

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

January 19, 2000

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant

7:31 pm

absent Stebbins & Dean

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

Stebbins / Wood

3. Minutes of the December 15, 1999 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Stebbins / Wood,
absent Stebbins.

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).

7:34

Glenn + Dawn
5. Board President Report *Eleanor*
Banker Island

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 *Denise*
me *for Robin* *lecturer* *Tomas*
Sarah - no report
Greg - Fund Meeting

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Stark and Wood

Eve Quint
Judith Sawyer
Dr. Co. University Foundation
Am Guild Posters part
Amount Cash
Stylenberg

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Wood/Dawn

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3849, 3850, 3851, 3852 and 3854 for a total of \$11,503.04 forwarded by Library Director during this report period.

12. Current Claims and Payroll (Approve)

Current Claims 3853, 3855, 3856, and 3857; and Payrolls 3858 for \$21,520.00 and 3859 for \$21,520.00, for a combined total of Current Claims and Payroll of \$90,061.49.

13. FY1999-2000 Cash Flow Analysis through January 19, 2000 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 14 - 19)

Devin / Mark
Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 20 - 32)

Stacy / Devin
Presentation: Library Director
Recommendation: Approve by Motion

Items 20 - 32 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

20. Building Maintenance Report for December 1999 (Receive & File)
21. Personnel Report for December 1999 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for December 1999 (Receive & File)
23. Circulation Report for December 1999 (Receive & File)
24. Minutes (with attachments) of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 7, 1999 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
27. Status report on the building preparation, installation of equipment, and ribbon cutting reception for the Gates Library Initiative Grant (Receive & File)

- 28. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)

CONTINUING BUSINESS

- 29. Participation in Community Emergency Response Teams (CERT) Training

Presentation: President Shkoler
Recommendation: Determine whether the Board is going to participate in the CERT Training; and

Determine the date of the February and March Board Meetings if a change is necessary

- 29a. Report from Trustee Wood on reupholstering the study chairs and replacing the Conference Room chairs.

Presentation: Trustee Wood
Recommendation: Authorize the solicitation of bids for repairing and reupholstering of 100 study chairs and replacement of 14 Conference Room chairs

NEW BUSINESS

- 30. Determine whether to accept Library Director's appointment to the CSDA Legislative Committee

Presentation: Library Director
Recommendation: Approve the Library Director's participation as the library district representative on the California Special Districts Association Legislative Committee for the 2000 Legislative Session, with a maximum of four meetings outside of the local travel area

2000/1/19/10 to approve:

aye: Dismiss
No: all other

- 31. Travel/training authorization for the Metropolitan Cooperative Library System (MCLS) Advocacy Workshop and the Special District Risk Management Authority (SDRMA) Annual Education Day

Presentation: Library Director
Recommendation: Determine who will attend the Metropolitan Cooperative Library System's Advocacy Workshop on February 5, 2000; and

No vote

Approve Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Education in Bakersfield on March 1 2000, at a cost not to exceed \$240.00 to be paid from Fund 707

wood / [signature]

STAFF REPORTS (Items 32 - 39)

Items 32 – 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.

Rob/ Sandra

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

*Approved 5/3
TV Calendar
Closing
Lampert*

ADJOURNMENT

- 40. Agenda Preparation for the February Regular Meeting which will be held on February 16, 2000.
- 41. Review of Action Items.

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

- 42. Adjourn

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

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

W. G. Goodson

Placentia Library Board Calendar

January - December, 2000

Jan 2000						
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					

Feb 2000						
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				

Mar 2000						
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	

Apr 2000						
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						

May 2000						
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			

Jun 2000						
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	

January

- 3 7:00 PM Friends Board Meeting, Wood
- 14 ALA Midwinter, San Antonio, through Jan 19
- 15 8:30 AM -4:30 PM Strategic Planning Workshop -- All Board Members
- 19 7:30 PM Library Board Meeting
- 20 5:30 PM Chamber Mixer, Sundance Studios, 733 Dunn Way (off Orangethorpe Ave. west of the 57 Fwy)
- 11:30 AM Foundation Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 5 9:30 AM -1:00 PM Advocacy Workshop, Glendale Library
- 7 7:00 PM Friends Board Meeting, Dinsmore
- 14 4:30 PM Gates Computer Ribbon Cutting
- 16 7:30 PM Library Board Meeting
- 17 5:30 PM Chamber Mixer, Sam's Club
- 24 CSDA Workshop for Elected Officials, Orange or San Diego
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 10:00 AM -2:00 PM Author's Luncheon, Alta Vista Country Club
- 9:00 AM CALTAC Trustee Workshop, South Pasadena Library
- 6 7:00 PM Friends Board Meeting, Shkoler
- 15 5:30 PM Chamber Mixer, Regal Financial Services
- 7:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 28 Public Library Assoc, Charlotte,NC, through 4/1

April

- 3 7:00 PM Friends Board Meeting, Stark
- 9 National Library Week through Apr 15
- 10 CSDA Government Affairs Day, Sacramento
- 6:30 PM Friends Annual Meeting Program
- SLS/MCLS Annual Meeting
- 11 Library of California Workshop
- 19 7:30 PM Library Board Meeting
- 23 Library Closed for Easter
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Jul 2000						
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					

Aug 2000						
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		

Sep 2000						
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

Oct 2000						
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				

Nov 2000						
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		

Dec 2000						
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						

Jacobina Library Board Calendar

January - December 2000

January 2000						
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					

February 2000						
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						

March 2000						
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				

April 2000						
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						

May 2000						
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				

June 2000						
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 2000						
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					

August 2000						
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 2000						
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 2000						
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 2000						
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					

December 2000						
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					

Placentia Library Board Calendar

January - December, 2000

Jan 2000						
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					

Feb 2000						
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				

Mar 2000						
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					

Apr 2000						
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						

May 2000						
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					

Jun 2000						
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					

May

- 1 7:00 PM Friends Board Meeting, Masters
- 17 7:30 PM Library Board Meeting
- 21 Library Closed for Monday Holiday
- 22 Library Closed for Memorial Day
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

June

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

July

- 4 Library Closed for Independence Day
- 6 ALA Conference, Chicago, through July 12
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 16 7:30 PM Library Board Meeting

September

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

October

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

November

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

December

- 1 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

Jul 2000						
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					

Aug 2000						
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					

Sep 2000						
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					

Oct 2000						
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					

Nov 2000						
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					

Dec 2000						
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					

Placemats Library Page Calendar

January - December 2000

Jan 2000

S	M	T	W	Th	F	S
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						

Feb 2000

S	M	T	W	Th	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					

Mar 2000

S	M	T	W	Th	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				

Apr 2000

S	M	T	W	Th	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					

May 2000

S	M	T	W	Th	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				

Jun 2000

S	M	T	W	Th	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				

Jul 2000

S	M	T	W	Th	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				

Aug 2000

S	M	T	W	Th	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				

Sep 2000

S	M	T	W	Th	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					

Oct 2000

S	M	T	W	Th	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				

Nov 2000

S	M	T	W	Th	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					

Dec 2000

S	M	T	W	Th	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				

1. The first part of the calendar is for the year 2000. It shows the days of the week and the dates for each month.

2. The second part of the calendar is for the year 2001. It shows the days of the week and the dates for each month.

3. The third part of the calendar is for the year 2002. It shows the days of the week and the dates for each month.

4. The fourth part of the calendar is for the year 2003. It shows the days of the week and the dates for each month.

5. The fifth part of the calendar is for the year 2004. It shows the days of the week and the dates for each month.

6. The sixth part of the calendar is for the year 2005. It shows the days of the week and the dates for each month.

7. The seventh part of the calendar is for the year 2006. It shows the days of the week and the dates for each month.

8. The eighth part of the calendar is for the year 2007. It shows the days of the week and the dates for each month.

9. The ninth part of the calendar is for the year 2008. It shows the days of the week and the dates for each month.

10. The tenth part of the calendar is for the year 2009. It shows the days of the week and the dates for each month.

11. The eleventh part of the calendar is for the year 2010. It shows the days of the week and the dates for each month.

12. The twelfth part of the calendar is for the year 2011. It shows the days of the week and the dates for each month.

13. The thirteenth part of the calendar is for the year 2012. It shows the days of the week and the dates for each month.

14. The fourteenth part of the calendar is for the year 2013. It shows the days of the week and the dates for each month.

15. The fifteenth part of the calendar is for the year 2014. It shows the days of the week and the dates for each month.

16. The sixteenth part of the calendar is for the year 2015. It shows the days of the week and the dates for each month.

17. The seventeenth part of the calendar is for the year 2016. It shows the days of the week and the dates for each month.

18. The eighteenth part of the calendar is for the year 2017. It shows the days of the week and the dates for each month.

19. The nineteenth part of the calendar is for the year 2018. It shows the days of the week and the dates for each month.

20. The twentieth part of the calendar is for the year 2019. It shows the days of the week and the dates for each month.

21. The twenty-first part of the calendar is for the year 2020. It shows the days of the week and the dates for each month.

22. The twenty-second part of the calendar is for the year 2021. It shows the days of the week and the dates for each month.

23. The twenty-third part of the calendar is for the year 2022. It shows the days of the week and the dates for each month.

24. The twenty-fourth part of the calendar is for the year 2023. It shows the days of the week and the dates for each month.

25. The twenty-fifth part of the calendar is for the year 2024. It shows the days of the week and the dates for each month.

26. The twenty-sixth part of the calendar is for the year 2025. It shows the days of the week and the dates for each month.

27. The twenty-seventh part of the calendar is for the year 2026. It shows the days of the week and the dates for each month.

28. The twenty-eighth part of the calendar is for the year 2027. It shows the days of the week and the dates for each month.

29. The twenty-ninth part of the calendar is for the year 2028. It shows the days of the week and the dates for each month.

30. The thirtieth part of the calendar is for the year 2029. It shows the days of the week and the dates for each month.

31. The thirty-first part of the calendar is for the year 2030. It shows the days of the week and the dates for each month.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 15, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 15, 1999 at 7:32 P.M. by President Al Shkoler.

ROLL CALL

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

Members Absent: Trustee Sandra Stark

Others Present: Principal Librarian Suad Ammar; 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, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	Stark

MINUTES

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

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Shkoler reported that Library Director Elizabeth Minter and Placentia resident Hugh Wood were named Citizens of the Year.

TRUSTEES REPORT

Trustee Wood reported that the recent Los Angeles Times published an article about foundations and encouraged the Board to read it for information about foundation management.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter notified the Board that there will be a new security/alarm system installed at the rear exit doors of the Library. The new system will be keyless with access codes and a tracking feature to audit the traffic.

FRIENDS REPORT

The Friend's Meeting was December 6, 1999. Trustee Masters, Library Director Minter, and Cheryl Willauer attended the meeting.

Library Director Minter announced the Author's Luncheon is scheduled for March 4, 2000. The featured author will be Ruth Heller.

The next Friend's meeting is scheduled for January 3, 2000.

FOUNDATION REPORT

Trustee Wood will report on the November 6, 1999 Foundation meeting at the January 19, 2000 Board of Trustees Meeting.

BOARD ELECTIONS

President Shkoler requested Library Director Minter to conduct the election for President of Board of Trustees.

It was moved by Trustee Wood, seconded by Secretary Masters to nominate Al Shkoler as President of the Library Board of Trustees for Placentia Library District.

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

President Shkoler conducted the election for Secretary of Library Board of Trustees.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to elect Al Shkoler as President of the Library Board of Trustees by unanimous ballot.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to nominate Secretary Masters as Secretary of the Library Board of Trustees for Placentia Library District.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to elect Secretary Masters as Secretary of the Library Board of Trustees by unanimous ballot.

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

President Shkoler appointed Trustee Stark and Trustee Wood as Placentia Library Foundation Board Representatives.

President Shkoler appointed Trustee Wood as Independent Special Districts of Orange County Representative and Special District Local Area Formation Commission Selection Representative

President Shkoler appointed Trustee Stark and Secretary Masters as Placentia Civic Center Authority Representatives.

**REGULAR BOARD
MEETING DATES &
TIMES**

The Library Board of Trustees decided to conduct the Regular Board Meetings for 2000 on the third Wednesday of the month at 7:30 P.M.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve Agenda Items 13 through 16:

Nonstandard Claims in the amount of \$0.00

Claims 3837, 3838, and 3839 forwarded by the Library Director in the amount of \$87,974.18.

Current Claims 3840, 3841, 3842, 3843, 3844, 3845, and 3846; and Payroll Claims 3847 and 3848 for \$56,688.22, for a combined total of \$99,728.22.

FY1999-00 Cash Flow Analysis through November 17, 1999 and recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 17 through 22:

Financial Reports for November, 1999

Office General Ledger & Check Registers for November, 1999

Acquisitions Report for November, 1999

Overdue Collection Report for November, 1999

Debit Card System Reimbursement Report for November, 1999

Gifts Report for November, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 23-32:

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

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

Volunteer Report for November, 1999 (Receive & File)

Circulation Report for November, 1999 (Receive & File)

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

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

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

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

Library of California Board actions taken at the November 11-12, 1999 Meeting

Memo to City of Placentia Administrator Robert D'Amato

Requesting reallocation of the District's share of the Civic Center Electric bill.

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

**ESTABLISH POLICY
FOR PROMOTIONAL
MATERIALS OR
GIFTS TO STAFF**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt the Policy for Promotional Materials or Gifts Given to Staff at a limit of \$15.

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

**PROPOSED
RESOLUTIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to read Resolution 99-10 by title only.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt Resolution 99-10.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-11 by title only.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt Resolution 99-11.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 36-42:

Placentia Library Web Site Development Report for November, 1999

Program Committee Report for November, 1999

Children's Services Report for November, 1999

Publicity Materials Produced in November, 1999

Placentia Library Literacy Services Report for November, 1999

Safety Committee Minutes for November, 1999

Report on Y2K Preparation for November, 1999

AYES: Dinsmore, Masters, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Stark

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 15 1999 adjourned at 8:36 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant ^{cw}
SUBJECT: Friends of Placentia Library Report
DATE: January 19, 2000

The Board of Directors of the Friends of the Library met on Monday, January 3, 2000. Gae Wood, Placentia Library Board of Trustee, Library Director Elizabeth Minter, Library Assistant Cheryl Willauer, and Jim Roberts, Public Services Manager attended the meeting.

No financial report was given due to Treasurer Camille Himes being absent.

Library Director Minter reported the Gates Foundation computers will be installed and The Chamber of Commerce will have a ribbon cutting on February 14, 2000

Trustee Wood gave a report on the progress of the plans for remodeling the Library entry way.

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

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 19, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

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

DATE	REPORT NUMBER	AMOUNT
December 23, 1999	3849	6,986.48
December 23, 1999	3850	314.75
January 5, 2000	3851	1,189.48
January 5, 2000	3852	1,331.25
January 13, 2000	3854	1,681.08
	TOTAL	\$11,503.04

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/23/99
REPORT NO 3849

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles CA 90074-5331	Jan 99 VH1811		0300	00		2,873.92		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	12/7/99 253-2062 12/2/99 223-1698 12/4/99 524-8408		0700	01		330.17		
			0700	02*		745.46		
			0700	05		28.17		
	TOTAL					1,103.80		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	12/3/99 223-1698		0700	00		3.84		
N14091A Convergent Communications PO Box 92439 Chicago IL 60675	11/30/99 70065517		1300	00		135.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr Anaheim CA 92807-1640	12/7/99 99-12-1604		1400	00		117.42		
Causey Electric 3 Vanderbilt Irvine CA 92618-2011	12/8/99 T6909		1400	00		2,700.00		
N09141 Dick's Lock & Safe 602 W. Chapman Ave #F Placentia CA 92870	12/16/99 81963		1400	00		52.50		

The claims listed above (totaling \$6,986.48) 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

6,986.48

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/23/99
REPORT NO 3850

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N21533 Kelly Paper 1405 Sunkist St Anaheim CA 92806	11/15/99 133340		1800	00		57.54		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	11/1/99 Nov 99		1900	00		35.00		
N03656 Pacific Clippings Box 11789 Santa Ana CA 92711	12/22/99 Nov 99		1900	00		34.71		
N22072 Performance Technology Group PO Box 26001 Santa Ana CA 92799-6001	12/15/99 9912022		1900	00		187.50		

The claims listed above (totaling \$314.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/05/00
REPORT NO 3851

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 5900 "O" St. PO Box 81889 Lincoln NE 68501-1889	Jan 00 010-19000-05435		0300	00		462.50		
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Jan 00 12 099603 0001 0001		0300	00		196.13		
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	528-8236		0700	00		58.64		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	12/17/99 528-8236 12/17/99 528-1906		0700	00		31.00 81.22		
TOTAL						112.22		
N03653 Bear State Air Conditioning 3548 Enterprise Dr Anaheim CA 92807-1640	12/28/99 99-12-1699		1400	00		117.42		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	12/21/99 6011 5661 8397 6509		1800	00		193.39		
N06808 Postal Privilege PO Box 85042 Louisville KY 40285-5042	12/21/99 1783 4748 86 9		1803	00		24.18		
N03648B Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	1/1/00		1800	00		25.00		

The claims listed above (totaling \$1,189.48) 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

1,189.48

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/05/00
REPORT NO 3852

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
N06671 MD Medical Clinics 1300 N. Kraemer Blvd PO Box 66012 Anaheim CA 92816	12/31/99 Co Physical		1900	00		52.50		
N06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	12/23/99 19991223		1900	00		220.00		
N03656 Pacific Clippings Box 11789 Santa Ana CA 92711	12/30/99 Dec		1900	00		34.71		
N06557 Care Resources 9550 Waner Ave Ste 228 Fountain Valley CA 92708	1/1/00 Jan 00		1900	00		35.00		
N01074 Southern California Gas Co PO Box C Monterey Park CA 91756	12/23/99 053 911 8800 9		2800	00		800.38		
N03659F Southern California Water 500 Cameron St Placentia CA 92870	12/21/99 312083-9		2800	00		188.66		

The claims listed above (totaling \$1,331.25) 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

1,331.25

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/13/00
REPORT NO 3854

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/2/00 223-1698		0700	02		254.70		
N15508 Cosmolink 3030 Saturn St Ste 204 Brea CA 92821	1/2/00 20001-62 1/8/00 20001-110		0700	02		19.95 15.00		
			TOTAL			34.95		
N03653 Bear State Air Conditioning 3548 Enterprise Dr Anaheim CA 92807-1640	1/11/00 00-01-47		1400	00		117.42		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	1/7/00 096837		1400	00		950.00		
N21533 Kelly Paper 1411 E. 16th St Los Angeles CA 90021 PLEASE NOTE REMITTANCE ADDRESS	1/10/2000 136751		1800	00		146.22		
N13034A Omnigrafix Printing 1744 W. Katella Ave Ste 9 Orange CA 92867	12/29/99 A33765		1800	00		177.79		

The claims listed above (totaling \$1,681.08) 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

1,681.08

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 19, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3853	29,280.45
	3855	13,013.48
	3856	4,018.40
	3857	709.16
Subtotal for Regular		47,021.49
Payroll	3858	21,520.00
	3859	21,520.00
Subtotal for Payroll		43,040.00
TOTAL CURRENT CLAIMS		90,061.49

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/00
REPORT NO 3853

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06573 First American Trust 421 N. Main St. Santa Ana CA 92701	Dec 99 Pension Contribution		0200	00		29,280.45		
<p>*This claim is being resubmitted in the January 2000 Claims Report. The original payment was cancelled from claim #3842 dtd 12/15/99. <i>W</i></p>								

The claims listed above (totaling \$29,280.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

29,280.45

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/00
REPORT NO 3855

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart PO Box 3488 Williamsport PA 17705	12/29/99 A31003		0700	05		215.50		
	12/24/99 A30864		0700	05		215.50		
	TOTAL					431.00		
N06819 American Library Association Membership Department 77-6499 Chicago IL 60678-6499	12/99 0003235		1600	00		245.00		
	12/27/99 0100		1800	08		399.00		
N16779 Literacy Pro Systems 333 West Maude Ave Ste 207 Sunnyvale CA 94086	12/29/99 12DQAP		1800	00		321.07		
	1/5/2000 4206		1900	00		143.74		
N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130	11/30/99 4020		1900	00		95.52		
	TOTAL					239.26		
	N02858 Wendy Goodson 411 E. Chapman Ave. Placentia CA 92870	Dec 99- Jan 00 Mileage Reimb		2700	01			
N01035 City of Placentia 401 E. Chapman Ave Placentia CA 92870	1/11/2000 53475		1400	00		1,964.66		
	TOTAL		2800	00		6,410.86		
N00230B Fry's Electronics 600 East Brokaw Rd San Jose CA 95112	12/21/99 3852282		4000	00		107.74		
	3852207		4000	00		2,865.96		
	TOTAL					2,973.70		

The claims listed above (totaling \$13,013.48) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/00
REPORT NO 3856

