

Wendy

**AGENDA**  
**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

June 16, 1999  
7:30 P.M.  
Library Conference Room

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

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

- 1. Roll Call Administrative Assistant
- 2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

- 3. Minutes of the May 19, 1999 Regular Meetings.

Presentation: Library Director  
Recommendation: Approve by Motion

- 4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Representative Ted Farkas

**CLAIMS (Items 8 - 11)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 - 11 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.*

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

No Nonstandard Claims were processed during this report period.

9. Claims forwarded by the Library Director and the Library Board of Trustees. (Approve)

Claims 3737, 3738, 3739 and 3740 for a total of \$7,076.37 forwarded by Library Director during this report period.

10. Current Claims and Payroll (Approve)

Current Claims 3743, 3744, 3745, 3746, 3747, 3748, 3749, 3750, 3751, 3752, 3753, 3754, 3755 and 3756 for \$82,584.43; and Payrolls 3741 for \$25,125.00 and 3742 for \$20,325.00, for a combined total of Current Claims and Payroll of \$128,034.43.

11. FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)

**FINANCIAL REPORTS (Items 12 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 12 - 17 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.*

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

**GENERAL CONSENT CALENDAR (Items 18 - 28)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - 28 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.*

- ✓ 18. Building Maintenance Report for May 1999 (Receive & File)
- ✓ 19. Personnel Report for May 1999 (Receive, File, and Ratify Appointments)
- 20. Volunteer Report for May 1999 (Receive & File)
- 21. Circulation Report for May 1999 (Receive & File)
- 22. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of May 10, 1999 (Receive & File)
- 23. Strategic Planning Report (Receive & File)
- 24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 25. Legislative information from California Special Districts Association (CSDA), and California Library Association (CLA) (Receive & File)

26. Notice of the nomination and election process for the Special District Workers Compensation Authority. (Receive & File)
27. "Response to request for project information" submitted to the City of Placentia on May 25, 1999. (Receive & File)
28. Notification from Nationwide Retirement Solutions that the Morley Stable Value Retirement Fund is not available to be added to the District's Section 457 Deferred Compensation Plan. (Receive & File and Ratify Application signed by the Library Director on May 25, 1999)

#### CONTINUING BUSINESS

29. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue

Presentation: Library Director  
Recommendation: Give direction for future action

30. Fiscal Year 1999-2000 Budget

Presentation: Library Director  
Recommendations: Review Revenue and Expenditure Estimates for Fiscal Year 1999-2000;

Adopt 90-day Continuing Resolution for spending authority based on the Fiscal Year 1998-1999 Budget, pending adoption of the State Budget;

Adopt Salary Schedule for Non-Exempt and Exempt Employees that includes a 4% increase effective July 1, 1999; and

Continue discussion of the Fiscal Year 1999-2000 Budget to the July Regular Board Meeting

31. Continuation of discussion of the District's participation in the California Library Association's Legislative Day.

Presentation: Trustee Stark  
Recommendation: Make determination of status of District's participation

#### NEW BUSINESS

32. Adopt Policy for Use of Library Checks to Pay for Passport Application Fees.

Presentation: Library Director  
Recommendation: Give direction for Budget development



**STAFF REPORTS (Items 33 - 39)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 33 – 39 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.*

- 33. Placentia Library Web Site Development Report for May 1999. (Ammar)
- 34. Program Committee Report for May 1999. (Ammar)
- 35. Children's Services Report for May 1999. (Smith)
- 36. Publicity Materials produced for May 1999. (Willauer)
- 37. Placentia Library Literacy Services Report for May 1999. (Matas)
- 38. Safety Committee Minutes for May 1999. (Matas)
- 39. Report on Y2K Preparations for May 1999. (Shook & Goodson)

**CLOSED SESSION**

- 40. Performance Review for Library Director

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

Presentation: Library Board President  
Recommendation: Review the Trustee evaluation forms and give the Board President direction for preparing the Evaluation Report

**ADJOURNMENT**

- 41. Agenda Preparation for the July Regular Meeting which will be held on July 21, 1999.
- 42. Review of Action Items.

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

- 43. Adjourn

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

Placentia Library District Board of Trustees, Regular Meeting Agenda, June 16, 1999, Page 6.

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 16, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 10, 1999.

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# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

June 16, 1999

7:30 P.M.

Library Conference Room

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1. Roll Call                                      Administrative Assistant
2. Adoption of Agenda

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Presentation:      Library Director  
Recommendation:    Adopt by Motion

3. Minutes of the May 19, 1999 Regular Meetings.

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.*

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial data and for facilitating audits. The text also mentions that proper record-keeping helps in identifying trends and anomalies in the data.

The second part of the document focuses on the role of internal controls in preventing fraud and errors. It highlights that a strong internal control system is essential for protecting the organization's assets and ensuring that all transactions are recorded accurately. The text suggests that regular reviews and updates of the internal control system are necessary to keep it effective.

The third part of the document discusses the importance of transparency and accountability in financial reporting. It states that providing clear and concise information to stakeholders is vital for building trust and confidence in the organization's financial performance. The text also mentions that transparency helps in identifying areas for improvement and in making informed decisions.

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.*

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Representative Ted Farkas

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Presentation: Library Director  
Recommendation: Approve by Motion

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Claims 3757 and 3758 for a total of \$6,848.50 forwarded by Library Director during this report period.

10. Current Claims and Payroll (Approve)

Current Claims 3759, 3760, 3761, 3762, 3763, 3764, 3765, 3766, 3767, 3768 and 3769 for \$55,604.98; and Payrolls 3770 for \$21,380.00, 3771 for \$21,380.00 and 3772 for \$21,380.00, for a combined total of Current Claims and Payroll of \$119,744.98.

11. FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)



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Recommendation: Approve by Motion

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Presentation: Library Director  
Recommendation: Give direction for future action

30. Fiscal Year 1999-2000 Budget

Presentation: Library Director  
Recommendations: Review Revenue and Expenditure Estimates for Fiscal Year 1999-2000

Motion to Continue the spending authorization of the Fiscal Year 1998-1999 Budget until August 31, 1999, pending adoption of the State Budget

Read Resolution 99-1 by Title only

Adopt Resolution 99-1

Read Resolution 99-2 by Title only

Adopt Resolution 99-2

Continue discussion of the Fiscal Year 1999-2000 Budget to the July Regular Board Meeting

31. Continuation of discussion of the District's participation in the California Library Association's Legislative Day.

Presentation: Trustee Stark  
Recommendation: Make determination of status of District's participation



## NEW BUSINESS

32. Policy for use of Placentia Library District checks to pay for passport application fees for individuals who cannot provide a personal check or money order at the time of application.

Presentation: Library Director

Recommendation: Set check fee of \$1.00 and permit payment by cash, credit card or personal check

## STAFF REPORTS (Items 33 - 39)

Presentation: Library Director

Recommendation: Approve by Motion

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Presentation: Library Board President

Recommendation: Review the Trustee evaluation forms and give the Board President direction for preparing the Evaluation Report

## ADJOURNMENT

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 16, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 10, 1999.



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# Placentia Library Board Calendar

## June 1999 - May 2000

June 99

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

**June**

**2** Western Regional Planned Giving Conference, Costa Mesa  
5:30 PM - 7:00 PM Chamber Mixer honoring Miss Placentia, Placentia Disposal, 1131 N. Blue Gum St., Anaheim

July 99

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

**7** 7:00 PM Friends Board Meeting, Wood

**16** 7:30 PM Library Board Meeting

**24** ALA Conference. New Orleans, through 7/1  
7:15 AM Chamber of Commerce Breakfast, State of the City, Bob D'Amato

August 99

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

**July**

**21** 5:30 PM - 7:00 PM Chamber of Commerce Mixer, Villa dePalma  
7:30 PM Library Board Meeting

September 99

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

**29** 7:15 AM Chamber of Commerce Breakfast

**August**

**5** 6:30 PM - 9:00 PM Staff Appreciation Dinner honoring Paul Deputy

**18** 7:30 PM Library Board Meeting

October 99

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

**September**

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

**15** 7:30 PM Library Board Meeting

**16** 11:30 AM - 1:00 PM Foundation Board Meeting

November 99

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

**October**

**4** 7:00 PM Friends Board Meeting, Shkoler

**October**

**9** Heritage Parade

**13** National Planned Giving Conference, Anaheim

**20** 7:30 PM Library Board Meeting

December 99

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

**November**

**1** 7:00 PM Friends Board Meeting, Stark

**5** 6:00 PM - 8:30 PM Foundation Donor Reception

**17** 7:30 PM Library Board Meeting

**18** 11:30 AM - 1:00 PM Foundation Board Meeting

January 00

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

**December**

**6** 7:00 PM Friends Board Meeting, Masters

**15** 7:30 PM Library Board Meeting

February 00

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

**January**

**3** 7:00 PM Friends Board Meeting, Wood

**14** ALA Midwinter, San Antonio, through Jan 19

**19** 7:30 PM Library Board Meeting

**20** 11:30 AM - 1:00 PM Foundation Board Meeting

March 00

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

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

**16** 7:30 PM Library Board Meeting

**March**

**6** 7:00 PM Friends Board Meeting, Shkoler

April 00

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

**15** 7:30 PM Library Board Meeting

May 00

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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1. Roll Call Administrative Assistant

7:30 p.m.

2. Adoption of Agenda

M1 - R.M.  
M2 - G.W.

- Dinsmore  
absent

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Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the May 19, 1999 Regular Meetings.

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

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Recommendation: Approve by Motion

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Ted Farkas present @  
7:37 P.M.

Placentia Library District Board of Trustees, Regular Meeting Agenda, June 16, 1999, Page 2.

EDM. Pensmore - Breast cancer 28 Jun 99  
Smaller report out survey to all employees (rec'd 7/7/14)  
request to submit survey. put on agenda to discuss survey results.  
June 1, City Council work session (Historical room addition)

- 5. Board President Report

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

- 6. Trustee Reports

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

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

Rep visited classrooms met June 9, 1999 until Sept 99  
Presentation: Friends Representative Ted Farkas  
Ted Farkas reported Friends balance \$10,657  
Spence pledged \$ for (exactly) replacement CD ROM books on tape

CLAIMS (Items 8 - 11)

Presentation: Library Director  
Recommendation: Approve by Motion

8-10  
M1 - R. Masters  
M2 - S. Stark

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Separate motion

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

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

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- 17. Gifts Report for May 1999 (Receive & File)

put on report  
no pymts will be made until Apr 2001

**GENERAL CONSENT CALENDAR** (Items 18 - 28)

M11 - S.S.  
M2 - G.W.

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Recommendation: Approve by Motion

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agenda item for next month

- 26. Notice of the nomination and election process for the Special District Workers Compensation Authority. (Receive & File)
- 27. "Response to request for project information" submitted to the City of Placentia on May 25, 1999. (Receive & File) *EDM - June 1, 1999*
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**CONTINUING BUSINESS**

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Presentation: Library Director  
 Recommendation: Give direction for future action

*Tue. July 20, 1999 5:00pm.*

*Attachment B*

- 30. Fiscal Year 1999-2000 Budget

Presentation: Library Director

Recommendations: Review Revenue and Expenditure Estimates for Fiscal Year 1999-2000

*m1 - S.S.* Motion to Continue the spending authorization of the Fiscal Year 1998-1999  
*m2 - R.M.* Budget until August 31, 1999, pending adoption of the State Budget

*m1 - S.S.* Read Resolution 99-1 by Title only  
*m2 - R.M.*

*m1 - R.M.* Adopt Resolution 99-1  
*m2 - G.W.*

*m1 - R.M.* Read Resolution 99-2 by Title only  
*m2 - G.W.*

*m1 - R.M.* Adopt Resolution 99-2  
*m2 - G.W.*

*m1 - R.M.* Continue discussion of the Fiscal Year 1999-2000 Budget to the July Regular  
*m2 - S.S.* Board Meeting

- 31. Continuation of discussion of the District's participation in the California Library Association's Legislative Day.

Presentation: Trustee Stark  
 Recommendation: Make determination of status of District's participation

*m1 - S.S.*

*m2*

*Defer to next month Board Meeting*

*do not discontinue participation in next budget*

**NEW BUSINESS**

*Propose*

- 32. Policy for use of Placentia Library District checks to pay for passport application fees for individuals who cannot provide a personal check or money order at the time of application.

Presentation: Library Director  
 Recommendation: Set check fee of \$1.00 and permit payment by cash, credit card or personal check

*m1 - R.M.  
m2 - G.W.*

**STAFF REPORTS (Items 33 - 39)**

Presentation: Library Director  
 Recommendation: Approve by Motion

*m1 - G.W.  
m2 - R.M.*

*Items 33 - 39 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.*

- \* 33. Placentia Library Web Site Development Report for May 1999. (Ammar)
- 34. Program Committee Report for May 1999. (Ammar)
- 35. Children's Services Report for May 1999. (Smith)
- 36. Publicity Materials produced for May 1999. (Willauer)
- 37. Placentia Library Literacy Services Report for May 1999. (Matas)
- 38. Safety Committee Minutes for May 1999. (Matas)
- 39. Report on Y2K Preparations for May 1999. (Shook & Goodson)

Closed Session

*m1 - SS  
m2 - R.M.*

- 40. Performance Review for Library Director

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

Presentation: Library Board President  
 Recommendation: Review the Trustee evaluation forms and give the Board President direction for preparing the Evaluation Report

**ADJOURNMENT**

*9:00 AM*

- 41. Agenda Preparation for the July Regular Meeting which will be held on July 21, 1999.

42. Review of Action Items.

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

43. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 16, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 10, 1999.



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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 19, 1999**

**CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 19, 1999 at 7:34 P. M. by President Al Shkoler.

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

**Members Absent:** None

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

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

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

**MINUTES**                       It was moved by Secretary Masters to approve the Minutes of the March 17, 1999 Regular Meeting as printed.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve the Minutes of the April 21, 1999 Regular Meeting as printed.

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

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

**PRESIDENT'S REPORT**           President Shkoler reported that he and Library Director Minter attended the Government Affairs Day in Sacramento on May 16, 1999.

President Shkoler distributed a sample Employee Opinion Survey to the Trustees for review. The survey will be sent to employees of the Placentia Library District.

President Shkoler proposed having a recognition for Paul Deputy for his dedicated volunteer work to the Library.

**TRUSTEE REPORTS**

Trustee Wood reported she attended the Independent Special District's of Orange County Meeting on April 12, 1999.

**FRIENDS REPORT**

Friends Representative Ted Farkas was not present.

**FOUNDATION REPORT**



Trustee Wood reported that the Placentia Foundation Board of Directors had its quarterly meeting on May 6, 1999. The Foundation's new President is M.A. McHenry. ~~J. McHenry~~

**CLAIMS**

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

Nonstandard Claims in the amount of \$0.00

Claims 3737, 3738, 3739, and 3740 forwarded by the Library Director in the amount of \$7,076.37.

Current Claims of \$82,584.43, and Payroll Claims 3724 and 3725, in the amount of \$45,450.00 for a total of \$128,034.43.

FY1998-99 Cash Flow Analysis with recommendation to transfer \$35,000 from Fund 707 to Fund 702, and \$95,000 from Fund 707 to Fund 706.

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

**FINANCIAL REPORTS**

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

Financial Reports for April, 1999

Office General Ledger & Check Registers for April, 1999

Acquisitions Report for April, 1999

Overdue Collection Report for April, 1999

Debit Card System Reimbursement Report for April, 1999



Gifts Report for April, 1999

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 19 to 31:

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

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

Volunteer Report for April, 1999 (Receive & File)

Circulation Report for April 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of April 6, 1999. (Receive & File)

Strategic Planning Report (Receive & File)

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

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

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage of April 28, 1999 (Receive & File)

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

Discontinuation of application process for California Department Of Education (321) Grant because the qualifications and Requirements have changed to make Placentia Library District Ineligible. (Receive & File)

California Library Literacy Services 3<sup>rd</sup> Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)

Summary of Actions taken at the Library of California Board Meeting, April 28-29, 1999 (Receive & File)

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

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

Library Director Minter reported on Government Affairs Day on May 16, 1999. She also reported that the Assembly has approved full funding for the Public Library Fund.

**HISTORY ROOM  
UPDATE**

Library Director Minter recommended that the project include both expansions proposed by the History Room Committee.

It was moved by Trustee Stark, seconded by Secretary Masters to approve the study and authorize the Library Director to forward the study and the District's endorsement of the project to the City Administrator.

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

**PERFORMANCE  
EVALUATION  
PROCESS FOR 1999**

President Shkoler recommended using the previous Management Employee Performance Evaluation form which will be mailed out within two weeks to all Trustees. The form is to be completed and returned for review at the June 16, 1999 Board Meeting.

**DISPOSITION OF  
ELECTRONIC  
EQUIPMENT**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve policy for disposition of electronic equipment:

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

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

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

**GOVERNMENTAL  
RELATIONS  
ACTIVITIES**

The Board members discussed the District's governmental relations activities and the advantages and disadvantages of using a lobbyist.

It was moved by Trustee Wood, seconded by Trustee Stark to discontinue contract with California Advocates for Legislative information & advocacy.

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

It was moved by Trustee Wood, seconded by Secretary Masters to continue participation on the California Special Districts Association Legislative Committee as a "library representative".

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

*Sept  
for remainder of term  
and reevaluate  
following term.*

It was moved by Trustee Stark, seconded by Trustee Wood to discontinue participation in the annual CSDA Governmental Affairs Seminar.

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

Discussion of participation in California Library Association Legislative Day, was continued to the June 16, 1999 Board Meeting.

**1999-2000 BUDGET  
PREVIEW**

Library Director Minter gave presentation on preliminary Budget Report for Fiscal Year 1999-2000 for Placentia Library District.

**STAFF  
APPRECIATION  
DINNER**

The Staff Appreciation Dinner will be on August 5, 1999 with Paul Deputy as the Guest of Honor. The budget was set at \$800.00.

**STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve Agenda Items 39-45:

Placentia Library Web Site Development Report for April, 1999.

Program Committee Report for April, 1999

Children's Services Report for April, 1999

Publicity Materials produced in April, 1999

Placentia Library Literacy Services Report for April, 1999

Safety Committee Minutes for April, 1999

Report on Y2K Preparations for April, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA  
PREPARATION**

No action was taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for May 19, 1999 adjourned at 9:54 P.M.

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Robin J. Masters, Secretary

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Cheryl Willauer<sup>w</sup>, Library Assistant  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** June 16, 1999

The Board of Directors of the Friends of the Library met on Monday, May 7, 1999. Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting. Library Trustee Wood was not present.

Vice President Farkas, reported the balance on hand is \$10,639. The Friends earned over \$800 in book sales in the Friends Bookstore during the month of May.

Director Rankin reported she went with Children's Librarian Smith visited classrooms at two Elementary Schools to promote the Summer Reading Program and that she had a wonderful time.

The Annual Booksale was held on Saturday, May 15 from 8:00 A.M. to 1:00 P.M. and on Sunday, May 16 from 1:00 to 4:00 P.M. Director Rankin reported that \$938.65 was made on the sale and new memberships.

The Friends approved the following expenditures:

\$400 Staff Appreciation Dinner

\$1,000 Director's Fund

\$7,000 CD Cabinets & Books-On-Tape

Treasurer Himes paid the \$2257.59 bill for the new scanners used at the checkout desk

The next Friends Board meeting is scheduled for Monday, September 23, 1999 at 7:00 P.M. Trustee Dinsmore is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
June 16, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
June 16, 1999

DATE	REPORT NUMBER	AMOUNT
June 2, 1999	3757	4,195.04
June 2, 1999	3758	2,653.46
	TOTAL	\$6,848.50

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/02/99  
REPORT NO 3757

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 Corp. PO BOX 81889 Lincoln, NE 68501-1889	5/17/99 010-19000-05435 June 1999		0300	00		462.50		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	5/13/99 VH1181 June 1999		0300	00		2,895.88		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	5/25/99 12 099603 0001 0001 June 1999		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	5/17/99 528-1906		0700	00		4.70		
	5/7/99 253-0470		0700	00		131.67		
	5/17/99 528-8236		0700	01		0.40		
	5/19/99 996-4983		0700	02		16.72		
	<b>TOTAL</b>						<b>153.49</b>	
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	5/13/99 212126		1300	00		84.62		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim CA 92807-1640	5/27/99 99-05-541		1400	00		117.42		
N01833 Christenson Electric Inc UNIT 75/PO Box 4800 Portland, OR 97208-4800	5/12/99 130449		1400	00		285.00		

The claims listed above (totaling \$4,195.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

4,195.04

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/02/99  
REPORT NO 3758

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
N09163A Manwill Plumbing Co PO Box 1597 Brea CA 92822-1597	5/18/99 27034		1400	00		926.02		
N09112 GBC PO Box 71361 Chicago, IL 60694-1361	5/11/99 10862305		1800	00		133.85		
N03605B Kinko's PO Box 672085 Dallas, T X 75267-2085	5/27/99 030200088740		1800	08		64.01		
N06568 Placentia Chamber of Commerce 201-C Yorba Linda Blvd. Placentia, CA 92870	5/19/99 ADS for 6/99-5/00		1800	08		520.00		
N06557 Care Resources, Inc 9550 Warner Ave. Suite 228 Fountain Valley, CA 92708	6/1/99 June 99		1900	00		35.00		
N06965 Paychex 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	5/27/99 19990527		1900	00		216.40		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	5/21/99 312083-9		2800	00		259.12		
N01074 Southern California Gas Co PO Box C Monterey Park, CA 91756	5/27/99 053 911 8800 9		2800	00		499.06		

The claims listed above (totaling \$2,653.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

2,653.46



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
June 16, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3759	10,545.90
	3760	716.26
	3761	4,271.29
	3762	12,500.00
	3763	5,347.07
	3764	3,513.26
	3765	2,014.48
	3766	1,216.15
	3767	5,069.57
	3768	2,187.23
	3769	8,223.77
	Subtotal for Regular	
Payroll	3770	21,380.00
	3771	21,380.00
	3772	21,380.00
Subtotal for Payroll		64,140.00
TOTAL CURRENT CLAIMS		119,744.98

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3759

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
N06556 C N A Group Benefits 75 Remittance DR. Ste 1641 Chicago, IL 60675-1641	3/20/99 5182		0300	00		173.83		
	4/20/99 5182		0300	00		174.28		
	5/20/99 5182		0300	00		174.28		
	6/20/99 5182		0300	00		174.28		
	<b>TOTAL</b>						<b>696.67</b>	
N09110 Special District Workers Comp Authority 1030 15th St. Suite 300 Sacramento, CA 95814	5/17/99		0350	00		1,284.00		
	Jul 1, 99 - Sep 30,99							
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	5/28/99		0700	02		155.40		
	572-1609							
N03833 Brodart PO Box 3488 Williamsport PA 17705	4/29/99		0700	05		423.82		
	A29702							
	5/26/99		0700	05		215.50		
<b>TOTAL</b>						<b>639.32</b>		
N00692A SDRMA 1481 River Park Dr. Suite 110 Sacramento, CA 95815-4501	6/3/99		1100	00		6,820.51		
	1999-00 Renewal Contribution							
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	6/7/99		1400	00		950.00		
	096830							

The claims listed above (totaling \$10,545.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

10,545.90

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
 REPORT NO 3759

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
N06556 C N A Group Benefits 75 Remittance DR. Ste 1641 Chicago, IL 60675-1641	3/20/99 5182		0300	00		173.83		
	4/20/99 5182		0300	00		174.28		
	5/20/99 5182		0300	00		174.28		
	6/20/99 5182		0300	00		174.28		
	<b>TOTAL</b>						<b>696.67</b>	
N09110 Special District Workers Comp Authority 1030 15th St. Suite 300 Sacramento, CA 95814	5/17/99 Jul 1, 99 - Sep 30,99		0350	00		1,284.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	5/28/99 572-1609		0700	02		155.40		
N03833 Brodart PO Box 3488 Williamsport PA 17705	4/29/99 A29702		0700	05		423.82		
	5/26/99 A29867		0700	05		215.50		
	<b>TOTAL</b>					<b>639.32</b>		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	6/7/99 096830		1400	00		950.00		

The claims listed above (totaling 3,725.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY \_\_\_\_\_

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

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

Page Total

3,725.39





LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3760

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09163A Manwill Plumbing Co PO Box 1597 Brea, CA 92822-1597	5/28/99 27113		1400	00		164.60		
N03660A Elizabeth Minter 411 E. Chapman Ave. Placentia, CA 92870	May-Jun 99 Petty Cash Checks Issues		1600	00		30.00		
			1800	00		68.57		
			2700	00		25.00		
			2700	02		10.00		
			2700	08		75.00		
			7670	01		33.50		
		TTL					242.07	
Feb - Jun 99 Petty Cash Bag Reimb			1800	00		22.40		
			1803	00		40.10		
TTL						62.50		
<b>TOTAL</b>						<b>304.57</b>		
N03650B Kinko's PO Box 672085 Dallas, TX 75267-2085	6/7/99 030200088822		1800	00		2.13		
N03654 The Library Store PO Box 964 Tremont IL 61568	5/21/99 177654		1800	00		129.20		
N03648A Special T Water Systems 11934 Washington Blvd Whittier CA 90606 PLEASE NOTE NAME CHANGE	6/1/99 22325		1800	00		25.00		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	6/1/99 6011 5661 8397 6509		1800	00		90.76		

The claims listed above (totaling \$716.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

