Spring & Michael Hince  
Dr. Allan & Sandra Stark

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The Book Faire  
Boeing Matching Gifts Program  
ConAgra Foundation, Inc.  
Dick's Lock & Safe  
First American Trust Company  
F K C LLC

**Friends of Placentia Library**

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Harsey & Associates  
North Orange County Glass & Mirror  
JRA Construction  
Knott's Berry Farm Foods  
Lakeview Café  
Law Offices of Pasquale P. Caiazza  
Placentia Linda Hospital  
Southern California Water Company  
Superior Printing  
Zoelle Bookkeeping & Tax Service

**In Kind Donations**

Bill Brown  
Bill & Jill Dale - Omnigrafix Printing

## News from Placentia Library

### The Secret of the Old Books

**Remembering:** The Hardy Boys. Nancy Drew. Tom Swift Jr.. The Dana Girls. Cherry Ames. Rick Brant. Ken Holt, along with the original Tom Swift. The Rover Boys. Ruth Fielding. Don Sturdy and The Mercer Boys.

**Presented by:** David Baumann, Placentia resident & book collector

**When:** Monday, November 13, 7:00 - 8:00 P.M.

**Where:** Placentia Library Meeting Room

**Who:** Adults & older children are welcome to attend this free event.

**Find out about:** Characters and the authors who created them...there will be some surprises!

Series books as serious literature...some were bad but many were magnificent!

Can old series book still be found? Yes, and here's how to do it...

Are there series books today? Yes, but.....



Summer Reading Volunteers provided over 591 hours assisting children with selecting books, reporting on their progress and distributing prizes. The 2000 volunteers included, front row, left to right: Eric Montes, Mia Marie Hernandez, James Lee and Soham Shah. Back row, left to right: Jessica Rabadan, Charles Zhou, Brian Cravotta, Lisa Sobien and Bhavik Patel. The Summer Reading Program is funded by the Friends of Placentia Library.

*Placentia Historical Afghans Make Great Christmas Presents!  
Available at the Library Circulation Desk —\$50.00 plus tax —cranberry, blue & green*

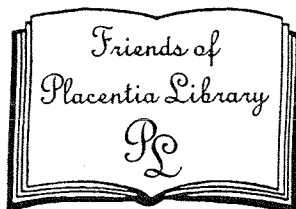


PLACENTIA LIBRARY FOUNDATION  
411 East Chapman Avenue  
Placentia, CA 92870-6198

Address Correction Requested

*It's Time to Join !*  
*Friends of*  
**PLACENTIA LIBRARY**

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PERMIT NUMBER 6



## Shop for Hidden Treasures at the Backroom Book Sale

Enter through the Loading Dock

Select from books before they're in the book store — All stock bargain priced !



**Sunday, November 12**

**1:00 to 5:00 P.M.**



Friends Members receive 10% discount on purchases of \$10 or more  
*Memberships available at the Book Sale*

**Additional Sale Dates:**

**December 10, January 14, April 8, May 13 and June 10**

### PLACENTIA LIBRARY NOTATIONS

is published quarterly by the Placentia Library Foundation and the Friends of Placentia Library, 411 East Chapman Avenue, Placentia, CA 92870-6198. Photos by John Walcek. Questions about *Placentia Library Notations* should be directed to the Editor, Elizabeth Minter (714) 528-1925, Ext. 203, or by FAX (714) 528-8236

SAFETY COMMITTEE MEETING  
OCTOBER 26, 2000  
MINUTES

I. Call to Order: 9:15 A.M.

II. Members Attending: Wendy Goodson  
Katie Matas  
Esther Guzman  
Cyrise Smith

Members Absent: Cindy McClain

III. Old Business

1. Bids are being prepared for the repair of the loose ceiling tiles and roof leaks.
2. Safety covers were purchased for all exposed electrical outlets.
3. The location of the safety kit is being evaluated and the kit restocked.
4. The janitor closet needs to be straightened to make supplies accessible.

IV. New Business

1. Seismic retrofitting of the library building has begun and should be completed within six weeks.
2. The linoleum floor in the workroom is uneven near the door to the cubicles. A volunteer voiced concern that someone might fall.

The next meeting will be November 30, 2000 at 9:15 A.M.

Respectfully submitted,



Katie Matas

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**CONTINUING BUSINESS**

4. Award contract for roof replacement project.

Presentation: Library Director  
Recommendation: Receive & File the Proof of Publication of the Request for Bids; and

Award contract in the amount of \$49,867.00 to Pro-Tech Weatherproofing, Inc.; and

Authorize the Library Director to pay all invoices from Pro-Tech Weatherproofing, Inc. that are presented in accordance with the bid document; and

Authorize Library Director to proceed with arranging financing through the Special District Finance Authority.

5. Report on Civic Center Authority Special Meeting, November 28, 2000, to discuss exterior renovation plan for the Civic Center and the District's payment options.

Presentation: Library Board President  
Recommendation: Give Direction to Library Representatives for future action by the Civic Center Authority

**ADJOURNMENT**

6. Agenda Preparation for the December Regular Meeting which will be held on Wednesday, December 20, 2000.  
7. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 29, 2000 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, November 22, 2000.







proofing, Inc.  
Suite #5  
92653

*Tech representative, confirmed bid amount to be \$49,867.00.*

The skylight that large is not made; however if custom made, the best mate would be an additional \$15,000.

ed:

*nt Systems, Inc. – John Dorell*

- Contract amount -- \$160,000 – \$170,000
- Job satisfaction – satisfied while on the job.
  - On follow-ups once the project was completed, company was not as prompt, requiring call backs more than once
  - Their facility is a 10-story building; 24-hr facility which required contractor to work around employees and obstructions – they did well considering.
  - Recommended dealing with David Montross as rep. He is very good.
  - Conexant would not exclude them from another project and have used since then on smaller.

*Laboratories – Jim Melo, Master Craftsperson*

Unable to get contract amount  
Satisfied with work  
On time; on budget  
No specific problems and they would use them again

•••

*County Fire Authority – Karen Peters  
Fire Stations – Did great job.  
Would use again.*

# PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue  
Placentia, CA 92870

## AGENDA

*Wed*

**TUESDAY, NOVEMBER 28, 2000  
5:30 P.M.**

City Hall Administrative Conference Room

**CALL TO ORDER:**

President Castner.

**ROLL CALL:**

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

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

**ORAL COMMUNICATIONS:**

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

**MINUTES OF  
PREVIOUS MEETING:**

Minutes of the November 14, 2000 meeting.

**OLD BUSINESS:**

Civic Center Master Plan Update and Capital Improvement Projects. Report on funding projects with debt.