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03660A Elizabeth Minter c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Dec 99 - Jan 00		1000	00		9.39		
	Petty Cash Check		1600	00		100.00		
	Reimb		1800	00		776.86		
			2700	00		189.00		
	TOTAL					1,075.25		
N03845A Marshall Cavendish 99 White Plains Road PO Box 2001 Tarrytown NY 10591-9001	10/26/99		2400	01		477.70		
	R486425							
The Rosen Publishing Group 29 East 21 St New York NY 10010	12/27/99		2400	01		718.90		
	169068							
	12/27/99		2400	01		1,130.85		
	169069							
TOTAL					1,849.75			
N09111A Ebsco PO Box 92901 Los Angeles CA 90009-2901	12/29/99		2400	04		29.17		
	0191063							
N06902 New Readers Press PO Box 888 Syracuse NY 13210-0888	11/24/99		2400	08		253.58		
	2108450							
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	12/21/99		2400	01		16.94		
	25497133							
	12/21/99		2400	01		190.21		
	25497135							
	12/21/99		2400	01		16.96		
	25497136							
	12/14/99		2400	01		17.66		
	25087969							
	12/14/99		2400	01		24.27		
	25087973							
	12/14/99		2400	01		15.24		
25087972								
12/14/99		2400	01		51.67			
25087971								
TOTAL					332.95			

The claims listed above (totaling \$4,018.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

4,018.40

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/00
REPORT NO 3857

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only				
							Doc Number	SC			
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	12/14/99 25087970		2400	01		10.06					
	12/7/99 24832399		2400	01		75.25					
	12/7/99 24832398		2400	01		7.92					
	12/7/99 24796352		2400	01		267.77					
	12/7/99 24796251		2400	01		58.93					
	12/7/99 24796250		2400	01		5.21					
	12/7/99 2496249		2400	01		32.88					
	12/7/99 24796248		2400	01		12.86					
	12/7/99 24796247		2400	01		101.10					
	12/15/99 25233645		2400	01		106.49					
	12/15/99 25233646		2400	01		17.12					
	12/15/99 25237923		2400	01		13.57					
	TOTAL								709.16		

The claims listed above (totaling \$709.16) 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 01/19/00
REPORT NO 3858

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	January 19, 2000 Pay period # 3 January 28, 2000 February 10, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 10, 2000								

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

VED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/00
REPORT NO 3859

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	January 19, 2000 Pay period # 4 February 11, 2000 February 24, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 24, 2000								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

21,520.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

BACKGROUND:

General Fund

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

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

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

RECOMMENDATION:

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

Placentia Library District
 FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY 1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/99	3829	General, Please Pay Immediately		1,927.24	(38,692.02)
11/17/99	3830	General		10,457.88	(49,149.90)
11/17/99	3831	General		1,363.80	(50,513.70)
11/17/99	3832	General		11,138.77	(61,652.47)
11/17/99	3833	General		1,027.57	(62,680.04)
11/17/99	3834	General		140.66	(62,820.70)
11/17/99	3835	General		2,080.75	(64,901.45)
11/17/99	3836	General		1,579.51	(66,480.96)
11/18/99		Supplemental 4th Actual	105.75		(66,375.21)
11/19/99		Library Revenue, Nov	1,103.04		(65,272.17)
11/19/99		Library Passport Revenue, Nov	998.75		(64,273.42)
11/24/99	3837	General by Library Director		5,365.38	(69,638.80)
11/29/99		Secured 1st Actual	97,819.34	244.55	27,935.99
11/29/99		Interest for 8/99	417.81	9.85	28,343.95
12/07/99	3838	General by Library Director		1,960.05	26,383.90
12/07/99	3839	General by Library Director		648.75	25,735.15
12/09/99		Secured 2nd	80,792.23	201.98	106,325.40
12/09/99		Homeowners Subvention 1st	2,433.53		108,758.93
12/15/99	3842	General	29,280.45	33,954.78	104,084.60
12/15/99	3840	General		10,086.79	93,997.81
12/15/99	3841	General		2,365.81	91,632.00
12/15/99	3843	General		4,790.25	86,841.75
12/15/99	3844	General		3,651.29	83,190.46
12/15/99	3845	General		1,105.89	82,084.57
12/15/99	3846	General		733.41	81,351.16
12/15/99	3847	Payroll to wire January 27, 2000		21,520.00	59,831.16
12/15/99	3848	Payroll to wire January 13, 2001		21,520.00	38,311.16
12/16/99		Secured 3rd	206,797.13	516.99	244,591.30
12/20/99		Supplemental 5th Actual	5,781.19		250,372.49
12/22/99		Secured 1st, 2nd & 3rd Actual (OCA Correction)	385,408.70	385,408.70	250,372.49
12/22/99		Unsecured 1st Actual (OCA Correction)	40,853.61	40,863.61	250,362.49
12/23/99	3849	General by Library Director		6,986.48	243,376.01
12/23/99	3850	General by Library Director		314.75	243,061.26
12/28/99		State Library Project Grant	6,669.35		249,730.61
12/28/99		Accounts Receivable Posting - Interest	2,842.27		252,572.88
12/28/99		Library Passport Revenue, Dec	2,132.00		254,704.88
12/28/99		Library Revenue, Dec	1,982.55		256,687.43
01/05/00	3851	General by Library Director		1,189.48	255,497.95
01/05/00	3852	General by Library Director		1,331.25	254,166.70
01/13/00	3854	General by Library Director		1,681.08	252,485.62
01/19/00	3853	General		29,280.45	223,205.17
01/19/00	3855	General		13,013.48	210,191.69
01/19/00	3856	General		4,018.40	206,173.29
01/19/00	3857	General		709.16	205,464.13
01/19/00	3858	Payroll to wire February 10, 2000		21,520.00	183,944.13
01/19/00	3859	Payroll to wire February 24, 2000		21,520.00	162,424.13



Placentia Library District
Property Tax Apportionments
Fiscal Year 1999-2000

Agenda Item 13
Attachment B

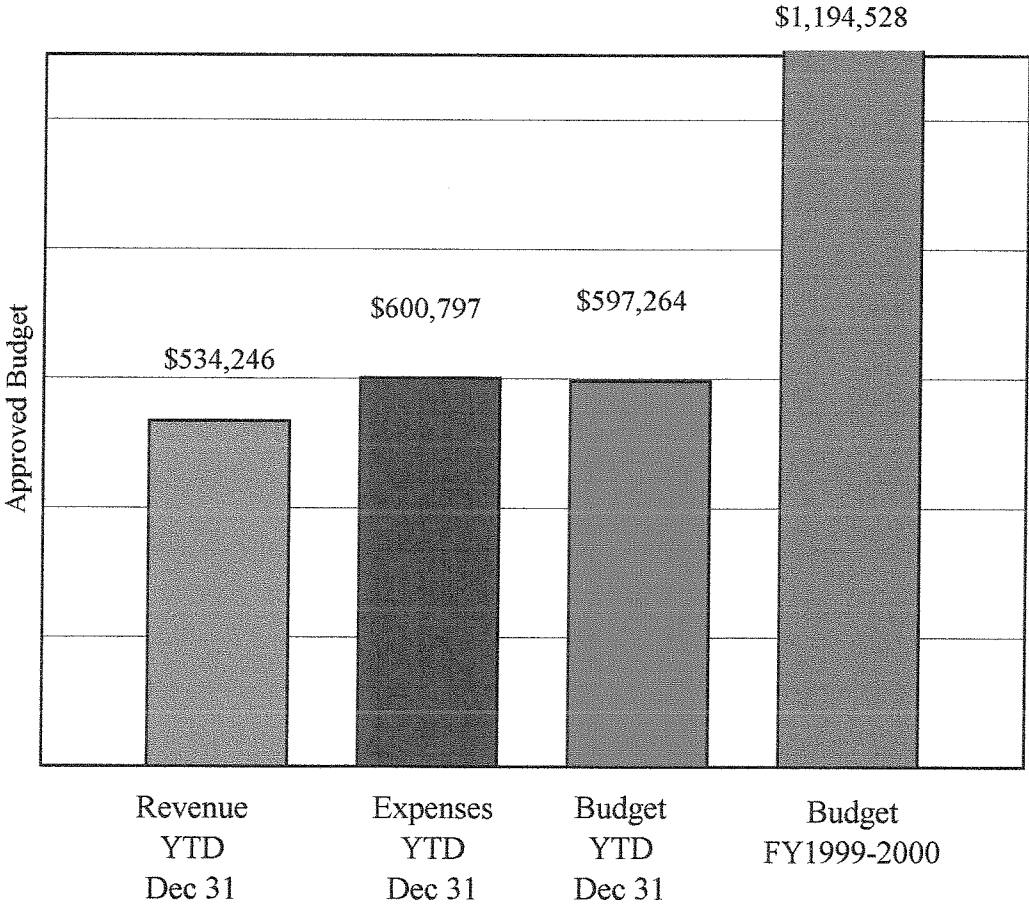
Date	Category	Amount
7/16/99	Current secured final for FY99	1% - 3%
7/20/99	Supplemental, FY99 #12 Jun	
7/21/99	Prior Year Secured Taxes & Penalties, FY99 #12 Jun	
7/22/99	Delinquent Supplemental, FY99	
7/22/99	Secured Teeter Actual Final Delinquencies, FY99	2% - 4%
8/12/99	Prior Year Secured Taxes &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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 January 19, 2000

	Fiscal Year 1999-2000							TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL		
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS		
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89	
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89	
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50	
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81	
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83	
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65	
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65	
31-Jan-00						0.00	0.00	
29-Feb-00						0.00	0.00	
31-Mar-00						0.00	0.00	
30-Apr-00						0.00	0.00	
31-May-00						0.00	0.00	
30-Jun-00						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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

PLACENTIA LIBRARY DISTRICT
Fiscal Year 1999-2000
General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
January 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	385,408.70	373,150.47	385,408.70	283,994.86	47.12%
6210-01	Public Utility	24,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	385,408.70	373,150.47	385,408.70	283,994.86	45.78%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	40,853.61	39,094.29	40,853.61	0.00	81.71%
6230-00	Prop. Taxes - Prior Secured	20,060	11,120.83	10,950.23	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,812.21	8,714.72	(97,819.34)	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,060	19,933.04	19,664.95	(97,819.34)	0.00	99.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	0.00	0.00	(40,853.61)	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	24,500	1,144.03	7,248.06	0.00	3,504.75	4.67%
6280-01	Final supplemental for prior years	0	11,331.60	778.40	5,781.19	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	12,475.63	8,026.46	5,781.19	3,504.75	50.92%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	719.86	780.95	0.00	0.00	89.98%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	300	249.47	270.35	0.00	0.00	
	TOTAL TAXES	978,700	459,640.31	440,987.47	293,370.55	287,499.61	46.96%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % REV BUD
6610-00	Interest	12,800	3,863.71	1,179.46	2,842.27	222.05	30.19%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	12,800	3,863.71	1,179.46	2,842.27	222.05	30.19%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	2,433.53	2,336.75	2,433.53	2,336.75	15.62%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	3,783.14	4,549.46	0.00	1,869.60	47.29%
6970-01	State - CA Foundation Funds	88,450	8.77	0.00	0.00	0.00	0.01%
6970-02	State - CA Literacy Campaign	8,800	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	1,988.16	1,241.00	0.00	1,241.00	
6970-05	State - Project Grants	0	16,669.35	0.00	6,669.35	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	22,449.42	5,790.46	6,669.35	3,110.60	21.33%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,500	12,480.12	9,080.08	1,982.55	4,233.75	55.47%
7670-01	Local Revenue -- Passport	45,000	17,536.40	270.00	2,132.00	270.00	38.97%
7670-02	Local Revenue -- Non-Gov't. Grants & Gifts	14,698	15,763.00	0.00	0.00	0.00	107.25%
	TOTAL LOCAL REVENUE	82,198	45,780	9,350	4,114.55	4,503.75	55.69%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	79.68	3.46	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	534,246.17	459,647.68	309,430.25	297,672.76	44.72%

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

January 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	278,811.00	210,414.00	60,042.00	52,908.00	51.92%
0200	Retirement (Social Security & Pension Contribution)	75,695	21,234.00	16,180.00	4,518.00	4,049.00	28.05%
	Health Insurance/Blue Shield CA	32,880	15,620.28	9,149.09	4,987.12	1,442.93	47.51%
	Long Term Disability/CNA	2,690	928.83	892.49	184.26	321.92	34.53%
	Vision Service Plan/VSP	2,225	1,176.78	843.10	196.13	191.10	52.90%
	Dental/Ameritas	5,205	2,775.00	2,128.59	462.50	873.80	53.31%
0300	Total Employee Insurance	43,000	20,500.89	13,013.27	5,830.01	2,829.75	47.68%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	1,836.00	2,568.00	918.00	0.00	34.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	322,381.89	242,175.27	71,308.01	59,786.75	48.76%
0700-00	Communications - Telephone	2,600	1,087.57	860.54	160.04	269.91	41.83%
0700-01	Communications - Modem/Fax	4,400	2,256.22	1,650.60	828.09	153.01	51.28%
0700-02	Communications - Internet/Database	5,000	5,055.92	1,423.97	843.01	821.78	101.12%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,140.46	1,271.46	278.46	1,412.30	22.10%
0700-07	Communications - 321 Grant	0	0.00	340.06	0.00	19.95	
0700-08	Communications - Adult Literacy	800	203.17	147.47	0.00	26.06	25.40%
	Total Communications	17,960	9,743.34	5,694.10	2,109.60	2,703.01	54.25%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	
090-009	Food - L.SCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,750	2,984.39	1,794.41	1,118.65	10.54	79.58%
1100-00	Insurance - Liability	7,000	6,820.51	4,996.38	0.00	5,127.87	97.44%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	1,538.27	1,998.68	694.54	0.00	51.28%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	8,591.63	0.00	0.00	0.00	71.60%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,129.90	1,998.68	694.54	0.00	67.53%
	HVAC	5,500	1,752.39	1,278.43	117.42	352.26	31.86%
	Carpet Cleaning	500	1,741.00	0.00	0.00	0.00	348.20%
	Groundskeeping, City of Placentia	28,000	21,461.07	6,758.43	4,178.98	2,774.76	76.65%
	Plumbing	1,200	807.01	62.00	0.00	0.00	67.25%
	Electrical	4,500	6,885.11	1,710.00	5,662.82	570.00	153.00%
	Cleaning Service	11,700	5,700.00	4,750.00	950.00	950.00	48.72%
	Locksmith	200	204.14	73.72	145.48	0.00	102.07%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	11,000	462.50	86.99	243.00	145.67	4.20%
1400-00	Total Maintenance of Building & Grounds	62,600	39,013.22	14,719.57	11,297.70	4,792.69	62.32%
	Memberships - General Fund	2,750	2,507.00	0.00	1,730.00	1,468.00	91.16%
1600-07	Memberships - 321 Grant	0	0.00	0.00	0.00	100.00	
1600-08	Memberships - Adult Literacy	475	0.00	95.00	0.00	145.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	2,507.00	95.00	1,730.00	1,713.00	77.74%
	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)
January 19, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
	Library Supplies						
	Printing	7,000	3,507.39	595.26	315.78	1,864.44	50.11%
	EZ Copy - copy cards for sale to patrons	9,300	3,405.74	326.77	394.36	2,034.14	36.62%
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	1,000	188.46	473.87	85.00	180.00	18.85%
	Drinking Water Service	1,200	593.28	273.75	57.54	0.00	49.44%
	Other Office Supplies	300	100.00	124.75	25.00	49.90	33.33%
	Total Office Supply Expense - General Fund	4,000	4,858.77	1,795.51	589.07	825.02	121.47%
1800-00		22,800	12,653.64	3,589.91	1,466.75	4,953.50	55.50%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	0.00	0.00	1,848.76	
	Printing	2,625	703.23	0.00	0.00	1,044.96	
	Publications	0	475.00	0.00	0.00	0.00	
	Paper	50	50.74	0.00	0.00	0.00	
	Other Office Supplies	550	0.00	404.31	0.00	110.00	
1800-08	Total Adult Literacy Office Supply Expense	3,225	1,228.97	404.31	0.00	1,154.96	38.11%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	13,882.61	3,994.22	1,466.75	7,957.22	53.34%
1803-00	Postage Expense - General Fund	4,700	2,103.87	288.65	343.27	220.01	44.76%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	32.00	0.00	32.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	2,103.87	320.65	343.27	252.01	43.83%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	105.00	70.00	70.00	41.67%
	Pension Contribution & Operating Expenses	7,500	33,486.02	0.00	29,280.45	1,750.00	446.48%
	Anaheim Consortium Automated Library System	40,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	4,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	173.55	138.84	34.71	34.71	41.32%
	Interest Allocation & Tax Collection Charges	350	1,140.59	76.00	718.97	5.82	325.88%
	Advertising (Including WEB Site)	4,000	1,200.00	733.74	1,200.00	0.00	30.00%
	Medical Exams	500	52.50	157.50	0.00	157.50	10.50%
	Collection Services - Accounts Receivable	2,400	855.17	86.62	0.00	0.00	35.63%
	Audit & Accounting Services	4,500	3,775.00	3,700.00	0.00	0.00	83.89%
	Payroll Preparation	2,500	1,210.22	932.30	174.35	335.70	48.41%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	5,000	9,216.09	1,081.16	4,717.50	270.00	184.32%
1900-00	Total Specialized Services - General Fund	71,590	51,284.14	7,011.16	36,195.98	2,623.73	71.64%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,000	80.00	0.00	80.00	80.00	8.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,400	0.00	320.63	0.00	709.99	0.00%
	Total Specialized Services	74,990	51,364.14	7,331.79	36,275.98	3,413.72	68.49%
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	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	35,900.00	33,950.61	0.00	0.00	48.40%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	133,450	28,160.82	534.19	6,096.54	339.36	21.10%
2400-02	Special Department Expense - Video	0	1,006.05	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	14,109.49	0.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	19,781.31	4,114.39	0.00	5,230.00	
2400-05	Special Department Expense - Audio	0	2,132.25	287.80	0.00	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	1,800.76	1,241.31	0.00	125.71	120.05%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	134,950	66,990.68	6,177.69	6,096.54	5,695.07	49.64%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	1,033.99	278.15	438.99	70.77	68.93%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,063.32	203.48	14.57	112.25	53.17%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	347.76	0.00	223.76	150.00	34.78%
2700-03	Transportation/Travel - Meetings, Board Local	600	202.33	10.00	146.33	146.00	33.72%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0	0.00	331.27	0.00	575.39	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	100.39	0.00	7.75	0.00	10.04%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	2,747.79	822.90	831.40	1,054.41	45.05%

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

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 DEC 1999	FY1998-1999 DEC 1998	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	22,190.46	7,209.58	0.00	21,239.85	51.61%
	Gas	6,500	650.85	1,117.14	212.37	1,111.74	10.01%
	Water	3,000	2,111.08	1,229.33	202.03	141.76	70.37%
	Total Utilities	52,500	24,952.39	9,556.05	414.40	22,493.35	47.53%
	TOTAL SUPPLIES & SERVICES	483,725	269,139.84	91,452.05	62,378.83	55,212.89	55.64%
3700-00	Taxes, Assessments (Sales Tax)	1,100	1,927.24	0.00	0.00	0.00	175.20%
4000-00	Equipment - General Fund	32,865	7,348.05	3,851.77	2,795.04	433.00	22.36%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Gates Foundation Grant	14,698	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	48,563	7,348.05	3,851.77	2,795.04	433.00	15.13%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	48,563	7,348.05	3,851.77	2,795.04	433.00	15.13%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,194,528	600,797.02	337,479.09	136,481.88	115,432.64	50.30%

01/12/00

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

Agenda Item 15
Page 1 of 15

	<u>Dec 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,701.07
County Exempt - Savings	2,805.08
General Fund - Checking	6,743.05
General Fund - Savings	6,622.66
Literacy Fund - Savings	4,120.46
Payroll Checking	34,873.18
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	32,500.00
Payroll Savings (Fees)	2,346.86
Payroll Savings (Int CDs)	3,145.07
Total Checking/Savings	96,857.43
Total Current Assets	96,857.43
TOTAL ASSETS	96,857.43
LIABILITIES & EQUITY	
Equity	
Retained Earnings	12,038.73
Net Income	17,596.33
Total Capital	67,222.37
Total Equity	96,857.43
TOTAL LIABILITIES & EQUITY	96,857.43

