

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

August 18, 1999

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda *Rob / Gae*

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the July 21, 1999 Regular Meeting. *Rob / Gae*

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

Peggy: Mabel Pleasant Name Tag  
Caltrans - Contact with Kade Ayo.  
Website - Yola Eishler.  
Has resigned from Caltrans Board.  
Send that item

CLAIMS (Items 7 - 10)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 7 - 10 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.

Gae/Kol-

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

No Nonstandard Claims were processed during this report period.

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

Claims 3783, 3784, and 3785 for a total of \$11,265.26 forwarded by Library Director during this report period.

9. Current Claims and Payroll (Approve)

Current Claims 3788, 3789, 3790, 3791, 3792, 3793, 3794 and 3795; and Payrolls 3786 for \$21,413.00 and 3787 for \$21,413.00, for a combined total of Current Claims and Payroll of \$101,503.52.

10. FY1999-2000 Cash Flow Analysis through August 18, 1999 and recommendation that the Orange County Treasurer be instructed to transfer \$90,000 from Placentia Library District Fund 706 (Bond Redemption) to Fund 707 (General Fund). (Receive & File and Authorize transfer \$90,000 from Fund 706 (Bond Redemption) to Fund 707 (General Fund) to be reversed in May 2000)

FINANCIAL REPORTS (Items 11 - 16)

Presentation: Library Director  
Recommendation: Approve by Motion

Rob/Car

Items 11 - 16 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.

11. Financial Reports for July 1999 (Receive & File)

12. Office General Ledger & Check Registers for July 1999 (Receive & File)
13. Acquisitions Report for July 1999 and Final Report for Fiscal Year 1998-1999 as Revised in August 1999 (Receive & File)
14. Overdue Collection Reports for July 1999 (Receive & File)
15. Debit Card System Reimbursement Report for July 1999 (Receive & File)
16. Gifts Report for July 1999 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 17 – 27)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Rob / Gae*  
*Items 17 – 27 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

17. Building Maintenance Report for July 1999 (Receive & File)
18. Personnel Report for July 1999 (Receive, File, and Ratify Appointments)
19. Volunteer Report for July 1999 (Receive & File)
20. Circulation Report for July 1999 (Receive & File)
21. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of July 6, 1999 along with the Agenda and Minutes of the Little Hoover Commission Public Hearing on Special Districts held on June 24, 1999 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage meeting of July 28, 1999 (Receive & File)
24. Ratification of the submission of a Youth Services Materials Grant Application for \$10,000 to the California State Library, and Notification from the California State Library of the award to Placentia Library District of an LSTA Youth Services Materials Grant in the amount of \$10,000 (Receive & File the Application, Ratify Submission of Application with Signature by the Children's Librarian, and Ratify Acceptance of the Grant)
25. Gates Library Initiative Grant Application submitted July 29, 1999 (Receive & File)
26. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1998-99 (Receive & File)
27. Staff Appreciation Dinner Report for August 5, 1999 (Receive & File)

**CONTINUING BUSINESS**

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

Presentation: Library Director  
 Recommendation: Give direction for future action

- 29. Public Hearing and Adoption of Fiscal Year 1999-2000 Fines and Fees Policy and the Fiscal Year 1999-2000 Budget

Presentation: Library Director  
 Recommendations: Receive and File the Proofs of Publication for the notices of public hearings for the Proposed Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District, and the Proposed Budget for 1999-2000 Fiscal Year for the Placentia Library District that were published in the *Placentia News Times* on August 5, 1999

*Handwritten notes:*  
 hnd/ [unclear]  
 open/clear  
 Gue/hel  
 hnd/Gue

Conduct Public Hearing on the Fines and Fees Schedule for Fiscal Year 1999-2000

Motion to read Resolution 99-3 by title only

Motion to adopt Resolution 99-3

Conduct Public Hearing on the Budget for Fiscal Year 1999-2000

Motion to read Resolution 99-4 by title only

Motion to adopt Resolution 99-4

*Handwritten notes:*  
 open/clear  
 hnd/hel  
 hnd/clear

- 30. Presentation by Nancy Rorabaugh, Energy Services Consultant with IEC, regarding the District's proposed Energy Conservation Measures.

At its Regular Meeting on July 21, 1999 the Library Board approved submittal of a Letter of Authorization to IEC, Inc. for a performance contract engineering study. Nancy Rorabaugh, IEC, Inc. will be present at the Board meeting to answer questions regarding cost analysis and final project costs. The total project cost will be offset by guaranteed energy savings and lighting/repair cost avoidance.

Presentation: Library Director and Nancy Rorabaugh, IEC, Inc.  
 Recommendation: Receive and File the Proof of Publication for the notice of public hearing on the Proposed Energy Conservation Program for the Placentia Library District that was published in the *Placentia News Times* on August 12, 1999

*Handwritten notes:*  
 Gue/hel  
 open/clear

Conduct Public Hearing on the Proposed Energy Conservation Program for the Placentia Library District

*Gae/Kab*

Approve Contract with IEC, Inc. for Installation of Energy Conservation Measures at Placentia Library District and authorize signature by the Library Board President

*Bob/Gae*

Authorize the Library Director to negotiate a Lease-Purchase Agreement to Fund the IEC Conservation Program to be presented to the Library Board at is September Regular Meeting. + *have legal counsel review*

31. Review Responses from Staff Survey

Presentation: President Shkoler  
Recommendation: Give direction for future action

**NEW BUSINESS**

32. Technology Plan for Placentia Library District

*Bob/Lois*

Presentation: Library Director and Technology Librarian Julie Shook  
Recommendation: Adopt

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

Presentation: Library Director  
Recommendation: Approve by Motion

*Bob/Gae*

*Items 33 – 39 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

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

**CLOSED SESSION**

40. Performance Review for Library Director

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

Presentation: Library Board President  
Recommendation: Complete the evaluation process

**ADJOURNMENT**

41. Agenda Preparation for the September Regular Meeting which will be held on September 15, 1999.

42. Review of Action Items.

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

43. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 18, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 12, 1999.