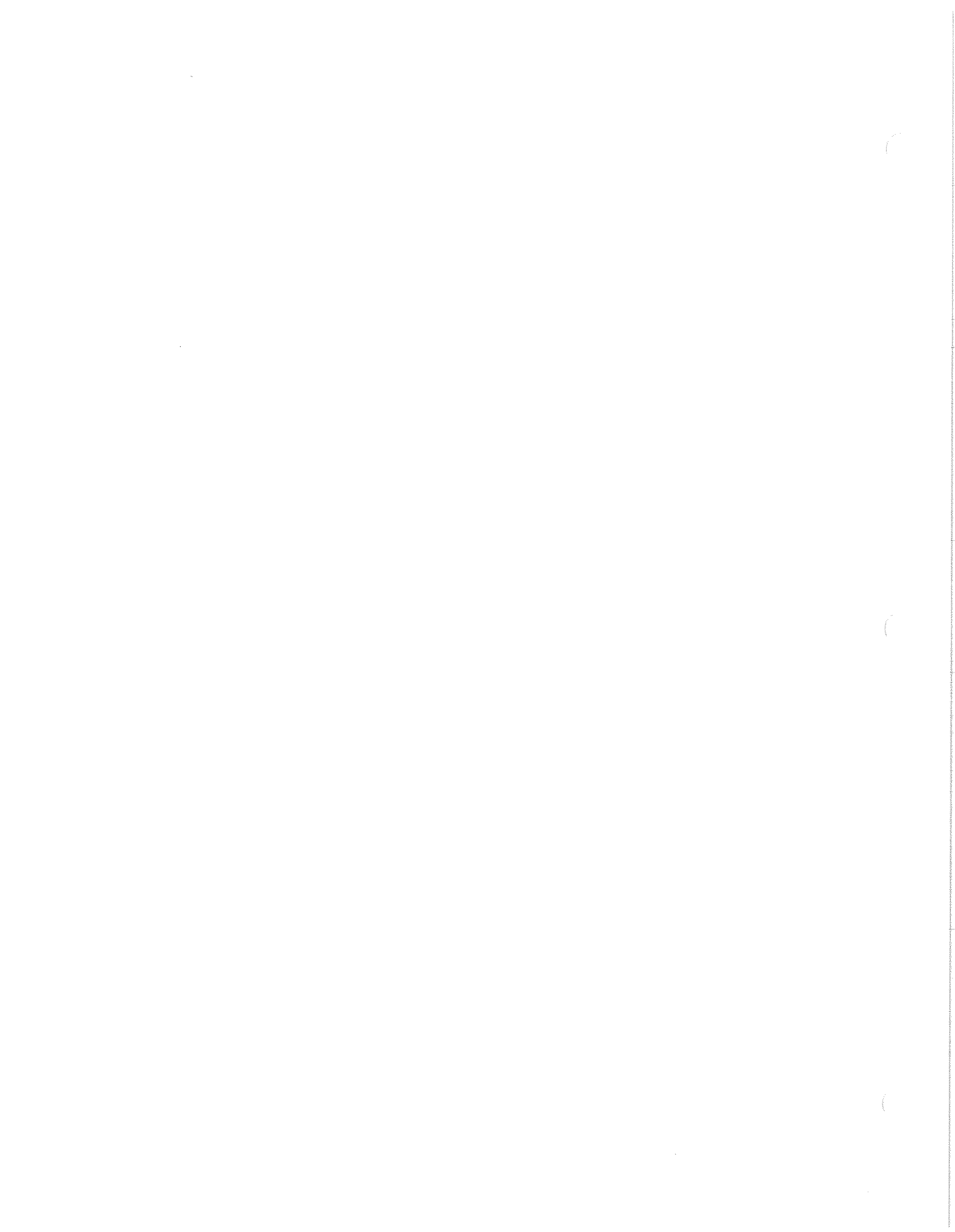
**NEW BUSINESS:**

**ADJOURNMENT:**

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the November 28, 2000 meeting of the Placentia Civic Center Authority was posted on November 22, 2000.



Steven L. Brisco  
Secretary



**MINUTES OF THE  
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION  
November 14, 2000 - 5:30 p.m.  
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 5:35 p.m. by President Castner.

**ROLL CALL:**

Present: Lee Castner, President  
Chris Lowe, Commissioner  
Constance Underhill, Commissioner

Absent: Robin Masters, Commissioner  
Saundra Stark, Commissioner

Others Present: Carolyn Davis, City Treasurer  
Robert D'Amato, City Administrator  
Elizabeth D. Minter, Placentia Library Director  
Al`Shkoler, President, Library Board of Trustees  
Gay Wood, Trustee, Library District  
Steven L. Brisco, Director of Finance/Secretary  
Chris Becker, Director of Public Works

**ORAL COMMUNICATIONS:**

None.

**MINUTES:**

Minutes of the October 3, 2000 meeting were approved.

**OLD BUSINESS:**

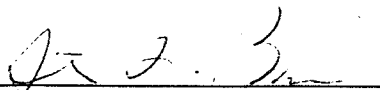
Public Works Director, Chris Becker, distributed a report titled "Civic Center Master Plan Update and Capital Improvement Projects." All present agreed that the Civic Center renovations should not be put off any longer and would like to explore ways to fund this project. It was decided that City staff will further research the possibility of obtaining funding through grants, the Redevelopment Agency, debt, or other avenues. It was agreed to continue the discussion until November 28, 2000 at 5:30 p.m. in the City Hall administrative conference room at which time Finance Director Steve Brisco will report on the cost and terms of funding the projects with debt.

**NEW BUSINESS:**

Library Director Elizabeth Minter stated that the original contract called for the Library/City electricity charges to be split on a percentage basis. Now that the Library has their own electrical sub-meters it is requested that policy be changed to reflect actual amounts charged by Edison. Commissioner Lowe made a motion to approve request and it was second by Commissioner Underhill. Motion approved.

**ADJOURNMENT:**

President Castner adjourned the meeting at 6:20 p.m. to the next meeting on November 28, 2000 at 5:30 p.m. in the City Hall administrative conference room.

  
\_\_\_\_\_  
Steven L. Brisco, Secretary



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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Members of the Placentia Civic Center Authority