Placentia Library District
Profit and Loss by Class

01/13/00

December 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Cash Register - Audio Visual	0.00	8.00	0.00	0.00	8.00
Cash Register - Copy Cards	214.45	0.00	0.00	0.00	214.45
Cash Register - Fines	0.00	1,510.04	0.00	0.00	1,510.04
Cash Register - Lost Items	0.00	171.15	0.00	0.00	171.15
Cash Register - Misc.	0.00	5.00	0.00	0.00	5.00
Cash Register - Reserves	0.00	60.91	0.00	0.00	60.91
Coffee Service Income	17.00	0.00	0.00	0.00	17.00
County Reimbursements	0.00	232.46	0.00	0.00	232.46
Debit Card Income	0.00	167.35	0.00	0.00	167.35
Interest Inc - CD's	0.00	0.00	0.00	438.76	438.76
Interest Inc - Savings	5.57	29.94	7.84	0.00	43.35
Meeting Room Income	660.00	0.00	0.00	0.00	660.00
Passport Check Reimbursement	461.00	0.00	0.00	0.00	461.00
Passport Revenue	0.00	1,646.00	0.00	0.00	1,646.00
Special Event Retirement	2,000.00	0.00	0.00	0.00	2,000.00
State Library Reimbursements	0.00	2,266.32	0.00	0.00	2,266.32
Telephone Income	0.00	86.36	0.00	0.00	86.36
Transfers from County	0.00	21,520.00	0.00	43,040.00	64,560.00
Total Income	3,358.02	27,703.53	7.84	43,478.76	74,548.15
Expense					
Bank Fees	3.00	0.00	0.00	0.00	3.00
Children's Other	41.24	0.00	0.00	0.00	41.24
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
Debit Cards	0.00	25.07	0.00	0.00	25.07
Employee Benefits	0.00	0.00	0.00	2,485.12	2,485.12
Employee Insurance	0.00	0.00	0.00	760.72	760.72
Employer Payroll Taxes	0.00	0.00	0.00	11,767.59	11,767.59
Friend's Director's Fund	112.75	0.00	0.00	0.00	112.75
Library Board Expenses	135.94	0.00	0.00	0.00	135.94
LVA Expenses	0.00	80.00	0.00	0.00	80.00
Memberships	0.00	100.00	0.00	0.00	100.00
Miscellaneous	-94.98	0.00	0.00	0.00	-94.98
Office Expense	0.00	94.69	0.00	0.00	94.69
Passport Expenses	445.00	0.00	0.00	0.00	445.00
Printing	0.00	626.86	0.00	0.00	626.86
Retirement Fund	2,304.80	0.00	0.00	0.00	2,304.80
Salaries	0.00	0.00	0.00	27,657.09	27,657.09
Transfers to County	0.00	13,626.17	0.00	0.00	13,626.17
Transportation & Travel	0.00	-8.19	0.00	0.00	-8.19
Total Expense	3,623.74	14,544.60	0.00	42,670.52	60,838.86
Net Income	-265.72	13,158.93	7.84	808.24	13,709.29

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

01/13/00

July through December 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	2,842.27
Bankcard Deposit	0.00	420.65	0.00	0.00	420.65
Camp Library (Friends)	44.00	0.00	0.00	0.00	44.00
Cash Register - Audio Visual	0.00	8.00	0.00	0.00	8.00
Cash Register - Copy Cards	1,932.99	0.00	0.00	0.00	1,932.99
Cash Register - Fines	0.00	9,303.46	0.00	0.00	9,303.46
Cash Register - Lost Items	0.00	1,306.44	0.00	0.00	1,306.44
Cash Register - Misc.	0.00	198.70	0.00	0.00	198.70
Cash Register - Reserves	0.00	550.26	0.00	0.00	550.26
Coffee Service Income	17.00	0.00	0.00	0.00	17.00
County Reimbursements	0.00	3,634.91	0.00	0.00	3,634.91
Debit Card Income	0.00	753.20	0.00	0.00	753.20
Directors Fund (Friends)	1,608.03	0.00	0.00	0.00	1,608.03
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	2,000.00
Gates Grant	0.00	15,763.00	0.00	0.00	15,763.00
Interest Inc - CD's	0.00	0.00	0.00	904.18	904.18
Interest Inc - Savings	35.42	99.45	52.10	7.83	194.80
Meeting Room Income	2,068.05	0.00	0.00	0.00	2,068.05
Miscellaneous Income	0.00	922.10	0.00	0.00	922.10
Passport Check Reimbursement	2,966.50	16.00	0.00	0.00	2,982.50
Passport Revenue	45.00	15,115.55	0.00	0.00	15,160.55
Special Event Retirement	2,745.00	0.00	0.00	0.00	2,745.00
Staff Appreciation Reimbursement	399.25	0.00	0.00	0.00	399.25
State Library Grants	0.00	16,669.35	0.00	0.00	16,669.35
State Library Reimbursements	0.00	5,174.46	0.00	0.00	5,174.46
Telephone Income	0.00	99.61	0.00	0.00	99.61
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfers from County	0.00	21,520.00	0.00	278,525.00	300,045.00
Tutor Training Income	0.00	0.00	30.00	0.00	30.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
Total Income	11,901.24	96,435.17	82.10	279,437.01	387,855.52
Expense					
Bank Fees	61.50	0.00	0.00	0.00	61.50
Children's Camp Library	374.48	0.00	0.00	0.00	374.48
Children's Other	91.24	0.00	0.00	0.00	91.24
Children's Storytime (Friends)	180.00	0.00	0.00	0.00	180.00
Children's Summer Reading Prgm	854.83	0.00	0.00	0.00	854.83
Coffee Service	381.64	0.00	0.00	0.00	381.64
Copier Lease Payments	2,678.04	0.00	0.00	0.00	2,678.04
Copier Maintenance Contract	1,377.90	0.00	0.00	0.00	1,377.90
Debit Cards	0.00	113.52	0.00	0.00	113.52
Employee Benefits	0.00	0.00	0.00	16,483.42	16,483.42
Employee Insurance	0.00	155.00	0.00	4,944.68	5,099.68
Employer Payroll Taxes	0.00	0.00	0.00	80,911.41	80,911.41
Food	0.00	113.82	0.00	0.00	113.82
Friend's Director's Fund	1,780.05	0.00	0.00	0.00	1,780.05
Household Expenses	0.00	244.35	0.00	0.00	244.35
Library Board Expenses	250.16	0.00	0.00	0.00	250.16
LVA Expenses	0.00	80.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	60.00	0.00	0.00	0.00	60.00
Memberships	0.00	630.00	0.00	0.00	630.00
Miscellaneous	0.00	62.50	0.00	0.00	62.50
Office Expense	0.00	603.86	0.00	0.00	603.86
Passport Expenses	4,243.75	398.95	0.00	0.00	4,642.70
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Postage	0.00	274.58	0.00	0.00	274.58
Printing	0.00	626.86	0.00	0.00	626.86
Prof & Spec Services	0.00	140.00	0.00	0.00	140.00
Refreshments	26.94	0.00	0.00	0.00	26.94
Retirement Fund	2,804.80	0.00	0.00	0.00	2,804.80
Return Check Item & Fees	0.00	78.30	0.00	0.00	78.30
Salaries	0.00	0.00	0.00	174,142.97	174,142.97
Staff Appreciation	684.50	0.00	0.00	0.00	684.50
Transfers to County	0.00	72,663.49	0.00	0.00	72,663.49
Transportation & Travel	0.00	1,683.13	0.00	0.00	1,683.13
Total Expense	15,849.83	77,926.88	0.00	276,482.48	370,259.19
Net Income	-3,948.59	18,508.29	82.10	2,954.53	17,596.33

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		3,949.82
Cleared Checks and Payments	21 Items	-2,520.83
Cleared Deposits and Other Credits	18 Items	2,877.98
Cleared Balance		4,306.97

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-605.90
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/1999 (statement closing date)		3,701.00
New Checks and Payments	8 Items	-468.50
New Deposits and Other Credits	6 Items	609.54
Ending Account Balance		3,842.11

Register

County Exempt - Checking Register through 12/31/1999:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
12/01/1999	1234	Passport Services	Passport Expenses	Thomas M D...	-45.00	X	3,820.82
12/01/1999	1235	Passport Services	Passport Expenses		-80.00	X	3,740.82
12/01/1999	1236	Passport Services	Passport Expenses		-25.00	X	3,715.82
12/02/1999			Passport Check Reimb...	Deposit	166.00	X	3,881.82
12/02/1999			-split-	Deposit	364.98	X	4,246.80
12/02/1999	1237	Passport Services	Passport Expenses	David Bril D...	-45.00	X	4,201.80
12/05/1999	1238	Passport Services	Passport Expenses	Ben Xu	-45.00	X	4,156.80
12/06/1999			-split-	Deposit	270.00	X	4,426.80
12/06/1999			Passport Check Reimb...	Deposit	45.00	X	4,471.80
12/08/1999			-split-	Deposit	655.00	X	5,126.80
12/09/1999			-split-	Deposit	130.00	X	5,256.80
12/10/1999	2121	Elizabeth D Minter	-split-	Reimb Dir F...	-264.75	X	4,992.05
12/13/1999			-split-	Deposit	100.00	X	5,092.05
12/13/1999			Passport Check Reimb...	Deposit	90.00	X	5,182.05
12/13/1999	1239	Passport Services	Passport Expenses	Daniel Winn...	-90.00	X	5,092.05
12/14/1999			-split-	Deposit	178.00	X	5,270.05
12/14/1999			Coffee Service Income	Deposit	4.00	X	5,274.05
12/15/1999			-split-	Deposit	48.00	X	5,322.05
12/15/1999	1240	Passport Services	Passport Expenses	Jose Guzman...	-45.00	X	5,277.05
12/15/1999	2125	S&S Worldwide	Children's Other		-41.24	X	5,235.81
12/19/1999			Coffee Service Income	Deposit	5.00	X	5,240.81
12/20/1999			-split-	Deposit	300.00	X	5,540.81
12/20/1999	2126	Marty's Gift an...	Retirement Fund	Guestbook (r...	-11.80	X	5,529.01
12/20/1999	2131	Passport Services	Passport Expenses	Sanford Lewi...	-45.00	X	5,484.01
12/20/1999	2132	Passport Services	Passport Expenses	Chad Oliver ...	-25.00	X	5,459.01
12/21/1999			Special Event Retirem...	Deposit	60.00	X	5,519.01
12/21/1999	2133	Kendall Flowers	Retirement Fund	6 azaleas for ...	-48.49	X	5,470.52
12/21/1999	2134	Floral Supply Sy...	Retirement Fund	Table decora...	-9.00	X	5,461.52
12/21/1999			Passport Check Reimb...	Deposit	115.00	X	5,576.52
12/21/1999			Special Event Retirem...	Deposit	40.00	X	5,616.52
12/22/1999	2135	Omnigrafix Print...	Retirement Fund	Invoice A337...	-142.23	X	5,474.29
12/22/1999	2136	All Star Trophy	Library Board Expenses	Order #7089...	-15.94	X	5,458.35
12/22/1999	2138	See's Candy	Retirement Fund	Retirement E...	-135.00	X	5,323.35
12/22/1999			General Fund - Checki...		305.00	X	5,628.35
12/23/1999	2139	Suad Ammar	-split-	Retirement E...	-605.90		5,022.45
12/23/1999	2141	Alta Vista Count...	Retirement Fund	Special Even...	-1,320.38	X	3,702.07
12/23/1999			Coffee Service Income	Deposit	2.00	X	3,704.07
12/31/1999			Bank Fees	Service Charge	-3.00	X	3,701.07

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		2,601.05
Cleared Checks and Payments	2 Items	-675.99
Cleared Deposits and Other Credits	18 Items	880.02
 Cleared Balance		 2,805.08

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 12/31/1999 (statement closing date)		2,805.08
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	9 Items	233.05
 Ending Account Balance		 3,038.13

Register

County Exempt - Savings Register through 12/31/1999:

<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>
12/01/1999			Cash Register - Copy ...	Deposit	17.70	X	2,618.75
12/02/1999			-split-	Deposit	53.00	X	2,671.75
12/06/1999			Cash Register - Copy ...	Deposit	3.00	X	2,674.75
12/06/1999			Cash Register - Copy ...	Deposit	16.75	X	2,691.50
12/07/1999			-split-	Deposit	50.90	X	2,742.40
12/08/1999			Cash Register - Copy ...	Deposit	14.00	X	2,756.40
12/09/1999			-split-	Deposit	40.60	X	2,797.00
12/13/1999			Cash Register - Copy ...	Deposit	14.40	X	2,811.40
12/13/1999			-split-	Deposit	532.20	X	3,343.60
12/14/1999			Cash Register - Copy ...	Deposit	11.30	X	3,354.90
12/15/1999			Cash Register - Copy ...	Deposit	17.90	X	3,372.80
12/15/1999	1081	IKON	Copier Maintenance C...	Inv 182031 d...	-229.65	X	3,143.15
12/15/1999	1082	Sharp Electronics	Copier Lease Payments	Inv#0001684...	-446.34	X	2,696.81
12/16/1999			-split-	Deposit	35.80	X	2,732.61
12/19/1999			Cash Register - Copy ...	Deposit	0.20	X	2,732.81
12/20/1999			Cash Register - Copy ...	Deposit	16.25	X	2,749.06
12/21/1999			Cash Register - Copy ...	Deposit	1.55	X	2,750.61
12/22/1999			Cash Register - Copy ...	Deposit	18.90	X	2,769.51
12/23/1999			Meeting Room Income	Deposit	30.00	X	2,799.51
12/31/1999			Interest Inc - Savings	Interest	5.57	X	2,805.08

Reconciliation Report

General Fund - Checking account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		7,941.51
Cleared Checks and Payments	12 Items	-1,588.47
Cleared Deposits and Other Credits	3 Items	464.00
Cleared Balance		6,817.04

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-73.99
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/1999 (statement closing date)		6,743.00
New Checks and Payments	2 Items	-254.00
New Deposits and Other Credits	1 Items	1,337.62
Ending Account Balance		7,826.67

Register

General Fund - Checking Register through 12/31/1999:

<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>
12/02/1999	4129	Miss Placentia S...	LVA Expenses		-80.00	X	7,767.52
12/03/1999	4132	Placentia Chamb...	Transportation & Travel	E.Minter, P...	-36.00	X	7,731.52
12/07/1999	4133	Boy Scouts of A...	Memberships	1600-00 Me...	-100.00	X	7,631.52
12/08/1999			County Reimbursements	Deposit	232.46	X	7,863.98
12/08/1999	4134	Placentia Chamb...	Transportation & Travel	Mixer - Dec ...	-20.00	X	7,843.98
12/12/1999	4135	Joann's Fabrics	Office Expense	velcro (6 yds.)	-9.69	X	7,834.29
12/13/1999			Transportation & Travel	Deposit	64.19	X	7,898.48
12/15/1999	4136	Photography by J...	Office Expense	No. 19 dtd 1...	-75.31	X	7,823.17
12/15/1999	4137	Vail Dunlap & A...	Printing	Inv 66918 dt...	-626.86	X	7,196.31
12/15/1999	4138	Elizabeth D Minter	Office Expense	Reimburse...	-9.69	X	7,186.62
12/22/1999			General Fund - Savings	Funds Transf...	-280.85	X	6,905.77
12/22/1999			County Exempt - Chec...	Funds Transf...	-305.00	X	6,600.77
12/31/1999			Debit Card Income	Deposit	167.35	X	6,768.12
12/31/1999		Sanwa Bank	Debit Cards	credit card fee	-25.07	X	6,743.05

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		14,184.26
Cleared Checks and Payments	1 Items	-13,626.17
Cleared Deposits and Other Credits	22 Items	6,064.57
 Cleared Balance		 6,622.66

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 12/31/1999 (statement closing date)		6,622.66
New Checks and Payments	1 Items	-5,937.32
New Deposits and Other Credits	11 Items	2,732.59
 Ending Account Balance		 3,417.93

Register

General Fund - Savings Register through 12/31/1999:

<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>
12/01/1999			-split-	Deposit	253.15	X	14,437.41
12/01/1999			Telephone Income	Deposit	6.40	X	14,443.81
12/02/1999			-split-	Deposit	183.40	X	14,627.21
12/06/1999			-split-	Deposit	112.60	X	14,739.81
12/06/1999			-split-	Deposit	254.29	X	14,994.10
12/07/1999			-split-	Deposit	353.55	X	15,347.65
12/08/1999			-split-	Deposit	125.60	X	15,473.25
12/09/1999			-split-	Deposit	113.90	X	15,587.15
12/13/1999			-split-	Deposit	165.25	X	15,752.40
12/13/1999			-split-	Deposit	377.80	X	16,130.20
12/13/1999			Telephone Income	Deposit	79.96	X	16,210.16
12/14/1999			-split-	Deposit	223.70	X	16,433.86
12/15/1999			-split-	Deposit	291.25	X	16,725.11
12/15/1999	1073	Orange County A...	Transfers to County	Local revenu...	-13,626.17	X	3,098.94
12/16/1999			-split-	Deposit	158.95	X	3,257.89
12/19/1999			-split-	Deposit	182.80	X	3,440.69
12/20/1999			-split-	Deposit	137.70	X	3,578.39
12/21/1999			-split-	Deposit	194.97	X	3,773.36
12/22/1999			-split-	Deposit	127.74	X	3,901.10
12/22/1999			General Fund - Checki...		280.85	X	4,181.95
12/23/1999			-split-	Deposit	144.45	X	4,326.40
12/23/1999			State Library Reimbur...	Deposit	2,266.32	X	6,592.72
12/31/1999			Interest Inc - Savings	Interest	29.94	X	6,622.66

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		4,112.62
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	7.84
Cleared Balance		4,120.46

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 12/31/1999 (statement closing date)		4,120.46
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,120.46

Reconciliation Report

Payroll Checking account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		13,653.62
Cleared Checks and Payments	37 Items	-42,000.29
Cleared Deposits and Other Credits	3 Items	64,560.00
Cleared Balance		36,213.33

Uncleared Transactions

Uncleared Checks and Payments	3 Items	-1,340.15
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/1999 (statement closing date)		34,873.18
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		34,873.18

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		2,340.87
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	5.99
Cleared Balance		2,346.86

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 12/31/1999 (statement closing date)		2,346.86
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,346.86

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 12/31/1999

Cleared Transactions

Previous Balance		3,145.07
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		3,145.07

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 12/31/1999 (statement closing date)		3,145.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,145.07

ACQUISITIONS REPORT FOR THE MONTH OF DECEMBER 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	441.90	25	0.00	0	441.90	25	167.95	6	609.85	31
Adult Circulating Non-Fiction	165.93	10	0.00	0	165.93	10	466.75	30	632.68	40
Adult Reference	7,079.23	39	0.00	0	7,079.23	39	0.00	0	7,079.23	39
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	7,245.16	49	0.00	0	7,245.16	49	466.75	30	7,711.91	79
TOTAL ADULT PRINT MATERIALS	7,687.06	74	7,687.06	74	7,687.06	74	634.70	36	8,321.76	110
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT MATERIALS	7,687.06	74	7,687.06	74	7,687.06	74	634.70	36	8,321.76	110
Juvenile Fiction	170.91	38	0.00	0	170.91	38	248.95	28	419.86	66
Juvenile Circulating Non-Fiction	223.02	17	0.00	0	223.02	17	37.00	4	260.02	21
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	223.02	17	0.00	0	223.02	17	37.00	4	260.02	21
Young Adult Grant (Print & Non-Print)	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE PRINT MATERIALS	393.93	55	0.00	0	393.93	55	285.95	32	679.88	87
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	393.93	55	0.00	0	393.93	55	285.95	32	679.88	87
Total Fiction	612.81	63	0.00	0	612.81	63	416.90	34	1,029.71	97
Total Non-Fiction	7,468.18	66	0.00	0	7,468.18	66	503.75	34	7,971.93	100
Total Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	8,080.99	129	0.00	0	8,080.99	129	920.65	68	9,001.64	197

OUTSTANDING ORDERS AS OF DECEMBER 31, 1999

General Fund	Amount	Adopt-A-Book	TOTAL
	\$10,608.60	Amount	Amount
		\$970.58	\$11,579.18

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-2000 THROUGH THE MONTH OF DECEMBER 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	4,970.28	302	293	844.83	46	44	5,815.11	348	337	2,438.50	114	111	8,253.61	462	448
Adult Circulating Non-Fiction	2,535.57	238	237	5,356.10	206	199	7,891.67	444	436	9,073.80	471	418	16,965.47	915	854
Adult Reference	9,800.67	70	40	195.40	2	2	9,996.07	72	42	1,027.90	29	19	11,023.97	101	61
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	14,109.49	5	5	0.00	0	0	14,109.49	5	5	0.00	0	0	14,109.49	5	5
Total Adult Non-Fiction	26,445.73	313	282	5,551.50	208	201	31,997.23	521	483	10,101.70	500	437	42,098.93	1,021	920
TOTAL ADULT PRINT MATERIALS	31,416.01	615	615	6,396.33	254	245	37,812.34	869	820	12,540.20	614	548	50,352.54	1,483	1,368
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	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Total Adult Audio	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	125.00	7	7	125.00	7	7
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	200.00	10	10	200.00	10	10
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	325.00	17	17	325.00	17	17
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	110.24	0	0	0.00	0	0	110.24	0	0	325.00	17	17	435.24	17	17
TOTAL ADULT MATERIALS	31,526.25	615	615	6,396.33	254	245	37,922.58	869	820	12,865.20	631	565	50,787.78	1,500	1,385
Juvenile Fiction	1,789.73	412	212	88.09	4	4	1,877.82	416	216	1,201.15	119	106	3,078.97	535	322
Juvenile Circulating Non-Fiction	625.64	51	39	832.51	36	34	1,458.15	87	73	588.94	45	42	2,047.09	132	115
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	30.00	1	1	30.00	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	625.64	51	39	832.51	36	34	1,458.15	87	73	618.94	46	43	2,077.09	133	116
Young Adult Grant (Print & Non-Print)	11,030.35	762	573	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	13,445.72	1,225	824	920.60	40	38	3,335.97	503	289	1,820.09	165	149	5,156.06	568	438
Juvenile Audio/Music	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
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	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Video Educational	580.08	24	24	362.25	20	20	942.33	44	44	10.00	1	1	952.33	45	45
Juvenile Video Entertainment	369.77	15	15	0.00	0	0	369.77	15	15	0.00	0	0	369.77	15	15
Total Juvenile Video	949.85	39	39	362.25	20	20	1,312.10	59	59	10.00	1	1	1,322.10	60	60
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	949.85	39	39	454.46	31	29	1,404.31	70	68	10.00	1	1	1,414.31	71	69
TOTAL JUVENILE MATERIALS	14,395.57	1,264	863	1,375.06	71	67	4,740.28	573	357	1,830.09	166	150	6,570.37	739	507
Total Fiction	6,760.01	714	505	932.92	50	48	7,692.93	764	553	3,639.65	233	217	11,332.58	997	770
Total Non-Fiction	27,071.37	364	321	6,384.01	244	235	33,455.38	608	556	10,720.64	546	480	44,176.02	1,154	1,036
Total Audio	110.24	0	0	92.21	11	9	202.45	11	9	0.00	0	0	202.45	11	9
Total Video	949.85	39	39	362.25	20	20	1,312.10	59	59	335.00	18	18	1,647.10	77	77
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	34,891.47	1,117	865	7,771.39	325	312	42,662.86	1,442	1,177	14,695.29	797	715	57,358.15	2,239	1,892

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*
 DATE: January 19, 2000
 SUBJECT: Unique Management Services, Inc. Report for Month of December

This report was received from Unique Management on January 10, 2000.
 Attachment A is enclosed.