716.26

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3761

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
N10223 Watson Label Products 3684 Forest Park Blvd St Louis MO 63108	6/2/99 99-44591		1800	00		493.37		
N03738 CMRS-PB PO Box 504766 The Lakes NV 88905-4766	June 99 32021628		1803	00		310.00		
N19776 Donna Bass 2207 Mont Blanc Cir Placentia, CA 92870	May 99 Weds & Thurs		1900	00		360.00		02
	May 99 Thurs (AM)		1900	00		120.00		02
<b>TOTAL</b>						<b>480.00</b>		
N19647 Unique Management Services 515 Michigan Ave Jeffersonville, IN 47130	6/1/99 3142		1900	00		110.30		
N15072 Estella Wnek 411 E. Chapman Ave Placentia, CA 92870	May 99 Mileage Reimb		2700	01		14.26		
N03660A Elizabeth D. Minter 411 E. Chapman Ave Placentia, CA 92870	May 1999 Travel Reimb.		2700	01		36.41		
N20858 Wendy Goodson 411 E. Chapman Ave Placentia, CA 92870	Jun 99 Mileage Reimb		2700	01		26.66		
N00230B Frys Electronics. 600 E. Brokaw San Jose, CA 95112	5/20/99 3194644		4000	07		538.74		
	5/20/99 3194595					2,261.55		

The claims listed above (totaling \$4,271.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

4,271.29

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3762

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
N04974 Information Access Co A Thomson Corp Co PO Box 95126 Chicago, IL 60694-5126	3/9/99 1225417		2400	04		12,000.00		
	3/9/99 1225416		2400	04		500.00		
	TOTAL							
PLEASE DO NOT PAY UNTIL JULY 1, 1999 FOR FY 1999 - 2000 Thank you very much.								
TOTAL						\$12,500.00		

The claims listed above (totaling \$12,500.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

12,500.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3763

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
N14997 Bernan 4611-F Assembly Drive Lanham MD 20706-4391	4/26/99 9256874		2400	01		259.70		
	5/6/99 9256874		2400	01		200.33		
	TOTAL							
Brigham Young University Kennedy Center Publications PO Box 24538 Provo UT 84602-4538	5/12/99 208765		2400	01		80.00		
BenchMark Publishing CO 110 West Ocean Blvd. Suite 800 Long Beach, CA 90802	5/13/99 1000		2400	01		69.65		
N09178A Grolier Books PO Box 1744 Danbury CT 06816-1744			2400	01		104.40		
N03658 Grolier Publishing Co PO Box 71049 Chicago IL 60694-1049	5/20/99 10287032		2400	01		143.55		
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	5/27/99 20655563		2400	01		122.04		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	4/28/99 R463848		2400	01		4,367.40		
	TOTAL					5,347.07		

The claims listed above (totaling \$5,347.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

5,347.07

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
 REPORT NO 3762

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N04974 Information Access Co A Thomson Corp Co PO Box 95126 Chicago, IL 60694-5126	3/9/99 1225417 3/9/99 1225416		2400	04		12,000.00		
			2400	04		500.00		
	TOTAL					<b>\$12,500.00</b>		
N00692A SDRMA 1481 River Park Dr. Suite 110 Sacramento, CA 95815-4501	6/3/99 1999-00 Renewal Contribution		1100	00		6,820.51		
PLEASE DO NOT PAY UNTIL JULY 1, 1999 FOR FY 1999 - 2000 Thank you very much.								
<b>FY 1999-2000 BUDGET</b>								
	TOTAL					<b>19,320.51</b>		

The claims listed above (totaling \$19,320.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3764

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
N03833C Brodart Inc. 500 Arch St. Williamsport PA 17705	4/28/99		2400	01		12.64		
	U692353							
	4/28/99		2400	01		24.23		
	U692356							
	4/28/99		2400	01		34.33		
	U692357							
	4/28/99		2400	01		184.19		
	U692358							
	4/28/99		2400	01		116.01		
	U692359							
	4/28/99		2400	01		85.10		
	U692360							
	4/28/99		2400	01		98.47		
	U692361							
	4/28/99		2400	01		124.14		
	U692362							
	4/28/99		2400	01		29.45		
	U692364							
	4/28/99		2400	01		87.01		
	U692365							
	4/30/99		2400	01		35.26		
	U697812							
	4/30/99		2400	01		16.18		
	U697813							
	4/30/99		2400	01		38.16		
	U697814							
	4/30/99		2400	01		11.37		
	U697815							
4/28/99		2400	01		204.84			
U692363								
5/3/99		2400	01		625.90			
U700156								
5/3/99		2400	01		820.56			
U700155								
5/3/99		2400	01		279.55			
U700154								
5/3/99		2400	01		685.87			
U700153								
<b>TOTAL</b>						<b>3,513.26</b>		

The claims listed above (totaling \$3,513.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

3,513.26

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3765

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	
N03833C Brodart Inc. 500 Arch St. Williamsport PA 17705	5/27/99 U748779		2400	01		19.96			
	5/27/99 U748777		2400	01		19.99			
	5/27/99 U748776		2400	01		19.10			
	5/27/99 U748775		2400	01		19.58			
	5/28/99 U751056		2400	01		11.99			
	5/28/99 U751057		2400	01		27.81			
	5/27/99 U748772		2400	01		251.54			
	5/27/99 U748773		2400	01		17.73			
	5/27/99 U748774		2400	01		12.02			
	5/13/99 U723399		2400	01		1,614.76			
	<b>TOTAL</b>						<b>2,014.48</b>		

The claims listed above (totaling \$2,014.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

2,014.48



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3766

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	
N03833C Brodart Inc. 500 Arch St. Williamsport PA 17705	5/19/99 U735087		2400	01		13.27			
	5/19/99 U735086		2400	01		13.95			
	5/18/99 U732470		2400	01		353.54			
	5/17/99 U729038		2400	01		32.65			
	5/17/99 U729037		2400	01		80.87			
	5/6/99 U709627		2400	01		95.41			
	5/6/99 U709626		2400	01		60.51			
	5/26/99 U746677		2400	01		166.57			
	5/19/99 U735118		2400	01		10.34			
	5/19/99 U735117		2400	01		30.49			
	5/19/99 U735116		2400	01		90.72			
	5/19/99 U735115		2400	01		36.25			
	5/19/99 U735114		2400	01		25.16			
	5/13/99 U723408		2400	01		28.32			
	5/13/99 U723407		2400	01		27.81			
	5/13/99 U723406		2400	01		15.21			
	5/13/99 U723405		2400	01		22.95			
	5/13/99 U723404		2400	01		90.14			
	5/13/99 U723403		2400	01		21.99			
	<b>TOTAL</b>						<b>1,216.15</b>		

The claims listed above (totaling \$1,216.15) 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

1,216.15

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3767

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	
N03833C Brodart Inc. 500 Arch St. Williamsport PA 17705	5/11/99 U717752		2400	01		19.09			
	5/11/99 U717751		2400	01		50.98			
	5/4/99 U703649		2400	01		90.61			
	5/4/99 U703648		2400	01		18.11			
	5/4/99 U703647		2400	01		125.77			
	5/3/99 U700150		2400	01		343.58			
	5/3/99 U700152		2400	01		1,039.91			
	5/7/99 U712659		2400	01		113.60			
	5/11/99 U717758		2400	01		13.62			
	5/11/99 U717757		2400	01		115.17			
	5/11/99 U717756		2400	01		142.67			
	5/11/99 U717755		2400	01		18.11			
	5/7/99 U712661		2400	01		231.57			
	5/11/99 U717754		2400	01		14.02			
	5/11/99 U717753		2400	01		66.30			
	5/7/99 U712662		2400	01		97.97			
	5/7/99 U712663		2400	01		1,263.76			
	5/07/99 U712664		2400	01		1,244.17			
	5/7/99 U712665		2400	01		60.56			
	<b>TOTAL</b>						<b>5,069.57</b>		

The claims listed above (totaling \$5,069.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3768

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19337 Office Timesavers One Daniel Burnham Ct Suite 160C San Francisco, CA 94109	4/5/99 14436		2400	01		9.17		
N01917 Library Video Co PO Box 580 Dept A/R Wynnewood PA 19096-0580	3/31/99 M00239600002 3/31/99 M00239600003		2400	02		89.85 89.85		
TOTAL								
PBS Video 1320 Braddock Pl Alexandria, VA 22314-1698	4/7/99 1342780		2400	02		190.99		
N21385 Teacher's Video Co PO Box 4455 Scottsdale, AZ 85261	5/29/99 T00281640002		2400	02		1,280.55		
WinStruct 236 Huntington Ste 208 Boston, MA 02115	5/7/99 5196		2400	02		79.90		
N09111A EBSCO PO Box 92901 Los Angeles, CA 90009-2901	5/13/9 S-81732		2400	04		13.03		
N16130 California Language Laboratories PO Box 176 Cupertino, CA 95014			2400	08		227.50		
Educators Publishing Service Inc 31 Smith Place Cambridge Ma 02138-1089	5/10/99 39506		2400	08		206.39		
TOTAL						2,187.23		

The claims listed above (totaling \$2,187.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,187.23

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3769

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
N06902 New Readers Press PO Box 888 Syracuse, NY 13210-0888	5/11/99 129643		2400	08		929.45		
N01035 City of Placentia 401 E. Chapman Ave Placentia, CA 92870	6/10/99 53053		1400	00		173.95		
	6/10/99 53052		1800	00		2,283.00		
	6/10/99 53051		1400	00		1,774.92		
			2800	00		3,062.45		
	TOTAL					7,294.32		
	TOTAL					8,223.77		

The claims listed above (totaling \$8,223.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

8,223.77

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3770

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	June 16, 1999 Pay period # 13 June 18, 1999 July 1, 1999		0100	00		19,861.00		
	FICA		0200	00		1,519.00		
PLEASE WIRE ON THURSDAY, JULY 1, 1999								
FY 1999-2000 BUDGET								

The claims listed above (totaling \$21,380.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

21,380.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3771

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	June 16, 1999 Pay period # 1 July 2, 1999 July 15, 1999		0100	00		19,861.00		
	FICA		0200	00		1,519.00		
PLEASE WIRE ON THURSDAY, JULY 15, 1999								

The claims listed above (totaling \$21,380.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

21,380.00

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/16/99  
REPORT NO 3772

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	June 16, 1999 Pay period # 2 July 16, 1999 July 29, 1999		0100	00		19,861.00		
	FICA		0200	00		1,519.00		
<b>PLEASE WIRE ON THURSDAY, JULY 29, 1999</b>								

The claims listed above (totaling \$21,380.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

21,380.00





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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:** June 16, 1999

**BACKGROUND:**

General Fund

The Cash Flow Analysis is Attachment A.

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

It is recommended that no funds be transferred at this time.

**RECOMMENDATION:**

Receive & File Cash Flow Analysis of June 16, 1999



Placentia Library District  
FY1998-1999 General Fund Cash Flow

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

Placentia Library District  
FY1998-1999 General Fund Cash Flow

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

Placentia Library District  
 FY1998-1999 General Fund Cash Flow

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

Placentia Library District  
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/19/99		Library Passport Revenue, Mar	1,823.50		162,593.53
03/19/99		Library Revenue, Mar	1,209.34		163,802.87
03/25/99		Secured 5th Actual	47,624.21	119.06	211,308.02
03/25/99	3719	General by Library Director		1,284.00	210,024.02
03/25/99	3720	General by Library Director		4,293.85	205,730.17
03/25/99	3721	General by Library Director		912.28	204,817.89
03/30/99		Interest for 1/99	1,468.84	34.08	206,252.65
04/05/99		Library Passport Revenue, Mar	1,571.75		207,824.40
04/05/99		Library Revenue, Mar	1,545.47		209,369.87
04/05/99		321 Grant	947.00		210,316.87
04/08/99	3722	General by Library Director		1,879.86	208,437.01
04/08/99	3723	General by Library Director		1,131.14	207,305.87
04/15/99		Secured 6th Actual	202,975.93	525.35	409,756.45
04/20/99		Supplemental 6th Actual	2,693.29		412,449.74
04/21/99		Interest for 2/99	1,390.18	32.43	413,807.49
04/21/99	3724	Payroll to wire 5/6/99		20,325.00	393,482.49
04/21/99	3725	Payroll to wire 5/20/99		20,325.00	373,157.49
04/21/99	3726	General		5,564.13	367,593.36
04/21/99	3727	General		45,512.27	322,081.09
04/21/99	3728	General		3,001.85	319,079.24
04/21/99	3729	General		1,954.08	317,125.16
04/21/99	3730	General		5,001.12	312,124.04
04/21/99	3731	General		663.38	311,460.66
04/21/99	3732	General		1,047.34	310,413.32
04/21/99	3733	General		773.35	309,639.97
04/21/99	3734	General		1,769.19	307,870.78
04/21/99	3735	General		975.85	306,894.93
04/21/99	3736	General		1,354.42	305,540.51
04/27/99		Library Passport Revenue, Apr	3,338.50		308,879.01
04/27/99		Library Revenue, Apr	2,125.70		311,004.71
04/28/99	3737	General by Library Director		4,260.18	306,744.53
04/28/99	3738	General by Library Director		942.69	305,801.84
04/30/99		Interest Administrative Fee Rebate	37.79		305,839.63
04/30/99		97/98 Administrative Fee Rebate Interest	2.47		305,842.10
05/06/99	3739	General by Library Director		1,250.99	304,591.11
05/06/99	3740	General by Library Director		622.51	303,968.60
05/10/99		Homeowners Subvention 3rd	5,452.43		309,421.03
05/13/99		Secured 7th Actual	75,312.87	188.28	384,545.62
05/19/99	3741	Payroll to wire 6/3/99		25,125.00	359,420.62
05/19/99	3742	Payroll to wire 6/17/99		20,325.00	339,095.62
05/19/99	3743	General		2,057.84	337,037.78
05/19/99	3744	General		31,230.92	305,806.86
05/19/99	3745	General		7,494.45	298,312.41
05/19/99	3746	General		6,446.49	291,865.92
05/19/99	3747	General		2,031.49	289,834.43
05/19/99	3748	General		4,025.11	285,809.32
05/19/99	3749	General		648.26	285,161.06
05/19/99	3750	General		5,948.33	279,212.73
05/19/99	3751	General		4,631.07	274,581.66
05/19/99	3752	General		3,198.80	271,382.86
05/19/99	3753	General		139.75	271,243.11
05/19/99	3754	General		4,675.69	266,567.42
05/19/99	3755	General		1,247.14	265,320.28
05/19/99	3756	General		8,809.09	256,511.19
05/19/99		Transfer to Fund 702		35,000.00	221,511.19
05/19/99		Transfer to Fund 706		95,000.00	126,511.19
6/10/99	05/20/99	Public Utility Tax, #2	12,264.59	30.66	138,745.12

Placentia Library District  
 FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/20/99		Supplemental 7th Actual	5,406.15		144,151.27
05/24/99		Library Passport Revenue, May	3,497.30		147,648.57
05/24/99		Library Revenue, May	2,056.54		149,705.11
05/24/99		State Library Literacy Materials Grant	1,000.00		150,705.11
05/25/99		Interest for 3/99	1,252.31	30.96	151,926.46
05/27/99		S D A T F Apportionment	4,630.84		156,557.30
05/27/99		Delinquent Tax Sale Pre-Teeter	1.75		156,559.05
06/02/99	3757	General by Library Director		4,195.04	152,364.01
06/02/99	3758	General by Library Director		2,653.46	149,710.55
06/16/99	3759	General		10,545.90	139,164.65
06/16/99	3760	General		716.26	138,448.39
06/16/99	3761	General		4,271.29	134,177.10
06/16/99	3763	General		5,347.07	128,830.03
06/16/99	3764	General		3,513.26	125,316.77
06/16/99	3765	General		2,014.48	123,302.29
06/16/99	3766	General		1,216.15	122,086.14
06/16/99	3767	General		5,069.57	117,016.57
06/16/99	3768	General		2,187.23	114,829.34
06/16/99	3769	General		8,223.77	106,605.57

Placentia Library District  
 Property Tax Apportionments  
 Fiscal Year 1997-1998

Agenda Item 11  
 Attachment B

8 9

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 June 16, 1999

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

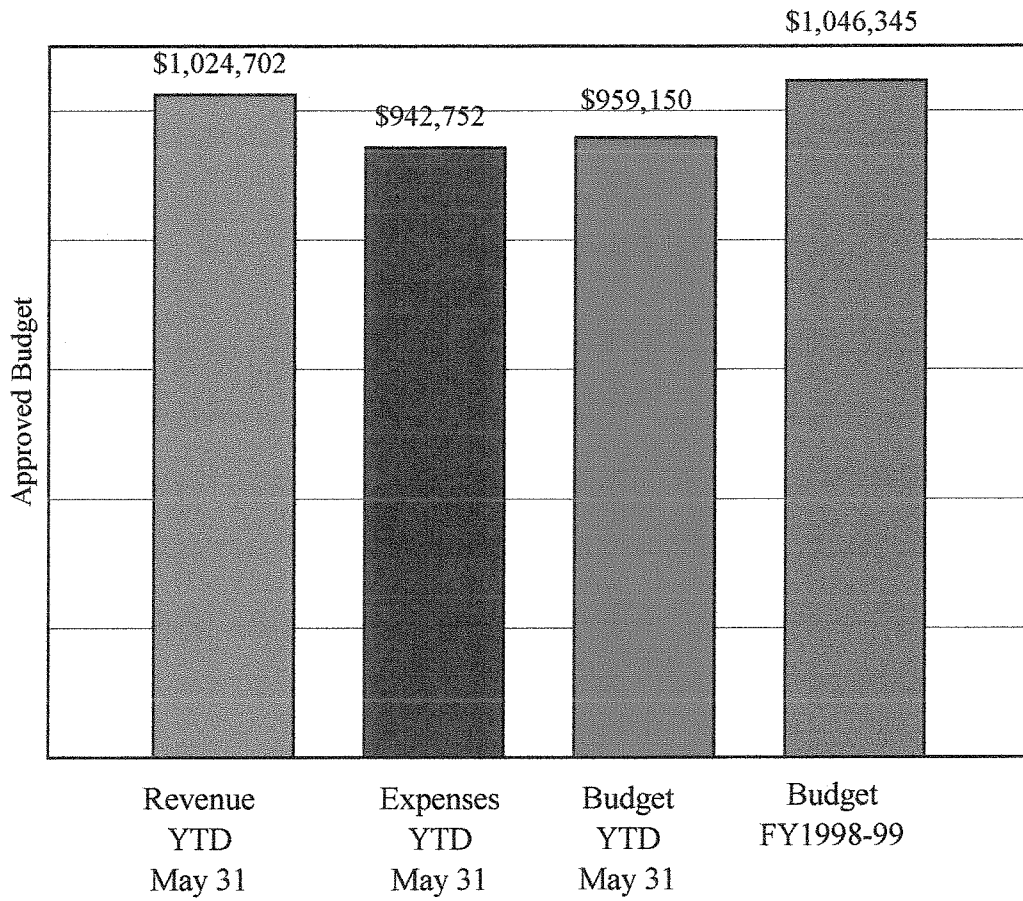
	Fiscal Year 1997-1998						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42	
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50	
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17	
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57	
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57	
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57	
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

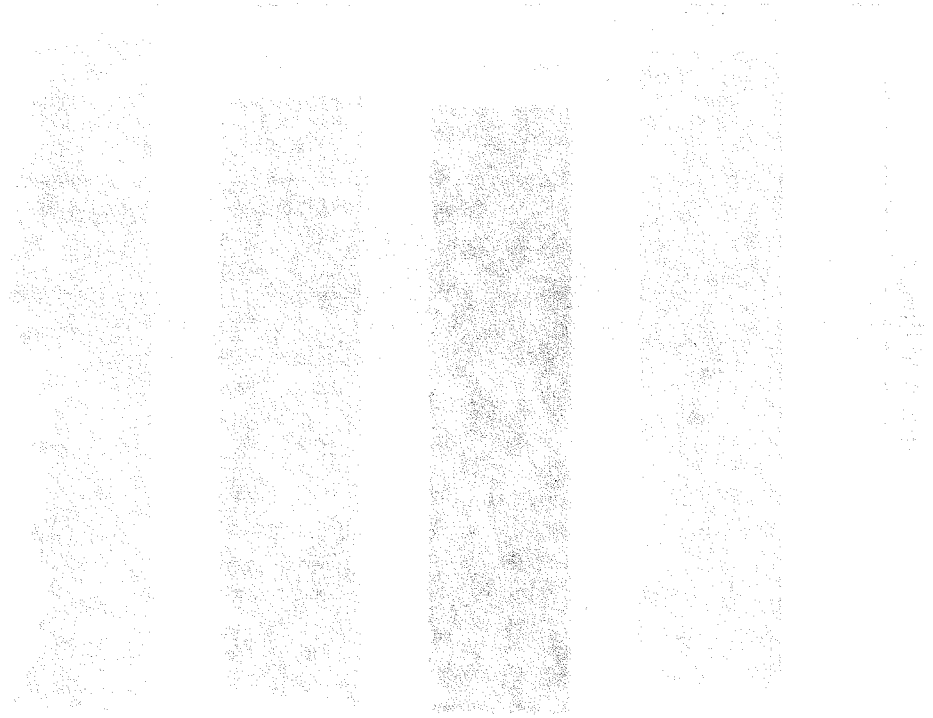


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 1998-99

### General Fund Cash Flow





**PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707**  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 MAY 1999	FY 1997-98 MAY 1998	FY 1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	764,421.88	710,412.61	75,312.87	33,250.16	100.42%
6210-01	Public Utility	33,000	24,000.54	24,908.25	12,264.59	12,336.46	72.73%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	<b>TOTAL PROP. TAXES - CURRENT SECURED</b>	<b>794,261</b>	<b>788,422.42</b>	<b>735,320.86</b>	<b>87,577.46</b>	<b>45,586.62</b>	<b>99.26%</b>
6220	<b>PROP. TAXES - CURRENT UNSECURED</b>	<b>47,000</b>	<b>45,141.86</b>	<b>40,966.34</b>	<b>0.00</b>	<b>0.00</b>	<b>96.05%</b>
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	1.75	0.00	1.75	0.00	
6230-04	Teeter Plan buyout - FY 1993-1994 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	
	<b>TOTAL PROP. TAXES - PRIOR SECURED</b>	<b>18,500</b>	<b>19,666.70</b>	<b>18,290.05</b>	<b>1.75</b>	<b>0.00</b>	<b>106.31%</b>
6240	<b>TOTAL PROP. TAXES PRIOR UNSECURED</b>	<b>1,200</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
6250	<b>TAXES - SPECIAL DISTRICT AUGMENTATION</b>	<b>0</b>	<b>9,062.08</b>	<b>0.00</b>	<b>4,630.84</b>	<b>0.00</b>	
6260	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6280-00	Property taxes current supplemental	18,000	23,629.12	13,670.90	5,406.15	1,105.67	131.27%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	<b>TOTAL PROP. TAXES SUPPLEMENTAL - CURREN</b>	<b>18,000</b>	<b>24,407.52</b>	<b>14,041.50</b>	<b>5,406.15</b>	<b>1,105.67</b>	<b>135.60%</b>
6300	<b>PROP. TAXES SUPPLEMENTAL - PRIOR</b>	<b>1,500</b>	<b>780.95</b>	<b>951.78</b>	<b>0.00</b>	<b>0.00</b>	<b>52.06%</b>
6540	<b>PENALTIES &amp; COSTS ON DELINQUENT TAXES</b>	<b>2,000</b>	<b>270.35</b>	<b>3,447.27</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL TAXES</b>	<b>882,461</b>	<b>887,751.88</b>	<b>813,017.80</b>	<b>97,616.20</b>	<b>46,692.29</b>	<b>100.60%</b>

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
6610-00	Interest	10,500	6,855.51	6,854.52	1,252.31	1,982.03	65.29%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	176.98	0.00	0.00	
	TOTAL INTEREST	10,500	6,855.51	7,031.50	1,252.31	1,982.03	65.29%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	13,241.57	12,903.36	5,452.43	5,313.16	85.52%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	6,446.25	6,423.47	0.00	1,050.00	99.17%
6970-01	State - CA Foundation Funds	97,400	59,146.00	28,313.00	0.00	0.00	60.72%
6970-02	State - CA Literacy Campaign	7,000	8,872.00	4,211.00	0.00	0.00	126.74%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	3,136.00	4,948.00	0.00	0.00	89.60%
6970-05	State - Project Grants	0	1,000.00	9,361.00	1,000.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	78,600.25	53,256.47	1,000.00	1,050.00	68.71%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	23,500	21,144.01	19,055.92	2,056.54	4,559.65	89.97%
7670-01	Local Revenue -- Passport	0	16,885.17	0.00	3,497.30	0.00	
	TOTAL LOCAL REVENUE	23,500	38,029.18	19,055.92	5,553.84	4,559.65	0.90
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	223.93	231.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	1,024,702.32	905,496.25	110,874.78	59,597.13	4.10