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

**DATE:** November 28, 2000

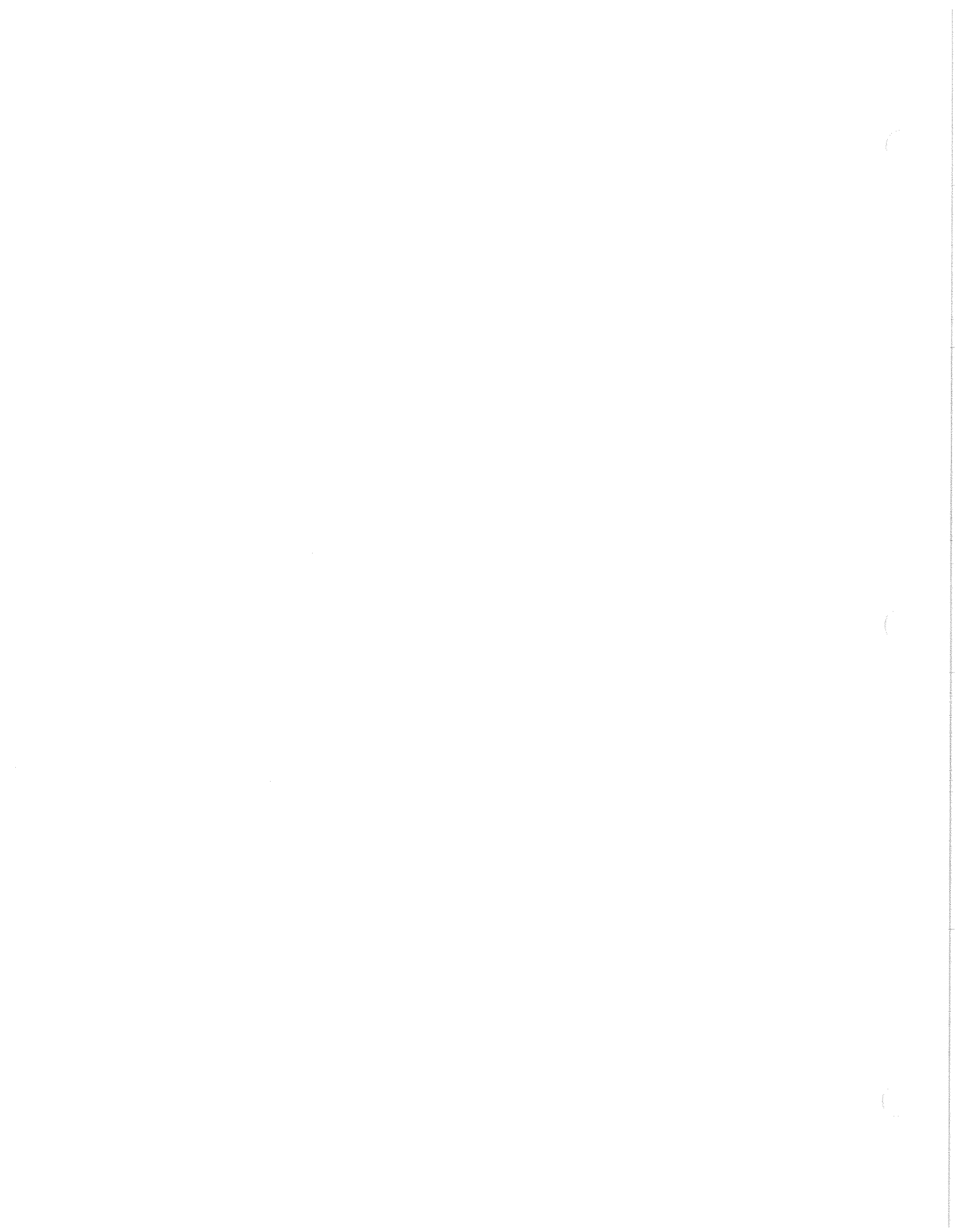
**SUBJECT:** Library Financial Status Regarding Debt Service

Placentia Library District is carrying a debt retirement obligation through Fiscal Year 2006-2007 that takes approximately 8% of its annual General Fund Budget. The District's General Fund Budget for Fiscal Year 2000-2001 is \$1,317,789 (not including carryovers) and the Debt Retirement is \$111,525. Attachment A shows the District's debt payment obligations in detail by fiscal year.

The balances in the District's reserve funds are not adequate to finance the Civic Center Authority project. They are used by the District to cover the operating budget in the General Fund until the first property tax receipts are available in December. The District's Fund Balance Report for November 15, 2000 is Attachment B.

The District's primary source of revenue is property tax, which accounts for approximately 85% of its general fund budget. The District does not receive any other taxes. The remaining operating funds consist of grants from the State Library of California and the Passport Agency revenues, all of which are restricted in use.

If the District develops any additional major financial obligations before Fiscal Year 2007-2008 it will be necessary to meet the payments by making reductions in public services.



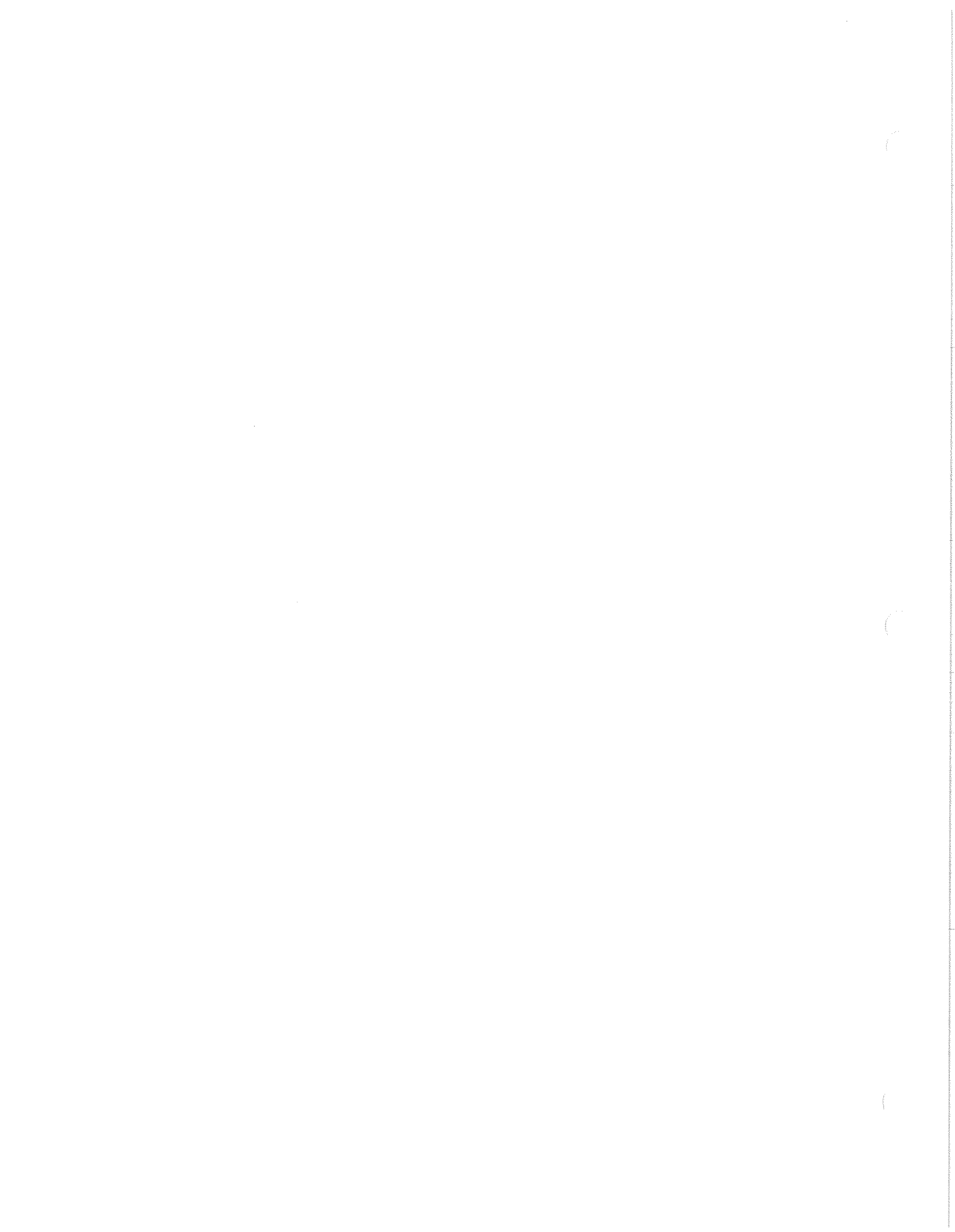


Placentia Library District  
 Long Term General Fund Debt Retirement Obligations  
 November 28, 2000