A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	0	69	10	292.01	20
August	28	57	3	116.85	10
September	12	79	4	319.65	15
October	32	92	9	532.75	11
November	4	99	7	412.49	4
December	10	109	7	413.30	4
January					
February					
March					
April					
May					
June					
TOTAL YTD	86	505	40	2,087.05	64

Unique Management Services
STATUS OF ACCOUNTS REPORT
Accounts Listed Thru 01/02/00

Time Run: 11:24PM
Date Run: JAN 02 2000

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	177	Dollars Submitted	:	15,864.04	Dollars Received	:	3,698.30
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	3,328.72
Incorrect Addresses	:	27	Dollars in Skips	:	1,876.05	Dollars Waived	:	985.23
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	10,402.79
Accounts in Process	:	149	Dollars in Process	:	13,477.40	% of Dollars Activated	:	77.19%
# of Accounts Activated	:	109						
% of Accounts Activated	:	73.15%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: January 19, 2000
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT DECEMBER, 1999

SUMMARY OF PRINTER/COPIER ACCOUNTS DECEMBER, 1999

Beginning Balance 11/30/99			(\$3,133.78)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	214.45		
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 December		446.34	
Total Copier Maintenance Payment in December		229.65	
Debit Card System Loan Payback		0.00	
	214.45	675.99	
Ending Balance 12/31/99			<u>(\$3,595.32)</u>
December payment			\$ 0.00

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

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 11/30/99	(8,565.48)
Loan Amount as of 12/31/99 (Literacy Fund)	7,700.00
December Payment (Fund 702)	0.00
December Payment (Literacy Fund)	0.00
Balance 12/31/99	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Foundation Board of Directors

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

DATE: January 19, 2000

SUBJECT: GIFT REPORT

The following gifts were received from Dec 1, 1999 through December 31, 1999

ADOPT-A-BOOK DONATIONS

Pasquale P. Caiazza, Esq	Steven Lyon
Ruth Cain	Soheyla & Fariborz Maleki
Yu Chen Chang	Mr & Mrs. Michael McGuire
Jerry Choice	James M. McWalters
Pete & Dottie Cummings	Michael & Sharon Meves
Linda Dilli	Lois Meyhew
Melanie A. Divijak	Alice E. Miller
Joan M. Dressel	M.C. Mort
Kathryn & Robert Erbacher	Jo Ann Nelson
Jim & Lisa Faley & Family	Richard & Jacquelyn O'Neil
Ralph Goff	Stephen & Jeanile Plett
Susan Grimm	Eleanore Rankin
Ann Hablitzel	Robson Family
Eugenia A. Hathaway	Kenneth & Deborah Schwartz
Robert D. Hecker	Ralph & Pat Shook
Peggy & Mike Jamieson	Shirley A. Sulzle
Mary Johnson	Robert & Janet Suda
Kevin Larson	Deborah Vincent
Donald & Jane Livezey	Buddy, Jeanne & Casey Webb
	Edward & Velda Wittstock

TOTAL AAB DONATIONS \$1,550.00

BOOK ENDOWMENT DONATIONS

Yu Chen Chang
 Linda Dillie
 Jean M. Haney
 Steve & Rosemary Harsey


TOTAL BE DONATIONS \$465.00

TOTAL ALL DONATIONS \$2,015.00

Prepared by : Wendy Goodson



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 


DATE: January 19, 2000

SUBJECT: BUILDING MAINTENANCE REPORT FOR DECEMBER, 1999

1. **Air Conditioning** – Regular maintenance of HVAC system. West Coast Air Company installed the HVAC retrofit. They are monitoring and making adjustments to the equipment. Walkthrough inspection is scheduled for January 19, 2000 with Independent Energy Consulting Inc.
2. **Electrical** – Causey Electric Co. surveyed the library for installation of dedicated circuits. Scheduled workdates are in January 2000.
3. **Pest Control** – Certified Termite Co. set down traps for pest control.

Prepared by: Wendy Goodson



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: January 19, 2000
SUBJECT: **PERSONNEL REPORT FOR DECEMBER, 1999**

RESIGNATIONS:

Suad Ammar, Principal Librarian retired effective December 23, 1999

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willaber, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of December 1999

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 December	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	8.00	36.50	9/95	396.75
Backes, Theresa	3.00	23.50	6/98	128.25
Brown, Bill	0.00	4.00	8/99	4.00
Clugston, Patricia	0.75	31.00	6/98	85.00
Cravotta, Leo	2.00	20.75	5/99	21.75
Dell, Lyla	0.00	49.50	8/98	293.00
Farkas, Ted	0.00	6.50	10/98	25.50
Fioroni, Pete	1.00	17.00	3/97	165.00
Fioroni, Ruth	0.00	4.00	3/97	152.00
Fitzgerald, Joan	5.50	56.75	10/93	1,740.25
Godwin, Nita	6.00	38.00	2/96	185.25
Hemmerling, Barbara	0.00	18.25	10/95	311.50
Hochman, Sue	9.50	47.25	1/98	165.75
Horrocks, Marjorie	0.00	16.00	10/95	213.00
Hyams, Rose	9.00	67.00	7/98	291.00
Irot, Pat	8.75	98.25	2/96	1,137.25
Jertberg, Pat	10.25	39.00	4/98	175.25
Livezey, Jane	8.00	41.50	4/96	391.00
McGuire, Gloria	0.00	2.50	9/99	2.50
Mignot, John	8.50	23.25	6/98	58.75
Mignot, Shirley	16.50	51.25	9/95	388.50
Myers, Claire	10.00	84.50	10/95	747.50
Olson, Bob	3.50	20.75	9/95	261.00
Pence, Thomas	6.00	41.25	1/99	70.75
Project Independence	16.50	145.25		371.00
Robb, Barbara	0.00	6.50	7/98	38.00
Robbins, Kate	4.00	43.00	11/99	584.50
Schlichter, Allan	4.00	43.00	10/93	584.50
Schmidt, Marie	8.75	53.00	4/98	132.75
Schwartzkopf, Jan	0.00	10.50	6/99	22.25
Shaw, Dixie	0.00	8.00	5/94	152.00
Stark, Allan	0.00	2.50	4/97	345.00
Stark, Sandra	0.00	10.50		189.25
Vaughn, Judy	6.00	34.00	8/99	34.00
Walker, Jim	0.00	4.50	9/99	4.50
Walker, Virginia	0.00	4.50	3/99	111.50
Wymer, Betty	3.25	65.25	1/96	516.75
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	140.00	680.00		6,233.75
TOTAL	295.75	2,051.75		17,175.75

TEMPORARAY VOLUNTEERS

	FY99/00			FY99/00	
	December	YTD		December	YTD
Aiam, Antara	0.00	3.50	Le, Stephanie	2.00	31.75
Alpert, David	0.00	1.00	Lee, Paihan	0.00	18.00
Baek, Jisco	0.00	6.50	Levreault, Michelle	0.00	2.00
Bone, Shawnda	0.00	28.25	Lim, Esther	0.00	4.50
Brudenbaker	0.00	2.25	Luna, Laura	4.00	4.00
Burke, Marsha	3.00	10.25	Margary, Gale	0.00	9.00
Bui, Jennifer	0.00	32.00	Marghard, Yvonne	0.00	6.00
Cai, Quynhvy	0.00	40.00	Martinez, Josh	0.00	39.00
Cai, Hoangvy	0.00	31.00	Matta, Manuel	3.00	32.25
Canseco, Demetri	0.00	3.00	Molina, Emil	0.00	4.00
Castro, Miguel	7.00	9.25	Nguyen, Cindy	0.00	20.00
Chavez, Alfredo	0.00	8.25	Nguyen, Don	0.00	41.00
Cheam, Makyka	0.00	16.00	Nguyen, Trung	0.00	10.00
Cho, Soonj	0.00	13.00	Nogales, Jenny	0.00	14.00
Chopra, Kunal	0.00	28.00	Oakins, Cindy	0.00	3.00
Chu, Tim	0.00	3.50	Padilla, Erica	0.00	4.50
Cooper, Hamilton	0.00	30.25	Patel, Kunal	5.75	8.00
De Carlo, Joey	0.00	3.00	Peck, Jean	0.00	3.00
Delcon, Noel	0.00	3.00	Perry, Maria	0.00	4.50
DeVillez, Jennifer	0.00	36.50	Piha, Richard	3.00	13.00
Diaz, Jeannie	0.00	19.00	Pina, Christina	0.00	4.50
Falcon, Maria	0.00	17.75	Reed, Renee	0.00	3.00
Fluss, Michelle	0.00	3.00	Robertson, Jessica	0.00	10.00
Garry, Kevin	0.00	61.00	Rorex, Jamie	0.00	12.00
Gomez, Jessica	0.00	10.00	Sabandith, Kane	0.00	4.00
Grim, Cindy	0.00	6.00	Shah, Janki	0.00	60.25
Grim, Lisa	0.00	6.00	Sung, (Alice) Chi	4.00	21.00
Guzzi, Rebecca	0.00	4.50	Tran, David	0.00	64.00
Hanizavareh, Sheri	0.00	21.00	Ulloa, Fabiola	0.00	6.50
Hasirauni, Loyal	0.00	10.25	Valadez, Violette	0.00	36.25
Harnett, Tom	0.00	13.25	Vasquez, Joel	3.00	6.00
Hernandez, Mia	0.00	3.00	Vidhyarkorn, Tammy	0.00	4.50
Hibino, Satoko	0.00	9.50	Villanoeva, Jorge	0.00	20.25
Ho, Irene	0.00	3.50	Walcek, Angela	0.00	4.50
Jucker, Krister	0.00	6.00	Wang, Grace	0.00	12.00
Keyuravong, Francis	0.00	12.00	Wang, Shuan	0.00	16.50
Kim, Jessica	0.00	4.50	Whalen, Mark	0.00	3.00
			Yada, Julie	0.00	7.00
TOTAL	10.00	513.00	TOTAL	24.75	576.25

LVA VOLUNTEERS

Literacy Volunteer Hours 178.00

TOTAL VOLUNTEERS HOURS 508.50

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY97/98	FY98/99	FY99/00	FY97/98	FY98/99	FY99/00
July	898.50	929.00	601.25	818.00	449.00	222.00
August	864.25	919.25	885.00	405.00	427.00	202.00
September	433.00	531.75	471.25	376.00	261.00	220.00
October	486.00	497.00	490.00	435.00	332.00	458.50
November	492.75	443.75	368.00	369.00	345.00	425.00
December	556.00	312.25	330.50	273.00	179.00	178.00
January	558.25	413.75		301.00	242.00	
February	533.50	372.00		450.00	504.00	
March	687.00	478.75		398.00	347.00	
April	594.00	601.75		383.00	265.00	
May	453.50	423.25		480.00	346.00	
June	805.25	543.25		317.00	283.00	

Placentia Library District
Circulation Report
JANUARY 19, 2000

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 DECEMBER 99	FY98-99 DECEMBER 98
1st Time Checkouts	65,978	67,743	-2.61%	7,423	7,199
Phone Renewals	9,648	7,612	26.75%	1,468	1,342
In-Building Renewals	1,947	4,329	-55.02%	306	278
Total Renewals	11,595	11,941	-2.90%	1,774	1,620
TOTAL CHECKOUTS	77,573	79,684	-2.65%	9,197	8,819
On-Time Checkins	65,199	67,114	-2.85%	8,112	8,692
Late Checkins	11,248	13,532	-16.88%	1,791	2,415
TOTAL CHECKINS	76,447	80,646	-5.21%	9,903	11,107
Holds Placed	1,613	1,600	0.81%	191	175
Holds Cancelled	320	356	-10.11%	33	36
Holds Filled	1,517	1,538	-1.37%	209	197
Holds Expired	8	14	-42.86%	3	2
Overdue Items	4,791	5,179	-7.49%	1,397	1,204
Overdue Notices	2,100	2,160	-2.78%	542	491
Billing Notices	2,220	2,504	-11.34%	431	563
Patrons Registered	1,715	1,544	11.08%	149	108
Titles Added	4,907	3,137	56.42%	580	535
Volumes Added	9,791	4,507	117.24%	1,005	779
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	35,575	36,188	-1.69%	4,280	4,351
Juvenile Print	36,930	37,721	-2.10%	4,131	3,798
Total Print	72,505	73,909	-1.90%	8,411	8,149
Audio	2,923	2,744	6.52%	358	308
Visual	3,289	3,776	-12.90%	315	362
Equipment	0	0	0.00%	0	0
Total Audio Visual	6,212	6,520	-4.72%	673	670
TOTAL CIRCULATION	77,573	79,684	-2.65%	9,197	8,819
Placentia Circulation	49,195	48,886	0.63%	5,726	4,971
% Placentia Circulation	62.50%	60.78%	2.83%	63.03%	56.37%
Anaheim/Yorba Linda Circulation	14,666	15,645	-6.26%	1,834	1,831
% Anaheim/Yorba Linda Circulation	18.63%	19.45%	-4.22%	20.19%	20.76%
TYPES OF ACTIVE BORROWERS					
Adult	51,951	53,347	-2.62%	6,130	6,076
Young Adult	2,028	2,196	-7.65%	363	354
Juvenile	18,035	19,569	-7.84%	2,180	1,960
New Borrower	6,705	5,318	26.08%	524	429
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	78,719	80,430	-2.13%	9,197	8,819
TOTAL REGISTERED BORROWERS	21,287	26,407	-19.39%	21,287	26,407
ATTENDANCE					
Adult Reference - -In Building	4,971	6,174	-19.48%	600	718
Adult Reference - Telephone	1,166	1,295	-9.96%	138	168
Children's Reference - In Building	3,398	3,422	-0.70%	333	211
Children's Reference - Telephone	181	174	4.02%	11	13
Total Adult Reference	6,137	7,469	-17.83%	738	886
Total Children's Reference	3,579	3,596	-0.47%	344	224
Total In Building Reference	8,369	9,596	-12.79%	933	929
Total Telephone Reference	1,347	1,469	-8.30%	149	181
TOTAL REFERENCE	9,716	11,065	-12.19%	1,082	1,110

**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. - December 7, 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 (absent)
1st Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (949) 476-4488
FAX: (949) 476-2878
Email: matheis1@aol.com

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

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

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

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

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

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

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

Call to Order

1. Preliminaries

Called to Order at 7:35 A.M. by Keith Coolidge.

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

Minutes of November 2, 1999 meeting approved as submitted.

3. Financial Report

Joan Finnegan reported a cash balance of \$3,608.75, report attached.

Action Items

4. Orange County Council of Governments (OCCOG); Discussion of Water Issues and recommending priority.

Phil Anthony was commended for convincing OCCOG to make water a priority issue as they planned for the New Year. It was suggested that a task force or water committee be formed to ensure effective handling of water issues in the future. The immediate priority will be the water bond on the March ballot.

5. Commission on Local Governance for the 21st Century.

John Schatz, member of the Commission on Local Government for the 21st Century, was present to review the issues raised by the Commission during their meetings throughout the state during the last 18 months. Attached is an excellent analysis and response to these issues from the Association of California Agencies, along with a letter from John responding to ACWA's report. John summarized his presentation to the Executive Committee by indicating that given the diverse interests and situations confronting local government agencies and LAFCO's around the state, a "one-size fits all solution is not possible".

The Commission will be meeting on January 20, 2000 to finalize their report to the legislature. How the legislature will react to their recommendations during the next legislative session remains to be seen and will not be clear until the end of the session in September 2000.

The Committee expressed their appreciation to John for his report and representation of their interests in this matter.

Information Items

6. **LAFCO Matters**

Bill Goodwin reported on current LAFCO activities including Tri-Cities (contracts and agreements being finalized) and annexations in Laguna Hills, Newport Beach and Lake Forest.

While the regular meeting on December 8, 1999 was cancelled, LAFCO has scheduled a public hearing on the Tri-Cities consolidation for December 15, 1999.

The "inactivity" of the LAFCO Technical Advisory Committee was discussed again.

The LAFCO will be holding their annual strategic planning meeting on January 22, 2000. Agencies were urged to attend.

7. **CSDA Report -**

Russell Paris reported that the CSDA Board of Directors would be meeting in Sacramento on December 10, 1999.

8. **Legislative Update**

Keith Coolidge reported on various legislative matters of interest with emphasis on the number one priority - **the Water Bond.**

9. **Adjourn**

The meeting was adjourned at 8:45 A.M.

Next Meeting - January 4, 2000.

HAPPY HOLIDAYS!

Dated December 7, 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 NOVEMBER 1, 1999: \$ 3,711.31

RECEIPTS:

None

EXPENSES:

#1195

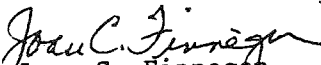
El Toro Water District - Printing & mailings
of 9/17, 28, & 10/26/99 Agendas &
Minutes

\$ 102.56

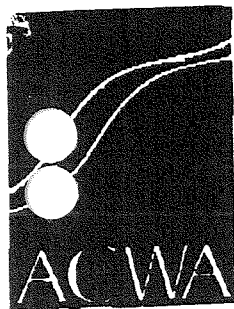
TOTAL EXPENSES FOR PERIOD 11/1/99 to 12/6/99: \$ 102.56

BALANCE ON HAND AS OF DECEMBER 6, 1999: \$ 3,608.75

Respectfully submitted,


Joan C. Finnegan

ISDOC Treasurer



November 10, 1999

Honorable Susan Golding, Chair
California Commission on Local Governance
for the 21st Century
1400 Tenth Street, Room 206
Sacramento, California 95814-3044

Dear Ms. Golding:

I am writing on behalf of the Association of California Water Agencies to offer comments on the Report of the Legislative Drafting Subcommittee. The Association appreciates the many opportunities to communicate our thoughts regarding the Commission's work.

I have chosen to categorize our comments based on the summary of issues addressed by the Subcommittee. I hope that organizing our comments in this manner will assist the commissioners in pending deliberations regarding the contents of a final report to the Governor and the Legislature.

Issue No. 1: Legislative Intent

First, the Association agrees with the Subcommittee recommendation to consolidate existing legislative intent provisions into Section 56001 and to clarify legislative intent in Sections 56300 and 56301. In Section 56001, we suggest consideration of the following modification to the second sentence of the paragraph instead of the Subcommittee recommendation:

The Legislature recognizes that the logical formation and determination of local agency boundaries and service areas is an important factor in promoting orderly development, while discouraging urban sprawl, preserving open space and agricultural land, and ensuring the efficient delivery of services.

We offer this suggestion because we believe the pursuit of orderly development and the discouragement of urban sprawl have the same effect. We do not believe that orderly development, the preservation of open space and prime agricultural lands, and the efficient delivery of services compete with one another.

Second, the Association appreciates the Subcommittee's recognition that special districts play a legitimate role in local governance. If districts do play a legitimate role, then there should be no distinction between urban areas and rural areas. A multipurpose governmental agency—a city, for example—should provide a wide range of services within its boundaries. However, an enterprise special district—a water or sanitary district, for example—may be the most efficient deliverer of

ACWA's mission is to assist its members in promoting the development, management and reasonable beneficial use of good quality water at the lowest practical cost in an environmentally balanced manner.

Association of California
Water Agencies
910 K Street, Suite 100
Sacramento, California
95814-3512
916/441-4543
FAX 916/325-4849
www.acwane.com

1111 of the States
1100 N. Capitol St., N.W.
2157 South
Washington, D.C.
201-1512
202/434-4760
FAX 202/434-4763

Honorable Susan Golding
November 10, 1999
Page 2

service to a territory that includes multiple cities and unincorporated territory (an urban area). We agree with the thrust of the final sentence. Responsibility for the provision of services should be given to the agency or agencies that can best provide those services. Therefore, we would recommend consideration of the following modification to the final two sentences of the Subcommittee recommendation for language in Section 56001:

The Legislature finds and declares that a single multipurpose governmental agency is the best mechanism for establishing community service priorities within its boundaries and should be accountable for a wide range of community service needs and financial resources. The Legislature recognizes the critical role of many limited purpose governmental agencies, particularly where the delivery of community services encompasses the boundaries of many local agencies. Responsibility for service delivery, whether by a single purpose agency, several agencies, or a multipurpose agency, should be given to the agency or agencies that can best provide the service.

Third, we concur with the Subcommittee recommendation that Local Agency Formation Commission (LAFCO) policies and procedures should be written.