# Handwritten Title and Subtitle

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

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 21, 1999 at 7:33 P. M. by President Al Shkoler.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Administrative Assistant Wendy Goodson.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Secretary Masters, seconded by Trustee Wood to approve the Minutes of the June 16, 1999 Regular Meeting as printed.

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

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

None

**TRUSTEE REPORTS**

Sandra Stark reported that after three years, the Workers Compensations Authority will be changing it's premiums.

**CLAIMS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of \$0.00

Claims 3773, 3774, 3775, 3776, and 3777, forwarded by the Library Director in the amount of \$10,430.45.

Current Claims of \$21,377.68 and Payroll Claims 3778, 3789 in the amount of \$42,760.00.00 for a total of \$64,137.68.

FY1998-99 Cash Flow Analysis and FY 1999-2000 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)

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

## **FINANCIAL REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 11 through 16:

Financial Reports for June, 1999

Office General Ledger & Check Registers for June, 1999

Acquisitions Report for June, 1999

Overdue Collection Report for June, 1999

Debit Card System Reimbursement Report for June, 1999

Gifts Report for June, 1999

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

## **GENERAL CONSENT CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 17 to 33:

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

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

Volunteer Report for June, 1999 (Receive & File)

Circulation Report for June, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of June 1, 1999. (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia

under the Joint Powers Authority (Receive & File)

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

Orange County Investment Pool (OCIP) Bankruptcy update dated June 29, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Gates Foundation Grant (Receive & File, Approve Application, and Authorize Signature by the Library Board President and Library Director)

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage meeting of June 23, 1999 (Receive & File)

Special District Risk Management Authority (SDRMA) notice of Annual Meeting and election of Directors on Wednesday, October 20, 1999 at the Radisson Hotel, Sacramento, and Policy No. 99-01 Establishing Procedure Guidelines for Director Elections (Receive & File)

Report of Actions taken at the Library of California Board Meeting on June 16-17, 1999 (Receive & File)

Meeting Summary of the California Special Districts Association (CSDA) Board of Directors on May 18, 1999. (Receive & File)

Contract for Deposit of Moneys with First Security Bank of California (Receive & File and Ratify Signature by Library Director)

Letter of Agreement with Munson, Cronick & Associates for the Fiscal Year 1998-1999 Financial Audit. (Receive & File, Approve, and Authorize Signature by the Library Director)

California Special District Association (CSDA) Information and Procedures on Election of Board of Directors and the Nomination Form (Receive & File)

Selection of Cosmoslink as the WEB service contractor for Placentia Library District (Receive & File, Approve, and Authorize Signature by the Library Director)

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

ABSENT: None

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

Library Director explained the financing and calendar options available to conduct a special election for parcel tax.

It was moved by Al Shkoler, seconded by Trustee Wood to retain \$2,500.00 a year from the Meeting Room revenue to fund any future activities concerning the parcel tax.

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

**FISCAL YEAR 1999-  
2000 BUDGET**

Library Director presented the proposed budget for FY1999-2000.

It was moved by Trustee Wood, seconded by Secretary Masters, to receive and file the Revenue and Expenditure Estimates for Fiscal Year 1999-2000.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to set the Public Hearing on the Fiscal Year 1999-2000 Budget for August 18, 1999.

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

It was moved by Trustee Wood, seconded by Secretary Masters to adopt the Personnel Allocation Schedule for Fiscal Year 1999-2000.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt the Organizational Chart for Fiscal Year 1999-2000.

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

ABSENT: None

**PARTICIPATION IN  
CALIFORNIA  
LIBRARY  
ASSOCIATION'S  
LEGISLATIVE DAY**

Discussion resumed to decide if the Library's participation in Legislative Day is of some benefit to the Library.

It was moved by Trustee Stark, seconded by Trustee Wood, to discontinue participation in the California Library Association's Legislative Day.

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

**STRATEGIC  
PLANNING**

The Strategic Planning process has not been completed; therefore, the Library Director recommended that the focus group be omitted and that the Board of Trustees set a few days aside to finish the process. The meeting dates are August 18, 19, 25, 26, and September 1, 1999 at 7 P.M.

**STAFF SURVEY  
RESULTS**

President Shkoler distributed the results of the Placentia Library District Employee Survey for review and discussion at the next Board meeting on August 18, 1999.

**IEC  
PRESENTATION**

Nancy Rorabaugh, Energy Services Consultant with IEC, presented a proposal to conduct an energy conservation study on the Placentia Library District.

It was moved by Trustee Stark, seconded by Secretary Masters to authorize IEC to proceed with engineering surveys, and prepare a proposal and contract documents covering engineering, equipment retrofits, and energy conservation measures on the lighting, heating, ventilation, and air conditioning equipment at Placentia Library, and authorize the Library Director to sign the Letter of Authorization.

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

**HISTORY ROOM  
ACCESS**

Library Director presented several issues on behalf of the History Room Committee regarding the usage and demand of the History Room.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve, for an interim period, closure of the History Room until November 30, 1999; with access available by appointment with History Room volunteers. The History Room Committee may request an extension of the closure, if necessary.

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

#### **STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to Receive and file Agenda Items 41-47:

Placentia Library Web Site Development Report for June, 1999.

Program Committee Report for June, 1999

Children's Services Report for June, 1999

Publicity Materials produced in June, 1999

Placentia Library Literacy Services Report for June, 1999

Safety Committee Minutes for June, 1999

Report on Y2K Preparations for June, 1999

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

#### **PERFORMANCE REVIEW FOR LIBRARY DIRECTOR**

It was moved by Trustee Stark, seconded by Secretary Masters to approved a closed session pursuant to California Government Code Section 54957 to discuss the performance evaluation of the Library Director, a personnel matter.

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

The Closed session began at 9:38 P.M. and ended at 10:27 P.M. No action for the Closed session was requested.

#### **AGENDA PREPARATION**

No action was taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 21, 1999 adjourned at 10:27 P.M.