Fiscal Year	Lighting/HVAC		TOTAL
	Civic Center	Upgrade	
2000-2001	76,245	35,280	111,525
2001-2002	72,825	29,570	102,395
2002-2003	74,191	29,780	103,971
2003-2004	75,000	29,686	104,686
2004-2005	75,000	29,588	104,588
2005-2006	0	102,000	102,000
2006-2007	0	102,000	102,000
2007-2008	0	0	0

*In Fiscal Year 2000-2001 the Debt Retirement takes 8.4% of the General Fund Budget.*

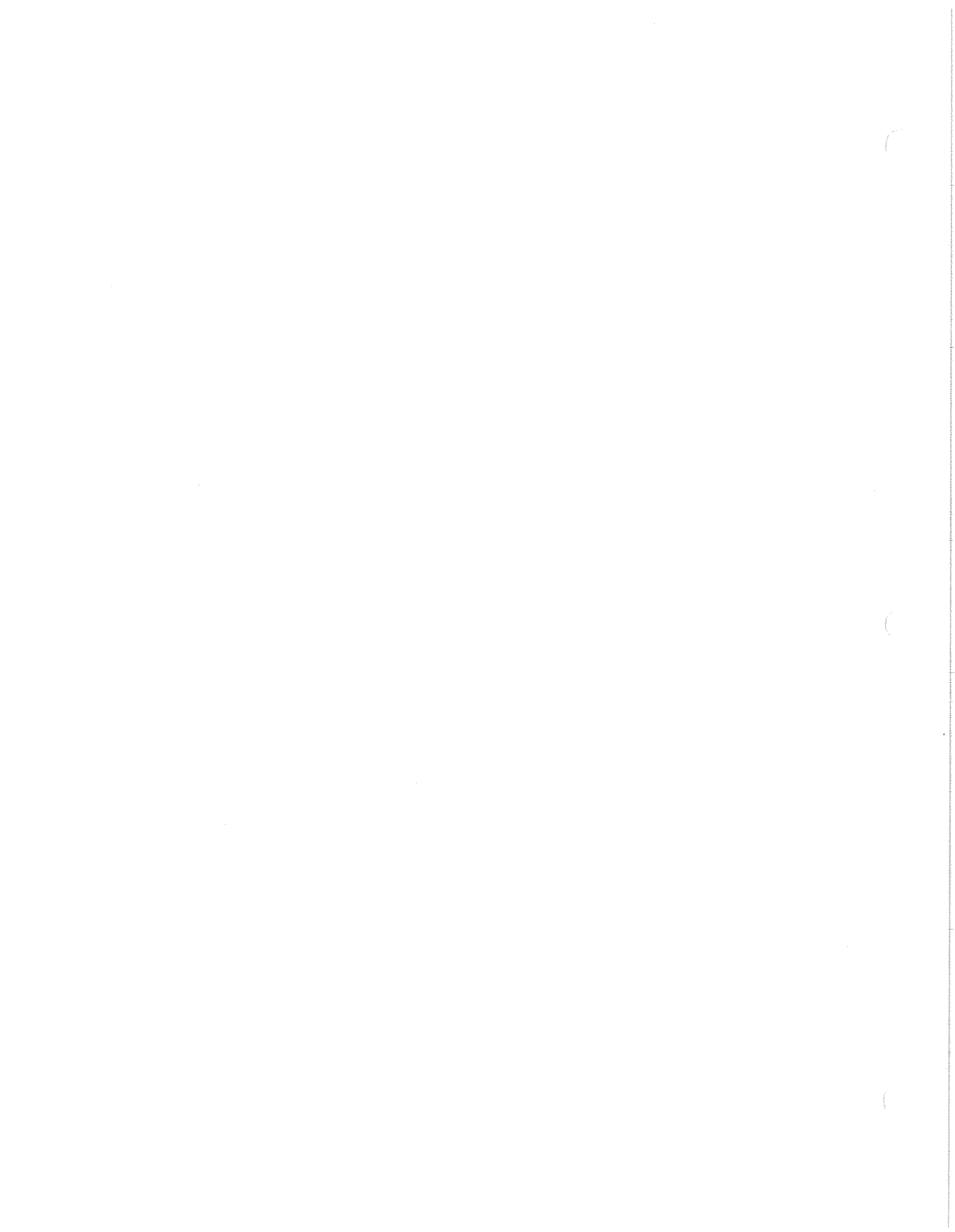
*The Roof Replacement Financing is not reflected in this chart because its source is not yet finalized.*



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
November 15, 2000

	Fiscal Year 2000-2001						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00						0.00	0.00
31-Dec-00						0.00	0.00
31-Jan-01						0.00	0.00
2/29/2001						0.00	0.00
31-Mar-01						0.00	0.00
30-Apr-01						0.00	0.00
31-May-01						0.00	0.00
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1999-2000						TOTAL EXCL GEN FUND
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# MEMORANDUM

TO: Members of the Placentia Civic Center Authority  
FROM: Placentia Civic Center Authority Secretary  
DATE: November 28, 2000  
SUBJECT: Financing for Civic Center Improvements