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	452,122.00	444,240.00	37,760.00	37,020.00	91.45%
0200	Retirement	70,123	65,909.92	63,978.34	34,120.92	2,832.00	93.99%
	Health Insurance/Blue Shield CA	28,585	18,109.10	17,475.88	2,175.09	2,354.79	63.35%
	Long Term Disability/CNA	2,862	1,733.90	1,883.75	0.00	171.25	60.58%
	Vision Service Plan/VSP	1,974	1,818.72	795.20	196.13	87.80	92.13%
	Dental/Ameritas	4,402	4,690.29	4,095.40	462.50	381.89	106.55%
0300	Total Employee Insurance	37,823	26,352.01	24,250.23	2,833.72	2,995.73	69.67%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	3,852.00	4,322.00	0.00	0.00	66.41%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	548,235.93	536,790.57	74,714.64	42,847.73	90.15%
0700-00	Communications - Telephone	2,600	2,032.96	2,425.67	321.04	409.91	78.19%
0700-01	Communications - Modem/Fax	2,384	1,937.71	2,440.47	54.37	20.91	81.28%
0700-02	Communications - Internet/Database	3,240	4,724.96	3,889.56	615.67	39.90	145.83%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	4,510.71	4,258.15	0.00	847.64	87.42%
0700-07	Communications - 321 Grant	570	379.96	501.76	0.00	0.00	66.66%
0700-08	Communications - Adult Literacy	330	438.36	262.36	54.09	57.35	132.84%
	Total Communications	14,284	14,024.66	13,777.97	1,045.17	1,375.71	98.18%
0900-00	Food - General Fund	50	0.00	24.75	0.00	6.58	0.00%
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	32.55	0.00	32.55	0.00%
	Total Food	150	0.00	57.30	0.00	39.13	0.00%
1000-00	Household Expense	3,500	3,467.79	4,370.02	0.00	0.00	99.08%
1100-00	Insurance	10,200	10,124.25	10,183.10	0.00	0.00	99.26%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	9,627.21	17,431.56	975.68	1,238.11	48.14%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	9,627.21	17,431.56	975.68	1,238.11	48.14%
	HVAC	5,500	2,734.90	3,672.50	691.95	117.42	49.73%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	26,703.79	21,399.90	1,720.84	3,644.34	106.82%
	Plumbing	1,200	590.79	1,609.68	0.00	583.52	49.23%
	Electrical	4,000	3,927.26	3,435.96	482.23	285.00	98.18%
	Cleaning Service	11,700	10,450.00	10,450.00	950.00	950.00	89.32%
	Locksmith	200	73.72	93.95	0.00	0.00	36.86%
	Other	2,000	1,390.69	2,023.20	0.00	120.00	69.53%
	Total Maintenance of Building & Grounds	50,100	45,871.15	42,685.19	3,845.02	5,700.28	91.56%
1600-00	Memberships - General Fund	2,900	2,550.00	2,884.00	175.00	0.00	87.93%
1600-07	Memberships - 321 Grant	200	225.00	75.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	0.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	3,015.00	3,054.00	175.00	0.00	92.77%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
1800-00	Library Supplies	4,500	6,170.25	5,096.28	1,006.87	421.15	137.12%
	Printing	9,000	6,849.76	7,025.91	291.35	49.43	76.11%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	729.86	1,751.74	0.00	84.61	48.66%
	Paper	1,200	893.60	1,274.99	0.00	0.00	74.47%
	Drinking Water Service	300	274.45	249.50	24.95	49.90	91.48%
	Other Office Supplies	3,000	4,567.36	2,608.54	735.17	855.50	152.25%
	Total Office Supply Expense - General Fund	19,500	19,485.28	18,006.96	2,058.34	1,460.59	99.92%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,889.91	1,141.00	0.00	0.00	
	Printing	1,475	1,615.51	903.04	0.00	0.00	109.53%
	Publications	2,375	0.00	1,157.01	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	401.10	0.00	42.75	128.58%
	Total Adult Literacy Office Supply Expense	4,300	2,129.82	2,461.15	0.00	42.75	49.53%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	23,505.01	26,790.31	2,058.34	1,503.34	94.21%
1803-00	Postage Expense - General Fund	800	2,095.84	761.77	181.10	328.87	261.98%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	64.00	75.50	0.00	43.50	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	
	Total Postage Expense	1,000	2,159.84	1,900.71	181.10	372.37	215.98%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	350.00	315.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	6,000	6,863.46	5,808.68	1,333.99	1,214.83	114.39%
	Anaheim Library Automated System	40,000	39,294.50	39,207.00	0.00	0.00	98.24%
	Clipping Service	420	416.52	379.81	34.71	34.71	99.17%
	Interest Allocation & Tax Collection Charges	450	184.62	173.31	30.96	50.55	41.03%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	472.50	420.00	0.00	0.00	94.50%
	Collection Services - Accounts Receivable	3,000	523.12	1,113.27	169.20	0.00	17.44%
	Audit & Accounting Services	3,750	4,811.00	3,360.00	0.00	0.00	128.29%
	Payroll Preparation	2,500	2,132.66	2,183.75	168.45	263.70	85.31%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OC/IP Settlement Allocations)	1,000	3,031.16	3,800.03	510.00	0.00	
1900-00	Total Specialized Services - General Fund	58,040	58,813.28	56,760.85	2,282.31	1,598.79	101.33%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	80.00	725.00	0.00	480.00	11.03%
1900-09	Specialized Services - LSCA Grant	0	0.00	4,003.99	0.00	400.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	2,101.83	1,961.87	218.94	113.97	100.09%
	Total Specialized Services	63,215	60,995.11	64,022.71	2,501.25	2,592.76	96.49%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rentals/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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June 16, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 MAY 1999	FY 1997-98 MAY 1998	FY 1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	72,214.71	66,259.01	0.00	0.00	109.27%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	16.03	0.00	0.00	103.95%
2400-01	Special Department Expense- Books	63,000	65,491.00	5,142.63	28,012.61	0.00	111.26%
2400-02	Special Department Expense - Video	1,500	1,668.97	592.80	1,668.97	0.00	36.43%
2400-03	Special Department Expense - Electronic	14,358	5,230.00	12,714.23	0.00	0.00	25.33%
2400-04	Special Department Expense - Periodicals	16,642	4,214.74	4,039.57	50.22	0.00	13.88%
2400-05	Special Department Expense - Audio	2,500	346.98	197.46	59.18	0.00	
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	2,230.32	606.57	863.30	0.00	148.69%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	79,182.01	23,309.29	30,654.28	0.00	79.58%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	1,506.42	654.78	0.00	286.90	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,830.16	3,037.39	196.34	276.82	91.51%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	1,024.91	171.42	143.20	95.00	136.65%
2700-03	Transportation/Travel - Meetings, Board Local	500	534.00	287.60	12.00	0.00	106.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	914.79	1,045.40	0.00	329.00	65.34%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	137.16	0.00	18.91	0.00	27.43%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,150	5,947.44	5,196.59	370.45	987.72	96.71%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
June 16, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 MAY 1999	FY1997-98 MAY 1998	FY1998-99 % REV BUD
2800-00	Electricity	45,000	37,456.44	40,284.17	3,009.57	5,743.58	83.24%
	Gas	5,500	5,352.91	4,630.87	622.51	794.57	97.33%
	Water	3,000	2,006.92	2,179.45	211.74	100.21	66.90%
	Total Utilities	53,500	44,816.27	47,094.49	3,843.82	6,638.36	83.77%
	TOTAL SUPPLIES & SERVICES	416,389	374,950.45	326,132.25	45,650.11	20,447.78	90.05%
3700-00	Taxes, Assessments (Sales Tax)	800	1,001.00	0.00	0.00	0.00	125.13%
4000-00	Equipment - General Fund	20,000	18,444.79	0.00	9,475.16	0.00	92.22%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	119.95	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	18,564.74	0.00	9,475.16	0.00	88.40%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	18,564.74	0.00	9,475.16	0.00	88.40%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,046,345	942,752.12	862,922.82	129,839.91	63,295.51	90.10%

06/09/99

**Placentia Library District**  
**Balance Sheet**  
As of May 31, 1999

	<u>May 31, '99</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	3,136.68
County Exempt - Savings	4,780.13
General Fund - Checking	7,784.99
General Fund - Savings	6,222.13
Literacy Fund - Savings	7,017.55
Payroll Checking	6,105.71
<b>Payroll Checking (CDs)</b>	
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
<b>Total Payroll Checking (CDs)</b>	<u>27,500.00</u>
Payroll Savings (Fees)	2,320.04
Payroll Savings (Int CDs)	7,229.97
<b>Total Checking/Savings</b>	<u>72,097.20</u>
<b>Total Current Assets</b>	<u>72,097.20</u>
<b>TOTAL ASSETS</b>	<u><u>72,097.20</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	9,855.68
Total Capital	62,241.52
<b>Total Equity</b>	<u>72,097.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>72,097.20</u></u>

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

06/09/99

January through May 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
<b>Income</b>						
Cash Register - Copy Cards	3,357.33	0.00	0.00	0.00	0.00	3,357.33
Cash Register - Fines	0.00	10,895.89	0.00	0.00	0.00	10,895.89
Cash Register - Lost Items	0.00	1,011.92	0.00	0.00	0.00	1,011.92
Cash Register - Misc.	0.00	146.37	0.00	0.00	0.00	146.37
Cash Register - Reserves	0.00	446.95	0.00	0.00	0.00	446.95
Children's Dept Income	2,805.00	10.00	0.00	0.00	0.00	2,815.00
Community Grant Income	250.00	0.00	0.00	0.00	0.00	250.00
County Reimbursements	0.00	5,793.15	0.00	0.00	0.00	5,793.15
Debit Card Income	23.35	0.00	0.00	0.00	0.00	23.35
Donations to Literacy	0.00	1,000.00	1,000.00	0.00	0.00	2,000.00
Interest Inc - CD's	0.00	0.00	0.00	830.08	0.00	830.08
Interest Inc - Checking	0.00	8.24	0.00	0.00	0.00	8.24
Interest Inc - Savings	42.76	126.22	33.94	0.00	0.00	202.92
Meeting Room Income	1,080.40	0.00	0.00	0.00	0.00	1,080.40
Miscellaneous Income	18.00	2,431.30	0.00	0.00	0.00	2,449.30
Passport Revenue	0.00	17,626.97	0.00	0.00	0.00	17,626.97
State Library Grants	0.00	947.00	0.00	0.00	0.00	947.00
State Library Reimbursements	0.00	1,488.84	0.00	0.00	0.00	1,488.84
State of CA Foundation Funds	0.00	59,146.00	0.00	0.00	0.00	59,146.00
Telephone Income	0.00	69.22	0.00	0.00	0.00	69.22
Test Proctoring Income	60.00	0.00	0.00	0.00	0.00	60.00
Transfers from County	0.00	0.00	0.00	224,106.48	0.00	224,106.48
Tutor Training Income	60.00	8,872.00	90.75	0.00	0.00	9,022.75
Typewriter Income	0.00	5.85	0.00	0.00	0.00	5.85
<b>Total Income</b>	<b>7,696.84</b>	<b>110,025.92</b>	<b>1,124.69</b>	<b>224,936.58</b>	<b>0.00</b>	<b>343,784.01</b>
<b>Expense</b>						
Bank Fees	0.00	176.30	0.00	16.65	0.00	192.95
Children's Other	291.54	0.00	0.00	0.00	0.00	291.54
Children's Storytime (Friends)	90.00	0.00	0.00	0.00	0.00	90.00
Children's Summer Reading Prgm	263.17	0.00	0.00	0.00	0.00	263.17
Community Grant Expense	250.00	0.00	0.00	0.00	0.00	250.00
Copier Lease Payments	2,231.70	0.00	0.00	0.00	0.00	2,231.70
Copier Maintenance Contract	1,423.53	0.00	0.00	0.00	0.00	1,423.53
Debit Card - Repay Cap Equip	0.00	19.75	0.00	0.00	0.00	19.75
Debit Cards	0.00	15.00	0.00	0.00	0.00	15.00
Employee Benefits	0.00	0.00	0.00	12,864.50	0.00	12,864.50
Employee Insurance	0.00	0.00	0.00	3,094.44	0.00	3,094.44
Employer Payroll Taxes	0.00	0.00	0.00	22,853.50	0.00	22,853.50
Friend's Director's Fund	74.00	0.00	0.00	0.00	0.00	74.00
Household Expenses	63.91	151.05	0.00	0.00	0.00	214.96
Library Board Expenses	32.33	0.00	0.00	0.00	0.00	32.33
Lobbyist Expense	1,286.47	0.00	0.00	0.00	0.00	1,286.47
Maintenance - Bldg	0.00	80.00	0.00	0.00	0.00	80.00
Memberships	0.00	261.33	0.00	0.00	0.00	261.33
Miscellaneous	0.00	435.00	60.00	0.00	0.00	495.00
Office Expense	0.00	448.20	0.00	0.00	0.00	448.20
Passport Expenses	0.00	15.00	0.00	0.00	0.00	15.00
Payroll Processing Fees	0.00	0.00	0.00	40,715.62	0.00	40,715.62
Postage	0.00	1,111.68	0.00	0.00	0.00	1,111.68
Salaries	0.00	0.00	0.00	139,282.38	0.00	139,282.38
Special Dept Expense	500.00	0.00	0.00	0.00	0.00	500.00
Taxes & Fees (370)	0.00	1,001.00	0.00	0.00	0.00	1,001.00
Transfers to County	0.00	101,126.19	0.00	0.00	0.00	101,126.19
Transportation & Travel	0.00	2,944.48	0.00	0.00	0.00	2,944.48
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>6,506.70</b>	<b>107,784.98</b>	<b>60.00</b>	<b>218,827.09</b>	<b>0.00</b>	<b>333,178.77</b>
<b>Net Income</b>	<b>1,190.14</b>	<b>2,240.94</b>	<b>1,064.69</b>	<b>6,109.47</b>	<b>0.00</b>	<b>10,605.24</b>

Placentia Library District  
Profit and Loss by Class

May 1999

06/09/99

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Copy Cards	560.53	0.00	0.00	0.00	560.53
Cash Register - Fines	0.00	2,065.25	0.00	0.00	2,065.25
Cash Register - Lost Items	0.00	145.78	0.00	0.00	145.78
Cash Register - Misc.	0.00	19.15	0.00	0.00	19.15
Cash Register - Reserves	0.00	88.50	0.00	0.00	88.50
County Reimbursements	0.00	2,590.03	0.00	0.00	2,590.03
Donations to Literacy	0.00	1,000.00	1,000.00	0.00	2,000.00
Interest Inc - Savings	9.39	26.02	0.00	0.00	35.41
Meeting Room Income	210.00	0.00	0.00	0.00	210.00
Miscellaneous Income	0.00	2,325.00	0.00	0.00	2,325.00
Passport Revenue	0.00	4,294.30	0.00	0.00	4,294.30
Telephone Income	0.00	35.53	0.00	0.00	35.53
Transfers from County	0.00	0.00	0.00	40,650.00	40,650.00
<b>Total Income</b>	<b>779.92</b>	<b>12,589.56</b>	<b>1,000.00</b>	<b>40,650.00</b>	<b>55,019.48</b>
<b>Expense</b>					
Bank Fees	0.00	64.80	0.00	0.00	64.80
Children's Other	36.21	0.00	0.00	0.00	36.21
Children's Summer Reading Prgm	23.17	0.00	0.00	0.00	23.17
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
Employee Benefits	0.00	0.00	0.00	2,144.12	2,144.12
Employee Insurance	0.00	0.00	0.00	720.79	720.79
Memberships	0.00	32.33	0.00	0.00	32.33
Miscellaneous	0.00	0.00	60.00	0.00	60.00
Office Expense	0.00	122.01	0.00	0.00	122.01
Passport Expenses	0.00	15.00	0.00	0.00	15.00
Payroll Processing Fees	0.00	0.00	0.00	12,022.32	12,022.32
Salaries	0.00	0.00	0.00	26,685.37	26,685.37
Transfers to County	0.00	6,553.84	0.00	0.00	6,553.84
Transportation & Travel	0.00	110.00	0.00	0.00	110.00
<b>Total Expense</b>	<b>735.37</b>	<b>6,897.98</b>	<b>60.00</b>	<b>41,572.60</b>	<b>49,265.95</b>
<b>Net Income</b>	<b>44.55</b>	<b>5,691.58</b>	<b>940.00</b>	<b>-922.60</b>	<b>5,753.53</b>

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 05/31/1999

## Cleared Transactions

Previous Balance		5,138.30
Cleared Checks and Payments	8 Items	-375.74
Cleared Deposits and Other Credits	3 Items	3,155.03
Cleared Balance		7,917.59

## Uncleared Transactions

Uncleared Checks and Payments	3 Items	-132.60
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 05/31/1999 (statement closing date)		7,784.99
New Checks and Payments	4 Items	-212.50
New Deposits and Other Credits	1 Items	615.32
Ending Account Balance		8,187.81



**Register**

General Fund - Checking Register through 05/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
05/03/1999			-split-	Deposit	325.00	X	5,234.30
05/03/1999	4040	Kelly Paper	Office Expense		-33.29	X	5,201.01
05/03/1999			County Reimbursements	Deposit	2,590.03	X	7,791.04
05/06/1999	4041	Sam's Club	Memberships		-32.33	X	7,758.71
05/06/1999	4042	Home Depot	Office Expense		-16.55	X	7,742.16
05/10/1999	4043	Nathaniel Jones	Office Expense	Reimbursem...	-3.60		7,738.56
05/13/1999	4045	CSDA	Transportation & Travel	Luncheon co...	-25.00	X	7,713.56
05/18/1999	4046	Home Base	Office Expense		-68.57	X	7,644.99
05/19/1999	4047	Elizabeth D Minter	Transportation & Travel	Reimbursem...	-10.00	X	7,634.99
05/19/1999	4049	Santa Fe Springs...	Transportation & Travel	2700-08 Lite...	-75.00		7,559.99
05/31/1999			Passport Revenue	Deposit	240.00	X	7,799.99
05/31/1999		Sanwa Bank	Passport Expenses	withdrawal f...	-15.00	X	7,784.99

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 05/31/1999

### Cleared Transactions

Previous Balance		3,419.29
Cleared Checks and Payments	2 Items	-6,618.64
Cleared Deposits and Other Credits	26 Items	9,421.48
Cleared Balance		6,222.13

### 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 05/31/1999 (statement closing date)		6,222.13
New Checks and Payments	1 Items	-5,591.58
New Deposits and Other Credits	8 Items	4,555.27
Ending Account Balance		5,185.82

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 05/31/1999

### Cleared Transactions

Previous Balance		3,933.16
Cleared Checks and Payments	6 Items	-796.48
Cleared Deposits and Other Credits	0 Items	0.00
 Cleared Balance		 3,136.68

### 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 05/31/1999 (statement closing date)		3,136.68
New Checks and Payments	2 Items	-226.75
New Deposits and Other Credits	1 Items	152.50
 Ending Account Balance		 3,062.43

### Register

County Exempt - Checking Register through 05/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
05/19/1999	2014	Tall Mouse Arts ...	Children's Other		-36.21	X	3,159.85
05/24/1999	2015	Gaeten Wood	Children's Summer Re...	Reimbursem...	-23.17	X	3,136.68

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 05/31/1999

### Cleared Transactions

Previous Balance		4,598.85
Cleared Checks and Payments	2 Items	-675.99
Cleared Deposits and Other Credits	23 Items	857.27
Cleared Balance		4,780.13

### 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 05/31/1999 (statement closing date)		4,780.13
New Checks and Payments	1 Items	-70.00
New Deposits and Other Credits	7 Items	219.25
Ending Account Balance		4,929.38

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 05/31/1999

### Cleared Transactions

Previous Balance		6,064.50
Cleared Checks and Payments	1 Items	-60.00
Cleared Deposits and Other Credits	2 Items	1,013.05
 Cleared Balance		 7,017.55

### 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 05/31/1999 (statement closing date)		7,017.55
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 7,017.55

# Reconciliation Report

Payroll Checking account reconciled for the period ending 05/31/1999

## Cleared Transactions

Previous Balance		14,226.66
Cleared Checks and Payments	39 Items	-47,514.30
Cleared Deposits and Other Credits	3 Items	40,865.97
Cleared Balance		7,578.33

## Uncleared Transactions

Uncleared Checks and Payments	9 Items	-1,472.62
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 05/31/1999 (statement closing date)		6,105.71
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		6,105.71





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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	144.24	9	818.44	45	962.68	54	741.55	37	1,704.23	91
Adult Circulating Non-Fiction	19,717.93	706	0.00	0	19,717.93	706	1,735.12	88	21,453.05	794
Adult Reference	4,558.06	46	0.00	0	4,558.06	46	120.00	4	4,678.06	50
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	24,275.99	752	0.00	0	24,275.99	752	1,855.12	92	26,131.11	844
TOTAL ADULT PRINT MATERIALS	24,420.23	761	24,420.23	45	25,238.67	806	2,596.67	129	27,835.34	935
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Educational	270.89	8	0.00	0	270.89	8	265.00	18	535.89	26
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	500.00	27	500.00	27
Total Adult Video	270.89	8	0.00	0	270.89	8	765.00	45	1,035.89	53
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	270.89	8	0.00	0	270.89	8	765.00	45	1,035.89	53
TOTAL ADULT MATERIALS	24,691.12	769	24,420.23	45	25,509.56	814	3,361.67	174	28,871.23	988
Juvenile Fiction	1,370.37	95	0.00	0	1,370.37	95	151.90	10	1,522.27	105
Juvenile Circulating Non-Fiction	0.00	0	103.68	3	103.68	3	0.00	0	103.68	3
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	103.68	3	103.68	3	0.00	0	103.68	3
TOTAL JUVENILE PRINT MATERIALS	1,370.37	95	103.68	3	1,474.05	98	151.90	10	1,625.95	108
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	1,370.37	95	103.68	3	1,474.05	98	151.90	10	1,625.95	108
Total Fiction	1,514.61	104	818.44	45	2,333.05	149	107	893.45	3,226.50	196
Total Non-Fiction	24,275.99	752	103.68	3	24,379.67	755	727	1,855.12	26,234.79	847
Total Audio	0.00	0	0.00	0	0.00	0	0	0.00	0.00	0
Total Video	270.89	8	0.00	0	270.89	8	8	765.00	1,035.89	53
Total Computer Software	0.00	0	0.00	0	0.00	0	0	0.00	0.00	0
TOTAL MATERIALS	26,061.49	864	922.12	48	26,983.61	912	842	3,513.57	30,497.18	1,096

OUTSTANDING ORDERS AS OF JUNE 8, 1999

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	\$16,554.68		\$2,282.93	\$18,837.61

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,488.29	82	79	4,963.10	270	263	6,451.39	352	342	5,882.50	282	281	12,333.89	634	623
Adult Circulating Non-Fiction	37,135.41	1,458	1,418	7,753.70	358	349	44,889.11	1,816	1,767	20,013.55	999	954	64,902.66	2,815	2,721
Adult Reference	13,819.24	209	191	33.78	1	1	13,853.02	210	192	686.85	34	24	14,539.87	244	216
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	50,954.65	1,667	1,609	7,787.48	359	350	58,742.13	2,026	1,959	20,700.40	1,033	978	79,442.53	3,059	2,937
TOTAL ADULT PRINT MATERIALS	52,442.94	1,749	1,749	12,750.58	629	613	65,193.52	2,378	2,301	26,582.90	1,315	1,259	91,776.42	3,693	3,560
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Total Adult Audio	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Adult Video Educational	2,194.61	23	23	0.00	0	0	2,194.61	23	23	265.00	18	18	2,459.61	41	41
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	500.00	27	27	500.00	27	27
Total Adult Video	2,194.61	23	23	0.00	0	0	2,194.61	23	23	765.00	45	45	2,959.61	68	68
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	3,429.48	76	69	0.00	0	0	3,429.48	76	69	792.50	47	47	4,221.98	123	116
TOTAL ADULT MATERIALS	55,872.42	1,825	1,818	12,750.58	629	613	68,623.00	2,454	2,370	27,375.40	1,362	1,306	95,998.40	3,816	3,676
Juvenile Fiction	1,645.51	119	73	648.98	43	42	2,294.49	162	115	291.85	29	21	2,586.34	191	136
Juvenile Circulating Non-Fiction	9,808.30	497	450	4,119.40	222	220	13,927.70	719	670	642.52	60	52	14,570.22	779	722
Juvenile Reference	1,038.58	34	14	290.38	19	19	1,328.96	53	33	50.00	1	1	1,378.96	54	34
Juvenile Print Continuities	93.10	3	0	0.00	0	0	93.10	3	1	0.00	0	0	93.10	3	1
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	10,939.98	534	465	4,409.78	241	239	15,349.76	775	704	692.52	61	53	16,042.28	836	757
TOTAL JUVENILE PRINT MATERIALS	12,585.49	653	538	5,058.76	284	281	17,644.25	937	819	984.37	90	74	18,628.62	1,027	893
Juvenile Audio/Music	0.00	0	0	244.49	23	23	244.49	23	23	0.00	0	0	244.49	23	23
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	244.49	23	23	244.49	23	23	0.00	0	0	244.49	23	23
Juvenile Video Educational	252.00	8	8	0.00	0	0	252.00	8	8	0.00	0	0	252.00	8	8
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	252.00	8	8	0.00	0	0	252.00	8	8	0.00	0	0	252.00	8	8
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	252.00	8	8	244.49	23	23	496.49	31	31	0.00	0	0	496.49	31	31
TOTAL JUVENILE MATERIALS	12,837.49	661	546	5,303.25	307	304	18,140.74	968	850	984.37	90	74	19,125.11	1,058	924
Total Fiction	3,133.80	201	152	5,612.08	313	305	8,745.88	514	457	6,174.35	311	302	14,920.23	825	759
Total Non-Fiction	61,894.63	2,201	2,074	12,197.26	600	589	74,091.89	2,801	2,663	21,392.92	1,094	1,031	95,484.81	3,895	3,694
Total Audio	1,234.87	53	46	244.49	23	23	1,479.36	76	69	27.50	2	2	1,506.86	78	71
Total Video	2,446.61	31	31	0.00	0	0	2,446.61	31	31	765.00	45	45	3,211.61	76	76
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	68,709.91	2,486	2,303	18,053.83	936	917	86,763.74	3,422	3,220	28,359.77	1,452	1,380	115,123.51	4,874	4,600

Agenda Item 15

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *FB*  
 DATE: June 16, 1999  
 SUBJECT: Unique Management Services, Inc. Report for Month of May!