Finally, we concur with the Subcommittee recommendations to reject more detailed provisions regarding agricultural lands and environmentally sensitive lands. The provisions of Section 56001 represent a broad statement of policy and, as such, should not be burdened by more detailed descriptors. We believe the use of "open space" serves as a broad term that encompasses all other categories of land not put to development or cultivation.

Issue No. 2: Definitions

The Association does not object to the Subcommittee recommendations regarding the definitions of chief petitioner, proponent, and executive officer.

We believe LAFCO should serve as the conducting authority for proceedings for the formation of a district. However, we do not concur with the recommended deletion of subsection (g) of Section 56029. The principal act of a district proposed to be formed often provides for many steps in a proceeding to form a district; e.g., petition requirements and public notice. Rather than eliminating the proceedings in all the principal acts of all types of districts, the goal should be to ensure that the commission serves as the conducting authority as compared to the county board of supervisors. Therefore, the Association recommends the following amendment to subsection (g) of Section 56029:

(g) Proceedings for the formation of a district shall be conducted as authorized in the principal act of the district proposed to be formed, except that the commission shall serve as the conducting authority.

We will comment on the Subcommittee recommendation to delete Section 56029 in its entirety in our response to Issue No. 7

Honorable Susan Golding
November 10, 1999
Page 3

The Association concurs with the addition of definitions for "feasible" and "urban limit line." We concur with the amendments to the definition of "prime agricultural land." Finally, we do not believe it is necessary or desirable to add definitions for "open space land of statewide significance" or "sensitive habitat areas."

Issue No. 3: LAFCO Independence

The issue of LAFCO independence is an important issue for the Association. We were an ardent supporter of AB 270- Torlakson in its final amended form. The Commission should understand, however, that the legislation was the product of debate and compromise in the legislative arena. The League of California Cities opposed the bill, seeking greater reform, particularly on the subject of revenue neutrality. Many ACWA member agencies were concerned about the division of responsibility for the funding of an independent LAFCO. From the perspective of the Association, we supported AB 270 because of the automatic representation of special districts on LAFCO and because of the independence that AB 270 would have mandated.

As to the Subcommittee recommendations, we concur that a uniform selection procedure be adopted. We would caution the Commission not to reach an early conclusion that the exceptions for Los Angeles, San Diego, Sacramento, and Santa Clara counties should be kept in place absent a review of the reasons for the exceptions and whether the exceptions remain in the best interest of the public. We also concur that special districts be given the automatic option to select two LAFCO members if requested by the independent special district selection committee. [Note: Section 56332 provides for an "independent special district selection committee." There is no provision for a "special districts selection committee," so the reference in the Subcommittee Actions should be to the former, instead of the latter.] We further concur that there should be no requirement that independent special districts waive rights to exercise latent powers.

The Association concurs with the Subcommittee recommendation that a provision be added to Cortese-Knox emphasizing the role of LAFCO commissioners is to act in the public interest.

Finally, we concur with Subcommittee recommendations regarding the effective date of member appointments, the selection of the executive officer and legal counsel, and the adoption of conflict of interest provisions for LAFCO staff.

Issue No. 4: LAFCO Funding

This was an extremely contentious issue in the debate surrounding AB 270, as well as among ACWA membership. The Association concurs that an independent source of funding for LAFCO is a critical factor in determining the perceived independence and effectiveness of the commissions. We also concur that LAFCO costs should be apportioned among all entities selecting members to the commission. It is at this point, however, that inequities begin to

Honorable Susan Golding
November 10, 1999
Page 4

surface [Note: the proponents of AB 270 sought to address the inequities by giving authority for the independent special district selection committee to develop alternative apportionment formulae]. I offer the following examples for the Commission's consideration:

- (1) The East Bay Municipal Utility District serves territory in Alameda and Contra Costa counties. AB 270 would have provided that the district's LAFCO contributions would be made solely to the LAFCO in the district's principal county, or Alameda County. Relieving the district from contributing funds to the Contra Costa LAFCO, despite the territory served by the district in that county, would place a greater burden on the independent special districts that lie wholly within Contra Costa County. In this example, the Contra Costa Water District would likely become the largest independent special district contributor in Contra Costa County. One mitigating factor could be the maximization of fees by the Contra Costa LAFCO to capture revenue from multi-county districts like East Bay MUD whenever the latter seeks boundary changes in territory within Contra Costa County.
- (2) The American River Flood Control District is in Sacramento County and has one of the larger operating budgets of independent special districts in that county. Therefore, the district could make a relatively substantial contribution to the Sacramento LAFCO. The district's boundaries, however, are established by the Legislature and any change would require an amendment to statutory law. Therefore, it is unlikely that the district will have any direct business to conduct before the Sacramento LAFCO [Note: one assumes that other local agencies petitioning LAFCO for an organization or reorganization would pay fees to cover the administrative costs of the commission. The proceedings may have an indirect impact on the American River FCD, but the maximization of fees should cover the costs of the district's involvement].

The proponents of AB 270 could not reach consensus on a scheme for addressing these potential inequities. One scheme to address the multi-county district issue involved the district contributing to both counties based either on assessed valuation in the respective territories served or an allocation of operating expenses in the system between territories in the respective counties. The only provision agreed upon was a statement of intent that no single district should be overly burdened with a contribution to LAFCO. The Subcommittee recommendation includes the latter statement of intent.

Additional provisions, in terms of funding (as well as selection committee voting) would be to weigh the vote of each district based on its operating budget. This would be an alternative to one district-one vote and would provide some protection to the larger districts when it comes to dividing responsibility for contributions to the LAFCO budget.

Honorable Susan Golding
November 10, 1999
Page 5

Finally, the Association concurs with the Subcommittee's actions rejecting using property tax revenues to fund the operations of the commissions. The rejection of partial state funding for LAFCO is probably appropriate, although there may be merits to establishing a fund at the state level, to be administered by the Office of Planning and Research or the Resources Agency, to which a commission or commissions could apply for study or research grants. Such state funding could provide benefits beyond the local commission and the agencies involved, particularly in regard to the preservation of open space and prime agricultural lands. Demonstration projects could include, but not be limited to, research in the following areas:

- the effectiveness of greenbelts as a buffer between cities;
- the benefits of single-purpose agencies providing enterprise system services to a territory covering incorporated and unincorporated areas; and,
- the costs and benefits of in-fill development projects to combat urban sprawl.

Issue No. 5: Special Districts

The Association does not concur with the Subcommittee recommendation that the Cortese-Knox Act be established as the sole authority for district reorganization. As we have stated herein, we believe the proceedings in the principal acts should remain, but LAFCO should serve as the conducting authority. We do concur that special district representation on LAFCO not be contingent upon the districts giving up their right to exercise latent powers.

The Subcommittee appropriately raises the question of how to treat special districts that previously gave up their right to unilaterally exercise latent powers when they joined commissions. The proponents of AB 270, after much discussion, decided to leave these districts and commissions alone, and only apply the new provisions prospectively. Rather than moving Section 56450 to another section, the proponents made Sections 56450, 56451, and 56452 apply only to commissions that selected special district representatives on or before a date certain. Sections 56453 through 56466, inclusive, would apply only to resolutions adopted by a commission or an independent special district selection committee on or after a date certain. AB 270 would have amended Section 56451 so that commission approval was necessary before a district could exercise a latent power.

The Subcommittee rejected a suggestion that guidance be provided in Section 56375, subsection (a) or Section 56450, et. seq., as to when it might be appropriate for LAFCO to initiate proposals to consolidate or dissolve a district. We note that AB 1335 (Chapter 1307, Statutes of 1993), also known as "the Gorch bill," did require a commission to make two determinations in its resolution regarding a consolidation: (1) public service costs of a proposal that the commission is authorizing are likely to be less than or substantially similar to the costs of alternative means of providing the service; and (2) a change in organization or reorganization that is authorized by the commission promotes public access and accountability for community

Honorable Susan Golding
November 10, 1999
Page 6

services needs and financial resources. While these determinations can be reached after a consolidation proposal proceeding, it might be difficult for a commission, on its own initiative, to predetermine these issues. Perhaps, as an alternative, the commission policies could speak to the factors it will consider in determining whether to initiate a consolidation.

The Association concurs with the Subcommittee rejection or decision to ignore suggestions regarding the reallocation of property tax revenue, director compensation, the formation of special commissions, and initiatives to reduce the number of special districts. We would be pleased to offer our reasons for concurrence with the Subcommittee actions should the Commission deem it necessary or desirable.

Issue No. 6: LAFCO Policies

The Association concurs with the Subcommittee recommendations regarding open space lands and other policies and priorities for a commission to consider when reviewing a proposal. We have no opinion on the issues rejected by the Subcommittee.

Issue No. 7: LAFCO Procedures

The Association generally concurs with the Subcommittee recommendations outlined in this section. However, our membership is somewhat divided on the proposal to make LAFCO the sole conducting authority, effectively eliminating the entire conducting authority procedure. Some members are concerned with losing the ability to control the annexation of territory to an independent special district due to adverse financial implications.

For example, a district that provides sanitation services could be required to annex a territory that is less urbanized and relying on septic systems. It may not be economical or practical for the territory, due to the density of housing or the socioeconomic conditions, to provide sewer service, thus, the customers of the existing district would have to pay higher rates to accommodate adding the territory to the existing sewer system. At this time, the question of annexation is under the control of the district. The Subcommittee recommendation would change this control. One alternative would be to divide the issue and leave annexation and detachment proposals to the special districts. The LAFCO could serve as the conducting authority for other proposals for organization and reorganization.

Issue No. 8: LAFCO Powers

The Association has no opinion on the Subcommittee recommendation regarding the authority to rescind an approval of an annexation. We concur with the recommendation to allow a LAFCO to enter into agreements with adjoining counties for the purpose of determining procedures for consideration of matters pertaining to multi-county special districts.

Honorable Susan Golding
November 10, 1999
Page 7

We believe the Subcommittee may have too hastily rejected a proposal that LAFCO have the ability to initiate reorganization of cities. Our Association supported the Gotch bill which provided such authority to LAFCO for special districts, because we believe there are instances where such authority is necessary to effect change. We believe the same reasons exist to provide the authority for commissions regarding cities.

As with special districts, demographics, community service needs, and financial resources can change over time for cities. There are many small and medium sized cities in heavily populated urban areas that can no longer provide community services in an efficient or effective manner. There are various reasons for this occurrence, including the loss of manufacturing jobs, suburban exodus, and a declining tax base. There are arguably even greater political obstacles to consolidations for cities than there are for special districts. Improved service delivery and financial resources could be achieved by consolidating certain cities. The Association recommends that the Subcommittee revisit this issue.

Issue No. 9: Spheres of Influence

The Association concurs with all of the Subcommittee recommendations in this section. The recommendation regarding development in unincorporated areas of a county could be particularly beneficial given the charge to ensure orderly development.

Issue No. 10: Annexations

The Association has no opinion on the issues raised in this section.

Issue No. 11: Tax Exchange and Revenue Neutrality

The Association members have not raised objections to a county board of supervisors negotiating on behalf of a special district regarding property tax exchange. Many counties have entered into a master agreement with special districts regarding representation on behalf of the districts. It would be helpful, however, if the existing body of law required the board of supervisors to consult with the special districts prior to, and during, the negotiations between a city and the county. We assume this occurs today, but it would be helpful to spell it out in statute.

Issue No. 12: Special Reorganization

The Association has no opinion on the issues raised in this section.

Honorable Susan Golding
November 10, 1999
Page 8

Issue No. 13: Petitions and Elections

The Association concurs with the Subcommittee recommendation that proponents of a change in organization be required to file a notice with LAFCO of their intention to circulate a petition. We would further recommend that the affected local agency or agencies be notified as well.

We do not object to the establishment of uniform requirements for petitions to initiate a change in organization or reorganization. We would recommend that the higher the signature requirement the longer period of time should be allowed to gather signatures. We believe very strongly in maintaining a 10 percent signature requirement for petitions protesting LAFCO-initiated consolidation or dissolution proposals. The Association believes very strongly that citizens should have the right to approve or disapprove any recommendations to change the manner in which services are delivered.

Issue No. 14: Miscellaneous Provisions

The Association concurs with the Subcommittee recommendations. We also concur with the reason for rejecting the idea to change the name of LAFCO; particularly since the role of the commissions extend far beyond decisions that relate only to boundary changes.

The reorganization of the Cortese-Knox Act is probably a good idea, but local agency associations beyond CALAFCO should be involved in the process.

Issue No. 15: Additional Recommendations

The Association is intrigued by the Orange County LAFCO proposal regarding service audits. Rather than replace spheres of influence, the service audit concept should be worked into the periodic review of spheres of influence.

We would strenuously object to the appointment of a trustee to oversee the operations of a special district should a LAFCO recommend consolidation or dissolution and the special district object to the recommendation. A trustee is appointed for school districts in danger of failing financially. Such is usually not the case for an enterprise special district.

We have no opinion on the other Orange County LAFCO recommendations.

We also have no opinion on the recommendations of the Mendocino County LAFCO and the Kern County Citizens' Advisory Committee on Annexations.

Honorable Susan Golding
November 10, 1999
Page 9

In closing, I wish to thank the Commission and its staff for including the Association of California Water Agencies in its deliberative process to study revisions to the policies, practices, and statutes that govern local government boundary changes.

We look forward to an ongoing dialogue on the issues discussed herein.

Sincerely,

Original Signed

ROBERT J. REEB
State Legislative Director

RJR:



BOARD OF DIRECTORS
BETTY H. OLSON, PH.D.
SAUNDRA F. JACOBS
JIM VIZELL

ROGER FAUBEL
SAM JOHNSON
JOHN J. SCHATZ
GENERAL MANAGER

Santa Margarita Water District

November 22, 1999

Mr. Bob Reeb
State Legislative Director
Association of California Water Agencies
910 K Street, Suite 100
Sacramento, California 95814-3512

VIA FACSIMILE: (916) 325-2306

RE: COMMISSION ON LOCAL GOVERNANCE FOR THE 21ST CENTURY

Dear Bob,

Thank you for your comprehensive November 10 letter directed to the Commission on Local Governance for the 21st Century concerning the Report of the Legislative Drafting Subcommittee. I used your letter as the basis for discussion at the Commission's November 18 and 19 meetings which, as noted below, in many cases proved persuasive with respect to Commission votes which were taken on the enumerated issues. Your attendance at the November 18 Commission meeting in San Diego was also helpful for purposes of highlighting and summarizing the points in your letter.

Following is a summary of some of the actions taken on the listed issues which were discussed and voted on by the Commission on November 18 and 19. As indicated, additional consideration by the Commission is required on some of the issues, including negotiations involving ACWA, CSDA, the League of Cities and CSAC. Of the votes taken on the sub-items within each major issue, none were antithetical to ACWA's positions as expressed in your November 10 letter.

Issue No. 1: Legislative Intent

As you may know, the League of Cities' and ACWA's positions concerning Section 56001 are diametrically opposed with respect to preference for multipurpose versus limited purpose agencies. The League has provided correspondence indicating the importance of this section. Discussion on this point at the November 19 meeting noted that the League may be amenable to more neutral language which I have proposed, and as advocated by ACWA, depending on the composition of LAFCO. Consequently: 1) Section 56001; 2) the composition of LAFCO; and, 3) the related topic/proposal which has been discussed that the public

Mr. Bob Reeb
November 22, 1999
Page Two

member(s) of LAFCO should be ratified by the other LAFCO blocs (i.e., city, county and special district) were considered interrelated during the November 19 discussion on this matter.

The consensus of the Commission on November 19 was to request that the League, ACWA, CSDA and CSAC meet and determine if a joint recommendation can be made to the Commission on this and the above-noted related issues. Although the Commission is prepared to submit recommendations to the Governor and Legislature which may opposed by one or more of these representative groups, it was determined to be preferable if an opportunity was provided for an amicable resolution among the groups prior to the Commission making its recommendations. If consensus is not possible among the groups, it appears the Commission's recommendations will be strengthened by the process and demonstrating due consideration and deliberation with respect to the various perspectives. I recommend that you contact the representatives of the League and CSAC and begin this process immediately.

Issues No. 2; Definitions

The Commission discussed ACWA's recommendation regarding the amendment to 56029(g) and concluded that additional consideration was warranted. This item will be reconsidered at the Commission's next round of meetings during the first week of December.

Issue No. 3; LAFCO Independence

The uniform member selection procedure was deferred by the Commission until its meetings during the first week of December along with the related topic of providing the opportunity for special districts to have seats on all LAFCOs. In connection with the latter item, the Commission requested staff to provide data on the current status of special district representation relative to city/county seats and conditions in the various counties (particularly the rural ones) which might suggest different treatment.

Issue No. 4; LAFCO Funding

The apportionment of costs as between LAFCO's representative entities was deferred by the Commission until its meetings during the first week of December. This topic has been substantially debated several times.

Issue No. 5; Special Districts

The issue of Cortese-Knox being established as the sole authority for special district reorganizations was deferred by the Commission until its meetings during the first week of December. The Commissioners agreed that special districts should not have to relinquish their latent powers in exchange for LAFCO seats, however, it is likely recommendations with respect



Mr. Bob Reeb
November 22, 1999
Page Three

to this will be prospective and not retroactive since the latter appears to be too problematic to undo at this point.

Concerning the issue of adding guidance language in Section 56375(a) or Section 56450 et seq. as to when it may be appropriate for LAFCO to initiate proposals to consolidate or dissolve special districts, the Commission decided this was not necessary. In connection with a related proposal and recommendation relative to LAFCO receiving additional funding to undertake studies which may form the basis for initiating such proposals, however, I was successful in attaching a condition (which was approved by the Commission) that additional language would be added requiring LAFCO to make certain threshold findings prior to initiating changes for special districts, rather than using the Gotch (AB 1335) required findings noted in your letter after initiation. I made a point of noting that the Commission's recommendations not to add guidance language (except in the case explained in the preceding sentence) did not obviate or abrogate the Gotch-required findings and the Commission agreed.

Interestingly, one of the Commissioner's strongly objected to the recommendation rejecting the notion of establishing a goal of reducing the number of special districts even though it was explained that the recommendation was based on the premise that this goal per se, in the absence of determining greater efficiencies or other benefits, should not be directive. Accordingly, no action was taken on this item, however, it will probably be raised again with some qualifying language not unfavorable to special districts.

Issue No. 6; LAFCO Policies

The Commission approved the recommendations on the items within this issue.

Issue No. 7; LAFCO Procedures

The Commission approved the recommendation that LAFCO assume the responsibilities of the Conducting Authority. I made a point of noting, and the Commission agreed, that this did not eliminate or revise procedures available between LAFCO and Conducting Authority proceedings to submit protest petitions and enable elections in specified cases.

Issue No. 8; LAFCO Powers

As you might expect, the concept of providing LAFCO with the authority to initiate consolidations of cities was summarily rejected as politically insurmountable despite some recognition that this may be beneficial. Although the idea has been rejected at this point, it may prove useful in leveraging other items of interest to special districts, including those included in the above discussion under Issue No. 1.



Mr. Bob Reeb
November 22, 1999
Page Four

Issue No. 9: Spheres of Influence

The Commission approved the recommendations with some minor changes.

Issue No. 10: Annexations

The Commission will further consider the recommendations at its meetings during the first week of December.

Issue No. 11: Tax Exchange and Revenue Neutrality

The Commission agreed that LAFCO guidelines should include a definition of "consultation" with affected agencies, including special districts, in connection with the preparation of comprehensive fiscal analyses.

Issue No. 12: Special Reorganization

The Commission agreed with the recommendations.

Issue No. 13: Petitions and Elections

The Commission voted in favor of requiring that notice be provided to affected agencies of an intention to circulate a petition. The Commission also voted to increase the percentage for initiating dissolution of special districts from 5% to 10% if the dissolution was accompanied by some other change such as a consolidation or reorganization. If a dissolution alone, then the percentage would remain at 5%. In the case of petitions filed for purposes of forcing an election if LAFCO initiated, the Commission was persuaded to retain the 10% included as part of AB 1335.

Issue No. 14: Miscellaneous Provisions

The Commission voted in agreement with the recommendations.

Issue No. 15: Additional Recommendations

The Commission voted to incorporate Orange County LAFCO's recommendations concerning establishing "service audits" as the criteria for making determinations on Spheres of Influence rather than creating "service audits" per se.

Orange County's recommendation to appoint a trustee in cases of the interregnum between the time LAFCO acts to dissolve an agency and the effective date for the purpose of



Mr. Bob Reeb
November 22, 1999
Page Five

avoiding mischief by lame duck directors and managers was approved in concept with more modest provisions. The provisions include limiting the effective date of financial expenditures to the current fiscal year (except for bona fide emergencies) and a prohibition on increasing compensation and benefits for directors and managers. Although it can be argued that the responsibility for holding directors accountable in these situations ultimately rests with the ratepayers, apparently there have been sufficient occurrences of monkey business in this area, as related by some of the Commission members, to warrant some limitations. I suggest ACWA consider attempting to sell its members on the positive side of this issue.

Other Recommendations for Consideration

The Commission voted on recommending that water supply assessments be integrated into the LAFCO decision process concerning annexations and spheres of influence.

The Commission also considered the issue of requiring local agencies to adopt performance measurement systems, but opted instead to support a subset of this which includes standardizing information and making it understandable.