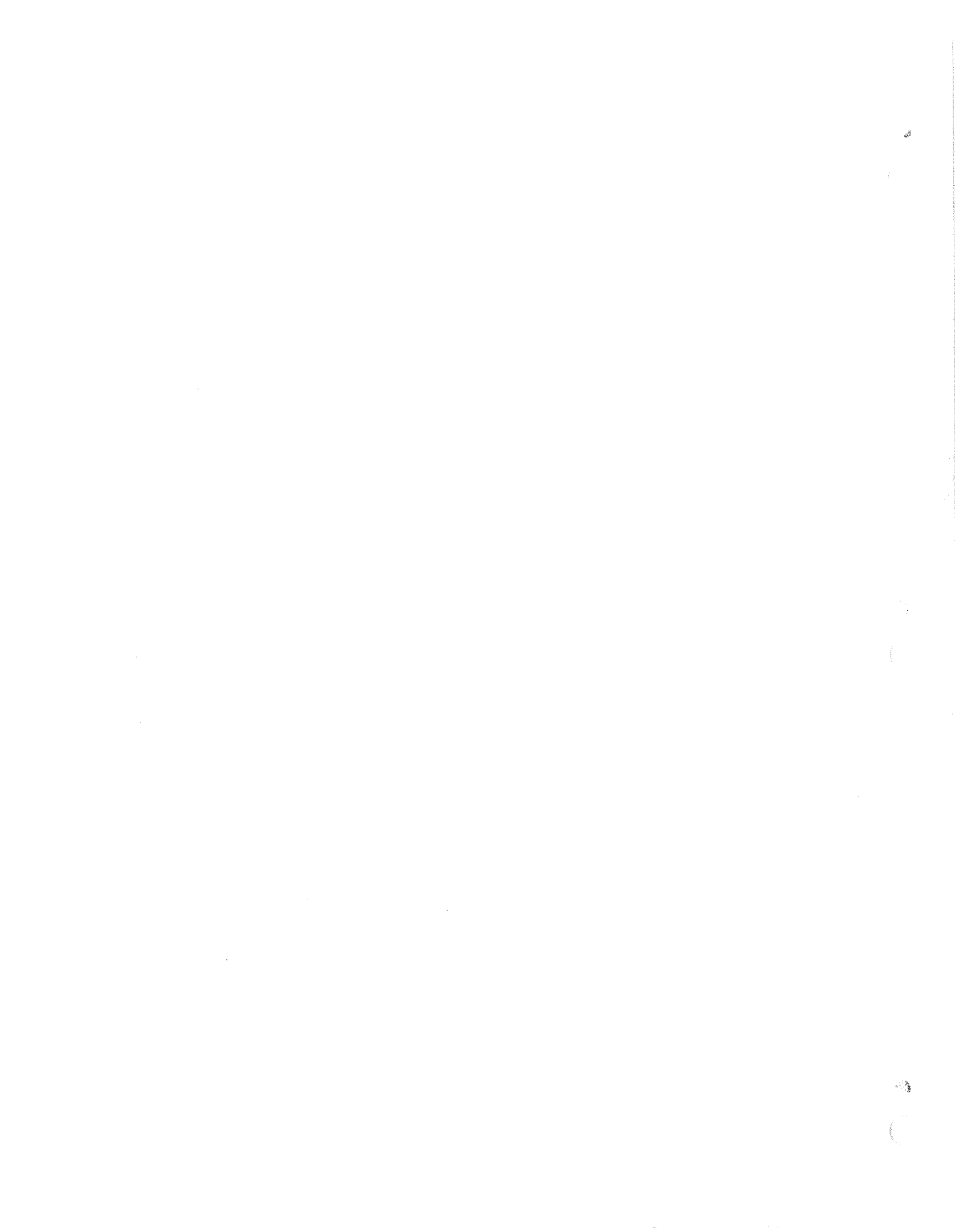
## Introduction

At the November 14, 2000 meeting of the Placentia Civic Center Authority, the Commission directed the Authority Secretary to investigate the cost and terms of borrowing approximately \$500,000 for maintenance and improvements to the city hall, library and common area as well as signage projects. The following are my preliminary findings.

## Discussion

I initially contacted Jon White of Chilton & Associates, Investment Bankers to discuss the best method of financing the proposed projects. He confirmed my belief that a lease financing arrangement will best fit this situation. A lease will avoid the need for voter approval that would be required if the projects were financed with bonds and a lease will not have the administrative costs that a bond would have. Since Jon's specialty is bond issues I contacted a lender that has experience in lease financing.

I called Bill Bock of La Salle National Bank to discuss lease financing with him. He suggested a lease/lease back financing plan and said that La Salle could finance the projects for any term. The estimated interest rate for a \$500,000 five to ten year lease is from 5½% to 6%, subject to a final proposal. The interest rate will likely be more if the term of the lease is less than 10



CIVIC CENTER AUTHORITY COST ESTIMATE

<u>Item</u>	<u>City Share</u>	<u>Cost Library Share</u>	<u>Total</u>
<b>1. Common Area Plaza Renovation Project</b>			
Mobilization	2500	2500	5000
Demolition-concrete and 2 fountains (25,000sf)	6250	6250	12500
Interlocking Pavers w/ base,grading, drains (25,000sf)	100,000	100,000	200,000
Building ID signage (6)	1500	1500	3000
Upgrade bench bases (16)	3000	3000	6000
Drinking Fountain Replacement (1)	1000	1000	2000
New trees (48 )	21,500	21500	43000
New Shrub/turf area (13,700sf)	14000	14000	28000
Irrigation system adds and upgrades (13700sf)	10250	10250	20500
Irrigation Controller Replacement (1)	4000	4000	8000
Electrical Upgrades/lighting	15000	15000	30000
Design fees	2300	2300	4600
<b>Subtotal Item 1</b>	<b>181300</b>	<b>181300</b>	<b>362600</b>
<b>2. Structural Maintenance Project</b>			
City Hall/PD Facia Replacements	5000	0	5000
Painting of building exteriors	20000	20000	40000
Trellis vine removal and painting	2500	2500	5000
Flagpole base upgrade (new tile)	2000	2000	4000
Main fountain tile R and R and upgrade	10000	10000	20000
<b>Subtotal Item 2</b>	<b>39500</b>	<b>34500</b>	<b>74000</b>
<b>3. Capital Improvements</b>			
Corner Monument sign and planters	20000	20000	40000
Building Additions			TBD
Amphitheater			TBD
PD Northeast corner			TBD
Caucasus Room covered patio			TBD
City Hall /PD Master Plan Space Assessment	25000	0	25000
<b>Subtotal Item 3</b>	<b>45000</b>	<b>20000</b>	<b>65000</b>
<b>Total 1,2 and 3</b>	<b>265800</b>	<b>235800</b>	<b>501600</b>
15% Contingency	39870	35370	75240
<b>TOTAL</b>	<b>305670</b>	<b>271170</b>	<b>576840</b>





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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Robert D'Amato, City Administrator

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

**DATE:** November 29, 2000

**SUBJECT: Library Financing for Civic Center Improvements**

As a follow-up to the discussion at the Placentia Civic Center Authority meeting on November 28, 2000 I would like to recommend the following:

1. That the California Special District Association Finance Authority be considered as a candidate for the lease. The contact is Bill Morton at 818-224-4787. He should recognize my name and certainly the name of the District. We have talked with him several times in the past but have not actually used the Authority's services. If I may be of assistance in any way please let me know.
2. That the City consider allowing the District to pay its share of the interest and processing fees for as long as the lease is active (approximately June 2006); and after the City has paid the lease, to allow the District to pay its share of the principal to the City no later than June 30, 2010, with no additional interest payments. This ensures that the District pays its share of the actual lease interest without the obligation becoming overly burdensome on the annual operating budget over an extended period of years. The District will have a built-in incentive to eliminate this debt as early as possible to permit major interior renovations that will need to be postponed until 2110.

I am glad to see this project moving forward. If there is anything that I may do to be of assistance please give me a call.



# MEMORANDUM

City of Placentia

TO: PLACENTIA LIBRARY BOARD  
FROM: PUBLIC WORKS DEPARTMENT  
DATE: NOVEMBER 29, 2000  
SUBJECT: RE-ROOF PROJECT UPDATE

On November 16, 2000, bids for the Library roofing project were opened. While only two were received, we are pleased with the low bidder, Pro-Tech Weatherproofing, Inc. of Laguna Hills.

We had estimated the project at \$60,000. **Pro-Tech's confirmed bid amount is \$49,867.00.**

The 12x16 skylight is in poor condition. The plastic is deteriorating at a fast pace (very thin), making the lifetime minimal for it. The specs ask that the roof installer be "careful." Pro-Tech contacted several manufacturers and this size is no longer available. It would need to be special ordered. The best estimate Pro-Tech has for a 12x16 skylight is \$15,000. Another potential option would be to grid the area with smaller skylights, 4x4 each. This pyramid concept would cost roughly half the price of the larger skylight. Structural integrity would need to be addressed on both options. If the smaller grid concept is of interest to the Board, Pro-Tech will research the possibility further and give a cleaner cost estimate.

Pro-Tech's contractor's license was verified by the Building Department; OK and current.

Below is a summary of references checked:

1) *Conexant Systems, Inc. – John Dorell*

- Contract amount -- \$160,000 – \$170,000
- Job satisfaction – satisfied while on the job.
  - On follow-ups once the project was completed, company was not as prompt, requiring call backs more than once
  - Their facility is a 10-story building; 24-hr facility which required contractor to work around employees and obstructions – they did well, considering.
  - Recommended dealing with David Montross as rep. He is very good.
  - Conexant would not exclude them from another project and have used since then on smaller projects.