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Robin J. Masters, Secretary

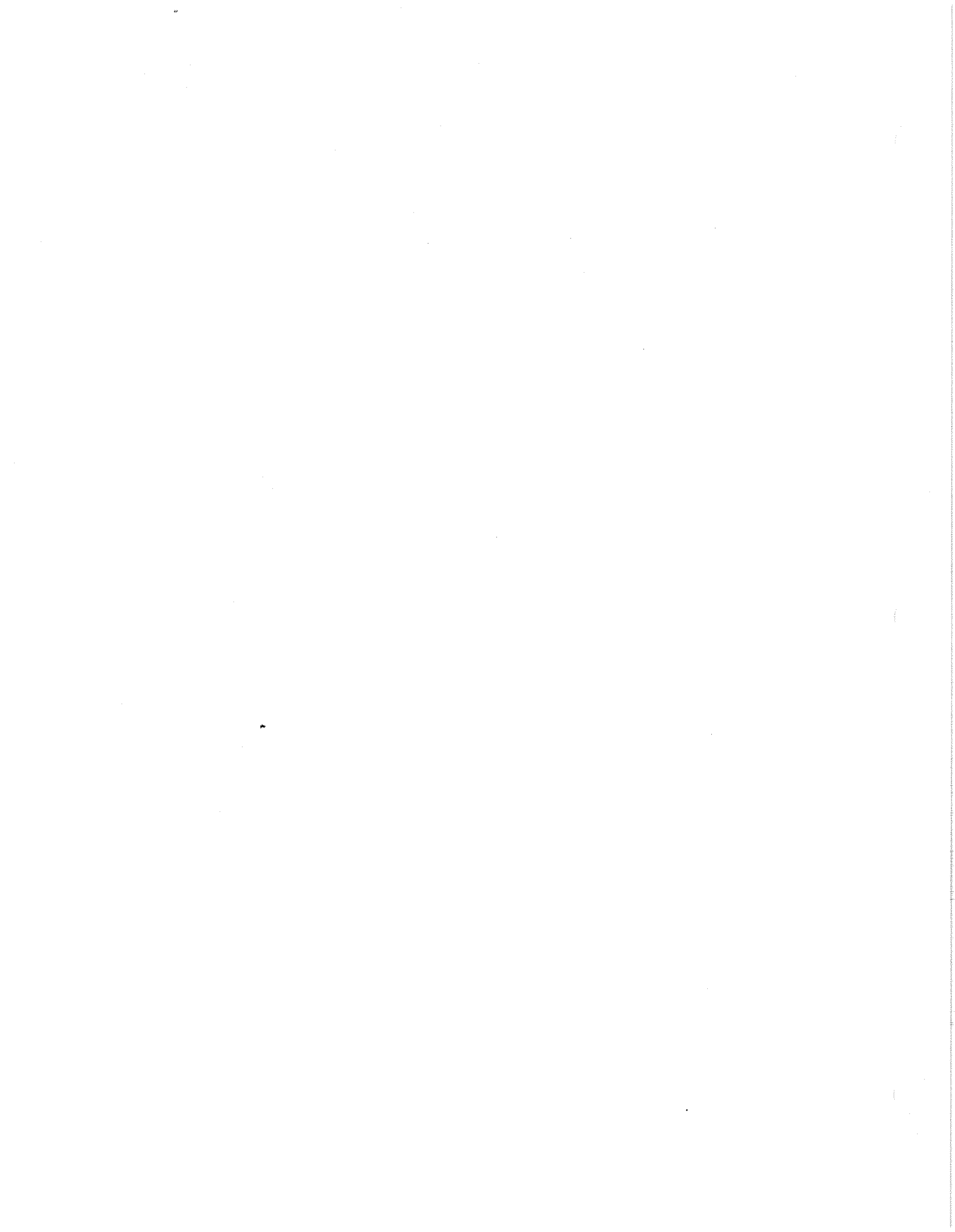




PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
August 18, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
August 18, 1999

DATE	REPORT NUMBER	AMOUNT
July 29, 1999	3783	5,131.90
July 29, 1999	3784	5,260.80
August 12, 1999	3785	872.56
	TOTAL	\$11,265.26

Prepared by : Wendy Goodson

8-6-99

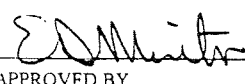
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	7/19/99 010-019000-05435		0300	00		462.50		
N03645A Blue Shield of California File 55331 Los Angeles, CA 90074-5331	7/13/99 VH1181-0000		0300	00		2,786.08		
N03646 Vision Service Plan PO Box 45210 San Francisco, CA 94145-5210	7/27/99 Aug 99 12 099603 0001 0001		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7/17/99 528-1906 7/17/99 528-8236 7/19/99 996-4983		0700	00		92.42		
			0700	01		32.89		
			0700	02		16.71		
			<b>TOTAL</b>			<b>142.01</b>		
N050301 AT&T PO Box 78225 Phoenix, AZ 85062-8225	7/16/99 528-8236		0700	00		45.16		
N06566 Regency Lighting 16665 Arminta Street Van Nuys, CA 91406	7/15/99 605880		1000	00		959.29		
N01833 Christensen Electric UNIT 75 PO Box 4800 Portland, OR 97208-4800	7/13/99 134688		1400	00		285.00		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	7/20/99 99-07-790		1400	00		127.00		
N06569 Demco PO Box 8048 Madison, WI 53708-8048	7/22/99 604736		1800	00		128.72		

The claims listed above (totaling \$5,131.90) are approved for payment pursuant to an order entered in the Minutes of the Board of  
ectors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation  
quired by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

pd 8-6-99

DATE 07/29/99  
REPORT NO 3784

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
N03841 Highsmith PO Box 800 Fort Atkinson, WI 53538-0800	7/12/99 5659168-002		1800	00		78.51		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	7/21/99 6011 5661 8397 6509		1800	00		477.40		
NH843 Paper Showcase 150 Kingswood Rd PO Box 8465 Mankato MN 56002-8465	7/23/99 1692131		1800	00		73.80		
N03649C Staples Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	7/6/99 7972 3100 0007 3264		1800	00		49.87		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	7/22/99 312083-9		2800	00		366.02		
N01074 Southern California Gas PO Box C Monterey Park, CA 91756	7/26/99 053 911 8800 9		2800	00		19.14		
N21844 Cabletron Systems PO Box 730527 Dallas, TX 75373-0527	4/19/99 9000866197		4000	00		4,196.06		