The report was received from Unique Management on June 8, 1999.  
 Attachment A is enclosed.  
 A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	9	0	0	0.00	0
December	6	15	2	114.80	0
January	12	24	3	193.00	0
February	12	26	7	364.00	0
March	15	47	5	418.70	7
April	15	56	4	378.75	7
May	15	44	3	188.50	16
June					
TOTAL YTD	85	221	27	2,018.29	30

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 05/30/99


Time Run: 09:11PM  
Date Run: MAY 30 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	84	Dollars Submitted	:	7,992.14	Dollars Received	:	1,138.85
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	1,441.19
Incorrect Addresses	:	15	Dollars in Skips	:	1,261.30	Dollars Waived	:	477.44
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	65.40	Total Activated	:	3,837.27
Accounts in Process	:	68	Dollars in Process	:	6,534.83	% of Dollars Activated	:	58.72%
# of Accounts Activated	:	33						
% of Accounts Activated	:	48.53%						

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director   
 DATE: June 16, 1999  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT MAY, 1999**


SUMMARY OF PRINTER/COPIER ACCOUNTS MAY, 1999

Beginning Balance 4/30/99 (\$991.57)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	560.53	
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 May		446.34
Total Copier Maintenance Payment in May		229.65
Debit Card System Loan Payback		0.00
	560.53	675.99

Ending Balance 5/31/99 (\$1,107.03)

May payment \$ 0.00

 *No payments will be made until Apr 2001.*  
SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 5/31/99	(8,565.48)
Loan Amount as of 5/31/99 (Literacy Fund)	7,700.00
May Payment (Fund 702)	0.00
May Payment (Literacy Fund)	0.00
Balance 5/31/99	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Placentia Library District Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: June 16, 1999  
**SUBJECT: GIFT REPORT**

The following gifts were received from May 1, 1999 through May 31, 1999

**IN-KIND DONATIONS**

Home Base

**TOTAL IN KIND DONATIONS                      \$35.00**

**ADOPT-A-BOOK DONATIONS**

Bruce & Laura Barrett  
Jackie, Scott & Emily Bishop  
David & Holly Cross  
Karen Davidson  
Charles & Lois Greeter  
Susan Hillaman  
Sue Hochman  
Randolph A. Jones  
Kaye E. Lennon  
Linda Lukowski  
W.A. & Doris McClary  
Patrick & Sharon McDonald  
John & Shirley Mignot

Joanne Miller  
Kathleen Murphy  
Jo Ann Nelson  
Elizabeth Ann Phillips  
Judy Robles  
Michael & Ann O'Rourke  
Jewel Scalia  
Jose & Catalina de la Torre  
Peggy Vincent  
Victoria Allec Weselich  
Fred & Sue West  
William & Julie Whalen


**TOTAL AAB DONATIONS                      \$965.00**

**TOTAL ALL DONATIONS                      \$1,000.00**

Prepared by : Wendy Goodson





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director   
DATE: June 16, 1999

**SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH MAY, 1999**

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Regular maintenance of lighting.
3. **Plumbing** – Staff kitchen faucet and children’s restrooms repaired by Manwill Plumbing Co.
4. **Drainage pipes** - Placed work order with the City to repair broken drainage pipe on the west side of Library. Work completed.

Prepared by: Wendy Goodson



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: June 16, 1999  
**SUBJECT: PERSONNEL REPORT FOR MAY, 1999**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



Elizabeth Minter, Library Director

<sup>CW</sup>  
Cheryl Willauer, Volunteer Coordinator

FROM:

SUBJECT:

**Volunteer Report for the Month of May 1999**

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 May	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	4.00	90.00	9/95	349.75
Backes, Theresa	4.00	84.25	6/98	96.75
Boelman, Marge	0.00	6.00	1/98	17.25
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Cravotta, Leo	0.50	0.50	5/99	0.50
Dell, Lyla	21.75	227.25	8/98	227.25
Deputy, Paul	23.00	230.00	7/82	6,693.25
Farkas, Ted	1.50	19.00	10/98	19.00
Fioroni, Pete	6.00	54.00	3/97	139.75
Fioroni, Ruth	54.00	54.00	3/97	139.75
Fitzgerald, Joan	12.00	171.50	10/93	1,666.00
Foundation Telephone Committee	0.00	40.00	10/98	40.00
Godwin, Nita	6.00	15.00	2/96	147.25
Hemmerling, Barbara	14.00	37.50	10/95	280.75
Hochman, Sue	11.00	74.00	1/98	109.75
Horrocks, Marjorie	4.00	40.00	10/95	195.00
Hyams, Rose	9.00	212.00	7/98	202.00
Irot, Pat	32.00	270.75	2/96	1,013.25
Jertberg, Pat	9.00	117.00	4/98	125.50
Livezey, Jane	8.50	85.00	4/96	336.00
nd, Audrey	0.00	53.00	10/97	193.50
k, Shamim	0.00	63.00	5/97	480.75
matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	4.00	29.50	6/98	33.50
Mignot, Shirley	8.00	84.00	9/95	326.75
Myers, Claire	13.00	160.00	10/95	646.00
Olson, Bob	4.00	40.75	9/95	238.25
Project Independence	64.75	64.75		64.75
Robb, Barbara	3.75	28.25	7/98	28.25
Schlichter, Allan	8.00	64.00	10/93	532.50
Schmidt, Marie	6.50	55.25	4/98	69.25
Shaw, Dixie	1.50	18.50	5/94	142.50
Stark, Allan	0.00	12.50	4/97	32.00
Stark, Saundra	5.50	82.25		170.25
Venegas, Julie	0.00	38.25	6/98	51.25
Walker, Virginia	0.00	107.00	3/99	107.00
Wymer, Betty	12.75	118.75	1/96	445.25
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	80.00	1,240.00		5,553.75
<b>TOTAL</b>	<b>389.00</b>	<b>4,165.75</b>		<b>21,168.75</b>

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	May	YTD		May	YTD
Ahmadi, Zohra	0.00	24.25	Lam, Thuan	0.00	26.50
Alloway, Joby	0.00	30.00	Lee, Hannah	0.00	15.00
Angolo, Nelida	0.00	2.00	Lee, Michael	0.00	24.75
Aroz, Erma	0.00	2.50	Lee, Pichie	0.00	60.00
Arreola, Daniel	0.00	43.00	Leon, Erma	0.00	2.00
Ataris, Andy	0.00	2.00	Mair, Justin	0.00	30.50
Bernard, Bers	0.00	12.00	Margary, Gale	0.00	2.00
Bernd, Jim	0.00	42.75	Martinez, Josh	9.00	11.50
Bone, Shawnda	0.00	14.50	McMillan, Caitlyn	0.00	15.00
Boula, Bobby	0.00	21.25	Molina, Enio	0.00	9.75
Bridenbaker, Mark	0.00	2.00	Morris, Crystal	0.00	7.00
Bui, Jennifer	0.00	5.50	Nguyen, Rosemary	9.00	9.00
Burke, Marsha	0.00	4.00	Oskins, Cindy	0.00	4.00
Burns, John	0.00	2.00	Parker, Jim	0.00	5.75
Byrne, Justin	0.00	20.00	Peck, Jean	0.00	2.00
Caniceros, Anna	0.00	29.25	Perez, Lizette	0.00	16.50
Carri, Patrick	0.00	35.00	Perez, Manuel	0.00	5.75
Chang, Edmund	0.00	38.00	Picha, Richard	0.00	2.00
Chavez, Alfredo	0.00	21.00	Pina, Jose Luis	0.00	1.00
Cheung, Eric	0.00	19.00	Pinter, Brian	0.00	22.75
Chib, Sheetal	0.00	8.00	Plinski, Sara	0.00	2.00
Chiong, Debbie	0.00	34.25	Ritter, David	0.00	1.00
Chiu, Jason	0.00	8.00	Rodriguez, David	0.00	29.75
Chiu, Josephine	0.00	68.00	Rorax, Jarnie	0.00	12.00
Clugston, Patricia	4.25	46.50	Shaw, Patrick	0.00	29.50
Coursey, Jeff	0.00	18.00	Sim, Elisia	0.00	17.00
DeCarlo, Joey	0.00	5.00	Soto, David	0.00	31.00
De Los Santos, Sarah	0.00	20.00	St. Aubin, Lacy	0.00	10.50
Evangelishe, Michele	12.00	12.00	Sung, Alice	0.00	9.00
Garner, Sarah	0.00	11.00	Thompson, Jena	0.00	4.50
Gerges, Magda	0.00	7.50	Topiu, Monique	0.00	2.25
Gonzalez, Lizeth	0.00	15.50	Tsutsumuda, Kathy	0.00	11.00
Gonzalez, Maria	0.00	24.25	Uh, Soo	0.00	7.75
Govea, Melissa	0.00	4.00	Vance, Brian	0.00	55.50
Guzzi, Rebecca	0.00	4.00	Varela, Javier "Junior"	0.00	43.00
Haffner, Kristy	0.00	0.50	Vasquez, Joel	0.00	8.00
Hannah, Bryan	0.00	34.00	Veltre, Matti	0.00	26.75
Harikumar, Seema	0.00	3.00	Verde, Val	0.00	6.25
Harnett, Tom	0.00	15.00	Vidhyarkorn, Tammy	9.00	96.00
Harrison, Matthew	0.00	29.00	Villanoeva, Jorge	0.00	30.00
Hernandez, Ricardo	0.00	6.00	Wang, Grace	0.00	20.00
Higueros, Delmy	0.00	22.25	Wang, Shuan	0.00	40.00
Ho, Bao	0.00	30.00	Whalen, Mark	0.00	12.00
Ho, Jerry	0.00	40.00	Yada, Julie	0.00	10.50
Joslin, Linda	0.00	1.75	Yang, Kelly	0.00	23.00
Kansagara, Mena	0.00	17.50	Yee, Cindy	0.00	17.50
Khounani, Anthony	0.00	12.00			
Kim, Jessica	0.00	12.25			
Kumar, Smita	0.00	23.75			
<b>TOTAL</b>	<b>16.25</b>	<b>906.75</b>	<b>TOTAL</b>	<b>18.00</b>	<b>821.00</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 346.00

**TOTAL VOLUNTEERS HOURS 769.25**

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY96/97	FY97/98	FY98/99	FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	884.25	919.25	209.00	405.00	427.00
September	773.75	433.00	531.75	279.00	376.00	261.00
October	756.50	486.00	497.00	482.00	435.00	332.00
November	519.75	492.75	443.75	257.00	369.00	345.00
December	370.00	558.00	312.25	142.00	273.00	179.00
January	488.60	558.25	413.75	367.00	301.00	242.00
February	480.00	533.50	372.00	517.00	450.00	504.00
March	675.00	687.00	478.75	493.00	398.00	347.00
April	788.00	594.00	601.75	633.00	383.00	265.00
May	620.50	453.50	423.25	430.00	480.00	346.00
June	740.25	805.25		380.00	317.00	

RESOLUTION 99-1

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE  
SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE  
COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes  
that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of  
Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 1999-  
2000 dated June 16, 1999, and implements such on July 1, 1999.

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

State of California )  
 )ss.  
County of Orange )

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

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

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





Placentia Library District  
Circulation Report  
JUNE 16, 1999

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 MAY 99	FY97-98 MAY 98
1st Time Checkouts	128,157	148,215	-13.53%	10,756	11,631
Phone Renewals	16,477	13,721	20.09%	1,787	1,403
In-Building Renewals	6,355	12,245	-48.10%	356	1,112
Total Renewals	22,832	25,968	-12.08%	2,143	2,515
TOTAL CHECKOUTS	150,889	174,181	-13.31%	12,899	14,146
On-Time Checkins	123,252	141,155	-12.68%	12,150	12,045
Late Checkins	25,575	29,342	-12.84%	2,404	3,096
TOTAL CHECKINS	148,827	170,497	-12.71%	14,554	15,141
Holds Placed	3,051	3,572	-14.59%	273	376
Holds Cancelled	659	763	-13.63%	68	93
Holds Filled	2,911	3,134	-7.12%	263	312
Holds Expired	20	31	-35.48%	0	2
Overdue Items	9,481	11,138	-14.88%	855	1,011
Overdue Notices	4,029	4,765	-15.45%	389	446
Billing Notices	4,815	5,574	-13.62%	474	524
Patrons Registered	2,828	3,135	-9.79%	211	198
Titles Added	9,559	6,199	54.20%	1,879	796
Volumes Added	11,993	10,508	14.13%	2,560	1,146
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	68,164	69,594	-2.05%	6,173	6,584
Juvenile Print	72,043	78,388	-8.09%	5,809	6,459
Total Print	140,207	147,982	-5.25%	11,982	13,043
Audio	4,787	5,553	-13.79%	397	503
visual	6,732	8,261	-18.51%	510	599
Equipment	0	0	0.00%	0	0
Total Audio Visual	11,519	13,814	-16.61%	907	1,102
TOTAL CIRCULATION	150,889	174,181	-13.31%	12,889	14,146
Placentia Circulation	92,821	112,294	-17.34%	7,695	8,587
% Placentia Circulation	61.18%	64.23%	-4.75%	59.70%	60.71%
Anaheim/Yorba Linda Circulation	29,800	31,679	-5.93%	2,834	2,924
% Anaheim/Yorba Linda Circulation	19.64%	18.12%	8.39%	21.99%	20.67%
TYPES OF ACTIVE BORROWERS					
Adult	100,759	111,805	-9.88%	8,887	9,501
Young Adult	4,191	4,242	-1.20%	397	531
Juvenile	37,120	47,138	-21.25%	2,961	3,432
New Borrower	9,663	11,625	-16.88%	650	677
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	151,733	174,810	-13.20%	12,895	14,141
TOTAL REGISTERED BORROWERS	27,650	28,535	-3.10%	27,650	28,535
ATTENDANCE					
Adult Reference - -In Building	11,868	12,902	-8.01%	1,013	1,075
Adult Reference - Telephone	2,720	2,780	-2.16%	223	226
Children's Reference - In Building	5,776	8,195	-29.52%	441	606
Children's Reference - Telephone	447	416	7.45%	28	37
Total Adult Reference	14,588	15,682	-6.98%	1,236	1,301
Total Children's Reference	6,223	8,611	-27.73%	469	643
In Building Reference	17,644	21,097	-16.37%	1,454	1,681
Telephone Reference	3,167	3,196	-0.91%	251	263
TOTAL REFERENCE	20,811	24,293	-14.33%	1,705	1,944



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

**Meeting held at MWDOC  
10500 Ellis Ave., Fountain Valley  
7:30 a.m. - May 10, 1999**

**ISDOC Executive Committee Members Present:**

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

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

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

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

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

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

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

cc: LAFCO Representatives  
John B. Withers Email: jwithers@psomas.com  
Russell Paris Email: rparis6@gte.net  
Bill Goodwin Email: wgoodwin@psomas.com  
Trudy Ohlig Email: prues@earthnet  
Ed LaBahn Email: ealabahn@worldnet.att.net  
Ted Martin Email: tfmlee@msn.com  
Russ Behrens -McCormick, Kidman & Behrens  
Tom Blaylock Email: tblay@msn.com

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

## Call to Order

### 1. Preliminaries

President Keith Coolidge called the meeting to order at 7:35 a.m.

### 2. Review Minutes of April 6, 1999 Executive Committee Meeting

Minutes approved as submitted

### 3. Financial Report

Treasurer Joan Finnegan reported a cash balance as of April 28, 1999 of \$4,156.17 and noted that the catering bill for the April 29 quarterly luncheon had not yet been received.

### 4. Critique of April 29, 1999 Quarterly Meeting

Members reported that the talk by former State Senator and County Supervisor Marian Bergeson had been well received. Mrs. Bergeson, who had been chair of the Local Government Committee while serving in the Senate, told luncheon attendees that special districts need to be flexible and willing to adapt to changes in the way they do business and receive funding from the state. Mrs. Bergeson now serves on the Commission on Local Governance for the 21<sup>st</sup> Century, and she noted that her fellow commission member John Schatz (SMWD) is doing an excellent job of advocating for the interests of special districts. She indicated the Commission members were aware that the best way to resolve issues is by doing so at a local level. She said they also were aware of the need to protect districts that rely on single sources of revenue, and that a single entity (i.e. city government) is not always best to determine the needs and resource allocations within a community.

### 5. LAFCO Matters

Arlene Schafer reported that the Commission had discussed the idea advanced by IDSOC of post-consolidation audits to determine how well consolidations are working and if the projected benefits had occurred. She indicated that an obstacle for the Commission was in funding these audits and that, if they were to occur, an additional fee might be levied through the original application process.

Arlene also reported that the LAFCO Legislative Committee had met with Senator Bill Morrow to discuss SB 1142. This bill requires cities and special districts to comply with Proposition 218 and its implementing statutes when local officials conduct proceedings for boundary changes that would impose or extend a new tax, assessment, or property-related fee to the affected territory. The Orange County LAFCO opposes this bill's provision that would apply the voter requirements of Proposition 218 to annexations of any size where an existing special tax or assessment is already effective in the annexing city. They state that, while seeking to

clarify the application of Proposition 218, this bill could substantially impact the efficient delivery of public services through impairment of annexations.

Arlene also noted that the Commission would hold a workshop on the proposed Santa Margarita incorporation at 7 p.m. Wednesday May 26 at St. John's Church in Rancho Santa Margarita.

**6. CSDA Report**

Russell Paris was not present to report.

**7. Legislation**

Keith Coolidge reviewed a list of 13 bills considered priority legislation that had been developed by ACWA [Attached]. He noted that CSDA had provided a lengthy list of the bills its was following and indicated he would work with CSDA's Sacramento advocate Ralph Heim to see if CSDA could provide a similar list of priority bills on which they wanted agencies to take positions.

The executive committee discussed five of the bills on ACWA's list that relate to special district administration, finance and contracting procedures and took the following positons:

AB 60 (Knox)	Overtime; Eight-hour workday	Oppose
AB 1195 (Longville)	Property tax shift	Support
AB 806 (Kelley)	Public contract retention proceeds	Oppose
AB 1504 (Margett)	Public contract termination	Oppose
SB 266 (Chesbro)	Public contract bidding practices	Oppose

**8. Other Coments/Concerns**

The committee discussed having special district members attend the monthly meeting of the Orange County Chapter of the League of California Cities. Keith Coolidge indicated he sometimes attends these meetings, which are on the second Thursday of the month. He indicated he would bring copies of the meeting notices to executive committee meetings.

**9. Adjourn**

The meeting was adjourned at 8:50 a.m.

Dated May 11, 1999

Respectfully submitted

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF APRIL 28, 1999: \$ 3,730.17

RECEIPTS:

1998 ISDOC Luncheon Meeting	\$ 30.00
4/29/99 ISDOC Luncheon Meeting	<u>396.00</u>

TOTAL RECEIPTS FOR PERIOD 4/29-5/9/99 426.00

EXPENSES:

NONE

BALANCE ON HAND AS OF MAY 9, 1999: \$ 4,156.17

Respectfully submitted,

*Joan C. Finnegan*

Joan C. Finnegan  
ISDOC Treasurer

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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 Strategic Plan for Placentia Library District  
**DATE:** June 16, 1999

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





CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	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								0.00
Jun-99								0.00
TOTAL		36,140.74	8,412.40	7,966.78	1,056.26	3,357.52	2,364.10	59,297.80
AVG		3,614.07	841.24	796.68	105.63			5,929.78

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	13,403.80	2,379.00	150.70	15,933.50	7,966.75
AVG	1,340.38	237.90	15.07	1,593.35	796.68

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99						0.00
Jun-99						0.00
TOTAL	2,739.84	2,814.60	480.04	51.72	7,317.60	13,403.80
AVG	273.98	281.46	48.00	5.17	731.76	1,340.38

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	BLDG MAINT			TOTAL
			SWEEPER	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						0.00
Jun-99						0.00
TOTAL	80.00	100.00	18.00	2.00	300.00	500.00
AVG	8.00	10.00	1.80	0.20	30.00	50.00



# CSDA LEGISLATIVE UPDATE

June 10, 1999

## ERAF/State Budget Update

Just short of midnight last evening, the Budget Conference Committee discussed the final elements of the local government "fiscal relief" package that will be voted upon sometime today.

With respect to ERAF, the Committee appears to be ready to support capping ERAF, but only if the Legislature and voters approve a constitutional amendment that corrects the "perverse incentives" regarding land-use decisions that are driven by the potential for sales tax receipts.

Senator Steve Peace indicated that the development of the constitutional amendment will begin shortly with the intent of placing the measure on the November 2000 ballot. Assuming local governments and the Legislature could agree on language for the constitutional amendment, should the measure be passed by the voters in November 2000, the ERAF cap would not take effect until the 2000-2001 fiscal year.

While the sales tax/land use planning issue will be the centerpiece of the constitutional amendment discussion, since Senator Peace believes that Proposition 13 and the resulting property tax formula the Legislature adopted in 1978-79 is the fundamental cause of the current local government financing crisis, we should anticipate that every element of local government finance/structure will be on the table.

In addition to the ERAF issue, the Conference Committee appears ready to approve a number of other components of the local government package. They include \$20 million for libraries and \$425 million for the Infrastructure Bank.

With respect to the Infrastructure Bank, the revenues would be available to all local governments as loans for 15 types of infrastructure projects, which will be delineated in related legislation. Local agencies would be required to come up with 10 percent of the project cost and borrow the remainder from the Bank, with no single loan exceeding \$47.5 million.

It appears that the Conference Committee will adopt the above-cited provisions later this afternoon. CSDA will continue to keep you updated on the Budget activities.

If you are in need of assistance on this alert, or any other legislative issues, contact:

**California Special Districts Association \* 1121 L Street, Suite 508**

Sacramento, CA 95814 \* (916) 442-7887 \* (916) 442-7889 FAX

[www.csda.net](http://www.csda.net)

# Heim, Noack, Kelt

GOVERNMENTAL

Ralph A. Heim  
 Russell W. Noack  
 Anne Kelly  
 Leslie S. Spahn  
 John Caldwell

**TRANSMITTED VIA FACSIMILE**

**2 Pages**

**June 10, 1999**

**9:00 a.m. (PDT)**

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	408-266-0271 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Mike Gotch	707-944-9277 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-886-2882 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

**FROM: Ralph A. Heim**

**RE: ERAF/Budget Update**

Just short of midnight last evening, the Budget Conference Committee discussed the final elements of the local government "fiscal relief" package that will be voted upon sometime today.

With respect to ERAF, the Committee appears to be ready to support capping ERAF, but only if the Legislature and voters approve a constitutional amendment that corrects the "perverse incentives" regarding land-use decisions that are driven by the potential for sales tax receipts.

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**ERAF/Budget Update**

**June 10, 1999**

**Page 2**

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I believe the Conference Committee will adopt the above-cited provisions later this afternoon.

RAH/kmg

# Heim, Noack, Kelly

O V E R N O C K A L L Y

Ralph A. Heim  
 Russell W. Noack  
 Anne Kelly  
 Leslie S. Spahn  
 John Caldwell

**TRANSMITTED VIA FACSIMILE**

**1 Page**

**June 9, 1999**

**8:30 a.m. (PDT)**

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	408-266-0271 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Mike Gotch	707-944-9277 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-886-2882 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

**FROM: Ralph A. Heim**

**RE: ERAF/Budget Update**

Rumors circulated throughout the Budget Conference Committee late last night that Governor Davis has asked the conferees not to send him a local government relief package that includes capping the ERAF. Sources said that the Governor made it clear that he would veto any ERAF cap legislation.

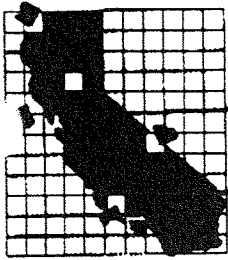
The Budget Conference Committee will meet again this afternoon and will consider the local government fiscal relief package. What we are hearing, the news is not great. Perhaps some relief from the property tax administration fee charged by counties and some one-time revenues for libraries and parks and "other local infrastructure."

I will provide you with details as soon as the Conference Committee concludes its actions late this afternoon.

1121 L Street, Suite 100  
 Sacramento, CA 95814  
 Tel. (916) 442-4584  
 Fax (916) 441-4925  
 Email: general@hnks.com

**RAH/kmg**





## CSDA LEGISLATIVE UPDATE

June 9, 1999

### ERAF/Budget Update

Given the critical stages of the State Budget process, on Monday, June 7, the Allies for California's Cities, Counties and Special Districts held a news conference in the Capital to keep momentum building for the inclusion of ERAF-relief in the final budget agreement.

In addition to representatives from the Allies, numerous legislators attended and expressed their support for ERAF-relief this year. A common theme expressed by the legislators was: **If not this year – when?**

With respect to the ERAF issue within the context of the budget Conference Committee, for the first time both the Assembly and Senate versions of the Budget contain revenues for ERAF-relief. The Senate version contains a cap on the ERAF, estimated at \$234 million. To put the cap in perspective, if the Legislature does not cap the ERAF this year, local governments will shift an additional \$234 million this fiscal year.

The Assembly's version of the Budget contains a like-amount, but the revenues are currently designated on a priority basis to libraries, parks and "other local infrastructure." There is strong support within the Legislature to provide local governments with revenues for "potholes" and other infrastructure needs.

Rumors circulated throughout the Budget Conference Committee late last night that Governor Davis has asked the conferees not to send him a local government relief package that includes capping the ERAF. Sources said that the Governor made it clear that he would veto any ERAF cap legislation. His spokespersons indicated that Governor Davis's opposition to capping ERAF is due primarily to the out-year costs to the State (State must backfill education). Additionally, Governor Davis wants any ERAF solution to be part of a comprehensive restructuring of the state/local fiscal relationship. He admits that such a proposal may take a year or more to develop.

The Budget Conference Committee will meet again this afternoon and will consider the local government relief package. From what we are hearing, the news is not great. Perhaps some relief from the property tax administration fee charged by counties and some one-time revenues for libraries, parks and "other local infrastructure," similar to the Assembly version.

continued....