2) *McGaw Laboratories – Jim Melo, Master Craftsperson*

- Unable to get contract amount
- Satisfied with work
- On time; on budget
- No specific problems
- They would use them again

3) *Orange County Fire Authority – Karen Peters*

- Did a great job in a timely manner
- The roofs have not leaked

A call was also made to GAF Materials Corporation, to verify that the certification letter from Pro-Tech is current and factual. Peter of GAF Technical Services confirmed that Pro-Tech is a GAF Master Contractor, giving certification to provide up to a 20-year warranty. Warranties are offered at 5-10-15-20 year increments – depending on the “Type” of material used. The project specifications called for Type VI, which provides for up to 20-years. The project specs asked for a ten-year warranty, of which is included in the bid amount of \$49,867.00.

To extend the warranty to twenty years, the cost would be an additional \$2,500. This determination would also need to be made this evening prior to contract documents being prepared.

Award of the contract to Pro-Tech Weatherproofing by the Library Board this evening is necessary to advance to the next step at the earliest opportunity. Contract documents and a Notice to Proceed would follow shortly. The project is slated to take 30-days, which could be initiated rather quickly.

Should you have any questions, please do not hesitate to ask. I can be reached at (714) 993-8245.



KRISTIN GUNDEL  
MANAGEMENT ANALYST

cc: Director of Public Works

# AGENDA

## SPECIAL MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

November 29, 2000

6:30 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.*

6:23p - Trustee Memo  
Trustee Wood

1. Roll Call Administrative Assistant

2. Adoption of Agenda

M1 - R.M.  
M2 - S.S.

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

Presentation: Library Director

Recommendation: Adopt by Motion

3. 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).*

CONTINUING BUSINESS

*Kris 6:30pm*

4. Award contract for roof replacement project.

Presentation: Library Director  
Recommendation: Receive & File the Proof of Publication of the Request for Bids; and

49867  
2500  
52367 → Award contract in the amount of \$49,867.00 to Pro-Tech Weatherproofing, Inc.; and *M-S.S.*

*M2-R.M.*  
Authorize the Library Director to pay all invoices from Pro-Tech Weatherproofing, Inc. that are presented in accordance with the bid document; and *M1-S.S.*  
*with change order* *M2-R.M.*

Authorize Library Director to proceed with arranging financing through the Special District Finance Authority. *M1-R.M.*  
*M2-S.S.*

*Cover both external skylights*

5. Report on Civic Center Authority Special Meeting, November 28, 2000, to discuss exterior renovation plan for the Civic Center and the District's payment options.

*FINO TO 2*  
*Major Budget Special Libr pay from One Time*  
*5000 Planned work*  
*M1-R. Macken*  
*M2-S. Stark*  
*M1-*  
*M2-*  
Presentation: Library Board President  
Recommendation: Give Direction to Library Representatives for future action by the Civic Center Authority

*At apptd himself as Civic Center representative*

ADJOURNMENT

6. Agenda Preparation for the December Regular Meeting which will be held on Wednesday, December 20, 2000.

7. Adjourn

*display for all religions*

*Adj: 6:56 p.m.*

*meeting next Dec 13 2000 8:15 A.M.*

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 29, 2000 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, November 22, 2000.

*[Signature]*



Pro-Tech Weatherproofing, Inc.  
23261 Del Lago Suite #5  
Laguna Hills, CA 92653

(714) 583-1858

*Neal Wilson, Pro-Tech representative, confirmed bid amount to be \$49,867.00.*

\*\* The skylight that large is not made; however if custom made, the best estimate would be an additional \$15,000.

References checked:

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- Contract amount -- \$160,000 – \$170,000
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3) *Orange County Fire Authority – Kevin Peters*

- Fire stations – Did great job.
- Would use again.



# PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue  
Placentia, CA 92870

## AGENDA

**TUESDAY, NOVEMBER 28, 2000**

**5:30 P.M.**

**City Hall Administrative Conference Room**

**CALL TO ORDER:** President Castner.

**ROLL CALL:** Lee Castner, Commissioner  
Chris Lowe, Commissioner  
Robin Masters, Commissioner  
Saundra Stark, Commissioner  
Constance Underhill, Commissioner

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

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

**MINUTES OF PREVIOUS MEETING:** Minutes of the November 14, 2000 meeting.

**OLD BUSINESS:** Civic Center Master Plan Update and Capital Improvement Projects. Report on funding projects with debt.

**NEW BUSINESS:**

**ADJOURNMENT:**

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the November 28, 2000 meeting of the Placentia Civic Center Authority was posted on November 22, 2000.



Steven L. Brisco  
Secretary



**MINUTES OF THE  
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION  
November 14, 2000 - 5:30 p.m.  
Placentia City Hall**

The meeting of the Placentia Civic Center Authority Commission was called to order at 5:35 p.m. by President Castner.

**ROLL CALL:**

Present: Lee Castner, President  
Chris Lowe, Commissioner  
Constance Underhill, Commissioner

Absent: Robin Masters, Commissioner  
Saundra Stark, Commissioner

Others Present: Carolyn Davis, City Treasurer  
Robert D'Amato, City Administrator  
Elizabeth D. Minter, Placentia Library Director  
Al Shkoler, President, Library Board of Trustees  
Gay Wood, Trustee, Library District  
Steven L. Brisco, Director of Finance/Secretary  
Chris Becker, Director of Public Works

**ORAL COMMUNICATIONS:**

None.

**MINUTES:**

Minutes of the October 3, 2000 meeting were approved.

**OLD BUSINESS:**

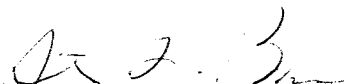
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Library Director Elizabeth Minter stated that the original contract called for the Library/City electricity charges to be split on a percentage basis. Now that the Library has their own electrical sub-meters it is requested that policy be changed to reflect actual amounts charged by Edison. Commissioner Lowe made a motion to approve request and it was second by Commissioner Underhill. Motion approved.

**ADJOURNMENT:**

President Castner adjourned the meeting at 6:20 p.m. to the next meeting on November 28, 2000 at 5:30 p.m. in the City Hall administrative conference room.

  
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Steven L. Brisco, Secretary



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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Members of the Placentia Civic Center Authority

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

**DATE:** November 28, 2000

**SUBJECT: Library Financial Status Regarding Debt Service**

Placentia Library District is carrying a debt retirement obligation through Fiscal Year 2006-2007 that takes approximately 8% of its annual General Fund Budget. The District's General Fund Budget for Fiscal Year 2000-2001 is \$1,317,789 (not including carryovers) and the Debt Retirement is \$111,525. Attachment A shows the District's debt payment obligations in detail by fiscal year.

The balances in the District's reserve funds are not adequate to finance the Civic Center Authority project. They are used by the District to cover the operating budget in the General Fund until the first property tax receipts are available in December. The District's Fund Balance Report for November 15, 2000 is Attachment B.

The District's primary source of revenue is property tax, which accounts for approximately 85% of its general fund budget. The District does not receive any other taxes. The remaining operating funds consist of grants from the State Library of California and the Passport Agency revenues, all of which are restricted in use.