The claims listed above (totaling \$5,260.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/12/99  
REPORT NO 3785

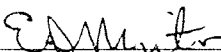
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06556 C N A 75 Remittance Drive Ste 1641 Chicago, IL 60675-1641	8/1/99-9/1/99 0000005182		0300	00		186.72		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	7/30/99 99-07-881		1400	00		117.42		
N21533 Kelly Paper 1405 Sunkist St Anaheim, CA 92807	7/20/99 349726		1800	00		86.74		
N03738 Pitney Bowes PO Box 85390 Louisville, KY 40285-5390	7/29/99 740597		1800	00		169.45		
N03648A Special T Water Systems 11934 Washington Blvd. Whittier, CA 90606	8/1/99 24237		1800	00		25.00		
N06657 Care Resources 9550 Warner Ave Suite 228 Fountain Valley, CA 92708	8/1/99 August 99		1900	00		35.00		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	July 99 7/30/00		1900	00		34.71		
N06965 Paychex 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	7/29/99 19990729		1900	00		217.52		

The claims listed above (totaling \$872.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
August 18, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3788	35,900.00
	3789	7,763.64
	3790	3,040.44
	3791	752.23
	3792	2,467.17
	3793	1,900.18
	3794	1,380.03
	3795	5,473.83
Subtotal for Regular		58,677.52
Payroll	3786	21,413.00
	3787	21,413.00
Subtotal for Payroll		42,826.00
TOTAL CURRENT CLAIMS		101,503.52

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3788

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
BNY Western Trust Company Attn: Teresa Fructuoso Corporate Trust Services 700 South Flower St Suite 500 Los Angeles, CA 90017  <b>PLEASE PAY IMMEDIATELY</b>	8/9/99 Semi Annual Bond Acct No 410538		2200	00		35,900.00		

The claims listed above (totaling \$35,900.00) 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

35,900.00



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3789

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
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	7/31/99 996-4983		0700	00		0.27		
N15508 Cosmoslink 3030 Saturn St Suite 204 Brea CA 92821	7/31/99 9908-13 7/31/9 9908-14		0700	02		19.95		
			0700	08		19.95		
	<b>TOTAL</b>					<b>39.90</b>		
N16840A Verio PO Box 650091 Dallas TX 75265-0091	8/2/99 50200592		0700	02		250.00		
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	7/29/99 216574		1300	00		73.85		
N09140 XCP 40 Elm Street Dryden, NY 13053-9624	7/8/99 90193		1300	00		390.27		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	8/6/99 096832 August		1400	00		950.00		
N01905 Data Perfect Images 1269 W. Pomona Rd #110 Corona, CA 92882-7158	8/3/99 84443		1800	00		276.92		
N01035 City of Placentia 401 E. Chapman Ave Placentia, CA 92870	8/4/99 53153 8/4/99 53154		1800	00		256.02		
			2800	00		4,547.44		
			1400	00		978.97		
	<b>TOTAL</b>					<b>5782.43</b>		

The claims listed above (totaling \$7,763.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03738 CMRS-PB PO Box 504766 The Lakes NV 88905-4766	August 99 32021628		1803	00		250.00		
Elizabeth D. Minter Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	July - Aug 99 Petty Cash Checks Reimbursement		1000 1800 1803 2700	00 00 00 01		80.81 413.02 158.17 42.00		
<b>TOTAL</b>						<b>694.00</b>		
Elizabeth D. Minter Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	July - Aug 99 Petty Cash Bag Reimbursement		1800 1803	00 00		50.12 11.64		
<b>TOTAL</b>						<b>61.76</b>		
N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130	8/2/99 3405		1900	00		64.37		
N20858 Wendy Goodson 411 E. Chapman Ave Placentia, CA 92870	Jul - Aug 99 Mileage Reimb		2700	01		38.13		
N06786 Katie Matas 411 E. Chapman Ave. Placentia, CA 92870	Jul 99 Mileage Reimb		2700	08		13.64		
N01877 Julie Shook 411 E. Chapman Ave. Placentia, CA 92870	Jul 99 Mileage Reimb		2700	01		35.60		
N21844 Cabletron Systems PO Box 5005 Rochester, NH 03866	8/2/99 9000876590		4000	00		1,882.94		

The claims listed above (totaling \$3,040.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3791

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
N09178A Grolier Books Mail Service Division PO Box 1744 Danbury CT 06816-1744	7/15/99 882826878		2400	01		104.40		
N03688B Orange County Register PO Box 11942 Santa Ana, CA 92711	7/31/99 70000475		2400	04		137.28		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	7/29/99 1981848		2400	01		36.00		
N03832 Books on Tape PO Box 7900 Newport Beach, CA 92658	6/3/99 3546359M		2400	05		26.94		
N09138 Remittance Processing Center PO Box 11074 Des Moines IA 50336-1074	7/1/99 24 018 3885349351		2400	01		38.41		
Cobblestone Publishing 30 Grove St Peterborough NH 03458	6/16/99 9910		2400	04		50.90		
N03643 Recorded Books Inc 270 Skipjack Rd Prince Frederick, MD 20678	6/14/99 878390		2400	05		83.30		
Grey House Publishing PO Box 1866 Pocket Knife Square Lakeville, CT 06039	7/15/99 161061 7/15/99 161148		2400	01		100.00		
			2400	01		175.00		
<b>TOTAL</b>						<b>275.00</b>		

The claims listed above (totaling \$752.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3792