**CSDA Legislative Update**

June 9, 1999

Page 2

**WHAT'S NEXT?**

June 15<sup>th</sup> is the constitutional deadline for the Legislature to pass the 1999-2000 State Budget to the Governor. While missing this deadline has become routine, Governor Davis and the legislative leadership have vowed to meet the June 15<sup>th</sup> deadline. With this said, in his weekly press conference, also on June 7<sup>th</sup>, Senate President Pro Tem John Burton referred to the June 15 deadline as a "snooze alarm." While hoping the Legislature meets the June 15 deadline, Senator Burton said that the real deadline is July 1, the start of the new fiscal year.

If you have not contacted your legislators and the Governor regarding ERAF relief, it is not too late to do so.

CSDA will provide you with additional details on the State Budget as they develop.

If you are in need of assistance on this alert, or any other legislative issues, contact:

**California Special Districts Association**

1121 L Street, Suite 508

Sacramento, CA 95814

(916) 442-7887

(916) 442-7889 FAX

[www.csdanet.net](http://www.csdanet.net)

# CSDA LEGISLATIVE ALERT

May 24, 1999

## ERAF UPDATE

On May 19, 1999, the Assembly Budget Subcommittee #4 added \$200 million to the Assembly Budget for local governments. The language read, "*For allocation by the Controller to local jurisdictions pursuant to legislation enacted in the 1999-2000 Legislative Session prior to October 1, 1999. It is the intent of the Legislature that priority in allocation of these funds shall be given to the financing of public library systems, park maintenance and other local government infrastructure needs. ---\$200,000,000.*" After the adoption of the \$200 million, Assembly Member George Runner made a motion to have the Subcommittee approve capping the ERAF (estimated at \$200 million). The motion failed on a party-line vote; Republicans voting for the cap; Democrats voting against.

The Department of Finance testified in opposition of the addition of the \$200 million on the basis that the revenue is not included in the Governor's May Revision.

On May 20, 1999, Senator Steve Peace, Chair of the Senate Budget Subcommittee #5, successfully inserted a \$234 million General Fund expenditure to cap the ERAF property tax shift. This is significant given Senator Peace will co-chair the Budget Conference Committee.

The fact that the Governor's May Revision did not contain revenues for ERAF relief should in no way diminish CSDA member efforts to aggressively support the efforts described above. Numerous funding accords will be reached between the Governor and Legislature during the Budget Conference Committee process and we must continue to advocate that one such accord be ERAF relief.

CSDA is requesting that letters of thanks and support should be sent to Senator Peace for his efforts to cap ERAF. Additionally, for his efforts to cap the ERAF in the Assembly Budget Subcommittee, please send thank you letters to Assembly Member George Runner.

We will keep you current as new developments occur.

### ADDRESS LETTERS OF THANKS AND SUPPORT TO:

The Honorable Steve Peace  
California State Senate, District 40  
State Capitol, Room 3060  
P.O. Box 942848  
Sacramento, CA 94248-0001

The Honorable George Runner  
California State Assembly, District 36  
State Capitol, Room 6027  
P.O. Box 94249  
Sacramento, CA 94249-0001

**Please forward copies of your correspondence to CSDA. THANK YOU FOR YOUR IMMEDIATE ATTENTION TO OUR REQUEST FOR "THANK YOU" LETTERS.**

# Heim, Noack, Kelly & Associates

C O V E R N M E N T A L A D V I S O R S

Ralph A. Heim  
 Russell W. Noack  
 Anne Kelly  
 Leslie S. Spahn  
 John Caldwell

## TRANSMITTED VIA FACSIMILE

2 Pages

May 21, 1999

8:10 a.m. (PDT)

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
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Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	
Catherine Smith	916-442-7889 (145)

**FROM: Ralph A. Heim**

**RE: ERAF - Senate Budget Subcommittee #5**

Yesterday, Senator Steve Peace, Chair of Senate Budget Subcommittee #5, successfully inserted a \$234 million General Fund expenditure to cap the ERAF property tax shift. This is significant given Senator Peace will co-chair the Budget Conference Committee.

In addition to the above action, I am now in possession of the language adopted Wednesday by the Assembly Budget Subcommittee #4 which reads:

*For allocation by the Controller to local jurisdictions pursuant to legislation enacted in the 1999-2000 Legislative Session prior to October 1, 1999. It is the intent of the Legislature that priority in allocation of these funds shall be given to the financing of public library systems, park maintenance and other local government infrastructure needs.---*  
**\$200,000,000**

**ERAF - Senate Budget Subcommittee #5**  
**May 21, 1999**  
**Page 2**

Due to the fact that the Governor's May Revision did not contain revenues for ERAF relief should in no way diminish our efforts to aggressively support the efforts described above. Numerous funding accords will be reached between the Governor and Legislature during the Budget Conference Committee process and we must continue to advocate that one such accord be ERAF relief.

I am, herein, requesting that letters of thanks and support be sent to Senator Peace for his efforts to cap the ERAF. Additionally, for his efforts to cap the ERAF in the Assembly Budget Subcommittee #4, please send thank you letters to Assembly Member George Runner.

I will keep you current as new developments occur.

RAH/kmg

The Honorable Steve Peace  
California State Senate, District 40  
State Capitol, Room 3060  
P.O. Box 942848  
Sacramento, CA 94248-0001

The Honorable George Runner  
California State Assembly, District 36  
State Capitol, Room 6027  
P.O. Box 94249  
Sacramento, CA 94249-0001



# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

May 21, 1997

## Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

The Honorable Steve Peace  
California State Senate, District 40  
State Capitol, Room 3060  
P.O. Box 942848  
Sacramento, CA 94248-0009

Dear Senator Peace:

On behalf of the Board of Trustees of Placentia Library District I would like to extend our deep appreciation of your inclusion of an ERAF cap in the actions taken yesterday by Senate Budget Subcommittee #5.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and it's book budget reduced from over \$150,000 to approximately \$60,000.

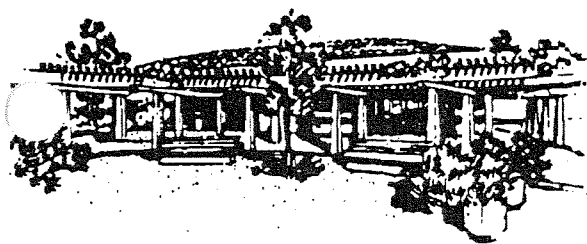
We believe that it is ironic that one type of Education Code agency (public library districts) is being required to finance another type of Education Code agency (public schools). Public libraries need to be able to strengthen their after school programs, homework assistance services and family literacy programs to complement the school-year programs offered by our public schools – something we at Placentia cannot do because 50.41% of our property tax revenue is being diverted to the schools whose families are trying to serve!

Implementation of the ERAF cap as adopted by the Senate Budget Subcommittee #5 will help to restore some of the services at Placentia Library.

Thank you!

Sincerely,

Al Shkoler  
President



## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

May 21, 1999

### Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

The Honorable George Runner  
California State Assembly, District 36  
State Capitol, Room 6027  
P.O. Box 942849  
Sacramento, CA 94249-0001

Dear Assembly Member Runner:

On behalf of the Board of Trustees of Placentia Library District I would like to extend our deep appreciation of your inclusion of \$200 million for public libraries, park maintenance and other local government infrastructure needs in the actions taken on May 19th by Assembly Budget Subcommittee #4.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and its book budget reduced from over \$150,000 to approximately \$60,000.

We believe that it is ironic that one type of Education Code agency (public library districts) is being required to finance another type of Education Code agency (public schools). Public libraries need to be able to strengthen their after school programs, homework assistance services and family literacy programs to complement the school-year programs offered by our public schools – something we at Placentia cannot do because 50.41% of our property tax revenue is being diverted to the schools whose families are trying to serve!

Augmentation of California's public libraries as adopted by the Assembly Budget Subcommittee #4 will help to restore some of the services at Placentia Library.

Thank you!

Sincerely,

Al Shkoler  
President

# Heim, Noack, Kelly

GOVERNMENTAL

Ralph A. Heim  
 Russell W. Noack  
 Anne Kelly  
 Leslie S. Spahn  
 John Caldwell

## TRANSMITTED VIA FACSIMILE

1 Pages

May 20, 1999

7:45 a.m. (PST)

**TO:** CSDA Legislative Committee

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
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Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	
Catherine Smith	916-442-7889 (145)

**FROM:** Ralph A. Heim

**RE:** Local Government Funding

Last evening, Assembly Budget Subcommittee #4 added \$200 million to the Assembly Budget for local governments.

The language for the revenue is very general and states that first priority for allocations are libraries and parks. No formulas were included, as the Subcommittee's intention is to have the item discussed by the full Budget Conference Committee.

After the adoption of the \$200 million, Assembly Member Runner made a motion to have the Subcommittee approve capping the ERAF (estimated at \$200 million). The motion failed on a party-line vote; Republicans voting for the cap; Democrats voting against.

Finally, the Department of Finance testified in opposition to the addition of the \$200 million on the basis that the revenue is not included in the Governor's May Revision.

I will continue to monitor this budget item and report any new developments as they occur.



X-Sender: info.cla-net@mail2.quiknet.com  
 X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1  
 Date: Tue, 08 Jun 1999 08:49:45 -0700  
 To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>  
 From: California Library Association <info@CLA-NET.ORG>  
 Subject: CLA LOBBYIST UPDATE  
 Reply-To: info@CLA-NET.ORG  
 Sender: owner-calix@listproc.sjsu.edu

June 7, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

11# Fax Note	7671	Date	6-8-99	# of pages	2
11#		From	MCLS/SLS HQ		
11#		Co.			
11#		Phone #	626/683-8244		
11#		Fax #	626/683-8097		

## I. SENATOR RAINEY APPEARS BEFORE GOVERNOR'S BOND COMMISSION IN SUPPORT OF SB 3

Last week the Governor's Commission on Building for the 21st Century invited Senator Richard Rainey to appear before its Facilities Committee to make a brief presentation in support of SB 3, CLA's library bond bill. The Commission was convened at the request of the Governor in January, and is under the direct oversight of Lieutenant Governor, Cruz Bustamante. To date, the Commission has been focused in the areas of transportation and high speed rail, thus the opportunity to address the Commission about the needs of libraries in California was an encouraging twist.

During his testimony, Senator Rainey told the Commissioners of the tremendous need for library projects throughout the state and stressed that "the time is right," for a bond of this nature. Senator Rainey further noted that the legislature is "trying to get some ERAF dollars in addition, to help supplement local revenues for library services." In his prepared remarks, Senator Rainey detailed some examples of inadequate library facilities in various counties, and supplied all Commissioners with a hand-out prepared by our office in conjunction with the Senator's staff. CLA would like to thank Pat Harper, Karen Bosch-Cobb, David Flint, Ivan Edelman, and Lydia Carpenter for their assistance in the preparation of these materials.

The Commission also heard testimony from additional legislators who are authoring bond measures on various issues. While the Commission meets regularly, it is not known if or when they might formulate a report or recommendations on the bond measures before them for consideration.

## II. BOND BILL - ACTION REQUESTED

You will recall from our prior correspondence to the field that SB 3-Rainey/Burton/Alpert, the \$1 billion Library Construction and Renovation Bond Act, had been placed on the Senate Appropriations Suspense File, where it would be scheduled for discussion and prioritized at a time in the near future. Specifically, Senate Appropriations Chair, Pat Johnston, noted that SB 3, and all other bonds "would be revisited after the State Budget is handled." While work on the Budget is currently taking place, this affords CLA members the window of opportunity to submit letters to the legislative leadership and the Governor in support of SB 3. Please take a moment today to write the so-called "Big 5" and request their support for this critical bond measure, and encourage that SB 3 be allowed to move forward in the process towards further bond negotiations.

### "Members of the Big 5"

The Honorable Gray Davis  
Governor, State of California  
State Capitol  
Sacramento, CA. 95814

The Honorable Antonio Villaraigosa  
Speaker of the Assembly  
State Capitol  
Sacramento, CA. 95814

The Honorable Scott Baugh  
Assembly Minority Leader  
State Capitol  
Sacramento, CA. 95814

The Honorable John Burton  
Senate President pro Tem  
State Capitol  
Sacramento, CA. 95814

The Honorable Ross Johnson  
Senate Minority Leader  
State Capitol  
Sacramento, CA. 95814

The leadership will need to receive hundreds of letters on behalf of our bond measure, in order to elevate the library needs issue against the tremendous competition for bonds this year.

**Judy Lane, 05:42 PM 6/3/99 -, ALERT FROM MIKE DILLON**

X-Sender: jlan@netcom.com (Unverified)  
X-Mailer: QUALCOMM Windows Eudora Light Version 3.0.6 (32)  
Date: Thu, 03 Jun 1999 17:42:44 -0700  
To: calix@sjsuvm1.sjsu.edu  
From: Judy Lane <jlan@netcom.com>  
Subject: ALERT FROM MIKE DILLON  
Reply-To: jlan@netcom.com  
Sender: owner-calix@listproc.sjsu.edu

June 2, 1999

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL - ACTION REQUESTED

BUDGET CONFERENCE COMMITTEE BEGINS -  
LETTERS NEEDED ON THE PLF

Yesterday the two-house Budget Conference Committee convened to begin reconciling the differences between the Assembly and Senate versions of the proposed Budget bills. One of the items before them in the next several days will be that of the Public Library Foundation (PLF). Specifically, the Conference Committee will need to decide to accept the Assembly version (a \$32 million augmentation) or the Senate version (a \$10 million augmentation), or find an amount in between. The Conference Committee announced that they are committed to a "fast track" process, in order to be wrapped up by June 10, and have a Budget to send to the Floors by June 15. Thus, letters on the PLF are needed IMMEDIATELY, as we have no way of knowing at what point the Conferees will take up our issue. You may keep your letter very brief, as timing is of the essence, and may want to indicate in your letter how you would plan to spend any additional PLF funding.

Please take a moment TODAY and write the member of the Budget Committee and urge their strong support of:

The Public Library Foundation (PLF), the ASSEMBLY VERSION,  
Budget Item #6120-221-0001, Conference Report page 465.

BUDGET CONFERENCE COMMITTEE MEMBERS:

- Assemblymember Denise Moreno Ducheny, Co-Chair
- Assemblymember Carole Migden
- Assemblymember George Runner
- Senator Steve Peace, Co-Chair
- Senator James Brulte
- Senator Patrick Johnston

Post-it® Fax Note		7671	
To	MCLS / SLS / Associate	From	MCLS / SLS HQ
Co/Dept.	Member Libraries	Co.	
Phone #		Phone #	626/603-8244
Fax #		Fax #	626/603-8097
Date	6/4/99	Total Pages	2

**Judy Lane, 05:42 PM 6/3/99 -, ALERT FROM MIKE DILLON**

---

Sample Address:

The Honorable Denise Moreno Ducheny, Co-Chair  
Budget Conference Committee]  
State Capitol  
Sacramento, CA 95814

**Christie, 11:35 AM 5/23/99 , CLA Lobbyist Update**

X-Sender: info.cla-net@mail2.quiknet.com  
 X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1  
 Date: Sun, 23 May 1999 11:35:37 -0700  
 To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>  
 From: Christie <info@CLA-NET.ORG>  
 Subject: CLA Lobbyist Update  
 Reply-To: info@CLA-NET.ORG  
 Sender: owner-calix@listproc.sjsu.edu

May 20, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

**BIG DAY FOR LIBRARIES - IMPORTANT ACTION**

**I. ASSEMBLY APPROVES \$32 MILLION FOR PUBLIC LIBRARY FOUNDATION**

As the Assembly Budget Subcommittee Number Two on Education Finance wrapped up its final actions of the year yesterday, the committee honored CLA's request to fully fund the Public Library Foundation (PLF) by augmenting the program in the amount of \$32 million. The vote of the subcommittee was unanimous. Our special thanks to Assemblywoman Sarah Reyes (Chair), Assemblyman Bill Leonard, Assemblyman Robert Pacheco, Assemblyman Jack Scott, and Assemblyman Scott Wildman. If you are represented by any of these members, please drop them a letter of thanks for their strong support of the PLF and for their efforts on behalf of the libraries of California.

While this is a favorable first step, we still have a long way to go in terms of how the issue will fair in the Budget Conference Committee. Next week the Budget Conference Committee will begin holding hearings to reconcile the differences between the Assembly version of the Budget and the Senate version of the Budget. In the example of the PLF, while the Assembly has approved a \$32 million augmentation, you will recall that the Senate approved a \$10 million augmentation several weeks ago. The difference between these two dollar amounts will force the item into Conference negotiations, wherein the Committee may accept the Assembly version, Senate version or a number in between. We will alert you when the Conferees are assigned so that CLA members may send letters encouraging support of the Assembly version of the Budget.

**II. DISCRETIONARY RELIEF MONEY - COULD BE USED FOR LIBRARIES?**

Several hours after the Education Subcommittee wrapped up their agenda, across the hall the Assembly Budget Subcommittee Number 4 on State

Post-it® Fax Note	7671	Date	4/11/99	# of pages	2
To	MCLS/SLB/ASSOCIATE	From	MCLS/SLB HQ		
Co/Dept	NUMBER DIRECTORS	Co.			
Phone #		Phone #	626/683-8244		
Fax #		Fax #	626/683-8097		

**Christie, 11:35 AM 5/23/99 , CLA Lobbyist Update**

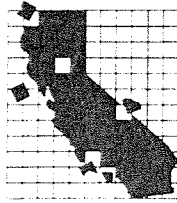
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Administration was meeting on their final actions. In recent days, CLA has been involved in discreet discussions regarding the possible use of some one-time funds from California's booming economy for library purposes, not tied to the PLF or library bond measure. After numerous strategy meetings, called by a local government leader in the legislature, language was quickly put together late Tuesday and into Wednesday to meet the budget subcommittee deadline to report actions to the full Budget Conference Committee. The language that was approved by the Assembly subcommittee would place \$200 million in the Assembly version of the Budget with the intent that the funds be used for "public library systems, park maintenance and other local government infrastructure needs." CLA wishes to thank Assemblyman George Nakano (Chair) and Assemblyman George Runner (Vice Chair) for elevating this issue into Conference Committee. On the Senate side, Senator Peace's subcommittee this morning voted to approve \$230 million to cap the growth on ERAF, with the intent to get the issue of ERAF and local government financing into the Budget Conference Committee where time will allow for further discussion.

In the ensuing weeks, the Conference Committee will be deliberating these two issues. If there is agreement, legislation ultimately must be drafted to determine how the funds would be distributed and used (e.g. will a specific amount be designated for libraries vs. a certain amount to all jurisdictions, with the local government bodies determining how the funds would be spent, or will the Conference Committee decide to cap the growth on ERAF, or conceivably take some other action.)

CLA has already begun work with legislative leaders and others on the appropriate distribution methods, and will fight for a targeted amount for libraries specifically. While CLA will be pushing to have funds specifically earmarked for libraries, other local government associations are already resisting the earmarking of funds.

We are encouraged that libraries appear to be high on everyone's radar screen again this year and we will keep you updated as to the progress of the PLF and the \$200 million local government project.



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

---

David W. McMurchie  
*Administrator*

June 1, 1999

**Re: Election of Directors to SDWCA**

Dear Member District:

The Bylaws of SDWCA provide that the term of office of the following members of the Board of Directors will end on December 31, 1999:

Ms. Sandra Stark  
Placentia Library District  
Elected Lower One-Third

Mr. Alan Dyer  
West San Bernardino County Water District  
Elected At-Large

Mr. David Aranda  
Stallion Springs Community Services District  
Appointed by Board of Directors of CSDA

Mr. Art Korn  
Yorba Linda Water District  
Appointed by Board of Directors of CSDA

The Board of Directors of SDWCA has determined that the election to fill the lower one-third and the at-large positions will take place pursuant to mailed ballot pursuant to Article II, Subsection (C) of the SDWCA Bylaws, a copy of which is attached.

In this election one member district will be elected from the lower one-third of districts listed in order of premium paid during the prior fiscal year and one member district will be elected at-large without regard to the amount of premium paid. A list of those member districts which are eligible for nomination from the lower one-third of districts is attached. All member districts other than those currently serving on the Board of Directors are eligible for nomination to the at-large position.

SDWCA Member Districts  
June 1, 1999  
Page 2

Re: Election of Directors to SDWCA

This election by mailed ballot will occur on September 3, 1999. Your district has the right to nominate one district from the lower one-third and one district from the at-large membership to fill these offices. In order to make such a nomination, you must file with the undersigned at least fifty (50) days prior to the date scheduled for the election:

1. A letter from your district making a nomination of your district or another member district for the lower one-third position or the at-large position or both; and
2. A copy of a resolution of the Board of Directors of that district being nominated accepting such nomination.

A member district can only accept a nomination to one position to be filled on the Board of Directors at each election, which Board position shall be specified in its resolution accepting such nomination.

**In order to be an effective nomination, both the letter and the resolution must be received by the undersigned at the administrative offices of SDWCA, 1030 15<sup>th</sup> Street, Suite 300, Sacramento, California 95814, on or before the close of business on Monday, July 16, 1999.**

A form of mailed ballot containing all mailed nominations received for each of these offices to be filled will be mailed to each participating member district no later than forty-five (45) days prior to the September 3, 1999, election date, or no later than July 21, 1999. Each mailed ballot shall be returned by certified mail, return receipt requested, to the principal business address of SDWCA at 1030 15<sup>th</sup> Street, Suite 300, Sacramento, California 95814. Only those ballots received prior to the close of business on September 3, 1999, will be considered valid and counted.

Each member district being nominated is permitted to submit to the Administrator together with the letter making the nomination and the resolution of the Board of Directors of the district accepting the nomination, a Statement of Qualifications, not to exceed one page in length, setting forth the qualifications of the district to select an individual to serve on the Authority's Board of Directors, and specifying the reasons why the district is interested in serving on the Board of Directors of the Authority. All such Statements of Qualifications received by the Administrator on or before July 16, 1999, will be mailed to each member district together with the form of mailed ballot. The submission of a Statement of Qualifications is voluntary.

Each member district will have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category will be elected to the position and will designate an individual to represent the elected district on the Board of Directors.



SDWCA Member Districts  
June 1, 1999  
Page 3


Re: Election of Directors to SDWCA

Only one director from any district may serve on the Board of Directors at the same time. Therefore, the following districts are not eligible for nomination since they are already represented on the SDWCA Board of Directors:

Minter Field Airport District  
Olivenhain Municipal Water District

Those positions which are to be filled by appointment of the Board of Directors of the California Special Districts Association will be filled by resolution of the Board of Directors of CSDA on or before December 31, 1999.

Very truly yours,

  
DAVID W. McMURCHIE  
Administrator

DMC/smr  
Enclosure

## ARTICLE II

### BOARD OF DIRECTORS

#### C. Alternative Provisions for All-Mail Ballot for Election of Directors

The Board of Directors shall have the option to conduct the election of districts to serve on the Board of Directors by all-mail ballot. In the event the Board of Directors decides to conduct the election of districts to serve on the Board of Directors by all-mail ballot, the following provisions shall apply:

1. Written notice of the use of an all-mail ballot for election to the Board of Directors in any odd numbered year shall be sent by registered mail to each participating member district no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (1) inform each participating member district of the positions to be filled on the Board of Directors at such election; and (2) inform each participating member district of its right to nominate districts for any office to be filled at the election by filing with the Board of Directors of SDWCA at least fifty (50) days prior to the date scheduled for such election a letter making such nomination together with a copy of the resolution of the Board of Directors of that district being nominated accepting such nomination. A participating member district can only accept a nomination to one position to be filled on the Board of Directors at each election, which Board position shall be specified in its resolution accepting such nomination. A form of mail ballot containing all mailed nominations accepted for any office to be filled at the election shall be mailed by certified mail, return receipt requested, to each participating member district no later than forty-five (45) days prior to the date scheduled for such election.

SPECIAL DISTRICTS WORKERS' COMPENSATION AUTHORITY (SDWCA)

MEMBER DISTRICTS

Upper One-Third

Lake Shastina Community Services District  
Crestline Village County Water District  
Trinity County Public Utilities District  
El Dorado Hills Community Services District  
Squaw Valley Public Service District  
Northstar Community Services District  
Groveland Community Services District  
Broadmoor Police Protection District  
Truckee-Tahoe Airport District  
Hi-Desert Water District  
Stallion Springs Community Services District  
West San Bernardino County Water District  
Midway City Sanitary District  
Rancho Murieta Community Services District  
Twentynine Palms Water District  
North Tahoe Public Utilities District  
Marinwood Community Services District  
**Olivenhain Municipal Water District \***  
Yorba Linda Water District  
Santa Cruz Port District  
Big Bear City Community Services District  
Monterey Regional Waste Management District

Middle One-Third

Riverside County Citrus Pest Control District No. 2  
Kingsburg Cemetery District  
Shasta Community Services District  
Foresthill Public Utilities District  
Inverness Public Utilities District  
Resource Conservation District of the Santa Monica Mountains  
Sanger-Del Rey Cemetery District  
Elsinore Water District  
North of the River Municipal Water District  
**Minter Field Airport District \*\***  
Rosamond Community Services District  
Weaverville Fire District

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\* Not eligible for nomination; currently serving on Board of Directors

Big Bear Airport District  
Heritage Ranch Community Services District  
Capistrano Bay Community Services District  
Templeton Community Services District  
Morongo Valley Community Services District  
Santa Cruz Consolidated Emergency Communications Center  
Twain Harte Community Services District  
McKinleyville Community Services District  
Donner Summit Public Utilities District

**Lower One-Third**

Jamestown Sanitary District  
Clear Creek Community Services District  
Hilton Creek Community Services District  
Bel Marin Keys Community Services District  
Special District Risk Management Authority  
Gerber-Los Flores Community Services District  
Weaverville Sanitary District  
Buena Park Library District  
Lake Don Pedro Community Services District  
Eastern Sierra Community Services District  
California Pines Community Services District  
Santa Nella County Water District  
Mendocino Solid Waste Management Authority  
Santa Rosa Community Services District  
North Humboldt Recreation & Park District  
Placentia Library District  
Aromas Water District  
Bighorn-Desert View District  
Murrieta County Water District  
Alpine Springs County Water District  
Marin City Community Services District

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Honorable Mayor and Members of the Placentia City Council  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**DATE:** May 25, 1999  
**SUBJECT:** Response to request for project information

### BACKGROUND

At the invitation of Placentia City Council the Library Board President and Library Director met with the Council at a Worksession on March 2, 1999 to explore projects that the City could undertake to benefit the programs and services of Placentia Library. The projects discussed at the Worksession included:

1. Providing funds to increase the Library's hours of public service
2. Expanding the Placentia History Room
3. Contracting with the Library to provide storytelling services for City recreation activities and school classrooms
4. Allocating City staff time to assist the Library with the preparation of Community Development Block Grant applications to the County of Orange to replace the Library's roof, or update its HVAC system, or modernize its Meeting Room.