If the District develops any additional major financial obligations before Fiscal Year 2007-2008 it will be necessary to meet the payments by making reductions in public services.



Placentia Library District  
 Long Term General Fund Debt Retirement Obligations  
 November 28, 2000

Fiscal Year	Lighting/HVAC		TOTAL
Civic Center	Upgrade		
2000-2001	76,245	35,280	111,525
2001-2002	72,825	29,570	102,395
2002-2003	74,191	29,780	103,971
2003-2004	75,000	29,686	104,686
2004-2005	75,000	29,588	104,588
2005-2006	0	102,000	102,000
2006-2007	0	102,000	102,000
2007-2008	0	0	0

*In Fiscal Year 2000-2001 the Debt Retirement takes 8.4% of the General Fund Budget.*

*The Roof Replacement Financing is not reflected in this chart because its source is not yet finalized.*





**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
November 15, 2000

**Fiscal Year 2000-2001**

	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-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00						0.00	0.00
31-Dec-00						0.00	0.00
31-Jan-01						0.00	0.00
2/29/2001						0.00	0.00
31-Mar-01						0.00	0.00
30-Apr-01						0.00	0.00
31-May-01						0.00	0.00
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fiscal Year 1999-2000**

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# MEMORANDUM

TO: Members of the Placentia Civic Center Authority  
FROM: Placentia Civic Center Authority Secretary  
DATE: November 28, 2000  
SUBJECT: Financing for Civic Center Improvements

## Introduction

At the November 14, 2000 meeting of the Placentia Civic Center Authority, the Commission directed the Authority Secretary to investigate the cost and terms of borrowing approximately \$500,000 for maintenance and improvements to the city hall, library and common area as well as signage projects. The following are my preliminary findings.

## Discussion

I initially contacted Jon White of Chilton & Associates, Investment Bankers to discuss the best method of financing the proposed projects. He confirmed my belief that a lease financing arrangement will best fit this situation. A lease will avoid the need for voter approval that would be required if the projects were financed with bonds and a lease will not have the administrative costs that a bond would have. Since Jon's specialty is bond issues I contacted a lender that has experience in lease financing.

I called Bill Bock of La Salle National Bank to discuss lease financing with him. He suggested a lease/lease back financing plan and said that La Salle could finance the projects for any term. The estimated interest rate for a \$500,000 five to ten year lease is from 5½% to 6%, subject to



CIVIC CENTER AUTHORITY COST ESTIMATE

Item	City Share	Cost Library Share	Total
<b>1. Common Area Plaza Renovation Project</b>			
Mobilization	2500	2500	5000
Demolition-concrete and 2 fountains (25,000sf)	6250	6250	12500
Interlocking Pavers w/ base,grading, drains (25,000sf)	100,000	100,000	200,000
Building ID signage (6)	1500	1500	3000
Upgrade bench bases (16)	3000	3000	6000
Drinking Fountain Replacement (1)	1000	1000	2000
New trees (48 )	21,500	21500	43000
New Shrub/turf area (13,700sf)	14000	14000	28000
Irrigation system adds and upgrades (13700sf)	10250	10250	20500
Irrigation Controller Replacement (1)	4000	4000	8000
Electrical Upgrades/lighting	15000	15000	30000
Design fees	2300	2300	4600
<b>Subtotal Item 1</b>	<b>181300</b>	<b>181300</b>	<b>362600</b>
<b>2. Structural Maintenance Project</b>			
City Hall/PD Facia Replacements	5000	0	5000
Painting of building exteriors	20000	20000	40000
Trellis vine removal and painting	2500	2500	5000
Flagpole base upgrade (new tile)	2000	2000	4000
Main fountain tile R and R and upgrade	10000	10000	20000
<b>Subtotal Item 2</b>	<b>39500</b>	<b>34500</b>	<b>74000</b>
<b>3. Capital Improvements</b>			
Corner Monument sign and planters	20000	20000	40000
Building Additions			TBD
Amphitheater			TBD
PD Northeast corner			TBD
Caucaus Room covered patio			TBD
City Hall /PD Master Plan Space Assessment	25000	0	25000
<b>Subtotal Item 3</b>	<b>45000</b>	<b>20000</b>	<b>65000</b>
<b>Total 1,2 and 3</b>	<b>265800</b>	<b>235800</b>	<b>501600</b>
15% Contingency	39870	35370	75240
<b>TOTAL</b>	<b>305670</b>	<b>271170</b>	<b>576840</b>



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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Robert D'Amato, City Administrator

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

**DATE:** November 29, 2000

**SUBJECT: Library Financing for Civic Center Improvements**

As a follow-up to the discussion at the Placentia Civic Center Authority meeting on November 28, 2000 I would like to recommend the following:

1. That the California Special District Association Finance Authority be considered as a candidate for the lease. The contact is Bill Morton at 818-224-4787. He should recognize my name and certainly the name of the District. We have talked with him several times in the past but have not actually used the Authority's services. If I may be of assistance in any way please let me know.
2. That the City consider allowing the District to pay its share of the interest and processing fees for as long as the lease is active (approximately June 2006); and after the City has paid the lease, to allow the District to pay its share of the principal to the City no later than June 30, 2010, with no additional interest payments. This ensures that the District pays its share of the actual lease interest without the obligation becoming overly burdensome on the annual operating budget over an extended period of years. The District will have a built-in incentive to eliminate this debt as early as possible to permit major interior renovations that will need to be postponed until 2110.

I am glad to see this project moving forward. If there is anything that I may do to be of assistance please give me a call.





PLACENTIA LIBRARY DISTRICT

MISSION STATEMENT

Adopted by the Library Board of Trustees

June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY DISTRICT IS TO:

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



PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
HANDBOOK  
Revised April 10, 1998

I. DEFINITION AND HISTORY

A. Definition of an Independent Special District

Independent special districts are the most local form of government in the State of California. There are over 2,000 independent special districts in California. They provide many essential services to areas embracing both incorporated and unincorporated territories, sometimes within and sometimes across county boundaries.

In most cases independent special districts were organized by local citizens seeking solutions to their many service and utility problems. The independent special districts thus established created service areas not necessarily limited to, or encompassed by, the other political boundaries of existing cities and counties. In the case of the Placentia Library District there was neither a county library nor an incorporated city with which to affiliate when the District was established on September 2, 1919.

Today in the State of California there are five independent special library districts with exclusively elected boards, and five more special district libraries that use school board members as their governing body.

B. History

The Placentia Library District was formed in September 1919, pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501 through 27707).



In 1926, the board started its first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the 4,500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the District was approximately 800 people.

September of 1974 saw the doors open to the present library at 411 East Chapman in the Civic Center. The District joined the City in a joint-powers authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System.

In 1974, Santiago Library System, in conjunction with local universities and colleges, formed a network called Libraries of Orange County Network (LOCNET).

Membership in the System and Network provides an expanded source of books reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

Placentia Library District was the first public library in Orange County to sponsor and operate a literacy program for adults.

### C. Administration

The Placentia Library District is governed by a five member elected Board of Trustees. The governing board promulgates policies and regulations for the District, as well as establishing the budget for tax rate.