///

Each of the above-referenced 15 issue categories included many individual related sub-issues which were outlined within 56 pages for the November 18 and 19 meetings. I am prepared to discuss each of those with you if desirable but have not attempted for purposes of this letter to address individually or in detail. Although over the next set of meetings there may be changes sought to some of the currently favorable, or at least neutral, items affecting special districts, I think overall we can expect fair, if not excellent treatment, with respect to the report and recommendations made to the Governor and Legislature.

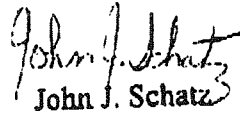
The Commission has conducted its deliberations and is making its recommendations from a pragmatic perspective recognizing that relative consensus is important among the entities which will lobby the Legislature in connection with expected legislation to implement the Commission's recommendations. The Commission is wary of a non-comprehensive or piecemeal approach by the Legislature in undertaking passage, which is more likely to occur if the enabling legislation proves too controversial to an effective lobbying entity. It will be important to begin developing the support of the Governor and Legislature as soon as possible and I would encourage ACWA to start this process now.



Mr. Bob Reeb
November 22, 1999
Page Six

Thanks again for your help. Please call me for discussion or additional information if desired.

Sincerely,


John J. Schatz

Copy To: Steve Hall

JJS:bam



TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99				0.00	0.00
Jan-00				0.00	0.00
Feb-00				0.00	0.00
Mar-00				0.00	0.00
Apr-00				0.00	0.00
May-00				0.00	0.00
Jun-00				0.00	0.00
TOTAL	7,200.20	1,251.00	69.18	8,520.38	4,260.19
AVG	1,440.04	250.20	13.84	1,704.08	852.04

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99								0.00
Jan-00								0.00
Feb-00								0.00
Mar-00								0.00
Apr-00								0.00
May-00								0.00
Jun-00								0.00
TOTAL		20,751.23	4,091.85	4,260.20	744.56	0.00	0.00	29,847.84
AVG		4,150.25	818.37	852.04	148.91			5,969.57

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	40.00	50.00	10.00	0.00	150.00	250.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER


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

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99						0.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	1,491.20	1,500.50	284.50	0.00	3,924.00	7,200.20
AVG	298.24	300.10	56.90	0.00	784.80	1,440.04

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: January 19, 2000

Library Director Minter met with City Administrator Bob D'Amato on January 6, 2000. City staff is ready to begin the plan development for the Placentia Room Expansion Project.

The Library Director will be meeting with the Placentia History Room Committee on Tuesday mornings to develop and review the project schedule and work plan. Storage space for the Placentia History Room materials will be the first item of business.

The Placentia History Room Committee Goals for 2000 are Attachment A.

A letter from the Placentia History Room Committee to area organizations requesting their support in planning activities for the City's 75th Anniversary is Attachment B.

Library Management Staff is scheduling time to empty the storeroom and assist the Friends with finding storage space for their book sale materials.

HISTORY ROOM GOALS
2000

Members: Pat Jertberg, Marie Schmidt, Pat Irot

Date: January 12, 2000

GOAL 1. To diligently record all acquisitions with
DEED OF GIFT FORM
LOAN FORM

BY: sequencing numerically in order of receipt with year
designation included i.e. 01-00 (first received,
year 2000)

BY: sending photocopied form to donor for signature along
with thank-you letter.

BY: filing photocopied form and signed form in Acquisition
Record Book

GOAL 2: To maintain contact with PYUSD schools for the purpose
of adding yearbooks to reference collection

BY; Contacting El Dorado in March and
Contacting Valencia in May

BY: Inviting other schools, Esperanza, El Camino, and
middle schools to provide yearbooks for our
reference collection

GOAL 3: To investigate new software program which is user
friendly to record holdings - which can be
accessed on Library's LAN - with view to purchase

BY; visiting archival collections to gain on-site infor
mation

BY; consulting with local archivists

BY: consulting with Library staff

GOAL 4: To determine History Room Committee role in the Expansion Project design, preparation, construction, furniture and equipment acquisition

BY: participating/collaborating at each stage

BY: advising on handling, packing, temporary storage of books, materials, files, artifacts. AND eventual placement

GOAL 5: TO ENHANCE THE PUBLIC AWARENESS OF PLACENTIA HISTORY

BY: providing historical text information for library website, newsletter

BY: cooperating and collaborating with other groups/ individuals in creating public awareness, interest, and respect for local history; including, not limited to, the development of curriculum supplements for the classroom

DECEMBER 18, 1999


TO: BOARD OF TRUSTEES
LIBRARY DISTRICT

FROM; HISTORY ROOM COMMITTEE

RE; CURRENT REPORT

ATTACHED YOU WILL FIND A LETTER SENT TO VARIOUS GROUPS INVOLVED IN THE HISTORY OF OUR CITY. SEVERAL GROUPS HAVE EXPRESSED VERBAL INTEREST IN GETTING TOGETHER. THIS OVERTURE WILL SUCCEED ONLY IN SO FAR AS IT FILLS A NEED.

WE WOULD HOPE THAT A LIBRARY STAFF PERSON WILL BE DESIGNATED FOR THIS PROJECT.


PAT IROT,
PLACENTIA HISTORY LIAISON

COPY FYI

HISTORY ROOM
PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
Placentia, CA 92870-6198

(714) 528-1925, Ext. 269
(714) 528-8236 (Fax)
plalibd@cosmoslink.net

December 18, 1999

Chairperson
Cultural Arts Commission
Placentia, CA 92870

re: PLACENTIA HISTORY

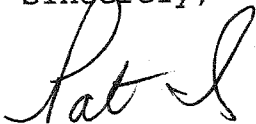
The recent Orange County Historical Commission conference, "Building Bridges to Orange County History" prompts us to explore an idea with you concerning the building of bridges to Placentia history among the "historical" groups within our city.

With Placentia's 75th birthday in the year 2001, it seems timely to consider ways in which we can better communicate the value of our local history and its landmarks through a public relations campaign directed to those living here. We have a populace to educate; in addition, there are third grade classes in need of local history information and materials. The Founders Society has, through its Education Chair, already expressed interest. We would hope to have the participation of the school district, Key Ranch, the Chamber of Commerce and the Women's Club as well as the Placentia Historical Committee and interested others. Through a series of meetings, we would hope to explore collaborative ways in which groups involved in local history could enhance knowledge of our city's past.

If you have a minute, we would be happy to hear your reaction to this proposal for collaboration on ideas and resources, the meeting days or times which are most convenient, etc. In January, we will be in touch with you regarding specific date, time and meeting place. We would hope to schedule the first meeting in February giving you with this prior notice time for a representative to be appointed.

Will you join with others after the holidays in an exploratory meeting in which we examine our needs and resources with the goal of a better informed citizenry?

Sincerely,



Placentia Library History Room Committee

P.S. You can reach us at the address above - or phone Pat Irot at 996-8390.

LETTER ALSO SENT TO

ROUNDTABLE CHAMBER OF COMMERCE HISTORICAL COMMITTEE
KEY RANCH FOUNDERS SOCIETY PYLUSD

Linda Abrams Baker

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager *JS*
DATE: January 19, 2000
SUBJECT: **Gates Library Computers Installation Timeline**

The electrical wiring has been completed.

The data cabling will be done late January, or early February. There will be cable drops done in eleven locations (for both the Gates computers and for the forthcoming change of the Dynix terminals). The estimated cost of this is \$3750.

The furniture modification will be done late January or early February.

The computers should arrive early February.

The installation and training will be done on February 14th and 15th. An open house and ribbon cutting will be held on Monday, February 14th, from 4:30 p.m. to 5:30 p.m.



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

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

A Blueprint For An Effective Legislative Program

By
Ralph A. Heim
Heim, Noack, Kelly & Spahn
July 8, 1998

EXECUTIVE SUMMARY

Over the past few years, the California Special Districts Association (CSDA) has initiated a number of programs and procedures designed to enhance its presence and effectiveness within the state legislative process. Examples of such programs include, but are not limited to, local CSDA Chapters, the on-going refining of the grassroots network/Legislative Alert system, and the annual Government Affairs Day in Sacramento.

In addition to the above-cited programs, at the heart of CSDA's legislative program is its Legislative Committee. Historically, the Committee is comprised of members from the Board of Directors appointed by the current CSDA President. Unlike other special district associations, CSDA does not permit non-Board members to serve on the Committee as full voting members.

Given the ever-changing complexity of the Legislature, compounded in large part by the passage of term limits in 1990, CSDA must continue to evaluate the effectiveness of its legislative program, and where necessary, modify its program to reflect the changing realities of politics within the California Legislature.

Consider the fact that of the 12 legislators that currently comprise the Assembly Local Government Committee, 4 members, including the chair, will leave the Assembly this year due to term limits or election to another office. Of the 9 Senators that sit on the Senate Local Government Committee, 4 are termed-out, including the chair.

Given that most of the issues of critical importance to special districts are considered by these two policy committees, should CSDA consider conducting a workshop next year for legislators new to these committees?

As we approach the conclusion of the 1997-98 Legislative Session, I believe we should begin to look forward and continue to critically evaluate CSDA's legislative program; making modifications and improvements where warranted; all designed to ensure that CSDA is positioned to provide the highest level of representation to its membership as the Legislature approaches the 1999-2000 Legislative Session.

Presented below are a number of recommendations that are offered to stimulate a more comprehensive discussion of CSDA's legislative program.

THE LEGISLATIVE COMMITTEE

As stated above, the CSDA Legislative Committee is the heart and sole of CSDA's legislative program. Among other things, the Committee has the responsibility to assign positions and priorities to the multitude of bills introduced each legislative session. Additionally, the Committee works closely with CSDA's Legislative Advocate to ensure proper implementation of the Committee's directives.

Due to a multitude of factors, not the least of which is the complexity of many legislative proposals, the Committee has not functioned to the level of expectation. This is not a failure of the members of the Committee, but again, a result of attempting to analyze complicated legislation, most of which is beyond the Committee members' area of expertise.

While expanding the Committee to include non-Board members has been discussed for a number of years, it is time to bring the issue to closure and add non-Board CSDA member representatives to the Committee. Since the Board will consider such a recommendation during the July 10, 1998, Board of Directors meeting, a positive resolution by the Board will make this recommendation moot.

Finally, I am recommending that the Committee meet monthly each month the Legislature is in Session. By so doing, the Committee will be able to remain current on all newly introduced and/or amended legislation and adjust its priorities accordingly. I realize the cost implications associated with this recommendation, but I firmly believe it will improve the overall work of the Committee and the Legislative Advocate.

LOCAL CSDA CHAPTERS

Without question, the development and expansion of CSDA Chapters serve as a valuable resource, but as currently constituted, are underutilized. We should explore ideas, preferably with each Chapter, to determine how best to serve each other toward a common objective.

The objectives may be more frequent communications on key legislation or ensuring that the Chapters are fully integrated in CSDA's grassroots network/Alert system, which I will discuss in the next section. Additionally, we may want to explore quarterly meetings in conjunction with a scheduled

Committee meeting, at which time Chapter representative comprehensive briefing on all current legislation.

I would, therefore, recommend that the Committee ask each Chapter how they view their role in CSDA's legislative program and what recommendations they could offer, designed to improve the legislative communicative link between CSDA and the Chapters.

GRASSROOTS NETWORK/ALERT SYSTEM

Based upon the survey CSDA conducted shortly following our Alert on Assembly Bill 2368 (Hertzberg), it is clear that the Committee needs to analyze the responses therefrom and consider ways to address the apparent shortcomings in this program.

One consistent response from those members that answered the survey was they do not have the time to compose a letter, but would respond to their legislators if CSDA provided a sample letter with the Alert. This we can and should do with future Alerts.

My experience with our grassroots program/Alert system is that certain issues generate a greater response than others. The property tax shifts of 1992 and 1993 are good examples of "hot button" issues that resulted in a tremendous response to the Alerts. Perhaps the Hertzberg bill was not perceived as a serious threat to the future of special district governance, thus the poor response.

I also believe that the response, or lack thereof, to Alerts is a function of the overall grassroots network. I met recently with a number of statewide associations that have very effective grassroots networks to learn more about their systems. The common denominator present within each of these associations is their members' relationships with their legislators. In each case, these associations admitted that their grassroots programs would not be as successful as they are without their members developing and maintain working or personal relationships with their legislators.

Given the sheer number of CSDA members, and the fact that they are located in virtually every legislative district, the Committee should assign a high priority to expanding and improving the grassroots network, including, but not limited to, assisting member districts in the process of developing and maintaining relationships with their legislators.

Additionally, CSDA should, as a high priority, encourage its member districts to meet and educate those individuals running for the Legislature from open seats; i.e., seats where there is no incumbent. We need to stress the importance of this education process prior to the newly elected legislators arriving in Sacramento this December. I can develop an inventory of these open seat races should the Committee so desire.

DATA/COST IMPACT DEVELOPMENT

The final area CSDA must continue to explore is what I believe is our limited ability to develop data and/or cost-impact information relative to a given legislative proposal. While I maintain this is a very important deficiency, I have no specific recommendations as to how to improve our ability to develop such information.

CSAC and the League of California Cities do a tremendous job in this area, but unlike CSDA, they have large support staffs that are devoted to this function. We should not attempt to compete with CSAC and the League regarding information development, but we need to recognize the importance of this information in the legislative process, allowing CSDA to present factual, cost-impact data, showing how a given proposal will affect our members.

CONCLUSION

The legislative process continues to change and, in so doing, requires that those that participate in that process both understand the changes, however subtle, and adjust accordingly. The issues outlined above attempt to lay a foundation for our collective thought-processes. We must first accept the fact that the legislative process is, and will continue to, undergo change. If we accept this premise of change, which we must, there is no alternative but to confront this changing dynamic in a rational, calculated fashion for the sole purpose of enhancing CSDA's legislative presence in the State Capitol. As the best form of local government, we owe ourselves nothing less.

I hope you agree and consider the comments presented above as the starting line.

By: **Ralph A. Heim**

July 8, 1998

Page 5

TO: Library of California Board Members
cc: Planning Region Contacts
Public Library Directors Listserv
System Coordinators

FROM: Liz & Diana
DATE: Jan. 10, 2000
SUBJECT: The Governor's Budget

The Governor's budget has just been released.

First, at this time there is no additional funding in the budget for the Library of California. We, however, have had expressions of great interest in the Library of California from both the Dept of Finance and the Governor's Office. They have also expressed concerns about a sizable increase (basically \$30 million) to such a new program, an increase which would commit the budget into the future, with as small a track record as the program currently has. They were particularly concerned that we were unable to define, with any kind of specificity for them, what the Regional Library Networks would actually be spending the money on in this next year (clearly we cannot, since we do not have plans of service from them yet, and our exhortations about formula funding in the first three years of Regional Networks and the importance of allowing each Region to define the specific set of services most relevant in that area were not enough). They were also concerned that they be assured that the money already provided for the 1998/99 and 1999/2000 budget would actually be spent effectively this year and wanted to see that it was well spent on services to Californians.

All that said, DoF and the Governor's Office expressed interest in supporting the program with additional funding as soon as we can assure them of the services it will buy and that we have effectively spent what has already been allocated to the program. This means, potentially, the "May Revise" for additional funding in 2000/2001 or a BCP this summer for the 2001/2002 year. Consequently, we do still have some avenues to turn this around, and we will be proposing those to you all at the Feb. meeting.

Other news:

No additional funding for the Adult Literacy(CLC) BCP.

Families For Literacy was provided with an augmentation of \$508,000 (\$750,000 was requested). That should, according to Carole Talan, put us in pretty good shape in that program for the immediate future.

A \$1,802,000 augmentation to the "TBR" program. They agreed to include funding for all of the documented workload increase AND 50% of the rate increase this time.

That's all for now.

CALIFORNIA LIBRARY ASSOCIATION
LEGISLATIVE COMMITTEE

Friday January 7, 2000
Sacramento Public Library
Sacramento, California

MINUTES

Members present: Ann Cousineau, Laura Mitchell, Susan Fuller, Susan Hagus Mary, Dolvan, John Mc Guinis, Lydia Tinder, Cameron Robertson, Barbara Will, Francisco Pinneli, Carol Ann Tassios, Marilyn Couch, Wini Allard.

Members absent: Leslie Nordby, Linda Wood, Alison Lewis, Jeannine Semrau

Others present: Mike Dillon, Christina Dillon, Margaret Donnellan Todd, Susan Negreen, Mary Wray.

1. **Welcome and Introductions** - Chairperson Ann Cousineau called the meeting to order at 9:50. Susan Negreen was introduced to committee members.
2. **Adoption of agenda** - Francisco Pinneli requested that a discussion of Prop 26 be added to New Business. The agenda was adopted with this inclusion.
3. **Approval of minutes** of the November 15, 1999 were approved with the following correction: on p.3 under New Business HR 858 should be HR 1858.
4. **Correspondence** - Legislative committee asked Mike Dillon to request that funding for PLF be included in the Governor's budget. Mike sent the request to the Governor's office. If the Governor does not include it in his budget, Legislative Committee will continue to work with the Dillons to lobby for PLF
5. **Report of Legislative Advocate** - The Legislature is back in session and beginning to gear up. The Dems are in control but there is a sense that Repubs are moving toward a more centralized position. There is some feeling that the party was damaged by the rancor of Prop 187. There is a strong sense of a need to reach out to new constituencies. The Governor is still very vocal on education. His budget is due on January 10.

There was discussion of including libraries in the Prop 26 effort which proposed to make school issues a majority instead of a 2/3 vote. Mike advised that this was not a good time to push that issue.

Christina Dillon reported on the various commissions that she monitors: the Peace Commission, the Commission on the 21st Century, the Speakers Commission, etc. There has been a recommendation

to do a switch between sales tax and property tax - if some of the sales tax went to the State some of the property tax could be returned to cities. General consensus is that it would be a wash over five years.

SB165 Rainey - As introduced, would provide a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount. Recently amended January 4, 2000 to pertain to the local government relief court decision (*County of Sonoma v. Commission on State Mandates*) SB 165 could be an eraf vehicle. Leg Comm will take a support position.

AB 185 Hertzberg - continue our Watch Close position

Mike and Christina presented Senator Leslie's latest effort on an Internet Filter bill. The Senator would like the bill to include the following:

1) Receive written permission from a parent or guardian before a minor be allowed to use the library's Internet services. Permission forms must include but shall not be limited to:

a) A general warning as to the fact that minors may encounter pornographic and other harmful material while using the Internet.

b) A declaration that library staff cannot be held responsible for the Internet-use choices of any of its patrons, including children.

c) Admission of the fact that filter software can be helpful in limiting the possibility that a child will encounter harmful material while using the Internet, but acknowledging that no filter software is perfect nor can filters guarantee protection from all of the dangers associated with use of the Internet.

d) Response options which allow the parent to:

I) Authorize the minor for unfiltered Internet access,

II) Authorize the minor for filtered Internet access only.

2) Offer at least one computer with filter capabilities - for the purpose of screening out obscene material, as defined-if Internet services are provided to minors.

Senator Leslie's memo goes on to say that ...(it is) anticipated that cost to the libraries and the state will be negligible due to the fact that numerous software companies that create filter software have already indicated a desire to donate the necessary software.

These provisions are not meant to serve as limits to the actions libraries may choose to take for the purpose of involving parents in decisions regarding minor's access to pornography on library computers. These serve only as a "minimum standard."

There was discussion on what input we can have into shaping the Senator's bill. The Dillon's are looking for rational responses that can be made to what is a highly emotional issue. Susan Fuller suggested that we focus on education and options. The problem is not 5 and 6 year olds accessing the Internet but teen agers who need access to information. Do you tell a 17 year old that he/she can't use the Internet for sensitive topics without parental permission?

Various responses that are currently in place were discussed, such as, parenting classes on safe Internet use and tailored Youth Services pages. Marilyn Crouch reported that San Diego has experienced a drop in Children's usage after imposing parental permission requirements. There was discussion of the possibility that permission slips may impose barriers for immigrant children whose parents may fear involvement in bureaucracy. Ann and Marilyn will continue to provide the Dillon's with additional information and suggestions for dealing with the Leslie bill.

6. Report of the Chair - Committee assignments will remain the same this year. They are as follows:

Legislative Day - Lydia Tinder/Mary Dolven
Legislative Network - John McGinnis/Susan Hagius
Legislative Handbook - Laura Mitchell
Federal Liaison - Barbara Will/Gregg Atkins
Federal Legislative Day - Barbara Will/Gregg Atkins
Conference Programs - CarolAnn Tassios/Wini Allard
Awards - Alison Lewis/Marilyn Crouch
Intellectual Freedom - Susan Fuller

Ann Cousineau and Mary Wray will work on the Legislative platform piece for cities and counties. It was well received this year.

Ann Cousineau talked about the proposed change in dues for organizational membership in CLA. The problem is twofold. Dues have not been raised in many years and many libraries do not hold organizational membership. CLA executive committee will be voting on this issue soon.

7. Report for the State Library - Cameron Robertson reported that there were no Y2K problems. Cameron reminded everyone that this year is the State Library's 150th anniversary. There will be an exhibit commemorating the event at the Crocker Museum from January 21 through March 27.

The Sutro Library continues its search for a new home. It is temporarily being housed at San Francisco State University. Discussions are under way to make that the permanent home.