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	
N06092 New Readers Press PO Box 888 Syracuse NY 13210-0888	8/5/99 138905		2400	01		234.50			
N01863 Pool & Crew 922 N.W. 50th St Suite 6 Seattle, WA 98107	7/22/99 67256		2400	02		62.85			
N06771 H.W. Wilson Co 950 University Ave Bronx, NY 10452-4224	6/21/99 52251675		2400	01		328.17			
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	7/12/99 21540006		2400	01		43.48			
	7/12/99 21555327		2400	01		128.67			
	6/16/99 21033133		2400	01		3.50			
	8/2/99 21947116		2400	01		265.38			
	7/13/99 21681793		2400	01		5.38			
	7/19/99 21681796		2400	01		3.40			
	8/2/99 21940367		2400	01		11.32			
	8/2/99 21947113		2400	01		156.33			
	8/2/99 21947112		2400	01		74.48			
	7/19/99 21681795		2400	01		16.34			
	7/19/99 21675407		2400	01		146.06			
	7/19/99 21681794		2400	01		987.31			
	<b>TOTAL</b>						<b>1,841.65</b>		

The claims listed above (totaling \$2,467.17) 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 08/18/99  
REPORT NO 3793

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	8/2/99		2400	01		35.71		
	21940366							
	8/2/99		2400	01		32.55		
	21947111							
	8/2/99		2400	01		48.16		
	21947114							
	8/2/99		2400	01		35.41		
21947115								
	<b>TOTAL</b>					<b>151.83</b>		
N03833B Brodart PO Box 3488 Williamsport, PA 17705	7/22/99		0700	05		215.50		
	A30193							
	8/4/99		2400	01		66.65		
	U872368							
	8/4/99		2400	01		83.08		
	U872367							
	6/22/99		2400	01		37.51		
	U793154							
	7/29/99		2400	01		82.46		
	U861267							
	7/29/99		2400	01		19.71		
	U861269							
	8/4/99		2400	01		45.36		
	U872365							
	8/4/99		2400	01		17.70		
	U872366							
	6/15/99		2400	01		106.31		
	U779313							
	6/22/99		2400	01		19.09		
	U793145							
6/22/99		2400	01		863.94			
U793150								
7/13/99		2400	01		19.09			
U830158								
7/13/99		2400	01		98.53			
U830153								
6/9/99		2400	01		73.42			
U770475								
	<b>TOTAL</b>					<b>1,748.35</b>		

The claims listed above (totaling \$1,900.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3794

Agenda Item 9  
Page 8 of 11

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	
N03833B Brodart PO Box 3488 Williamsport PA 17705	6/9/99 U770476		2400	01		65.98			
	6/9/99 U770477		2400	01		139.40			
	6/8/99 U767389		2400	01		11.99			
	6/8/99 U767392		2400	01		126.29			
	6/4/99 U762394		2400	01		555.36			
	6/4/99 U762397		2400	01		62.67			
	6/11/99 U775127		2400	01		20.05			
	7/13/99 U830157		2400	01		126.29			
	7/13/99 U830163		2400	01		43.98			
	7/13/99 U830171		2400	01		21.99			
	7/7/99 U819759		2400	01		69.43			
	6/22/99 U793152		2400	01		43.98			
	6/22/99 U793160		2400	01		36.88			
	6/22/99 U793161		2400	01		97.35			
	6/22/99 U793169		2400	01		48.83			
	6/11/99 U775131		2400	01		77.98			
	6/11/99 U775118		2400	01		176.88			
	6/11/99 U775120		2400	01		158.02			
	6/17/99 U784577		2400	01		52.04			
		<b>TOTAL</b>					<b>1,380.03</b>		

The claims listed above (totaling \$1,380.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833B Brodart PO Box 3488 Williamsport PA 17705	6/15/99 U779306		2400	01		99.32		
	6/15/99 U779307		2400	01		220.60		
	6/15/99 U779308		2400	01		541.72		
	6/15/99 U779312		2400	01		69.19		
	<b>TOTAL</b>						<b>930.83</b>	
Metropolitan Cooperative Library 3675 E Huntington Dr Suite 100 Pasadena, CA 91107	7/27/99 4237		2400	03		4,543.00		
	<b>TOTAL</b>					<b>5,473.83</b>		

The claims listed above (totaling \$5,473.83) 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 08/18/99  
REPORT NO 3786

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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	August 18, 1999 Pay period # 5 Aug 27, 1999 Sept 9, 1999		0100	00		19,890.00		
	FICA		0200	00		1,523.00		
<b>PLEASE WIRE ON THURSDAY, SEPTEMBER 9, 1999</b>								

The claims listed above (totaling \$21,413.00) 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 \_\_\_\_\_



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/99  
REPORT NO 3787

Agenda Item 9  
Page 11 of 11

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	August 18, 1999 Pay period # 6 Sept 10, 1999 Sept 23, 1999		0100	00		19,890.00		
	FICA		0200	00		1,523.00		
PLEASE WIRE ON THURSDAY, SEPTEMBER 23, 1999								

The claims listed above (totaling \$21,413.00) 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.