#### Providing funds to increase the Library's hours of public service

Because of the high cost, between \$125,000 and \$300,000 per year, and the recurring nature of this proposal, it is not being presented to the City Council for further consideration. The Library Board believes it is important that whenever hours are added to the Library's schedule that the funds to maintain those hours are secure in the Library's budget.

The Library Board's first priority for its operating budget is to increase the book/materials budget to the \$200,000 per-year level. The anticipated book/materials budget for Fiscal Year 1999-2000 is approximately \$110,000 with an additional \$25,000 anticipated from the Placentia Library Foundation. This leaves a \$65,000 shortfall in the book/materials budget needed to adequately serve the reading, homework and research needs of the residents of Placentia.

The Library Board's second priority is to add staff so that the hours of service to the public may be increased. In light of the fact that there is limited growth in property tax valuation (the Districts sole source of tax revenue), and no hope of a substantial reversal of the property tax shifts of 1992-1993 and 1993-1994, the Library Board does not anticipate an addition to the Library's hours of public service in the next few years.



Response to request for project information, May 25, 1999, Page 2.

### Expanding the Placentia History Room

The City of Placentia and Placentia Library District share the responsibility for collecting, preserving and maintaining the artifacts, manuscripts and printed materials dealing with Placentia's history.

The City of Placentia Historical Committee and the District's Placentia History Room Committee have been working collaboratively for more than eight years to organize and develop their collections. Much of their material is located at Placentia Library and they are sorely in need of additional space. All of the work has been done by City and Library volunteers. The two organizations have even developed and conducted a joint fund activity with the sale of the Placentia afghans, the proceeds from which have been used to fund the activities of both Committees.

During the past five months the two organizations jointly prepared a study of the future display and organizational needs of the Placentia History Room: *Program Proposal for the Expansion of the Placentia History Room in the Placentia District Library*. This proposal is included as Attachment A to this memo. Robert Chang, PE, City Chief Building Official, has reviewed the building plans for two separate expansion proposals developed by the Committee. He estimates that each expansion proposal will cost approximately \$12,000 to \$15,000 for the construction work, including electrical, mechanical and plumbing.

Having reviewed the current collection holdings and anticipated growth in this area the Library Board recommends that both of the expansion options be completed at the same time.

The anticipated total cost for this project, including furnishings, will be approximately \$50,000.

At some point in the future the City and Library should consider the expansion of the Library on the north (parking lot) side to accommodate additional museum space and display activities for the City's Historical Committee.

### Contracting with the Library to provide storytelling services for City recreation activities and school classrooms

The Library District suggests that the City entertain the proposal of funding a Librarian I or Library Assistant position for the District at a cost, including benefits, of approximately \$45,000 per year. This person would provide storytelling services for City Recreation Department activities throughout the year and make classroom visits to City schools and preschools during which she/he would promote City and Library activities. This person would also work in the Library's Children's Department on Sunday afternoons.

If the City Council is receptive to this idea, Library staff would like to pursue the development of a plan of action with the City Recreation staff and the Placentia-Yorba Linda Unified School District staff for inclusion in the City's Fiscal Year 2000-2001 budget development process.

This concept has not yet been discussed with the City's Recreation and Human Services Department.

Response to request for project information, May 25, 1999, Page 3.

Allocating City staff time to assist the Library with the preparation of Community Development Block Grant applications to the County of Orange to replace the Library's roof, or update its HVAC system, or modernize its Meeting Room

The Library District has a number of building maintenance issues that need to be addressed during the next several years. The District would like to request the assistance of City staff in the preparation of the paperwork necessary to prepare competitive grant proposals to the County of Orange for its Community Development Block Grant program.

**RECOMMENDATION**

Determine level of support for projects benefiting Placentia Library District.



**Nationwide®**  
Retirement Solutions

a Nationwide® Financial Company

1 (800) 634-0025

0518 PLACENTIA LIBRARY DISTRICT  
ELIZABETH D MINTER  
DIRECTOR  
411 EAST CHAPMAN AVE  
PLACENTIA, CA 92670

May 12, 1999

Nationwide® Retirement Solutions, Inc. (NRS), the administrator you trust with your Section 457 Deferred Compensation Plan, is committed to offering the most competitive and comprehensive deferred compensation program available.

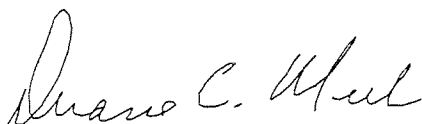
NRS is proud to offer an exciting addition to your program. The **Morley Stable Value Retirement Fund** is now available as an investment option along with the current fixed and variable funding options in your plan. The Fund is a low risk investment option that focuses on preserving investors' capital while providing consistency of return. Including the Fund as an investment option in your plan provides diversification, safety, competitive returns, and protection from market volatility. Please refer to the enclosed brochure for more information on the Morley Stable Value Retirement Fund and the benefits of stable value investments.

Enclosed is an application document that must be signed and returned in order to allow the Morley Stable Value Retirement Fund to be added to your plan. Responses will be executed by the Fund's trustee, Union Bond & Trust, and systematically updated to add the Fund to your plan. Cases responding by June 15 will have the fund added on July 15.

We will announce the availability of this new investment option to your participating employees in the June 30, 1999 FOCUS Newsletter (included in the second quarter statement mailing).

This fund addition is an example of the ongoing commitment of Nationwide® Retirement Solutions, Inc. to provide public sector employees with a superior Section 457 Deferred Compensation Plan. Should you have further questions about the Fund, please contact your local NRS representative.

Sincerely,



Duane Meek  
President

Two Nationwide Plaza  
P.O. Box 16747  
Columbus, OH 43216

Placentia Library District (the "PLAN"), a deferred compen plan qualified pursuant to Section 401 or 457 of the Internal Revenue Code of 1986, as amended, her offer units of the Morley Stable Value Retirement Fund (the "FUND") as an investment option for PL beneficiaries. It is understood that any investment(s) in units of the FUND will be made, and ownership and control of such investment(s) shall inure, on behalf of and for the exclusive benefit of participants in the PLAN and their beneficiaries.

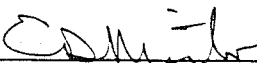
INFORMATION ABOUT THE FUND  
PLEASE READ CAREFULLY

- The FUND is not a mutual fund. It is a collective investment trust under the trusteeship of Union Bond & Trust Company ("UBT"), a trust bank organized and operating under the laws of the State of Oregon. The FUND is regulated by the Oregon State Department of Consumer and Business Services – Division of Finance and Corporate Securities; it is not subject to supervision or regulation by any agency of the United States government, including federal bank regulatory agencies or the Securities and Exchange Commission ("SEC").
- Although the FUND seeks to provide the highest returns commensurate with safety and stability of principal, stable value assets do carry potential risks, and investments in the FUND are not guaranteed. Please refer to the accompanying brochure entitled "Information Brochure and Trust Document: Morley Stable Value Retirement Fund" dated 2<sup>nd</sup> Quarter 1999 (the "FUND BROCHURE") for more details on potential risks associated with this type of investment.
- The FUND is not offered as an investment option within any variable annuity product.
- Generally, redemptions by individual PLAN participants are permitted, subject to certain restrictions described below. However, up to twelve months' advance written notice is required for any PLAN sponsor-directed withdrawal(s) or liquidation(s).
- Investments in the FUND are subject to restrictions on redemption(s) if proceeds are to be transferred to investment options which are considered "Competing Investment Options." Accumulation units of the FUND may not be transferred directly to mutual funds or other investment options, including variable annuity subaccounts, which are considered to be Competing Investment Options. Competing Investment Options generally include other stable value funds, money market funds, insurance company fixed accounts, and other fixed-income investment options with weighted average durations of less than three years. PLAN participants desiring to allocate proceeds from the FUND to a Competing Investment Option must first transfer such proceeds to a non-competing investment option for a period of at least 90 days. A list of the specific investment options in the PLAN considered to be Competing Investment Options can be obtained upon request from your registered representative.
- A fee of 0.50% of the daily net assets of the Fund will be deducted by UBT and paid to itself and affiliates for trustee, investment advisory, recordkeeping and other services for the Fund. Fees are accrued daily in computing the net asset value of a unit of the FUND for the purpose of determining the offering and redemption price per unit.
- In addition, a fee equal to the amount assessed to the Select Spectrum Series in the corresponding variable annuity contract will be charged by Nationwide® Retirement Solutions, Inc. ("NRS") to reimburse NRS for costs associated with the performance of administrative services by NRS on behalf of the FUND.

Participation in the FUND shall become effective on the date this application is fully executed by an authorized person on behalf of the PLAN and accepted by an authorized representative of the FUND. The PLAN is entering into a participation agreement under which UBT is appointed an investment manager for PLAN assets invested in the FUND; the PLAN is certifying that the FUND is adopted, through incorporation by reference, as a part of the PLAN.

Details regarding the information contained above may be found in the FUND BROCHURE. The PLAN: (1) acknowledges that a copy of the FUND BROCHURE was received and read before signing this application; (2) understands and agrees to the terms and conditions of the FUND as set forth herein and in the FUND BROCHURE; (3) has determined to add the FUND as a suitable investment option; and (4) has authorized the representative below to sign on behalf of the PLAN.

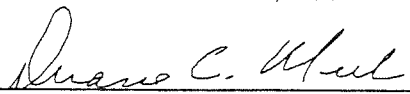
For the PLAN:

  
Signature

May 25, 1999  
Date

Library Director  
Title

For Nationwide® Retirement Solutions, Inc.:

  
Duane Meek, President

0518  
PLACENTIA LIBRARY DISTRICT  
ELIZABETH D MINTER, DIRECTOR  
411 EAST CHAPMAN AVE  
PLACENTIA, CA. 92670

For Union Bond & Trust Company:

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

# Morley Stable Value Retirement Fund

March 31,

The benefits of the Morley Stable Value Retirement Fund are:

- Competitive Returns
- Low Risk
- Liquidity for Benefit Payments
- Flexibility

## Portfolio Manager - Jill

Ms. Cuniff joined Morley 1988 and is a Vice President and the firm's Senior Investment Officer. She is a graduate of Montana State University and has been Portfolio Manager for the Fund since inception.



## Fund Strategy

"The underlying assets in the Morley Stable Value Retirement Fund are stable value investment contracts issued by life insurance companies, banks and other financial institutions. The principal value of the Fund is managed to remain stable regardless of stock and bond market fluctuations. The return is a blend of all the rates of the various investments held by the Fund. The fund is managed to earn a high level of return while also providing for preservation of capital, high credit quality, and liquidity to pay plan benefits. Safety, stability, and consistency while providing a competitive return are our key goals." *Jill R. Cuniff, Portfolio Manager*

## Investment Performance

	Month	Quarter	YTD	1-YR	3-YR	5-YR	10-YR
Morley Stable Value Fund	0.47%	1.37%	1.37%	5.76%	5.83%	5.87%	6.71%
90-Day Treasury	0.41%	1.06%	1.06%	4.98%	5.23%	5.29%	5.58%
Lehman 1-3 Year Govt.	0.68%	0.61%	0.61%	6.09%	6.32%	6.20%	7.29%

Note: The Fund's initial investments will be in units of Morley Financial's Stable Value Fund (the "SVF"). The information in this table and below pertains to the SVF, also managed by Ms. Cuniff since the SVF's inception in 12/93. Performance figures are presented net of 50 basis points of trustee, investment advisory, recordkeeping, and other fees collected by the Trustee for itself and affiliates. Units of participation in the Fund are not deposits or obligations of Union Bond & Trust Company, or any affiliate, and are not insured by the FDIC. The Fund is not a mutual fund. Past performance is not an indicator of future results. Please read the trust document before investing.

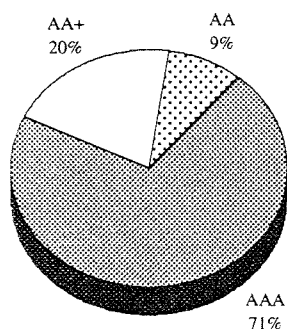
## Fund Profile

Average Quality	AAA (S&P)
Yield to Maturity	5.65%
Average Duration	2.38 years
Issuers	29

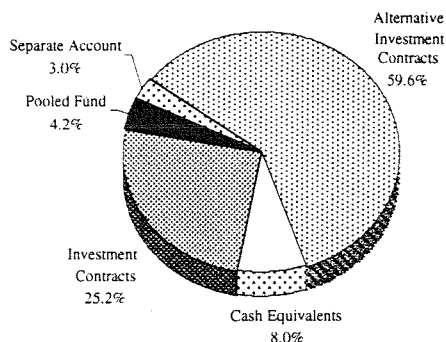
## Top 10 Holdings

Issuer	Fund %	Underlying Assets
Rabobank Wrap	12.2%	AAA Securities
Deutsche Bank Wrap	12.1%	AAA Securities
Actively Managed Fund	8.3%	Pooled Fund
Morgan Guaranty Wrap	7.6%	AAA Securities
CDC Wrap	5.7%	AAA Securities
AIG Wrap	4.5%	AAA Securities
Enhanced Liquidity Fund	4.5%	Cash Equivalent
Principal Life	4.3%	Investment Contract
US Trust Cap Pres. Fund	4.2%	Pooled Fund
Security Life of Denver	3.9%	Investment Contract

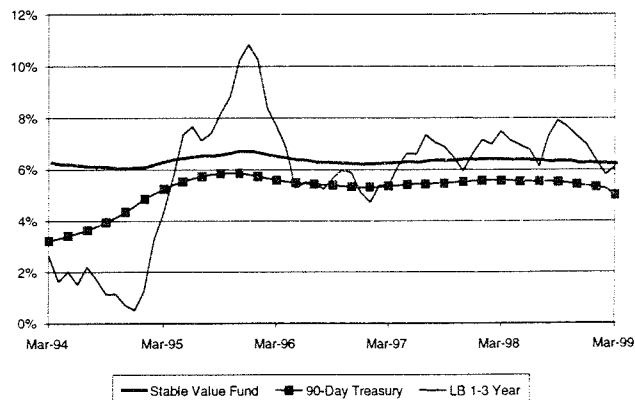
## Fund Quality



## Fund Composition



## Rolling 1-Year Returns (last five years)



## Additional Information

For additional information, please contact your PEBSCO representative.

The Fund is trusted by Union Bond & Trust Company, a subsidiary of Morley Financial Services, Inc. The Fund Advisor is Morley Capital Management, Inc.



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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 Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.  
**DATE:** June 16, 1999

**BACKGROUND:**

Library Revenue Issues

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

1. Property Tax

The most recent version of the ERAF discussion from the Legislature is that a cap may happen in Fiscal Year 2000-2001 if an initiative is passed by the voters.

The Legislature is also discussing a \$20 million, one-time Library augmentation. It is uncertain how and by whom these funds would be distributed.

2. State Funds

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

3. Local Revenues

Passport income surpassed the \$4,000 level for the month of May.

Parcel Tax Election Considerations

No new information to report.

**RECOMMENDATIONS:**

Give direction for future action



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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 *elm*  
**SUBJECT:** Fiscal Year 1999-2000 Budget  
**DATE:** June 16, 1999

**BACKGROUND:**

At its May 19, 1999 Regular Meeting the Library Board reviewed the preliminary revenue budget for Fiscal Year 1999-2000. The Library Director will present updated estimates at the Board Meeting.

Despite the modest anticipated growth in the property tax revenues the status of State Library subsidies continues to be uncertain.

The news from Sacramento is that the State Budget should be in place by July 1. Since there are several items in the State Library budget that may significantly impact Placentia's revenue I recommend that the District Budget not be finalized until the State Budget is adopted.

Adoption of Salary Schedule for MOU Employees by Resolution 99-1

Placentia Library District will be entering the second year of a three-year Memorandum of Understanding (MOU) with the Orange County Employees' Association. The Contract provides for a 4% salary increase in Fiscal Year 1999-2000.

Attachment A is the Proposed Salary Schedule for MOU Employees and Exempt Personnel effective July 1, 1999. It contains the following:

- A 4% increase for all exempt staff except Page
- Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment B is Resolution 99-1.

Adoption of Library Holiday and Public Service Calendar for 1999 and 2000 by Resolution 99-2

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Memorandum of Understanding with the Orange County Employees Association.

Past practice is that the Library is closed on the Sunday preceding Monday holidays.

Attachment C is the Proposed Holiday and Public Service Calendar for 1999 and 2000.

Attachment D is Resolution 99-2, establishing the Placentia Library District Holiday Schedule for 1999 and 2000.







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

Writer's direct dial number / email:  
(619) 544-3177

June 15, 1999

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL  
PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange - Status of Pending Litigation

Dear Pool Participant:

Representative Tom Hayes has entered into a proposed settlement with Standard & Poors. The proposed settlement amount is \$140,000 (see Press Release attached herewith).

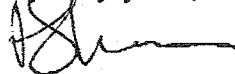
Assuming the settlement is approved by the Court, all pending litigation for the benefit of Pool Participants and the County under the County's Second Amended Plan of Adjustment will have been resolved, with a total recovery in excess of \$860,000,000.

We are calculating each Pool Participant's distributional entitlement from the litigation proceeds. We will send you within the next two weeks a preliminary analysis of your likely distribution.

We are also working with the Representative to prepare the motions necessary to approve the pending settlements with Standard & Poors and others, and to conclude the litigation phase of the case. Obtaining the Court approval of the proposed settlements and the Representative's final report, both of which are necessary to a final distribution, is expected to take 120 days. We will proceed with these matters as expeditiously as possible.

I will appreciate your patience in awaiting the preliminary distribution which will be sent in the next two weeks. I will have a more complete report for you on process and procedures at that time.

Very truly yours,



Patrick C. Shea

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



**THOMAS W. HAYES, Representative**  
**ORANGE COUNTY LITIGATION FUND**  
915 L Street, Suite 1105  
Sacramento, California 95814

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**Press Release**  
**June 15, 1999**

Contact: James W. Mercer  
Hennigan, Mercer & Bennett  
(213) 694-1200

**Orange County Litigation  
Settlement Agreement**

Thomas W. Hayes, appointed by the Federal Bankruptcy Court to oversee legal actions taken on behalf of the residents of the County of Orange against legal and financial service providers, announced today that an agreement has been reached with The McGraw-Hill Companies, Inc., d/b/a Standard & Poor's Rating Services, to settle the case against the firm for a total of \$140,000.00, which sum reflects a partial refund of rating fees paid by the County to Standard & Poor's relating to debt issued by the County in 1994.

According to Hayes, "the settlement with Standard & Poor's represents the final step necessary to put the litigation surrounding Orange County's bankruptcy to a conclusion." The settlement is subject to approval by the Court. Following Court approval of the Standard & Poor's settlement, Mr. Hayes stated "that he will proceed as expeditiously as possible to seek approval of the Bankruptcy Court to distribute litigation proceeds to the more than 200 Pool Participants." It is anticipated that the process necessary to obtain Bankruptcy Court approval could take approximately 120 days following approval of the Standard & Poor's settlement.

This settlement brings total litigation recoveries, including accumulated interest, to approximately \$860,720,000.

All distributions will be made in conformance with the distribution schedule approved by the Bankruptcy Court.



### Orange County Litigation Proceeds

<i>Recovery</i>	<i>Date</i>	<i>Amount</i>
Recovery on fidelity bond	January 97	\$1,000,000
Recovery on taxable note claim	June 97	1,055,107.81
Merrill Lynch payment to terminate criminal investigation	December 97	27,671,252.30
Overland Express	February 98	912,284.64
LeBoeuf, Lamb, Green & MacRae LLP	April 98	45,000,000
Credit Suisse First Boston Corporation	May 98	52,500,000
KPMG Peat Marwick, LLP	May 98	75,000,000
Merrill Lynch & Co.	June 98	420,014,913
Appaloosa	June 98	17,547,150.88
Morgan Stanley & Co., Dean Witter Reynolds, Inc.	August 98	69,622,922
Nomura Securities International, Inc.	August 98	47,877,008
Bear Stearns	September 98	6,950,000
Brown & Wood	November 98	23,046,414.40
SBC Capital, Inc.	November 98	6,500,000
Paribas Corp.	November 98	1,420,000
Fuji Securities Inc.	December 98	7,900,000
Rauscher Pierce Refsnes, Inc.	December 98	10,000,000
BA Securities, Inc.; Cantor Fitzgerald Securities Corp.; Citibank, N.A. and Citicorp Securities, Inc.; Daiwa Securities America, Inc.; Donaldson, Lufkin & Jenrette Securities Corporation and DLJ Mortgage Capital, Inc.; Fuji Securities Inc.; Kidder, Peabody & Co. Incorporated; Lehman Brothers International (Europe), Lehman Capital Corp., Lehman Commercial Paper, Inc., and Lehman Brothers Inc.; PaineWebber Incorporated and PaineWebber Real Estate Securities, Inc.; Prudential Securities Incorporated; Samwa Securities (USA) Co., L.P.; and Smith Barney Inc.	June 99	20,800,000
Standard & Poor's Rating Services	June 99	140,000
Accumulated Interest to Date		25,766,520
<b>Total to June 15, 1999:</b>		<b>\$860,723,573.03</b>

<sup>1</sup> This amount includes \$13.637 million which settled claims asserted by the Orange County Transportation Authority, City of Orange, and Orange County Water District, which will be distributed to such entities as a priority payment.



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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:** Election Cost Estimates

**DATE:** January 20, 1998

Orange County Registrar of Elections Roslyn Lever provided the following information for estimating the cost of a special election for Placentia Library District:

Conducting the election with another election, such as a primary, when the District's census would not otherwise be set-up -- \$1.00 per registered voter, or \$20,816.

Conducting a special election with nothing else on the ballot -- \$3.00 per registered voter, or \$62,448. She also said since the District is small the amount for a special election may be slightly under \$2.00 or \$39,551.

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# Heim, Noack, Kelly & Spahn

G O V E R N M E N T A L R E L A T I O N S

**TRANSMITTED VIA FACSIMILE**

**1 Page**

Ralph A. Heim  
Russell W. Noack  
Anne Kelly  
Leslie S. Spahn  
John Caldwell

**June 16, 1999**

**9:30 a.m. (PDT)**

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	408-266-0271 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Mike Gotch	707-944-9277 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-569-1417 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

**FROM: Ralph A. Heim**

**RE: State Budget Update**

At approximately 11:30 p.m. last night, the Senate completed its work on the 1999-2000 State Budget, including passage of all of the trailer bills.

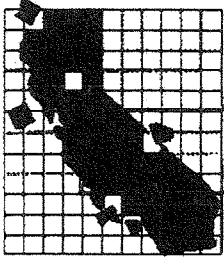
No such luck in the Assembly. With a two-thirds vote required to pass the Budget, after hours of waiting, the Assembly could only muster 48 votes, all Democrats, as not a single Republican voted in favor of the Budget.

With respect to local government issues, the trailer bill for the ERAF relief provisions is Assembly Bill 1661. The bill contains the Infrastructure Bank; \$75 million, one-time, ERAF relief, of which special districts statewide will receive approximately \$5.7 million; and the ERAF cap that will occur in 2000-2001, provided a constitutional amendment is passed by the voters.

With respect to the constitutional amendment, Senator Peace intends to begin work on the matter this Summer. I will keep you current regarding when and how Senator Peace intends to proceed with this effort to address local government finance.

11 L Street, Suite 100  
Sacramento, CA 95814  
Tel. (916) 442-4584  
Fax (916) 441-4925  
Email: general@hnks.com





## CSDA LEGISLATIVE UPDATE

June 14, 1999

### ERAF/State Budget Update

As reported to you last Friday, June 11, the Budget Conference Committee has adopted a Conference Report that includes a one-time \$75 million ERAF relief component for cities, counties and special districts.

While it is still anticipated that both houses will attempt to pass the Budget by the constitutional deadline of June 15, as of this writing that action is all but certain. The Governor has expressed the desire to alter the Conference Report, including reducing specified items, and the Assembly Republican Leader indicated after the Conference Report was adopted that the Assembly Republican Caucus will not vote for the Budget in its current form.

Both the Governor's comments and those of the Assembly Republican Leader raise significant doubts relative to the Budget passing on time. Some issues could be resolved by amending specific "trailer bills" to address outstanding issues, and only time will tell if this process will satisfy the Governor and Assembly Republican Leader.

With respect to the \$75 million ERAF component, do not assume this provision will remain in the final budget accord. Some legislators want more relief for local governments, while others will hold out for more tax relief. Additionally, as of this writing we do not know how the Governor feels about this issue.

With respect to the \$75 million for cities, counties and special districts, we have attached an unofficial printout relative to the distribution to the counties, cities and special districts. Please treat this document as unofficial until such time as an official printout is available.