8. Committee Reports -

Legislative Day - There was discussion of a proposed teleconference for Legislative Day, possibly linking Sacramento with local districts. Four areas around the State are being proposed as sites for the conference. They would be online from 10am - 2pm. Also being proposed is a two day effort. The first day would be a training hosted by the California Friends of the Library. The next day participants would teleconference with legislators for one hour. It was suggested that teleconferencing could diminish the impact in Sacramento. One idea would be to hold teleconference meetings with legislators at a time other than Leg Day.

Legislative Network - John McGinnis and Susan Hagius reported that they are getting information out earlier this year. The memo to legislative contacts is going out next week. It is expected that appointments with Legislators will be made by March 31.

Legislative Handbook - No report.

Federal Liaison - Congress out of session.

Federal Legislative Day - Barbara Will reported that Federal Legislation Day will be May 1 and 2. It will not conflict with CLA Leg Day this year which will be held April 25, 2000.

Conference programs - There will probably be only one Legislative Committee program this year because of the Millennium theme reducing program time. There is the possibility of a Prop 14 program.

Awards - No report.

Intellectual Freedom - Susan Fuller reported that the Intellectual Freedom Committee was not involved in the Oakland PL display controversy.

9. Old Business

Margaret Donnellan Todd reported on the activities of the Proposition 14 Committee. Coordinators have been appointed in each region. Packets of support materials for Library Directors have gone out. Money, money and more money is needed by the campaign committee. CarolAnn Tassios developed two speeches that can be adapted and used when going out to speak to community groups. Those will be sent out this coming week. Margaret urged that it's very important to get resolutions and endorsements out as soon as possible. Local editorial boards should be approached if they are supportive. CALTAC members will be receiving a letter from Campaign chairman Jim Dawe asking for support and money.

10. **New Business** - Francisco Pinneli inquired about the Internet and Video policies issue and if that had any effect on PFL funding. Cameron Robertson said no. At this point in time there is no request for the State Library to regulate those policies in any way.

11. **Agenda Setting** - There will be a number of bills to review at the February meeting. Margaret Donnellan Todd will report on Prop 14.

12. **Adjournment** - The meeting was adjourned at 12:10.

Next meeting is scheduled for February 4, 2000 at Sacramento Public Library.

Respectfully submitted Wini Allard, ad hoc Recording Secretary

From: Carole Talan <ctalan@library.ca.gov>
To: clc@literacynet.org <clc@literacynet.org>; caffl@literacynet.org
<caffl@literacynet.org>
Date: Monday, January 10, 2000 2:28 PM
Subject: GREAT news for FFL in 2000/2001

Halleluja and Congratulations!

The Governor's new budget for 2000/2001 has just been released and it includes an additional \$508,000 for FFL bringing the total available for the next round of FFL grants to \$1,384,000 (we had only \$876,000 before). This is wonderful news and means most existing FFL programs will get additional dollars in their next grants and we will be able to start the 10 - 12 new programs who want to start.

All the hard work has paid off. Thanks to all of you who wrote, called or faxed concerning SB571 last year. Since the \$ in SB571 had been reduced to \$375,000, this new money from the Governor is more than if he had signed that bill.

Even though we didn't make it in this fiscal year, this is great news for next fiscal year. And, it would not have happened without your efforts, those of your staff and learners, and those of Senator Alarcon and his staff. Working together, we made this happen. Special thanks too to Cindy Costales and the CLA Literacy Roundtable for their efforts.

I knew this year would bring good things to FFL and they have already started to happen. And, probably more to come!

What more can I say. This is WONDERFUL news!

Carole

Yes ON PROP. 14
FOR LITERACY & COMMUNITY LIBRARIES

TO: LIBRARY DIRECTORS
FROM: PHIL GIARRIZZO
DATE: JANUARY 5, 2000
RE: PROPOSITION 14 CAMPAIGN UPDATE

Happy New Year. This will be a busy month for the campaign, both on a statewide and local level, and we look forward to your help in organizing the local campaigns.

We are enclosing the following documents in this packet:

- Copy of Polling Summary
- Library Table Scheduling form
- Endorsement list
- Memo regarding Editorial Board visits
- List of local construction/renovation needs
- Camera ready copy of Non-Political Fact Sheet
- "Dear Library Supporter" Letter
- Sample Letter to Editor
- Talking points for visits to clubs/organizations

ENDORSEMENT UPDATE

Endorsements not only lend credibility to our campaign, but they can become potential fundraising contacts. An updated statewide endorsement list is attached.

We need to continue to push for endorsements from local groups and leaders. You and your local Friends groups and Foundation Boards, should be talking to your network of friends and contacts in the community about Prop. 14, and asking them to use the support cards and remit envelopes we have provided to them as a way to gather and keep track of new supporters.

Local organizations – Chambers, women and education groups, service clubs, etc. – are excellent ways to demonstrate the breadth of our coalition building. Local campaigns should keep in mind that most organizational endorsements require lead time before they

can be approved, which is why we need to make sure items are placed on agendas immediately.

Make sure you use the forms we provided to let us know immediately of any new endorsements in your area.

FUNDRAISING UPDATE

As of last week, our fundraising total stands at just under \$20,000 in contributions received. Clearly, we are well away from our goal of \$500,000 for the campaign. Each of you were sent at least 100 remit envelopes. The most important thing your Library Directors can be doing over the next two weeks is distributing each and every one of these envelopes, and personally asking that they be returned to the campaign immediately with a contribution. Every contribution – no matter how large or small -- is critical.

Let's make it our goal that every library jurisdiction will raise \$1000 this month. This would mean an additional \$175,000 in our campaign coffers, and would bring us that much closer to victory.

WHAT THE STATEWIDE CAMPAIGN HAS BEEN DOING...

In addition to calling hundreds of statewide organizations, we have been busy preparing to communicate with our supporters around the state in a variety of ways:

- We are preparing a mailing to lists of local Friends groups and Foundation Board members (CALTAC), telling them about Prop. 14, and asking that they make a contribution. These letters will go out by the end of this week.
- We are continuing to work with the statewide fundraising team to approach PACs, and other potentially large donors. Hopefully, with the holidays behind us, these efforts will begin to bear fruit.

WHAT WE NEED FROM YOU AND LIBRARY DIRECTORS...

- Money, money and money. If your remit envelopes are still sitting in your desk, car or purse, get them into the hands of potential contributors TODAY! Have you given an envelope to: Fellow city or county employees and department heads, Friends and library volunteers, family members, neighbors, businesses you frequent, local elected officials, local labor unions, and other community organizations and their leadership. The list goes on and on.
- "Non-Political Fact Sheets" -- We have re-written the Fact Sheet you were sent, in order to make it "legal" for distribution in the library, and a camera ready original is

included with this mailing. This piece does not advocate a position on the measure, and only makes available details about what Prop. 14 is and how it would impact local libraries. Feel free to mass produce this piece and make it available to all your library patrons over the next two months.

- “Bookmarks” – Next week we will be sending you camera ready copy for a “non-political” bookmark, which can be mass produced and distributed to all your library patrons. If you are unable to do this, and need us to print bookmarks for you, you should contact your Regional Coordinator or the Sacramento campaign office, or request them on the Materials Request Forms we have provided. As these requests come in, we will assess them and the campaign’s ability to fill them.
- “Needs Assessments” By Area – We are including in this mailing a list of projects that the California State Library put together in 1998 of the construction, expansion and renovation projects needed in your library service area. We are asking that you review this, add to or subtract from it, and return it to us no later than next week. These “needs” are a critical component of our message in approaching local editorial boards, and we need to make sure that information handed over to the press is as accurate as possible.
- Editorial Boards -- January is the month we have targeted for meetings with editorial boards. The mailing to Library Directors will include everything they need to conduct these meetings. You should by now be well on your way to compiling your media list, and should submit this list to you, or directly to the campaign, no later than the end of next week. We are asking that Editorial Board meetings be set up by Jan. 21.
- Email Addresses – Please send us your email address. It will be much easier and faster to get information out –especially if we have to do it in a hurry.

ORGANIZING YOUR LOCAL CAMPAIGN

- “Campaign Team” meetings -- Over the next week, we are asking that you put together your “Campaign Team” to help organize the elements you need to be successful in your community. This should consist of whatever library staff, volunteers, Friends or friends, and family will commit time to the campaign over the next two months.

We are asking that you set a meeting to plan your activities and delegate responsibilities for things like recruiting volunteers for library tables, putting together the media list, speaking to groups and organizations, and fundraising. It is crucial that you meet with your campaign team before Jan. 21, and get ready to begin library tables by Feb. 7th.

- “Library Tables” – We are attaching a hand out that describes the program of Library Tables and will be helpful to your team in getting started.

- “Letters to the Editor” – We are also attaching a sample Letter to the Editor. Library Directors will receive several of these in their packets. In addition, if you have good letters of your own to share, please fax them to the campaign headquarters, (916) 737-1809 or email to: yesonprop14@pacbell.net. “Campaign Teams” should immediately begin identifying potential signers of these letters, or supporters who will write letters of their own. These can begin going in to newspapers immediately, and should persist throughout the campaign.

THANK YOU for your continued energy and help with the campaign. If you are having any problems with your local directors, or any element of the campaign locally, please call and let us know how we can help. Contact Susan Cusack at (916) 737-9331/fax 737-1809.

Memo

To: Proposition 14 Campaign Committee
From: Phil Giarrizzo, Phil Giarrizzo Campaign Consulting
Date: November 1999
Re: Proposition 14 Poll Results

Proposition 14: The California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000.

This act would issue bonds of \$350 million dollars to provide funds for the construction and renovation of public library facilities, in order to expand access to reading and literacy programs in California's public education system and to enhance public library services for all residents of California.

METHODOLOGY

Between October 29 and November 3, 1999, Godbe Research & Analysis completed 800 interviews among registered voters throughout California who are likely to vote in the March 2000 election.

EXECUTIVE SUMMARY

Overall, support for Proposition 14 is strong. If we can get our message out we will be successful on March 7, 2000.

After hearing the official ballot title and summary, 69% of voters were inclined to vote in favor of Proposition 14. The 69% support was a combination of 43% definitely voting 'yes' on the measure and 26% indicating they would 'probably vote yes'. The polling also showed those likely to vote 'no' was just over 20 percent among voters overall.

ARGUMENTS IN FAVOR

While a number of arguments in support of the measure were considered very positive by those polled, these key arguments were both persuasive as well as motivational:

- Prop. 14 funding can be used to provide ample space for children's reading programs
- Bond funding can be used to remodeling and renovate existing facilities, as well as building new libraries in underserved areas.
- These funds can be used to expand facilities for literacy programs.
- If bond money is spent on library facilities, local money may be used to increase hours and buy books.

While this measure does not increase taxes, voters expressed strong support for arguments that highlight the measure's built-in fiscal conservatism. For example, 70 percent of voters indicated they were 'more likely' to vote for the measure upon hearing that joint use programs with local schools will be given top priority to receive funding.

Furthermore, just over 60 percent of voters were 'more likely' to vote for the measure after hearing that it provides up to 65% in state bond funding for approved projects, with a required 35% local match.

Conclusion

The negative arguments did not significantly impact overall support for Proposition 14 in the second ballot test.

The arguments in favor of the measure and the arguments against the measure maintained the measure's initial level of support throughout the survey. In the final question of the survey, we found that 70 percent of voters would vote 'yes,' 22 percent would vote 'no' and eight percent were 'undecided.'

While the final results from the second ballot test are nearly identical to the results from the first ballot test, some notable subgroups did increase their percentage support by at least five percentage points.

Again, if the campaign can raise the funds necessary to run a statewide effort, Proposition 14 can be a winner on Election Day.

PROPOSITION 14
GENERAL SPEECH

Following is a ten-minute speech. The portion I have written is approximately five minutes. The portion to be inserted by the speaker, which addresses a specific library's needs, should be five minutes also. If the speaker has more time, he/she can elaborate on the personal part, take questions, etc.



Good (morning, afternoon, evening). Thank you for giving me the opportunity to talk about Proposition 14 which will be on the upcoming March 7th election ballot.

Proposition 14 is officially called *The California Reading And Literacy Improvement And Public Library Construction And Renovation Bond Act Of 2000*. It provides \$350 million in grant monies to public libraries statewide for new construction, remodeling and repair, and upgrading telecommunications and electrical systems.

Proposition 14 supporters include the League of Women Voters of California, the Congress of California Seniors, the California Teachers Association, the California Organization of Police and Sheriffs

Let me take a minute to tell you why Proposition 14 is necessary. As you probably know, California libraries have been unable to keep up with the rapid growth in California, and the increasing demand for library services, especially in the area of reading and literacy programs.

Many communities have no local libraries in areas where population has grown significantly and other libraries are either completely antiquated or in need of significant remodeling and repair.

At the same time, the popularity and use of libraries has skyrocketed, especially as more and more emphasis is placed on the importance of reading. A study by the California State

Library identified 425 needed projects at a cost of approximately \$2 billion. While this measure does not deal with all of the needs identified, it is a giant step in the right direction.

If the measure passes, guidelines for the allocation of funds will be put in place: As I said earlier, these grants can be used for: site acquisition, new building construction, remodeling or renovating existing public library facilities or other facilities for their conversion to public libraries and for upgrading electrical and telecommunications systems to accommodate technology.

The minimum grant application is \$50,000 and the maximum is \$20 million. The bond money will fund up to 65% of an approved project. Local government will be required to provide a 35% match. Land that is donated or acquired for use as a site for the facility may be credited towards the 35% match as well as architectural fees for plans and drawings.

This measure establishes priority funding for joint projects with schools. Under Proposition 14, priority funding will go to projects where schools and libraries are working together to improve literacy and learning.

Working together, or partnering with schools to improve literacy and learning, is a role that libraries fulfill exceedingly well through reading programs, class visits, homework centers, tutoring, and in some places, shared facilities.

In an August 1999 survey of California residents that asked about library usage, 92% said libraries are essential to the quality of life in their community and 96% said libraries play an essential role in the education of our children. When asked how they would spend their money on libraries, dollars for children's reading programs were cited as number one.

Libraries are centers of lifelong learning and literacy. They provide a place for students to study, and in a state where our 4th graders ranked next to last on national reading tests, it is of highest priority that libraries remain strong and vital.

How will the passage of Proposition 14 affect our library?

Insert here your need for a new or upgraded facility. Limit specifics to two or three reasons. Cite examples of how someone was affected by the problem and how a better facility would help. Audiences love personal stories, not just statistics. Limit to five minutes if you are giving a ten-minute speech.

When Governor Davis signed the library bond bill, his message read, "Libraries are a vital part of California's education system and provide a critical resource to wide segments of the public..." Passage of Proposition 14, The Library Bond Act, will bring much needed funding to libraries throughout the state, and ensure that they continue to serve as centers of lifelong learning and literacy. Thank you again for the opportunity to speak to you today.

(For The Non-Employee Library Supporter, Add The Following)

I urge your support of Proposition 14 in March. It will provide for approximately 100 library improvement projects and it will give our libraries the opportunity to apply for _____
a new building, renovation, etc... (insert specific need)

The Facts About

Proposition 14

The Statewide Bond For Literacy and Libraries On the March 7, 2000 Statewide Ballot

Proposition 14, slated for the March 7, 2000 ballot, provides \$350 million in bond money for building new libraries, repairing existing facilities, upgrading telecommunications and electrical systems, improving study conditions, and creating a safe, comfortable environment for library users.

Why Is Proposition 14 Necessary?

As California's population continues to climb, library visits have skyrocketed statewide. Many communities have no local library, and others have facilities that are old, worn and out-of-date.

In 1998, the State Library surveyed public libraries to determine construction and renovation needs. The survey identified 425 needed projects at a cost of approximately \$2 billion. This prompted the introduction of Senate Bill 3, which passed both houses of the State Legislature with solid bi-partisan support, and was signed by the Governor. This \$350 million bond measure – now called Proposition 14 – is on the March 7, 2000 statewide ballot.

What Are the Major Provisions of Proposition 14?

- Authorizes libraries to apply for state grants of between \$50,000 and \$20,000,000 for the construction, remodeling or repair of library facilities.
- Establishes first priority funding for joint-use projects where there is a cooperative agreement between libraries and schools.
- Provides up to 65% in state bond funding for approved projects, with a required 35% local match.

What Can Proposition 14 Funds Can Be Used for?

- site acquisition
- new building construction
- remodeling/renovating existing public library facilities, or converting other facilities to public libraries
- upgrading telecommunications and electrical systems to accommodate technology
- purchasing of furniture and equipment

Who Supports Proposition 14?

Proposition 14 was placed on the ballot with overwhelming support from Republican and Democratic State Legislators. Other supporters include: League of Women Voters of California • Congress of California Seniors
California Teachers Association • California Organization of Police and Sheriffs
Building and Construction Trades Council of California, AFL-CIO • California Library Association,
and city councils, boards of supervisors and school district boards throughout the state.

Yes **ON PROP.** **14**
FOR LITERACY & COMMUNITY LIBRARIES

January 5, 2000

Dear Library Supporter,

As a strong and ardent supporter of local libraries, you've been there for us many times in the past. Now, California libraries need your help more than ever. Due to population increases, we are faced with the challenge of providing adequate facilities for our local communities. Many communities need new libraries and/or need to repair existing ones.

Here is a chance for you to really make a difference. Proposition 14, the first library construction bond measure in the last decade will appear on the March 7th ballot as Proposition 14. Known as The California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, Proposition 14 is a critical statewide bond that will provide \$350 million to be spent building new libraries and renovating California's aging public library system.

We all know that campaigns, especially statewide measures like these are expensive. As a longtime library supporter, we need your contribution, no matter how large or small, to ensure that this campaign effort is a success.

While we realize that you are called on to support many issues that help improve our state, we doubt that any warrant your efforts more than this one. Eliminating illiteracy and creating a safe place for families to enrich their lives through the world of books is an excellent investment that will bring great personal and social rewards.

Please don't miss this opportunity to help the future of California. Enclosed is a response envelope for your convenience. If you have any questions or suggestions for the campaign, contact your library director or campaign headquarters at yeson14@pacbell.net.

Best Regards,

Ann Cousineau
ANN COUSINEAU
CO-CHAIR

James R. Dawe
JIM DAWE
CO-CHAIR

Sample Letter to the Editor

Dear Editor:

Everybody loves libraries. Most of us grew up with a library card and have fond memories of a peaceful, safe and comfortable place in our neighborhood where we could expand our thoughts through the world of books.

Unfortunately, we cannot take for granted that libraries will continue to be a staple in our communities. As California grows in population, so does the demand to provide for adequate library facilities.

On March 7th this year, we have an opportunity to help support our statewide library system by voting YES ON PROPOSITION 14. This is a bond measure that will secure the future of learning and literacy for the people and families of California.

Your vote can make a difference for our children and the future of our state.

Yes **ON PROP.** **14**
FOR LITERACY & COMMUNITY LIBRARIES

MEMO - URGENT

TO: LIBRARY DIRECTORS
FROM: PHIL GIARRIZZO
RE: UPDATE DUE FOR LOCAL NEEDS ASSESSMENT
DATE: JANUARY 4, 2000

Enclosed is a breakdown of projects in your area from the SUMMARY OF THE CALIFORNIA LIBRARY BUILDINGS 1998 NEEDS ASSESSMENT, prepared by the California State Library - Library Development Services Bureau. This assessment includes a total of 425 projects costing over two billion dollars in the state of California.


This list needs to be updated in order to ensure the accuracy before it is distributed to media outlets in your area. Please take a few minutes to examine the attached list and make whatever modifications or changes are necessary.

This information is crucial for the campaign, and time is short. We want to schedule editorial board visits in the next few weeks and the updated "needs lists" is critical to doing this. Please return the results by fax to us at (916) 737-1809 or E-mail to yeson14@pacbell.net by January 12, 2000. If we do not receive your corrections by this date, we will assume your list is accurate.

Thank you in advance for your efforts. If you have any questions or concerns please don't hesitate to contact our Campaign Coordinator, Susan K. Cusack at (916) 737-9331.

Placentia District Public Library	Placentia Library	RMDL	\$400,000
TOTALS FOR PLACENTIA			\$400,000

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Participation in Community Emergency Response Teams (CERT) Training
DATE: January 19, 2000

BACKGROUND

At its meeting on September 15, 1999 the Library Board requested that a discussion of its participation in the City's Community Emergency Response Teams (CERT) Training be placed on the January Agenda.

The schedule for the next CERT program is Attachment A.

The CERT schedule includes the dates for both the February and March regular Library Board meetings – February 16 and March 15. If the Board decides to participate in the CERT program alternate Board meeting dates will need to be selected.

RECOMMENDATIONS

1. Determine whether the Board is going to participate in the CERT Training.
2. Determine the date of the February and March Board Meetings if a change is necessary.

City of Placentia

CERT Program

Community Emergency Response Teams

About the Program . . .

The City of Placentia Emergency Services Team (ESTEAM) and Police Neighborhood Watch Program, along with the Orange County Fire Authority (OCFA) are sponsoring the implementation of local Community Emergency Response Teams (CERT).

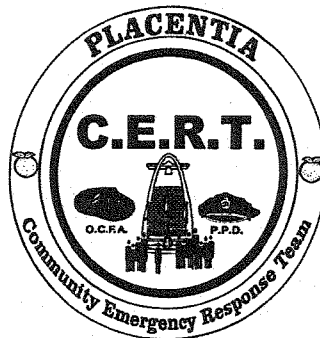
Through the CERT Program, neighborhood emergency response teams will be trained to be prepared for response to a major disaster in this area.