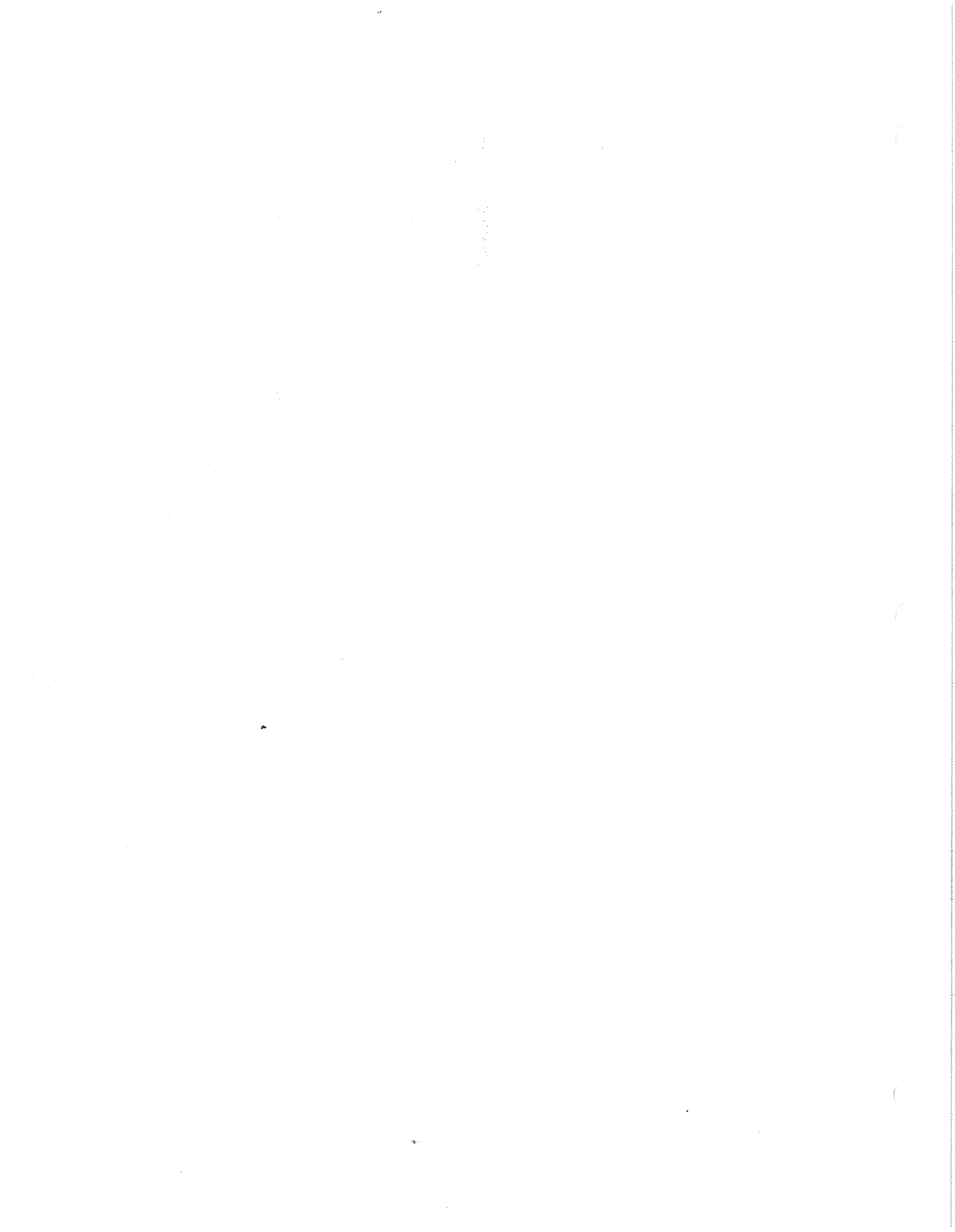
APPROVED BY \_\_\_\_\_

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

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

Page Total

21,413.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** August 18, 1999

**BACKGROUND:**

General Fund

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

No significant tax revenues are expected in August. The Property Tax Apportionment Schedule for Fiscal Year 1999-2000 is Attachment B.

The August Claims are higher than usual because of the inclusion of the semi-annual bond payment for \$35,900.

In order to pay all of the Claims presented at this meeting I am recommending that \$90,000 be transferred from Fund 706 (Bond Redemption) to Fund 707. Additional transfers will be needed in September and October to carry Fund 707 until the first property tax receipts are credited in late November.

**RECOMMENDATION:**

1. Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through August 18, 1999
2. Authorize transfer of \$90,000 from Fund 706 (Bond Redemption) to Fund 707 to be reversed in May 2000



Placentia Library District  
FY1999-2000 General Fund Cash Flow

Agenda Item 10  
Attachment A  
Page 1

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
08/12/99	3785	General by Library Director		872.56	25,377.17
08/18/99	3786	Payroll to wire September 9, 1999		21,413.00	3,964.17
08/18/99	3787	Payroll to wire September 23, 1999		21,413.00	(17,448.83)
08/18/99	3788	General		35,900.00	(53,348.83)
08/18/99	3789	General		7,763.64	(61,112.47)
08/18/99	3790	General		3,040.44	(64,152.91)
08/18/99	3791	General		752.23	(64,905.14)
08/18/99	3792	General		2,467.17	(67,372.31)
08/18/99	3793	General		1,900.18	(69,272.49)
08/18/99	3794	General		1,380.03	(70,652.52)
08/18/99	3795	General		5,473.83	(76,126.35)

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 1999-2000

Agenda Item 10  
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%
<b>8/12/99</b>	<b>Prior Year Secured Taxes &amp; Penalties #1 Jul</b>	
<b>8/20/99</b>	<b>Supplemental #1 Jul</b>	
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)**  
 August 18, 1999

	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	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						0.00	0.00	
30-Sep-99						0.00	0.00	
31-Oct-99						0.00	0.00	
30-Nov-99						0.00	0.00	
31-Dec-99						0.00	0.00	
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	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	EXCL GEN FUND	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	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	