Memberships are maintained for the District in the California Special Districts Association (CSDA) and the Orange County Volunteer Center. Staff memberships include the American Library Association (ALA), California Library Association (CLA), Public Library Executives Association of Southern California (PLEASC), Southern California Library Literacy Network (SCLLN), and the National Society of Fundraising Executives (NSFRE).



## II. BOARD MEMBERS ARE TRUSTEES

### A. Qualification of Library Trustees

Service on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community, can afford.

The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities, which will enhance the value of an individual as a board member, are:

1. Understanding of cultural, social and economic conditions in the community.
2. Appreciation of the role of the library as an educational center for the whole community.
3. Ability to help make the library appreciated and respected in the community.
4. Availability to give the time and effort required for board and committee meetings.
5. Willingness to keep informed on library trends, developments, and progress so that the program will constantly grow according to modern requirements.
6. Willingness to present the library fiscal, building, and program needs to appropriating bodies and the community.





B. Authority

Libraries in unincorporated towns and villages may be established and operated under the Unincorporated Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the establishment of the library district, the Board of Trustees consisting of five members, is constituted and continued in the manner prescribed in the Education code.

C. Selection and Appointment

1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
  - a. Elections shall be held biennially, in the odd numbered years, at the General Election.
  - b. The Trustees shall hold office for a term of four years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors
  
2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available at the library director's office. The Library Board will screen all applications and make an appointment. The Orange County Board of Supervisors will be informed of the appointment. (Govt. Code 1780.)

D. Duties and Responsibilities

The duties and powers of boards of library trustees are set forth in the following section of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501-27665.



Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library service, and for keeping the public informed of the library's policies, services, and needs. The board has a public relations responsibility to interpret the library to the community it serves.

The following duties and responsibilities are prescribed by law:

1. The board manages the affairs of the library district. (In practice, the board determines policy, and delegates administration to the director.)
2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.



7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

1. Each trustee should attend library board meetings regularly and carry his full share of responsibility. (Govt. Code 1770.)
2. All authority rests with a majority of the board. It must never be assumed by the president or any other member or group of members.



3. After a policy or regulation has been adopted by a majority vote of the board, it should receive the unanimous support of board members.
4. The board is responsible for adequate financial support of the library and for economical and efficient use of funds.
5. The board should select a director who will merit and receive the confidence of the board as a satisfactory administrator of the library.
6. Directives and recommendations to the director should emanate from a majority of the board at a regular or duly called special meeting.
7. The director should attend board meetings except when his/her own salary or other conditions of employment are being discussed.
8. Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the board. They should not be handled by individual board members.
9. News releases and other releases of information should be made by the director or a designated board member. Confidential discussions of the board in executive session should be respected.





10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

### III. BOARD ORGANIZATION AND PROCEDURES

#### A. Officers

The December Regular Meeting shall be designated as the Annual Meeting for the purpose of nominating and electing the officers of the Board: the President and the Secretary.

The term of office shall be one year.

The President and Secretary shall serve no more than two consecutive terms. In the event no other member of the Board of Trustees is able to accept nomination to office, the incumbent may continue in office until the next Annual Meeting when another member is available to serve in the office.

At the December Meeting the President will appoint two representatives from the Library Board of Trustees to the Placentia Library Foundation Board of Trustees to serve for one year.

#### B. Duties of Officers

**President**—The president of the board shall preside at all meetings, appoint all committees, authorize call for any special meetings, certify (with the secretary) all bills approved by the board, and generally perform the duties of a presiding officer.

**Secretary**—The secretary shall authenticate the proceedings of each board meeting, write official letters on behalf of the board, and file copies of such letters with the



board's records. The secretary shall perform the duties of president in his/her absence.

C. Meetings

The board of library trustees shall meet at least once a month at such time and place as may be decided by the board. At the request of any three members, special meetings may be called with 24 hours notice, which notice shall be written, posted, and delivered to all board members.

1. Minutes of Meetings: A true and accurate account of all proceedings of board meetings shall be recorded by the secretary or by one appointed by the board from library staff for this specific purpose. All motions shall be recorded as stated, and their adoption or rejection shall be shown in the minutes. The minutes shall be sent to board members prior to the next meeting.
2. Quorum: A quorum for the transaction of business shall consist of a majority of the members of the board.

D. Duties of the Director

As the chief administrative officer of the library, the director is responsible for the management of the library within the framework of the policies adopted by the board.

1. The director is responsible for preparing the annual budget request for adoption by the library board, and for administering the budget after its approval.
2. The director is in charge of library personnel, and handles such matters as staff appointments, assignments of duties, service standards, promotions and transfers, approval of salary increments in conformity with classification and pay plans, staff development and morale, disciplinary actions, and any necessary dismissal of employees.



3. The director is ultimately responsible for selecting books and other library materials.
4. The director is responsible for developing a program of public relations according to the community's needs.
5. The director is responsible for preparing an annual report and forwarding it to the State Librarian to comply with the state law.

In the advisory capacity of professional expert to the board, the director is responsible for attending board meetings (except when matters relating to the position of director are under consideration), for recommending policies, programs, and changes, and for conducting such investigations and making such reports as the board may from time to time require.

E. The Library Board and the Director

The closest cooperation and harmony should be maintained between the library board and the director. Each should keep the other fully informed of major decisions and actions.

As a body elected by the community, the library board maintains the ultimate authority for the library:

1. It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.
2. It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.
3. It selects and appoints a qualified director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.



F. Miscellaneous

1. Telephone credit cards may be issued to each trustee for the purpose of carrying on library business from home or office as required.
2. To encourage participation in library related activities; the District will reimburse expenses incurred for travel, meals, lodging and conference fees. The library board can be requested to give advance approval for reimbursement.
3. Memberships for trustees in professional associations for public library trustees and independent special district directors, are paid for by the District. These provide the trustees with periodicals and bulletins to keep them aware of library and special district activities within the state.

IV PLACENTIA LIBRARY SUPPORT ORGANIZATIONS

A. Definition and Purpose

Two independent, not-for-profit organizations have been established by Library supporters to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment. Both of these organizations are certified as non-profit corporations by the California Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to both of these organizations are tax deductible. Both organization are managed by Boards of Directors which are self-perpetuating and operate in close cooperation with, but administratively independent of, the Library Board of Trustees. The Library Director is an *ex officio* member of both Boards of Directors. Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations. The Library provides administrative support to both of these organizations through the active participation of the Library Director, Administrative Assistant, and Volunteer Coordinator.





## B. Friends of Placentia Library

The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations between the Placentia Library and the citizens of Placentia, and to support the functions, resources and needs of the Library.

The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards. The Friends of Placentia Library President or a designated representative is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

## C. Placentia Library Foundation

Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's



reference and information services; the Library's facilities and equipment; and special Library projects.

Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving program. The main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of current-year books and magazines, and the Book Endowment Program for long term financial security. The Foundation offers named endowment programs designed around each donor's specifications. The Foundation also seeks grants in support of Library programs, services, and facilities.

Placentia Library Foundation grants and gifts to the Library are coordinated through the Library Director.

The Library Board of Trustees appoints at its December annual meeting each year, two (2) representatives to the Placentia Library Foundation Board of Directors. The Friends of Placentia Library Board of Directors appoints one (1) representative to the Placentia Library Foundation Board of Directors. The Placentia Library Foundation Board of Directors appoints additional directors for terms of office specified in the By-laws of the Foundation.

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