As soon as we have the formula for the distribution to each special district, we will provide you with that information.

If you are in need of assistance on this alert, or any other legislative issues, contact:

**California Special Districts Association**  
**1121 L Street, Suite 508**  
Sacramento, CA 95814  
(916) 442-7887 \* (916) 442-7889 FAX  
[www.csda.net](http://www.csda.net)

*[The page contains extremely faint and illegible text, likely bleed-through from the reverse side of the document. The text is scattered across the page and does not form any recognizable words or sentences.]*

**\$75 Million Based on ERAF Shift**  
*(1/2 of the \$150 Million Discretionary Pot)*

#	County	COUNTY			CITY			SPECIAL DISTRICT		
		98-99 ERAF Shift	% Share	\$	98-99 ERAF Shift	% Share	\$	98-99 ERAF Shift	% Share	\$
1	Alameda	154,300,000	4.25%	3,185,400	46,600,000	1.28%	962,020	18,100,000	0.50%	371,660
2	Alpine **	170,166	0.00%	3,513		0.00%		14,333	0.00%	296
3	Amador	1,969,225	0.05%	40,653	196,355	0.01%	4,054	104,420	0.00%	2,156
4	Butte	11,510,873	0.32%	237,633	8,390,402	0.04%	28,704	1,641,259	0.05%	33,882
5	Calaveras **	2,593,006	0.07%	53,531	72,708	0.00%	1,501	638,277	0.02%	13,177
6	Colusa	1,663,545	0.05%	34,343	105,899	0.00%	2,186	42,373	0.00%	875
7	Contra Costa	89,063,427	2.45%	1,838,643	18,006,964	0.50%	371,739	12,459,633	0.34%	257,289
8	Del Norte	1,174,697	0.03%	24,251	55,432	0.00%	1,144	244,326	0.01%	5,044
9	El Dorado	10,759,491	0.30%	222,121	803,522	0.02%	16,588	1,503,849	0.04%	31,046
10	Fresno	53,517,746	1.47%	1,104,831	13,349,938	0.37%	275,599	5,059,838	0.14%	104,456
11	Glenn	1,893,410	0.05%	39,088	188,297	0.01%	3,887	82,518	0.00%	1,704
12	Humboldt	10,185,749	0.28%	210,277	1,048,406	0.03%	21,644	671,875	0.02%	13,870
13	Imperial	7,441,434	0.20%	153,622	1,830,867	0.05%	37,797	211,132	0.01%	4,359
14	Inyo	1,635,386	0.05%	33,761	76,295	0.00%	1,575	48,556	0.00%	1,002
15	Kern	40,369,205	1.12%	837,519	5,393,023	0.15%	111,335	7,322,772	0.20%	151,173
16	Kings	7,648,906	0.21%	157,906	1,218,080	0.03%	25,146	800,997	0.02%	16,536
17	Lake	3,869,930	0.11%	79,892	190,685	0.01%	3,937	770,351	0.02%	15,903
18	Lasern	1,328,091	0.04%	27,417	59,026	0.00%	1,219	88,539	0.00%	1,828
19	Los Angeles	946,211,045	26.05%	19,533,772	210,107,002	5.78%	4,337,491	59,578,953	1.64%	1,229,960
20	Madra	6,984,177	0.19%	144,183	515,793	0.01%	10,648	1,637,146	0.05%	33,798
21	Marin	24,620,925	0.68%	508,279	6,402,177	0.18%	132,168	5,923,974	0.16%	122,296
22	Mariposa	838,463	0.02%	17,309		0.00%		88,118	0.00%	1,819
23	Mendocino	6,926,224	0.19%	142,986	360,352	0.01%	7,439	1,054,915	0.03%	21,778
24	Merced **	14,740,465	0.41%	304,305	2,276,373	0.06%	46,994	1,047,514	0.03%	21,625
25	Modoc	654,056	0.02%	13,502	39,543	0.00%	816	36,793	0.00%	760
26	Monro	1,487,250	0.04%	30,703	64,523	0.00%	1,332	335,631	0.01%	6,929
27	Monterey	25,020,221	0.69%	516,523	4,331,467	0.12%	89,420	4,373,440	0.12%	90,286
28	Napa	10,645,927	0.29%	219,777	2,545,046	0.07%	52,540	1,18,023	0.00%	2,436
29	Nevada	6,873,671	0.19%	141,901	652,000	0.02%	13,460	786,037	0.02%	16,227

30  
wrg

87,281,330

126256  
126256



**\$75 Million Based on ERAF Shift**  
*(1/2 of the \$150 Million Discretionary Pool)*

#	County	COUNTY			CITY			SPECIAL DISTRICT		
		98-99 ERAF Shift	% Share	\$	98-99 ERAF Shift	% Share	\$	98-99 ERAF Shift	% Share	\$
31	Placer	19,168,872	0.53%	395,726	3,459,753	0.10%	71,424	2,200,258	0.06%	45,423
32	Plumas	1,264,150	0.03%	26,097	30,200	0.00%	623	466,780	0.01%	9,636
33	Riverside	75,882,982	2.09%	1,566,544	13,190,366	0.36%	272,305	12,480,086	0.34%	257,641
34	Sacramento	103,686,968	2.85%	2,140,535	15,238,128	0.42%	314,579	8,183,714	0.23%	168,946
35	San Benito	2,200,000	0.06%	45,417	260,000	0.01%	5,367	290,000	0.01%	5,987
36	San Bernardino	105,347,682	2.90%	2,174,819	23,460,720	0.65%	484,328	4,428,044	0.12%	91,413
37	San Diego	156,618,792	4.31%	3,233,270	47,879,435	1.32%	988,433	10,778,845	0.30%	222,521
38	San Francisco **	136,990,000	3.77%	2,828,049	-	0.00%	-	-	0.00%	-
39	San Joaquin	50,879,044	1.40%	1,050,357	8,902,517	0.25%	183,785	6,469,763	0.18%	133,563
40	San Luis Obispo	17,367,387	0.48%	358,536	3,075,485	0.08%	63,491	3,327,128	0.09%	68,686
41	San Mateo	68,568,147	1.89%	1,415,535	15,752,142	0.43%	325,190	8,339,369	0.23%	172,160
42	Santa Barbara	31,718,983	0.87%	654,813	3,443,133	0.09%	71,081	2,119,897	0.06%	43,764
43	Santa Clara	158,641,948	4.37%	3,275,078	38,852,655	1.07%	802,082	12,291,035	0.34%	253,739
44	Santa Cruz	16,741,655	0.46%	345,618	2,500,585	0.07%	51,623	3,456,017	0.10%	71,347
45	Shasta	10,482,295	0.29%	216,399	2,151,984	0.06%	44,426	841,604	0.02%	17,374
46	Sierra **	163,909	0.00%	3,384	-	0.00%	-	51,500	0.00%	1,063
47	Siskiyou **	3,080,616	0.08%	63,597	404,981	0.01%	8,361	241,335	0.01%	4,982
48	Solano	26,910,366	0.74%	555,543	8,606,436	0.24%	177,673	2,557,992	0.07%	52,808
49	Sonoma	34,031,543	0.94%	702,554	6,121,560	0.17%	126,375	1,351,124	0.04%	27,893
50	Stanislaus	25,668,878	0.71%	529,914	4,186,129	0.12%	86,419	753,028	0.02%	15,346
51	Sutter	5,556,354	0.15%	114,706	916,532	0.03%	18,921	490,642	0.01%	10,129
52	Tehama	3,583,276	0.10%	73,974	371,236	0.01%	7,664	181,987	0.01%	3,757
53	Trinity **	425,558	0.01%	8,785	-	0.00%	-	15,439	0.00%	319
54	Tulare	27,450,730	0.76%	566,698	3,392,254	0.09%	70,030	1,870,513	0.05%	38,615
55	Tuolumne	3,793,283	0.10%	78,309	87,095	0.00%	1,798	183,363	0.01%	3,785
56	Ventura	57,657,367	1.59%	1,190,290	9,636,767	0.27%	198,943	6,123,027	0.17%	126,405
57	Yolo	14,153,133	0.39%	292,180	3,772,403	0.10%	77,878	406,343	0.01%	8,389
58	Yuba	4,724,527	0.13%	97,534	3,306	0.01%	5,704	245,140	0.01%	4,061
	TOTAL	2,778,434,972	76.48%	57,358,574	578,338,382	15.92%	11,941,812	276,087,874	7.60%	5,651,141





# Heim, Noack, Kelly & Spahrn

GOVERNMENTAL RELATIONS

**TRANSMITTED VIA FACSIMILE****1 Page**

Ralph A. Heim  
 Russell W. Noack  
 Anne Kelly  
 Leslie S. Spahrn  
 John Caldwell

**June 11, 1999****9:45 a.m. (PDT)**

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
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Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

**FROM: Ralph A. Heim****RE: ERAF/Budget Update**

At approximately 2:30 a.m. this morning, the Budget Conference Committee adopted the local government finance component of the State Budget. The issues of interest are as follows:

1. \$20 million one-time revenues for libraries.
2. \$75 million one-time ERAF relief, of which approximately \$7 million will go to special districts. I will provide you with more details relative to the formula after I have had some sleep.
3. The ERAF will be capped contingent upon the passage of a constitutional amendment passed by the Legislature and voters. The measure would be placed on the November 2000, Ballot, as it does not appear possible to complete the constitutional amendment process in time for the March 2000, Ballot.

There is no indication relative to the Governor's position on the above action taken by the Conference Committee. I will provide you with more details regarding how the one-time ERAF relief formula will operate either later today or Monday.

1121 L Street, Suite 100  
 Sacramento, CA 95814  
 Tel. (916) 442-4584  
 Fax (916) 441-4925  
 Email: general@hnks.com



X-Sender: info.cla-net@mail2.quiknet.com  
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1  
Date: Mon, 14 Jun 1999 09:59:34 -0700  
To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>  
From: California Library Association <info@CLA-NET.ORG>  
Subject: CLA Lobbyist Update  
Reply-To: info@CLA-NET.ORG  
Sender: owner-calix@listproc.sjsu.edu

June 11, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. BUDGET CONFERENCE COMMITTEE WRAPS UP WORK -  
BUDGET CONTAINS \$20 MILLION FOR PLF

Early this morning (5 a.m. to be precise), the Budget Conference Committee tentatively completed their work on crafting this year's State Budget, including important action pertaining to the Public Library Foundation. The Conference Committee then was scheduled to reconvene at 2 p.m. this afternoon to sign the Conference Committee report, and as of this writing, must wait several hours before returning, as some controversial pieces are still in conflict. Once the report is approved, the staff will begin the final touches on the drafting and printing of the physical budget bill that will be before them on the Floor of each house for vote, on Tuesday of next week.

Earlier in the week, the Public Library Foundation (PLF) had been before the Conference Committee for consideration. While the conferees originally offered support of the Assembly version of the Budget, which would have provided a \$32 million augmentation to the PLF, the committee requested that the item, which is traditionally handled in the K-12 education portion of the Budget, be surprisingly moved over to a so-called "local government list." A Legislative Analyst's list had scored the PLF as a form of "relief" to local governments, and hence, the decision to move our issue in with road repair, law enforcement, and other sizeable city, county, and special district programs. In addition to the PLF, CLA worked exhaustively with legislative staff who had asked CLA to provide them with possible funding formulas, in case the Committee could carve out extra dedicated monies for libraries. Meanwhile, attempts to further this cause were objected to by some local government lobbyists, who wanted any money available to local governments to be strictly discretionary and not targeted to any particular area, including libraries.

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Post-It <sup>®</sup> Fax Note	7671	Date	6-14-99	# of pages	3
To	MCLS/SLS/ASSOCIATE	From	MCLS/SLS HQ		
Co/Dept	Number Directors	Co.			
Phone #		Phone #	626/683-8294		
Fax #		Fax #	626/683-8097		



Last night the Conference Committee convened at approximately 11:30 p.m., in the midst of continued ongoing negotiations on the local government package.

Assemblymembers Helen Thomson, John Longville, and Tony Cardenas fought in earnest to advance a more sizeable ERAF-relief style package, despite an agreement from the conferees that the local government package was in its final state. When the Committee began to run through the components of the proposal at 1 a.m., suddenly \$20 million for libraries had been thrown into a "discretionary pot" along with \$50 million for road repair and transit services, and \$100 million for local infrastructure grants. These dollars would go out on a 50% per capita, and 50% ERAF-style return. It was likely that under this approach, libraries would see little of the \$20 million contained in the discretionary pot. Then, Assemblywoman Migden asked if the Committee would "be amenable to keep the libraries out," and allow the \$20 million to be targeted for the PLF, and the remaining \$150 million to go out as proposed to cities, counties, and special districts. Conference Committee Co-Chair, Senator Steve Peace said that he would be "prepared to support that, or all of the above." Assemblywoman Migden then reiterated her motion, and Conference Committee Co-Chair, Assemblywoman Denise Ducheny leant her strong support. The package, including this motion for the libraries, passed on a 5-1 vote at 1:15 a.m.

We have confirmed with Assemblywoman Ducheny, and the Department of Finance that this money will be placed into the PLF, and, while it was the Committee's intent to propose one-time funding for local governments, the Governor would have to go in and make a cut in this area next year if he did not want to fund it at the new, proposed 1999-2000 level. It is also important to note that the Department of Finance told the Conference Committee that they are opposed to any new money for the PLF, as "the libraries received \$20 million last year." We encourage you to take a moment today and write the Governor, encouraging his support of the \$20 million augmentation to the Public Library Fund. In your letters, please keep them positive in tone, and explain to the Governor what the additional augmentation would mean in terms of services to your library, and the cuts you have had to make in years past. He will need to receive hundreds of letters in order to make a desired impact. (Please do not fax or e-mail the Governor.) The Governor could be acting on the Budget bill as early as the end of next week.

Lastly, we would like to thank all of the Budget Conferees for their strong support of the PLF this year. But in particular, we are convinced that we would not have the PLF funding were it not for the heroic efforts of Budget Conference Committee Co-Chair Denise Ducheny, and Assemblywoman Carole Migden, who understood how critical this issue was to the libraries throughout California. We would appreciate your help in writing a brief letter to thank these two legislators for their positive comments, remarkable support, and tireless leadership on behalf of CLA and the PLF.

For Letters to the Governor:



**The Honorable Gray Davis  
Governor, State of California  
State Capitol  
Sacramento, CA. 95814**

**For Letters of thanks to the two conferees:**

**The Honorable Denise Moreno Ducheny  
Co-Chair, Budget Conference Committee  
State Capitol  
Sacramento, CA. 95814**

**The Honorable Carole Migden  
Member, Budget Conference Committee  
State Capitol  
Sacramento, CA. 95814**

## **II. ERAF "CAP" CONTINGENT UPON A CONSTITUTIONAL AMENDMENT**

**The Budget Conference Committee also approved a second portion of the local government relief package to cap ERAF (\$234 million in the 2000-01 Budget year) contingent upon the passage of a constitutional amendment approved by the voters. It is the Conference Committee's intention that a working group will be convened this summer to develop and draft a constitutional amendment to deal with the broader issue of the current distribution of property taxes, sales tax, etc. We will provide you with more information on this effort as it unfolds.**





**RECOMMENDATIONS:**

1. Review Revenue and Expenditure Estimates for Fiscal Year 1999-2000
2. Motion to Continue the spending authorization of the Fiscal Year 1998-1999 Budget until August 31, 1999, pending adoption of the State Budget
3. Read Resolution 99-1 by Title only
4. Adopt Resolution 99-1
5. Read Resolution 99-2 by Title only
6. Adopt Resolution 99-2
7. Continue discussion of the Fiscal Year 1999-2000 Budget to the July Regular Board Meeting







FY 1999-2000

Salary Schedule including 4% increase

		1	2	3	4	5	6	7	8	9	10
CLERK I	HR	9.89	10.14	10.39	10.65	10.92	11.19	11.47	11.75	12.05	12.65
	PP	790.93	811.30	830.81	852.03	873.25	895.32	917.38	940.30	964.06	1,011.58
	AN	20,564.24	21,093.80	21,601.28	22,152.89	22,704.51	23,278.20	23,851.88	24,447.62	25,065.44	26,301.05
	MO	1,713.69	1,757.82	1,800.10	1,846.07	1,892.04	1,939.85	1,987.66	2,037.30	2,088.79	2,191.76
CLERK II	HR	11.19	11.47	11.75	12.04	12.34	12.66	12.97	13.30	13.63	14.31
	PP	895.32	917.38	940.30	963.21	987.81	1,012.43	1,037.89	1,064.19	1,090.50	1,144.81
	AN	23,278.20	23,851.88	24,447.62	25,043.37	25,683.24	26,323.12	26,985.06	27,669.05	28,353.06	29,765.20
	MO	1,939.85	1,987.66	2,037.30	2,086.95	2,140.27	2,193.59	2,248.75	2,305.75	2,362.76	2,480.43
LIBR ASST	HR	13.29	13.62	13.96	14.31	14.67	15.03	15.40	15.80	16.19	16.99
	PP	1,063.35	1,089.65	1,116.81	1,144.81	1,173.67	1,202.52	1,232.22	1,263.62	1,295.03	1,359.52
	AN	27,647.00	28,330.99	29,037.07	29,765.20	30,515.40	31,265.59	32,037.86	32,854.24	33,670.64	35,347.55
	MO	2,303.91	2,360.91	2,419.76	2,480.43	2,542.95	2,605.47	2,669.83	2,737.85	2,805.89	2,945.63
LIB I	HR	15.71	16.11	16.53	16.93	17.35	17.79	18.23	18.69	19.16	20.10
	PP	1,256.84	1,289.08	1,322.18	1,354.43	1,387.53	1,423.17	1,458.81	1,495.30	1,532.65	1,608.17
	AN	32,677.74	33,516.18	34,376.71	35,215.17	36,075.69	37,002.40	37,929.11	38,877.89	39,848.74	41,812.49
	MO	2,723.15	2,793.01	2,864.72	2,934.60	3,006.31	3,083.54	3,160.76	3,239.83	3,320.73	3,484.37
LIB II	HR	18.30	18.76	19.23	19.71	20.20	20.71	21.22	21.75	22.29	23.41
	PP	1,463.90	1,501.24	1,538.59	1,576.78	1,615.81	1,656.54	1,697.28	1,739.71	1,783.00	1,872.95
	AN	38,061.50	39,032.34	40,003.19	40,996.10	42,011.07	43,070.18	44,129.28	45,232.51	46,357.81	48,696.66
	MO	3,171.79	3,252.69	3,333.60	3,416.34	3,500.92	3,589.19	3,677.44	3,769.38	3,863.15	4,058.06



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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### Holiday and Library Public Service Schedule for 1999 and 2000

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

## 1999

<b>New Year's Day</b>	<b>Friday</b>	<b>January 1</b>
Day before Monday Holiday	Sunday	February 14
<b>President's Day</b>	<b>Monday</b>	<b>February 15</b>
Easter	Sunday	April 4
Day before Monday Holiday	Sunday	May 30
<b>Memorial Day</b>	<b>Monday</b>	<b>May 31</b>
Day before Monday Holiday	Sunday	July 4
<b>Independence Day</b>	<b>Monday</b>	<b>July 5</b>
Day before Monday Holiday	Sunday	September 5
<b>Labor Day</b>	<b>Monday</b>	<b>September 6</b>
<b>Veteran's Day</b>	<b>Thursday</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 25</b>
<b>Christmas Eve Day</b>	<b>Friday</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>Saturday</b>	<b>December 25</b>
Holiday Furlough		December 26-30
<b>New Year's Eve Day</b>	<b>Friday</b>	<b>December 31</b>





RESOLUTION 99-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISH THE DISTRICT  
HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 1999-2000

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1999-2000 dated June 16, 1999.

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

State of California )  
 )ss.  
County of Orange )

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

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

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



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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:** **Discussion of Governmental Relations Activities for Placentia Library District**

**DATE:** June 16, 1999

**BACKGROUND**

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

Following the discussion of the Agenda Item at the May 19, 1999 meeting, the Board continued to the June 16, 1999 meeting the review of participation by a Trustee in the California Library Association Legislative Day at a cost of approximately \$400.

**RECOMMENDATION**

To be determined



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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 *EM*

**SUBJECT:** Policy for Use of Placentia Library District Checks to Pay for Passport Application Fees


**DATE:** June 16, 1999


### BACKGROUND

A recurring problem for the passport application acceptance program at Placentia Library is applicants who do not have personal checks to pay for the services.

 In some cases they have been told by a Post Office that they need only one check for the full amount of the passport and processing fees. They bring to the Library only one personal check, or a money order, already made out for the amount quoted by the Post Office clerk.

In actuality, when they process a passport application at the Library they need to make two payments – the Library's processing fee is paid separately.

 The Passport Agency will not accept a check made out for the incorrect amount. Even if an applicant wants to send an extra \$15 (the amount of the District's processing fee) the Agency will void the check and require a replacement from the applicant.

 In some cases the applicants have traveled a great distance and cannot easily get a replacement check or money order.

Staff is recommending the following policy for issuing Placentia Library District checks to pay for passport application fees:

Placentia Library District *COE* General Fund checks may be issued to "Passport Services" to pay the fees for applicants who cannot provide a personal check or money order.

The cost per check is \$1.00.

The passport application fee, the District's processing fee and the check fee may be paid in cash, by credit card or by personal check.

### RECOMMENDATION

Review and adopt recommended policy



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian ~~AS~~  
DATE: June 16, 1999  
SUBJECT: **Web site Development Report for the Month of May, 1999**

The following are the four Web Designing companies that were interviewed to determine the ability to follow the Library's guidelines and ideas and create a workable and attractive web site that delivers the Library's message clearly and efficiently:

Carousel Works  
Creative Web Design/Computer Consulting  
26582 Via Manolette  
Mission Viejo, CA 92691  
Contact : Marianne Goodrich

Cosmoslink  
Your Internet Solution Company  
3030 Saturn Street, Suite 204  
Brea, CA 92821  
Contact: Mark Classen

Idyll Mountain Internet  
World Wide Web Services  
110 East Wilshire Avenue Suite G12  
Fullerton, CA 92832-1945  
Contact: Liz Bartlett

Jaguar Computer Systems, Inc.  
Networking and Connectivity Solutions  
4135 Indus Way  
Riverside, CA 92503  
Contact: Julie John

All four contacts were interviewed and later submitted proposals.

After viewing web sites created by each company, and after considerable amount of analyzing the proposals, the quality of work, the terms and costs of each company, I recommend that the

Library contracts with Cosmoslink, the Library's present Internet Service Provider, to design and develop the Placentia Library Web Site.

Cost of designing and coding the site is	\$1,200
Specialty graphics and animation will be billed as needed	\$75 an hou.
Quarterly maintenance fees	\$75 an hour
Annual subscription fees	\$275

The Company will offer free training for the staff enabling them to perform the on-going update and maintenance of the site.




TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: June 16, 1999

SUBJECT: Program Committee Report for the Month of May 1999

DEPARTMENT		MAY	
<b>Literacy Services</b>		<b>Number Of Programs</b>	<b>Number of Attendees</b>
Conversation Group	4	14	
Tutor Training	3	12	
Tutor-In-Service	0	0	
Total	7	26	
<b>YTD Total</b>	<b>52</b>	<b>256</b>	
<b>Children's Services</b>			
Way Out Wednesdays	N/A	N/A	
SRP Registration	N/A	N/A	
SRP School Visits	N/A	N/A	
Class Visits to the Library	N/A	N/A	
Story Times 3-6	8	81	
Group Visits to the Library (Brownie)	N/A	N/A	
Scavenger Hunt	0	0	
Lapsits	8	81	
Spring Programs	N/A	N/A	
Total	16	162	
<b>YTD Total</b>	<b>145</b>	<b>5182</b>	

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: June 16, 1999  
SUBJECT: **Program Committee Report for the Month of May 1999**

This month's Passport applications exceeded any of the previous months totalling 288 and netting \$4,141.80.

These funds continue to be used exclusively to support the book budget in both the Adult and Children's departments and allowing the purchase of much needed audio and video titles.

## Holiday and Library Public Service Schedule for 1999 and 2000

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

### 2000

<b>New Year's Day</b>	<b>Saturday</b>	<b>January 1</b>
Day before Monday Holiday	Sunday	February 20
<b>President's Day</b>	<b>Monday</b>	<b>February 21</b>
Easter	Sunday	April 23
Day before Monday Holiday	Sunday	May 28
<b>Memorial Day</b>	<b>Monday</b>	<b>May 29</b>
<b>Independence Day</b>	<b>Tuesday</b>	<b>July 4</b>
Day before Monday Holiday	Sunday	September 3
<b>Labor Day</b>	<b>Monday</b>	<b>September 4</b>
<b>Veteran's Day</b>	<b>Saturday</b>	<b>November 11</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 23</b>
<b>Christmas Eve Day</b>	<b>Sunday</b>	<b>December 24</b>
<b>Christmas Day</b>	<b>Monday</b>	<b>December 25</b>
Holiday Furlough		December 26-28
<b>New Year's Eve Day</b>	<b>Sunday</b>	<b>December 31</b>



TO: Elizabeth Minter, Library Director

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

DATE: June 16, 1999

SUBJECT: **May activities in the Children's Department**

**Programming-** The final programming session of the 98/99 fiscal year ended in May. There were a total of 12 programs this month with 111 children and 72 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits, under 2 years	4	59 children / 43 adults
Storytimes, 3 – 6 years (p.m.)	4	18 children / 9 adults
storytimes, 3 – 6 years (a.m.)	4	34 children / 20 adults
<b>TOTALS</b>	<b>12</b>	<b>111 children / 72 adults</b>

**Class/Group visits-** Class visits from local schools continued. 4 classes visited the library this month, with a total of 73 children using the library and it's services.