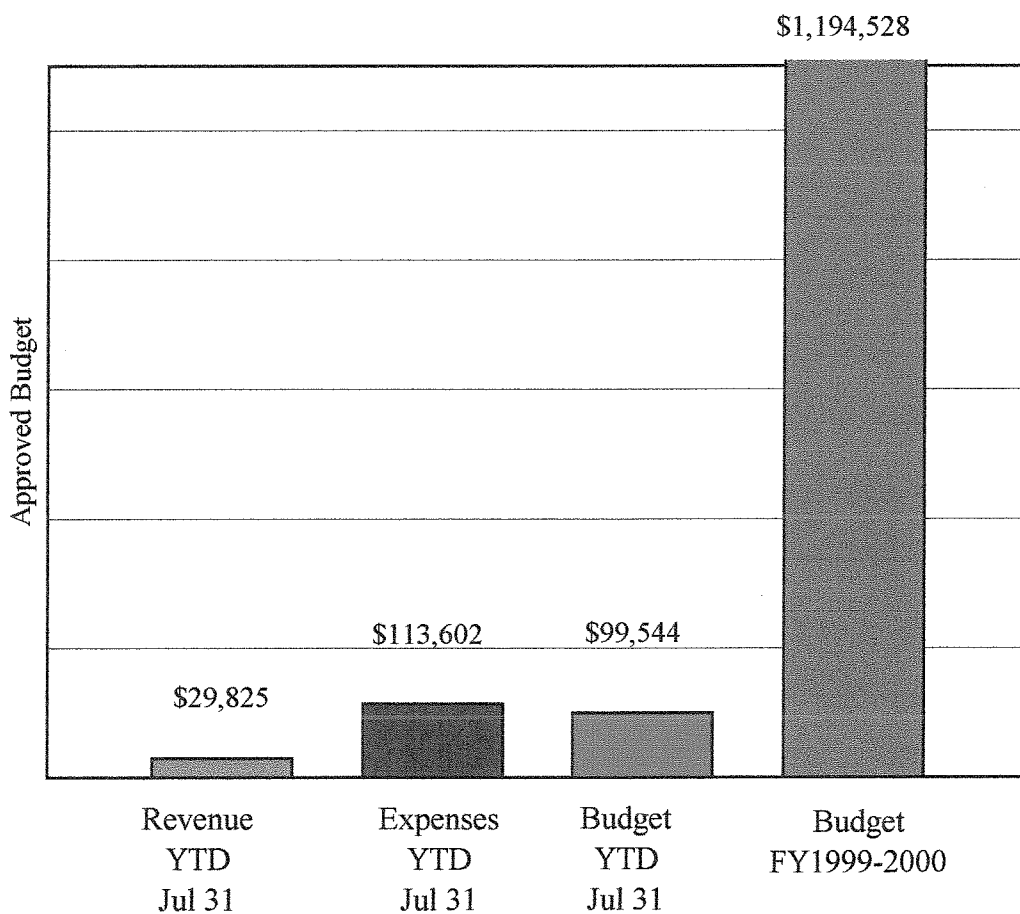


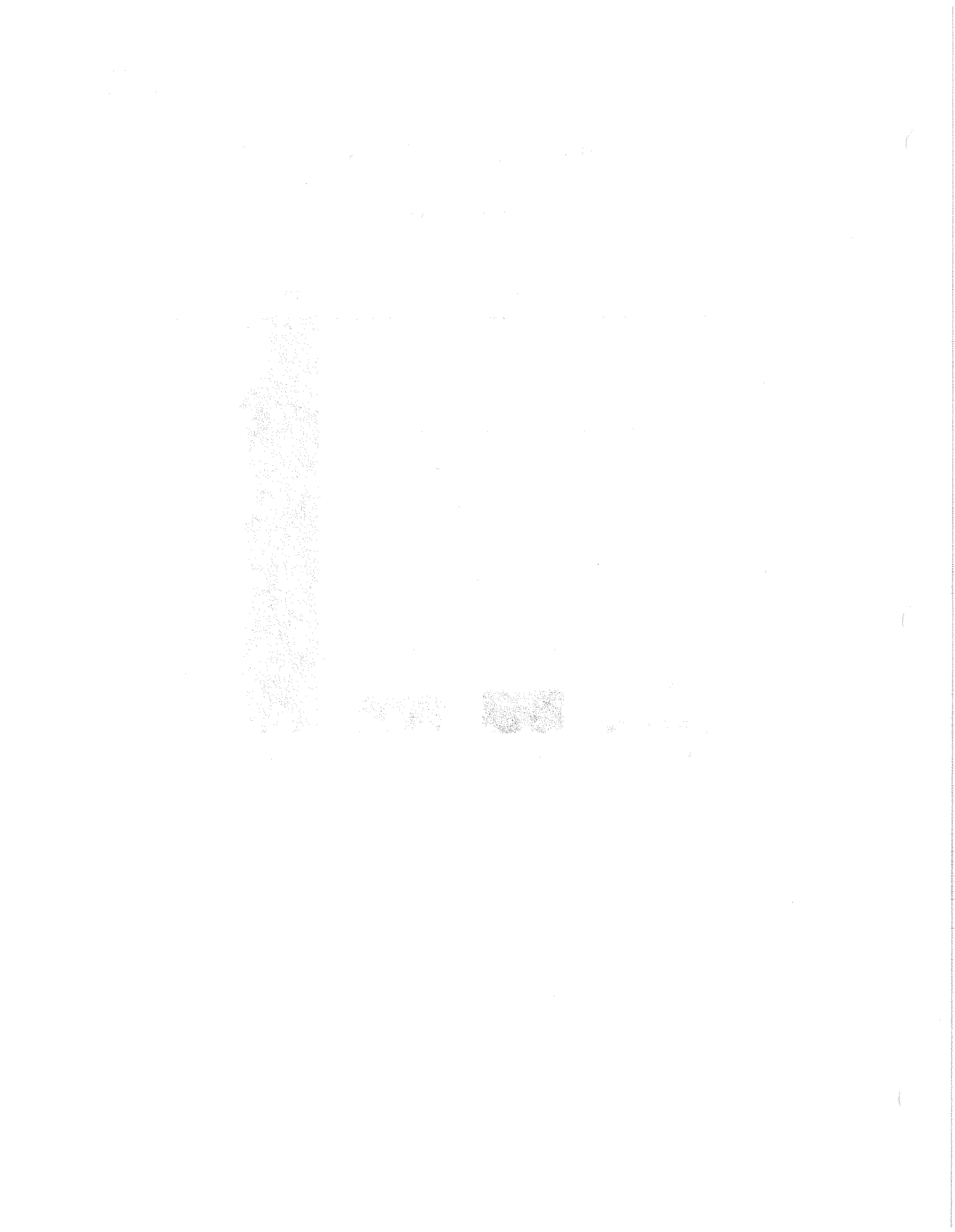


## PLACENTIA LIBRARY DISTRICT

### Fiscal Year 1999-2000

### General Fund Cash Flow





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

August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	0.00	0.00	0.00	0.00	0.00%
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	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	841,940	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	20,060	11,120.83	10,950.23	11,120.83	10,950.23	
6230-01	Prior year's secured final apportionment	0	8,812.21	8,714.72	8,812.21	8,714.72	
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	19,933.04	19,664.95	99.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	0.00	0.00	0.00	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	1.90	1.08	1.90	1.08	0.01%
6280-01	Final supplemental for prior years	0	1,016.47	778.40	1,016.47	778.40	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	1,018.37	779.48	1,018.37	779.48	4.16%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	719.86	780.95	719.86	780.95	89.98%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	300	249.47	270.35	249.47	270.35	
	TOTAL TAXES	978,700	21,920.74	21,495.73	21,920.74	21,495.73	2.24%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % REV BUD
6610-00	Interest	12,800	(2,610.93)	(2,719.99)	(2,610.93)	(2,719.99)	-20.40%
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	(2,610.93)	(2,719.99)	(2,610.93)	(2,719.99)	-20.40%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	875.00	0.00	875.00	0.00	10.94%
6970-01	State - CA Foundation Funds	88,450	8.77	0.00	8.77	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	0.00	1,988.16	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	105,250	2,871.93	0.00	2,871.93	0.00	2.73%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	37,198	2,959.00	1,033.96	2,959.00	1,033.96	7.95%
7670-01	Local Revenue -- Passport	45,000	4,711.60	0.00	4,711.60	0.00	10.47%
	TOTAL LOCAL REVENUE	82,198	7,670.60	1,033.96	7,670.60	1,033.96	0.18
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	3.46	0.00	3.46	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	29,852.34	19,813.16	29,852.34	19,813.16	0.03

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 JUL 1999	FY 1998-1999 JUL 1998	FY 1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	59,583.00	56,640.00	59,583.00	56,640.00	11.09%
0200	Retirement (Social Security & Pension Contribution)	75,695	4,557.00	4,335.00	4,557.00	4,335.00	6.02%
	Health Insurance/Blue Shield CA	32,880	2,113.20	1,789.41	2,113.20	1,789.41	6.43%
	Long Term Disability/CNA	2,690	174.28	171.25	174.28	171.25	6.48%
	Vision Service Plan/VSP	2,225	196.13	87.80	196.13	87.80	8.82%
	Dental/Ameritas	5,205	462.50	381.89	462.50	381.89	8.89%
0300	Total Employee Insurance	43,000	2,946.11	2,430.35	2,946.11	2,430.35	6.85%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	0.00	0.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	67,086.11	63,405.35	67,086.11	63,405.35	10.15%
0700-00	Communications - Telephone	2,600	172.80	259.24	172.80	259.24	6.65%
0700-01	Communications - Modem/Fax	4,400	295.25	369.86	295.25	369.86	6.71%
0700-02	Communications - Internet/Database	5,000	738.87	289.90	738.87	289.90	14.78%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	215.50	423.82	215.50	423.82	4.18%
0700-07	Communications - 321 Grant	0	0.00	19.03	0.00	19.03	