The goal of the CERT Program is to establish response teams in every neighborhood in Placentia. Each team will be provided with emergency vests and badges noting their involvement in CERT. Each team will also have individual neighborhood leaders who will be in charge of organizing the response preparedness efforts in their community.

CERT response teams will complement the emergency response efforts of the City, the OCFA, the American Red Cross, and other mutual aid assistance that is received during and after a disaster.

CERT Programs have proven to be very beneficial to the response efforts in other cities. It is our intention to have the same results in Placentia.

Please join the **Placentia CERT Program . . .**
Be Aware, Prepare For All Hazards!



Please call 993-8225 for more information.



CITY OF PLACENTIA
COMMUNITY EMERGENCY RESPONSE TEAM
CERT APPLICATION

DATE: _____ (Please print clearly)

NAME: _____ SOCIAL SECURITY: _____

ADDRESS: _____

CITY: _____ ZIP: _____ TELEPHONE: _____

1) Please tell us briefly why you are interested in the CERT Program:

2) If you have had training in this course some place else or at another time, please list all courses you have taken (include verification or person we can contact):

Course Title	Date Completed	Certificate Received
--------------	----------------	----------------------

3) Have you had CPR training? If yes, certification expiration date: _____

4) How did you find out about our CERT Program? _____

5) _____
Signature Date

Information verified by: _____ Date: _____

Comments/recommendation: _____

Return to: Nilda Berndt, Placentia Police Department,
401 East Chapman Avenue, Placentia, CA 92870

**City of Placentia
Community Emergency Response Team (CERT)
Program Training Schedule**

Spring 2000

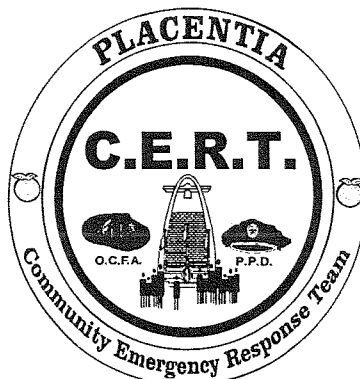
<u>Training Program</u>	<u>Text</u>	<u>Date/Time</u>	<u>Location *</u>	<u>Staff</u>
<input checked="" type="checkbox"/> Orientation Disaster Preparedness	Chapter 1	Wednesday 2/16/00, 6:30 p.m.	Backs Rm. 7	City/OCFA
<input checked="" type="checkbox"/> Fire Suppression & Safety Assessment, Security, Communications	Chapter 2	Wednesday 2/23/00, 6:30 p.m.	Backs	OCFA/Police
<input checked="" type="checkbox"/> Disaster Medical Operations, Part I	Chapter 3	Wednesday 3/1/00, 6:30 p.m.	Backs	OCFA
<input checked="" type="checkbox"/> Disaster Medical Operations, Part II	Chapter 4	Wednesday, 3/8/00, 6:30 p.m.	Backs	OCFA
<input checked="" type="checkbox"/> Light Search & Rescue	Chapter 5	Saturday 3/11/00, 9:00 a.m.	City Yard	OCFA
<input checked="" type="checkbox"/> CPR Training **		Wednesday 3/15/00, 6:30 p.m.	Backs Rm. 7	OCFA
<input checked="" type="checkbox"/> Care & Shelter, Psychological Counseling	Chapter 6	Wednesday, 3/22/00, 6:30 p.m.	Backs	Red Cross
<input checked="" type="checkbox"/> Managing Response Teams/ Drills/Course Test Pot Luck	Chapter 7	Saturday 3/25/00, 9:00 a.m.	City Yard	OCFA

Program Graduation Ceremony

City Council Chambers,
City Hall

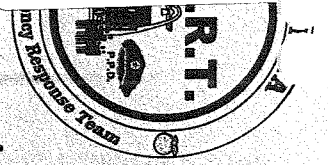
Classes run three to four hours in length. Graduation Ceremony is held in conjunction with a City Council meeting on a Tuesday evening.

Annual Drill held second
Saturday in April.



* Map of locations on back.

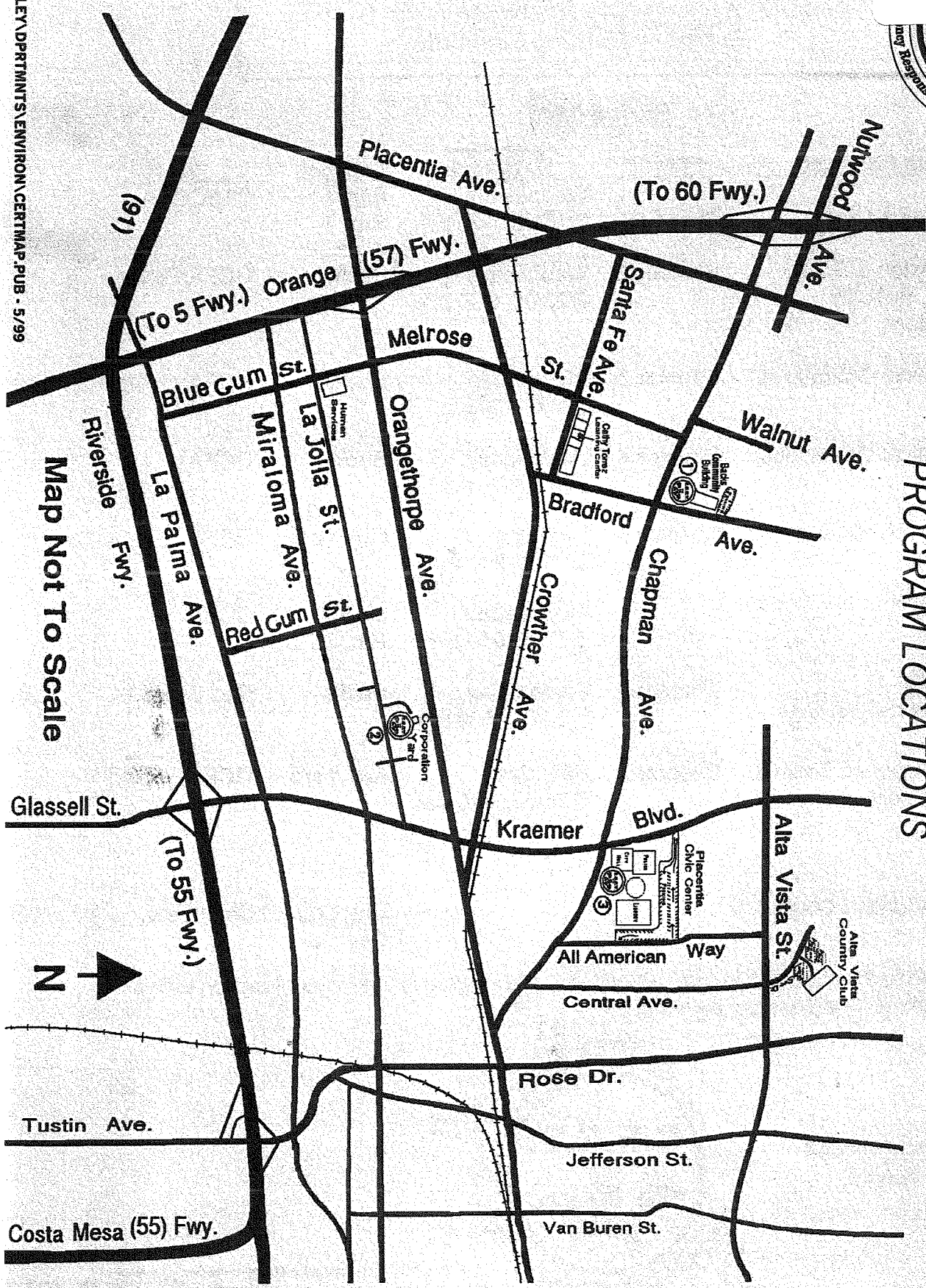
** Proof of current Certificate of CPR will be accepted in lieu of taking this class.



CITY OF PLACENTIA
401 E. Chapman Ave.
Placentia, CA 92870

C.E.R.T.
PROGRAM LOCATIONS

- ① Backs Community Building
201 N. Bradford Ave.
- ② Corporation Yard
2999 E. La Jolla, Anaheim
- ③ Placentia Civic Center
City Council Chambers, City Hall
401 E. Chapman Ave.



Map Not To Scale



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Report from Trustee Wood on reupholstering the study chairs and replacing the Conference Room chairs

DATE: January 19, 2000

BACKGROUND


Trustee Wood will make an oral presentation on her meeting with a furniture restorer and upholsterer and present her recommendations for this project.

RECOMMENDATIONS

Authorize the solicitation of bids for repairing and reupholstering of 100 study chairs and replacement of 14 Conference Room chairs.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Determine whether the Library Director will Continue Participation on the California Special Districts Association Legislative Committee

DATE: January 19, 2000

BACKGROUND

At its meeting on May 19, 1999 the Library Board voted unanimously to continue the Library Director's participation on the California Special Districts Association (CSDA) Legislative Committee as a "library representative" for the remainder of the term ending September 1999, and to revisit the participation status the following term.

As a result of the Board's action Library Director Minter did not volunteer for membership on the CSDA Legislative Committee for the current Legislative Session. However, on December 21, 1999 she received a request from the CSDA Board that she continue representing library districts on the Legislative Committee.

During the 1999 Legislative Session the Library Director attended four Legislative Committee meetings in Sacramento at a cost of approximately \$275 per meeting. No overnight travel is involved.

The Library Director attended the first meeting of the Committee on January 14, 2000 but made no commitment to continuing her participation.

RECOMMENDATION

Approve the Library Director's participation as the library district representative on the California Special Districts Association Legislative Committee for the 2000 Legislative Session, with a maximum of four meetings outside of the local travel area.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel/training authorization for the Metropolitan Cooperative Library System (MCLS) Advocacy Workshop and the Special District Risk Management Authority (SDRMA) Annual Education Day

DATE: January 19, 2000

BACKGROUND

1. The Metropolitan Cooperative Library System is sponsoring a Library Advocacy Workshop on Saturday, February 5, 2000 at the Glendale Public Library Central Branch. The flyer describing the workshop is Attachment A. There is no registration fee. The costs are mileage and parking. Trustees are encouraged to attend the Advocacy Workshop because the CALTAC Workshop is scheduled for March 4, the same day as the Library's Author's Luncheon, thus no one will be able to attend that workshop.
2. The Special District Risk Management Association (SDRMA) Annual Education Day will be held in Bakersfield on March 1, 2000. Participation in this meeting is required for the District to qualify for its premium discount in Fiscal Year 2000-2001. Administrative Assistant Wendy Goodson will attend.


Air fare	200.00
Meal	20.00
<u>Local Transportation</u>	<u>20.00</u>
TOTAL	<u>\$ 240.00</u>

RECOMMENDATIONS

1. Determine who will attend the Metropolitan Cooperative Library System's Advocacy Workshop on February 5, 2000.
2. Approve Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Education in Bakersfield on March 1 2000, at a cost not to exceed \$240.00 to be paid from Fund 707.

Peggy Goodson
Goodson
Al Silder

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 


DATE: Jan 19, 200

SUBJECT: Placentia Library Web Site Development Report for the month of December

The Web Site has been updated to reflect current staffing in the library.


A quarterly Web Site review for design and set up, among others, will be scheduled for March.

The January report will feature statistics on "hits" on the Web Site.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Pubic Services Manager 
 DATE: Jan 19, 200
 SUBJECT: Program Committee Report for the month of December

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	146
<u>TYD Total</u>	1	146
<i>LITERACY SERVICES</i>		
TUTOR TRAINING	0	0
TUTOR IN-SERVICE	0	0
TOTAL	0	0
YTD TOTAL	14	244
<i>CHILDREN'S SERVICES</i>		
CLASS VISITS TO THE LIB.	4	142
STORY TIMES WED.	0	0
STORY TIMES THURS.	0	0
LAPSITS	0	0
OFFSITE STORYTIMES	4	29
COMMUNITY CENTER VISITS	2	25
MUSIC TIME	0	0
TOTAL	<u>10</u>	<u>195</u>
YTD TOTAL	<u>86</u>	<u>4,295</u>

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: January 19, 2000

Subject: December Activities in the Children's Department

Programming- Library on-site programming ended in November. There were no storytimes in December. Storytime programming will resume in January.

Community Outreach- Storytimes at the Gomez and Whitten centers continued. There were five storytimes held, with a total of 34 children attending. Visits from the community centers to the Library continued, however only two visits were made in the month of December with 25 children visiting the Library.

The librarian attended the Gomez center Christmas party on December 18th. She told stories for children waiting to see Santa.

School Visits- School visits have continued. Four classes visited during December. A total of 142 children participated in these visits.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: January 19, 2000
SUBJECT: **Publicity materials produced for December 1999**

Information on the Placentia Library cable channel #53:

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

Newspaper articles published:

1. Top Citizens: Library Director Elizabeth Minter and Past Rotary Club President Hugh Wood.
2. Veteran Librarian Suad Ammar retires.
3. Friends of Placentia Library Authors Luncheon to be held March 4, 2000 at Alta Vista.
4. Wood carvings on display at the Placentia Library.

Local News

The Orange County Register • Saturday, Dec. 4, 1999

PLACENTIA

Top citizens: Library Director Elizabeth Minter and past Rotary Club President Hugh Wood are Citizens of the Year. More than 120 residents and community leaders attended a breakfast Friday honoring their efforts. Minter has been

instrumental in raising funds for the library. Wood serves on the board for the community service group and the Boys & Girls Club of Placentia.

— Celine Garcia



Placentia Chamber of Commerce President Paul Tamborrino, center, congratulates newly selected Citizens-of-the-Year, Hugh Wood, left, and Elizabeth Minter, right. The good citizens were honored this week at the 35th annual Citizens-of-the-Year Breakfast. Both have been active in the community for years and are involved in many civic programs.

Stan Bird/Placentia News-Times

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

The Register DEC 2 1 1999
Daily

PLACENTIA 332

Veteran librarian re-tires: Suad Ammar, principal librarian at the Placentia Library District, is retiring after 26 years of service. On Thursday, the staff will throw her a party at the library, 411 E. Chapman Ave. Ammar, who graduated from the University of Damascus in Syria, helped found a library-based literacy program for Orange County.

- Celine Garcia
(714) 704-3796

Celine_Garcia@link.freedom.com

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

The Register
Daily DEC 3 1999

PLACENTIA 332

Community tree lighting: Get in the holiday spirit with the 16th annual Holiday Tree Lighting Ceremony sponsored by the city's Cultural Arts Commission. The event is set for 6:30 p.m. Dec. 10 at the Civic Center Courtyard, 401 E. Chapman Ave. On hand will be a special guest from the North Pole who will light the tree and visit with children.

- Ann Pepper
(714) 704-3777

Ann_Pepper@link.freedom.com

pacific clippings

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

R.S.V.P.
Quarterly JAN - - 2000

MARCH 4 332

Pacific Symphony Orchestra (PSO)
Ghostbusters

Mark Mandarano, conductor. Mervyn's Musical Mornings concert. 10 a.m. and 11:30 a.m. \$11-\$13. The Center, Costa Mesa. Contact 714/755-5799.

*****Placentia Library, Friends of Author's Luncheon to Benefit the Library's Book Budget**

Ruth Heller, children's author and illustrator, will speak. Placentia celebrity waiters! Chair: Barbara Hemmerling. 11:30 a.m.-1:30 p.m. 200 guests. Alta Vista Country Club, Placentia. Contact Elizabeth Minter, 714/528-1925 x203.

pacific clippings

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

The Register
Daily DEC 1 - 1999

PLACENTIA 332

Good deeds rewarded:

Nine residents will be honored for volunteerism at 7:15 a.m. Friday at the 35th annual Citizen of the Year breakfast at Alta Vista Country Club, 777 Alta Vista St. The Citizen of the Year will also be announced. Nominees include library Director Elizabeth Minter, Hugh Wood of the Rotary Club, Ray Juarez of American Legion Post 277 and others. Tickets are \$12. Reservations are required. Information: (714) 528-1873.

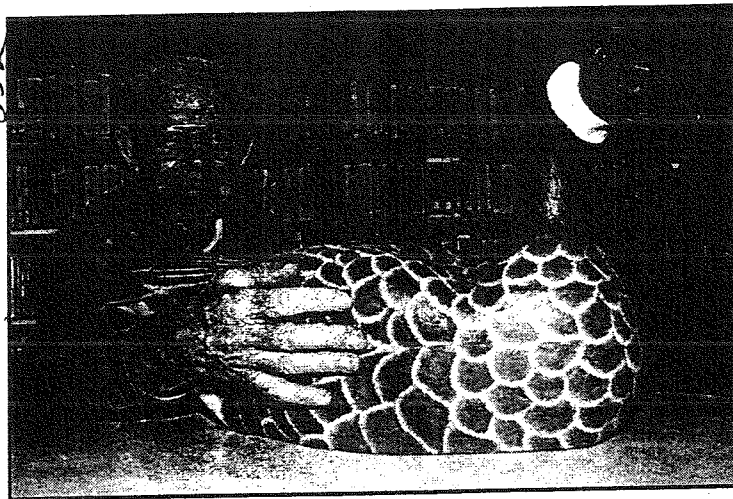
- Celine Garcia
(714) 704-3796

Celine_Garcia@link.freedom.com

pacific clippings

**post office box 11789
santa ana, calif. 92711**

Placentia News
Weeklv DEC 2 - 1999



Christopher Wagner/Placentia News-Times
Bob Knight caresses one of his many wood carvings that were on exhibit at the Placentia Library as part of the Placentia Wood Carvers display that ended Nov. 30. Knight specializes in decoys, but there were carvings of all kind in the show, including an intricate dragon created by Chony Rojas.

pacific clippings

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

The Register
Daily DEC 4 - 1999

PLACENTIA 332

Top citizens: Library Director Elizabeth Minter and past Rotary Club President Hugh Wood are Citizens of the Year. More than 120 residents and community leaders attended a breakfast Friday honoring their efforts. Minter has been

instrumental in raising funds for the library. Wood serves on the board for the community service group and the Boys & Girls Club of Placentia.

— Celine Garcia
(714) 704-3796

Celine_Garcia@link.freedom.com

pacific clippings

**post office box 11789
santa ana, calif. 92711**

Placentia News
Weekly DEC 23 1999


Veteran 332 Librarian retires

Suad Ammar, principal librarian at Placentia Library District, is retiring after 26 years of service. She was co-founder of the first library-based literacy program in Orange County. She made many innovations in audiovisual and electronic library services. She was also the coordinator of special exhibits and lectures. Ammar graduated from the University of

Damascus in Syria, with a degree in Arabic Literature.

Volunteer Docents needed

The Placentia Founders Society needs volunteer docents for the Bradford House for the upcoming year. Because of additional exposure, the staff is anticipating a rise in attendance at the historic home. Information and training will be provided. For more information, call (714) 993-2470.

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: January 19, 2000
SUBJECT: **Placentia Library Literacy Services Report for the month of December**

Program Statistics

Active tutors: 42
Active students: 46
Students waiting to be matched: 16
Percentage of tutors reporting (Dec hours): 88%
Tutoring hours reported: 160.2
Other volunteer hours reported: 18.8
Total volunteer hours: 179

Tutor Training. The next tutor training workshop is scheduled to begin Monday, January 24, 2000.

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

SAFETY COMMITTEE MEETING
DECEMBER 16, 1999
MINUTES

- I. Call to Order: 9:15 A.M.
- II. Members Attending: Wendy Goodson
Esther Guzman
Katie Matas
Cindy McClain

Members Absent: Cyrise Smith

III. Old Business

1. Containers will be purchased to store holiday decorations.
2. A keyless entry system for the loading dock door will be purchased. The date of purchase has not been established.

IV. New Business

1. A loose ceiling tile was reported. Administration will schedule the repair.

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

Respectfully submitted,



Katie Matas

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff

DATE: January 19, 2000

SUBJECT: **Report on Y2K Preparations for December, 1999**

Project – Julie Shook	Status
LAN Management System/Software	Transition successful
LAN Workstations	Transition successful
XCP Program	Transition successful
XCP Equipment	Transition successful
Ameritech System	Transition successful
Internet Service Provider	Transition successful
ISDN Service Provider	Transition successful


Project – Wendy Goodson	Status
Banks	Transition successful
Payroll Contractor/Software	Transition successful
Utilities	Transition successful
Fire Alarm System	Transition successful
Ventura	Transition successful
Office 97	Transition successful
Telephone System	Transition successful
Voicemail System	Transition successful

There are no incidents to report during the Y2K transition.

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Pubic Services Manager 

DATE: Jan 19, 200

SUBJECT: Placentia Library Public Services Explorer Post Report for the month of December

On December 2, 1999, Jim Roberts, Public Services Manager Designee, along with Hugh Woods, Placentia Rotary and Lane Calvert, BSA Exploring Director, attended a meeting with the Valencia High School Interact Club with the intent of starting an explorer post at the Placentia Library. Eleven (11) interacters signed up, and an organizational meeting has been scheduled for Tuesday, February 8 at 7:30 PM.

Public Services Manager Jim Roberts plans to follow up with the Valencia Interact Club before the end of January to confirm those interacters who have signed up, recruit additional ones, and give information about the first organizational meeting.