**Summer Reading Program-** Plans for the Summer Reading Program are under way. School visits to tell children about the Summer Reading Program have been scheduled and will begin June 1. Six schools have scheduled visits by the librarian and volunteers. Special thanks to this year's volunteers; Eleanore Rankin, Gae Woods, Pat Irot, and Peggy Thomas. The Summer Reading Program begins June 20<sup>th</sup>. Once again the Children's Department will be relying on teen volunteers to help with the Summer Reading Program. Sixteen teen volunteers have been scheduled to work the Summer Reading Program this summer.

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

The Librarian attended Placentia Head Start's day in the park at Whitten Center on Thursday May 20. A table was set up with library materials, and the librarian told stories to classes from the Head Start Program and area Kindergarten classes. Several hundred children and their teachers attended this two-hour event.

The Librarian attended an awards ceremony for the California Association of Bilingual Educators (CABE) on Friday June 14, at Tynes Elementary School. It was announced that CABE will be donating approximately \$500.00 worth of Spanish children's books to the Children's Department. The Library should be receiving the books sometime in July.



TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: June 16, 1999  
SUBJECT: **Publicity materials produced for May 1999**

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

The cable channels for the Library and the City experienced technical difficulties during the month of May (possibly the end of April). New equipment was to be installed at the City and was delayed a couple of times. Spoke with Recreation and Human Services Director Steve Pischel and said it was now working and that I should come in the week of June 14 for training. All information was lost and will be put back in after training. The cable channel should be up and running again by June 18.

**Newspaper articles published:**

1. Fourth-graders give life to California's missions – on display at Placentia Library
2. Placentia Library Foundation Board news.
3. Placentia Library hosts American Girls party.
4. Library District slates summer reading program
5. Friends of Placentia Library meets first Monday of the month.
6. County Library plans summer reading program.
7. Orange County Budget
8. The WOW Factor – To compete with flashy media, libraries are attracting young readers with children's section that feature bright colors, tepees, faux forests, even bubbles.





# Nature center's funding a highlight

<sup>332</sup>  
**BUDGET:** The spending plan also would upgrade county emergency personnel's communications system.

By **JENIFER MCKIM**  
and **MARTIN WISCKOL**  
The Orange County Register

Frank Robinson has been fighting to save the Upper Newport Bay from development since 1963.

The retired aerospace worker from Newport Beach has battled plans for a marina there, for a freeway and for silt basin. He has helped lead the charge for the preserving the dramatic scenery and celebrated it becoming a natural preserve.

Now comes a crown for this natural glory. A \$2.4 million interpretive center is set to open in the 144-acre preserve in January, thanks in part to \$150,000 included in the county's proposed budget for the upcoming fiscal year.

"It's a big thing in our life," said Robinson, 81. "A lot of people have been involved with this. It's going to be quite a showpiece for the county."

Among other key expenditures in the proposed budget:

► **Emergency communications:** Police, sheriff's deputies, firefighters and utilities workers throughout the county also have cause to applaud the budget, which includes \$43 million for a new countywide communications system.

The 800-megahertz radio system will give every emergency worker throughout the county the ability to talk directly with other emergency personnel on the same frequency. The \$92 million project is being launched in phases over the next few years.

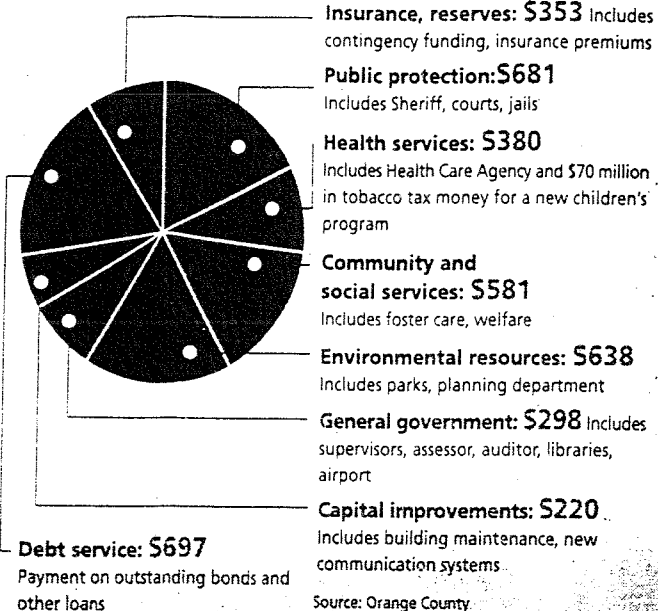
"We are looking forward to it," said Fullerton police Capt. Al Burkes, whose city will see the system installed this year. "It is going to provide a quicker, better level of service."

► **Road improvements:** The

## WHO GETS THE MONEY

Here's a list of how the county's proposed \$3.85 billion 1999-2000 budget is divided among the county's various services. These amounts include money from the county's general fund and state and federal sources.

► In millions of dollars



The Orange County Register

## BUDGET REVIEWS SET NEXT WEEK, JUNE 15-16

The county will hold a public budget workshop on its proposed \$3.85 billion spending package from 4 to 6 p.m. Tuesday at the Orange County Public Library administrative headquarters, 1601 E. St. Andrews Place, Santa Ana. County supervisors will hold their public budget hearing June 15 and 16, and are scheduled to adopt the final budget June 29.

Interested in reading the proposed budget yourself? Budgets are available from the county chief executive's office by calling (714) 834-2345. It also soon will be available on the county Web site at [www.oc.ca.gov](http://www.oc.ca.gov).

budget includes \$9.5 million to widen and straighten the 4.6 miles of Laguna Canyon Road from the San Diego (405) Freeway and El Toro Road. The project, carried out with Caltrans, is scheduled to begin in June 2000 and be completed in 2001. It also includes \$8 million to build the Crown Valley Parkway bridge across the Trabuco Creek. The one-year project is slated to begin in October.

► **Jails:** With \$2.9 million in the proposal added to \$29.1 million carried over from the current year's budget, the county will have nearly all the money needed for Phase II of the Theo Lacy Jail expansion. Phase I of the expansion, which will add 384 beds, is scheduled for completion in August. Phase II will add 509 beds and is expected to be completed in 2001.

There is also \$6 million for a new laundry facility at the James Musick detention facility. However, there is no money for future phases of the Lacy expansion, nor for adding more bed space at Musick.

► **Courts:** The \$32 million in the current budget for a south county courthouse will be carried over into next year's spending plan while county planners search for land for the project.

► **Children:** The state's settlement last year with cigarette manufacturers will bring \$70 million to the county to establish a health program for children.

► **Code enforcement:** The budget recommends \$900,000 be used for seven new code-enforcement officers. Supervisors recently approved hiring the officers for the rest of the current fiscal year.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly MAY 6 - 1999

### Placentia Library hosts American Girls party

The Placentia Library Foundation will host its first American Girls' Pastime Party to benefit the Placentia Library District.

The American Girls are a collection of dolls with histories set in long-ago days.

Meet Felicity, Josefina, Kirsten, Addy, Samantha and Molly. You'll learn what growing up was like for them, the friends they made, their struggles and successes in school and fun adventures.

The program is for girls, moms, grandmothers, aunts and friends. The celebration is scheduled for 7 p.m. Saturday and 9:30 a.m. and 2:30 p.m. Sunday at the Calvary Church of Placentia, 102 S. Bradford Ave.

Tickets are \$15 and can be purchased at the library's circulation desk. For more information, call 528-1925 ext. 268.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly MAY 13 1999

### Library district slates summer reading program

The Placentia Library District presents its summer reading program from June 20 - Aug. 31. Youngsters pre-school through eighth grade are invited to read for at least 30 minutes a day, five days a week to be eligible for prizes.

Pre-schoolers must have at least one book a day read to them.

For more information, call 528-1906 ext. 212.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly MAY 13 1999

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

Genealogical Society of North Orange County California, P.O. Box 706, Yorba Linda 92885. Meets 6:30 p.m. third Wednesday of each month at the Yorba Linda Community Center, Imperial and Casa Loma.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

Orange County News  
Bi-Weekly MAY 26 1999

# County Library Plans Summer Reading Programs

332  
Attention all damsels and knights-to-be.

Dragons are coming to the Orange County Public Library "as it kicks off another season of exciting Summer Reading Programs," said Dani Porter of the community relations office.

Twenty-seven branch libraries throughout the county will step back in time with "Long Ago and Far Away: A Dragon's Tale," this summer's medieval fantasy theme.

Open to children in kindergarten through sixth grade (younger children just learning to read may take part if caregivers or siblings read with them), the program "will

offer exciting entertainment, contests and prizes for all," said Porter.

Each branch will offer different programs tailored to its community, said Porter.

One may have children moving game pieces along a giant game board, while another may count the minutes spent reading each day.

"The true purpose of Summer Reading is to introduce children to the joys of reading, as well as to the library and its resources," said Lynn Eisenhutt, coordinator of children's services for the county library.

"Literacy is important to a

child's academic success, and a proven gauge of later achievement in both the workplace and in personal life," she said.

"Every year several parents tell me that since their children read for pleasure in the summer, they score higher on reading tests in the fall when they return to school, than when they finished out the previous year," said Tustin Branch Children's Librarian Gayle Kaufman.

Carol Ann Helsel, children's librarian at the Westminster Branch Library, said she can see the difference one summer can make in the lives of her patrons.

Last year, when a parent reported that her kindergartener

began the Summer Reading Program sounding out the words, one by one, and by August was reading aloud, Helsel said she knew the program not only offered entertainment, but success and confidence for patrons as well.

For older readers, many Orange County Public Library branches will run a reading program especially for teens.

The "Extreme Teen Reading Machine" will be offered at branch libraries including Cypress, Fountain Valley, Garden Grove Regional, Garden Grove West, La Palma, Stanton and Westminster.

Teenagers also may want to

volunteer their talents and time to the library by joining the Teen Volunteers, an organized program where they may help the librarians run the reading program.

Librarians in six county libraries developed "Long Ago and Far Away: A Dragon's Tale," including Orange, San Diego, Imperial, San Bernardino, Riverside and Los Angeles.

Summer reading also is sponsored in part by each branch's Friends of the Library group.

"The Orange County Public Library promises a fun summer for all ages," said Porter.

# The Wow Factor

■ To compete with flashy media, libraries are attracting young readers with children's sections that feature bright colors, tepees, faux forests, even bubbles.

By JULIE HA  
TIMES STAFF WRITER

Librarians constantly face the question: Where's the children's section? But more and more the answer comes from whimsical designs, lively colors, kid-sized furniture and cozy nooks that all but shout: "Over here."

For example, inside the Mid-Valley Regional Branch Library in North Hills, a colorful tepee structure attracts young readers.

If you see floating bubbles, a sailboat full of books and a 800-gallon saltwater aquarium, you've reached the children's room at the Huntington Beach Library.

And at the new Los Feliz Branch Library, a dome-shaped, forest-like storytelling room—with a circular skylight and hanging tree branches—has quickly become a popular spot for youngsters.

These may sound like gimmicks to some book lovers, but librarians and architects say kid-friendly architecture and interior design, seen increasingly in public libraries around the nation, welcome children and send a message that reading can be a pleasure.

The approach also is part of a movement to change libraries' old image as staid places where children are constantly shushed.



"If we can't get kids interested in reading, then our future library patrons and future citizens are really being wasted," said Ron Hayden,

director of library services at the Huntington Beach Library. "We have to allow parents to bring their kids to the library and get them excited about it. And the more inviting you make it, the more likely they'll return."

Nationally, there has been a library building and expansion boom propelled by voter-approved bond initiatives. In Los Angeles, a \$178-million bond measure that passed last year is expected to fund construction, replacement or renovation of 32 city branches. A 1989 bond issue enables 28 other city branches to be built or renovated.

Library officials insist that, budget and space allowing, the children's reading rooms in those projects be made distinctive and include child-oriented features. These are a far cry from the days of adult-sized, hard maple tables and heavy metal chairs that past generations of youngsters endured.

"What we're trying to do more and more is, when you walk into the children's area, you're wowed by it," said Carmen Martinez, director of branches for the Los Angeles city library system.

Nanci Williams, children's services coordinator at the Huntington Beach Library, attributes the tremendous rise in attendance at story times and other library reading programs for children in part to architectural touches completed in 1994. The children's room went from a small section virtually indistinguishable from the adult area to a marine-themed space with cascading bubbles, produced by a machine, at the entrance.

Children's book circulation, only two-thirds of adult circulation before the library make-over, is now almost equal, Williams said.

Parents and kids used to ask the



A dome adorned with tree branches gives the feeling of a forest hideaway to the children's section, top, of the new Los Feliz Branch Library. One young patron finds the tepee-shaped alcove at the Mid-Valley Regional Branch Library in North Hills "nice and comfortable to read in."

Photos by  
LUIS SINCO (top) and  
DAVID BOHRER (left)  
Los Angeles Times

read in," the fourth-grader said of the space.

He also had a theory about the tepee design. "I think they wanted to do that because I've been learning that Indians had more quiet lives inside the tepee and

#### ■ SOUTHERN CALIFORNIA LIVING

A host of new books pay tribute to all kinds of moms with poems, pictures and prose. E3

more exciting lives outside the tepee," he said. "So I think they wanted a tepee so we could be relaxed while reading books."

Parents also appreciate the extra touches. "Other libraries just take a different section, shove a bunch of books in them and call it a kids' section," said Marc Pollock, who was at the Beverly Hills Library recently with son Jeff, 10.

At that library, bright yellow ceiling arches get lower and lower along the hallway leading to the children's section. In a room that Pollock described as "a little kids' cubbyhole," child-scaled furniture is painted in shades of yellow, blue-green and red.

Architect Barton Phelps, who designed the recently opened Loz Feliz Branch Library on Hillhurst Avenue, says the key is to make the children's area different, but not necessarily amusing.

"What we tried to make was a space that was distinct from the rest of the building, so when the kids arrived there, they sort of took it over," he said. "And I think that's what's most important."

librarian where the children's room was. "They don't ask me anymore," she said. "They know."

Many library architects say they don't want merely to create rooms with children's books inside.

That's why Clifton Allen's plans for a new library in Commerce feature a children's reading room in the shape of a pyramid, with square windows tilted to appear like diamonds.

"With competition from the home computer and Internet, I think you have to draw people into libraries, and that's particularly important for young kids," said Allen, of Meyer & Allen Associates in Hollywood and the father of twin 7-year-olds.

Architect Barbara Flammang said the message she is getting from library

officials from Los Angeles to Las Vegas is: "Make it interesting, different; make it special."

Her firm, Killefer Flammang Purtil Architects, carved out an alcove in the south wall of the Mid-Valley Regional Branch Library in the shape of a tepee and graced it with colors of mustard yellow, green and orange. The tepee is partially enclosed with wood framing and has a carpeted, circular bench.

Some architects and librarians question whether certain designs go too far, creating a theme park atmosphere and taking attention away from the books.

But that wasn't the case for 10-year-old Arthur Munoz. He was recently sitting inside the tepee with a book from the popular series about Arthur the mouse. "It's nice and comfortable to



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KUM*  
DATE: June 16, 1999  
SUBJECT: **Placentia Library Literacy Services Report for the month of May**

**Program Statistics**

Active tutors: 43  
Active students: 45  
Students waiting to be matched: 20  
Percentage of tutors reporting (May hours): 84%  
Tutoring hours reported: 175  
Other volunteer hours reported: 171  
Total volunteer hours: 346

**Conversation Groups.** Twice-a-week conversation groups concluded May 25, 1999. The groups were led by an intern from California State University, Fullerton. New groups will be formed as volunteer leaders become available.

**Tutor Training.** The spring Tutor Training Workshop concluded May 17, 1999. Several of the new tutors have already begun meeting with their students.

**California Literacy Campaign Convocation.** Literacy coordinators and FFL coordinators from throughout the state met with California State Library representatives at the Stanford Sierra Camp in Lake Tahoe, California from May 16, 1999 through May 19, 1999. Statewide and local literacy issues were discussed.

**Other Networking Activities.** Literacy Coordinator Matas represented PLLS at the Chamber Spring Business Showcase and the Placentia Old Towne Fiesta. Literacy materials were distributed at the Placentia City Open House.



TO: Library Board of Trustees  
FROM: Julie Shook and Wendy Goodson, Staff  
DATE: June 16, 1999  
SUBJECT: Report on Y2K Preparations for May, 1999

Project – Julie Shook	Status/Scheduled
LAN Management System/Software	Not yet scheduled
LAN Workstations	Not yet scheduled
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Not yet scheduled
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

Project – Wendy Goodson	Status/Scheduled
Banks	6/99 Bank of America
Payroll Contractor/Software	Compliant
Utilities	No response
Fire Alarm System	Not yet scheduled
Ventura	Not yet scheduled
Office 97	Not yet scheduled
Telephone System	Not yet scheduled
Voicemail System	Not yet scheduled
Emergency Planning	EOC contacted

Prepared by: Wendy Goodson





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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:** Evaluation of Library Director  
**DATE:** June 16, 1999

**BACKGROUND:**

A closed session may be held to discuss the evaluation of the Library Director's performance.

The Brown Act provides that salary recommendation discussions may not be held in closed session except to determine whether or not a salary increase will be given (without discussion of amount or percentages).

The Brown Act provides that the closed session not include discussion of any item not related to the actual performance evaluation. Discussion of plans or goals for the next evaluation period are not legal topics for a closed session.

The President's statement prior to entering a closed session is:

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

**RECOMMENDATION:**

Complete the evaluation process and make a salary recommendation for the Library Director.



## LIBRARY DIRECTOR

### DESCRIPTION

Under authority of the Board of Trustees, has overall responsibility for the management and administration of the District. Is expected to exercise considerable independent judgment in the performance of work tasks. Plans, organizes, directs, evaluates, and reviews the Library's resources, services, programs, and staff. Interprets library services, programs, and resources to citizens, organizations, governmental agencies and other libraries. Performs other duties as required.

### TYPICAL TASKS

Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services, and programs. Prepares the library budget for Board review and administers the adjusted budget. Serves as liaison between the Library District, other libraries, organizations, and individuals in the community in order to aid in the development, coordination, and classification of the library program. Plans and organizes the development of long-range library building programs, additions to library services, and related activities. Recruits, interviews, selects, and evaluates the performance of library personnel. Conducts labor negotiations. Directs and coordinates the public relations activities of the library. Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes. Formulates library personnel policies for Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters. Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required. Plans and directs the acquisition, implementation, and usage of data processing systems.

### EMPLOYMENT STANDARDS

Education: Equivalent to a Masters Degree in Library Science from a library school accredited by the American Library Association.

Experience: Five years of varied experience as a full time professional librarian in a public library, including extensive experience in a supervisory capacity.

Knowledge and abilities: Extensive knowledge of: the principles and practices of modern librarianship; principles and practices of supervision and employee relations; and modern principles and techniques of planning, administering, and appraising a library program. Ability to: relate library services to the needs of the community; administer budgetary, personnel, and public relations activities; prepare written and oral reports; and establish and maintain effective working relationships with the Board, employees, the public, and representatives of other agencies.



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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:** Library Director Salary  
**DATE:** June 16, 1999

The Library Director was appointed on August 19, 1991 at a salary of \$60,000.

A merit increase of 8.3% was awarded in March 1992 for a salary of \$65,000.

A 4.2% COLA was awarded in July 1992 to all staff. The Library Director was included for a salary of \$67,730.

The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994 did not include the Library Director.

A merit increase of 4.5% was awarded in March 1994, which when adjusted for the COLA granted to the staff in January, 1994 provided a net merit increase of 1.5% for a salary of \$70,800.

A 1.8% COLA was awarded in July 1994 to all staff. The Library Director was included for a salary of \$72,072.

A 3% COLA was awarded in July 1995 to all staff. The Library Director was included for a salary of \$74,234.

In June 1996, the Library Director declined the Board's offer to discuss a merit increase because of the continuing revenue shortfalls of the District and the condition of the book budget.

A 2% COLA was awarded in July 1996, to all staff. The Library Director was included for a salary of \$75,720.

A 2% COLA was awarded in July 1997 to all staff. The Library Director was included for a salary of \$77,226.24. A merit increase was not awarded.

A 2% COLA was awarded in July 1998 to all staff. The Library Director was included for a salary of 78,775. A merit increase was not awarded.

The staff COLA for Fiscal Year 1999-2000, as stipulated in the Memorandum of Understanding, is 4%. If the Library Director is included the change for the current salary will be approximately \$3,151 for a total of \$81,926.

The impacts of changes to the current salary of \$78,775.01 are identified below:

Merit Adjustment	Amount of Merit	Salary June 1999	4% COLA	Salary July 1999
	Base of \$78,775.01			
0.0%	0.00	78,775.01	3,151.00	81,926.01
1.0%	787.75	79,562.76	3,182.51	82,745.27
2.0%	1,575.50	80,350.51	3,214.02	83,564.53
2.5%	1,969.38	80,744.39	3,229.78	83,974.16
3.0%	2,363.25	81,138.26	3,245.53	84,383.79
4.0%	3,151.00	81,926.01	3,277.04	85,203.05
5.0%	3,938.75	82,713.76	3,308.55	86,022.31

Any change based upon merit will need to be formalized with a Resolution amending the Exempt Employees Salary Schedule.

Library Districts Salary Order

Placentia Library District

Summary of State Library FY1997-98

May-99



Libraries in Orange County	Library Dir.	Salary	Svc. Mgr.	Salary	Librarian I	Salary	Lib. Asst.	Salary	Clerk	FTE
Orange County	139,860	75,420	45,744	31,404	26,148	289.50				
Orange City	106,176	74,520	41,988	34,224	26,808	35.36				
Santa Ana City	104,448	62,712	45,180	35,400	29,412	61.25				
Newport Beach	102,888	62,100	47,772	40,608	31,644	64.89				
Huntington Beach City	91,764	69,732	42,576	35,352	32,196	52.50				
Buena Park District	91,380	65,808	40,164	*	25,128	22.00				
Yorba Linda City	91,260	67,668	41,352	36,120	26,928	26.50				
Fullerton City	90,000	61,188	43,056	32,172	27,900	43.60				
Anaheim City	85,980	72,108	39,972	31,992	23,688	113.00				
Placentia District	77,220	62,928	39,420	33,336	24,804	13.50				
Mission Viejo City	67,356	50,436	43,644	35,676	29,220	21.50				



Similar Size & Districts	Library Dir.	Salary	Svc. Mgr.	Salary	Librarian I	Salary	Lib. Asst.	Salary	Clerk	FTE
Palos Verdes District	*	59,040	39,936	27,888	25,092	34.70				
Whittier City	83,376	59,100	41,988	*	27,372	44.76				
Cerritos City	79,308	58,968	49,560	38,820	36,288	38.50				
Placentia District	77,220	62,928	39,420	33,336	24,804	13.50				
Downey City	73,032	46,920	39,960	29,688	26,688	28.20				
Alta Dena District	57,744	52,392	39,120	29,064	27,000	20.60				

Operational Projects

Preparing for transition to new equipment and telecommunications protocols for Anaheim Library Consortium system

Selection and installation of new accounting system for office general ledgers, check issuing and deposits

Passport Application Agency research, training, implementation and operations

Shifting of 5 hours per work week to Passport processing (shared with all full-time staff)

North Orange County Electrical Energy Task Force (with City of Placentia) – 5 meetings

Represent District on Santiago Library System Administrative Council (Joint Powers Authority membership)

Strengthening relations with Orange County Treasurer and Auditor

Support Organizations

Foundation Projects

Annual Giving Campaign

Direct Mail Campaign

American Girl Pastimes Party

Donor Reception

Transition of treasurer responsibilities from staff to Foundation

New Board member recruitment visits

New Board member orientation

4 Board meetings

16 Committee meetings

Orientation for new President

1 issues of newsletter



Friends Projects

Annual membership campaign

8 Board meetings

2 Committee meetings

Author's luncheon

Community Activities

Library Committee of League of Women Voters, North Orange County

Chamber of Commerce Breakfasts and Mixers

Rotary

Placentia Round Table

Special District Activities

Local Area Formation Commission Technical Advisory Committee for Special Districts, 5 meetings

California Special Districts Association Legislative Committee, 3 meetings



# AGENDA

## WORKSESSION

### PLACENTIA LIBRARY DISTRICT AD HOC COMMITTEE ON INCREASING LIBRARY USAGE

June 23, 1999

7:00 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 Ad Hoc Committee 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 Ad Hoc Committee Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call Administrative Assistant
2. Adoption of Agenda

*This is the opportunity for Ad Hoc Committee 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 April 28, 1999 Ad Hoc Committee Meeting.

Presentation: Library Director  
Recommendation: Review, Receive & File

4. Oral Communications

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

*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 Ad Hoc Committee on specific Agenda Items before and at the time that an Item is being considered by the Ad Hoc Committee.*

1. Introduction

2. Conclusion

*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. Report on actions taken since the April 28, 1999 meeting. (Minter)
6. Discuss results of 1998 survey of users and non-users.
7. Report from Coffee Service Task Force. (Minter, Smith & Shkoler)
8. Report from Entry Way Task Force. (Ammar, Burkich, Masters & Wood)
9. Report from Signage Task Force. (Smith, Stark, Willauer)
10. Report from Window Treatment Task Force. (Minter, Shkoler, Wood)
11. Develop recommendations for the Library Board.
12. Set date, time and agenda topics for next Ad Hoc Committee meeting (July 28<sup>th</sup> is the 4<sup>th</sup> Wednesday).

#### ADJOURNMENT

8. Review of Action Items.

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

9. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 23, 1999, Ad Hoc Committee on Increasing Library Usage Meeting of the Placentia Library District was posted on Thursday, June 17, 1999.