0700-08	Communications - Adult Literacy	800	128.87	59.74	128.87	59.74	16.11%
	Total Communications	17,960	1,551.29	1,421.59	1,551.29	1,421.59	8.64%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,750	0.00	1,241.23	0.00	1,241.23	0.00%
1100-00	Insurance - Liability	7,000	6,820.51	4,996.38	6,820.51	4,996.38	97.44%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	(442.39)	0.00	(442.39)	0.00	-14.75%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	0.00	0.00	0.00	0.00	0.00%
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	(442.39)	0.00	(442.39)	0.00	-2.95%
	HVAC	5,500	705.92	0.00	705.92	0.00	12.83%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	28,000	4,473.52	1,693.36	4,473.52	1,693.36	15.98%
	Plumbing	1,200	208.10	0.00	208.10	0.00	17.34%
	Electrical	4,500	367.29	285.00	367.29	285.00	8.16%
	Cleaning Service	11,700	950.00	950.00	950.00	950.00	8.12%
	Locksmith	200	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	11,000	49.50	0.00	49.50	0.00	0.45%
1400-00	Total Maintenance of Building & Grounds	62,600	6,754.33	2,928.36	6,754.33	2,928.36	10.79%
1600-00	Memberships - General Fund	2,750	247.00	0.00	247.00	0.00	8.98%
1600-07	Memberships - 321 Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	0.00	95.00	0.00	95.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	247.00	95.00	247.00	95.00	7.66%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % EXP BUD
	Library Supplies	7,000	1,622.33	189.54	1,622.33	189.54	23.18%
	Printing	9,300	120.02	69.10	120.02	69.10	1.29%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	0.00	0.00	0.00	0.00	0.00%
	Paper	1,200	143.98	0.00	143.98	0.00	12.00%
	Drinking Water Service	300	0.00	24.95	0.00	24.95	0.00%
	Other Office Supplies	4,000	1,638.71	954.19	1,638.71	954.19	40.97%
1800-00	Total Office Supply Expense - General Fund	22,800	3,525.04	1,237.78	3,525.04	1,237.78	15.46%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	703.23	0.00	703.23	0.00	
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	50	0.00	0.00	0.00	0.00	
	Other Office Supplies	550	0.00	388.22	0.00	388.22	
1800-08	Total Adult Literacy Office Supply Expense	3,225	703.23	388.22	703.23	388.22	21.81%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	4,228.27	1,626.00	4,228.27	1,626.00	16.25%
1803-00	Postage Expense - General Fund	4,700	493.74	0.00	493.74	0.00	10.51%
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	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	493.74	0.00	493.74	0.00	10.29%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	35.00	0.00	35.00	0.00	8.33%
	Pension Contribution & Operating Expenses	7,500	1,391.95	0.00	1,391.95	0.00	18.56%
	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	0.00	0.00	0.00	0.00	0.00%
	Interest Allocation & Tax Collection Charges	350	(13.83)	(21.12)	(13.83)	(21.12)	-3.95%
	Advertising (Including WEB Site)	4,000	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	500	0.00	52.50	0.00	52.50	0.00%
	Collection Services - Accounts Receivable	2,400	141.15	0.00	141.15	0.00	5.88%
	Audit & Accounting Services	4,500	645.00	0.00	645.00	0.00	14.33%
	Payroll Preparation	2,500	176.05	177.80	176.05	177.80	7.04%
	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	0.00	69.42	0.00	69.42	0.00%
1900-00	Total Specialized Services - General Fund	71,590	2,375.32	278.60	2,375.32	278.60	3.32%
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	0.00	0.00	0.00	0.00	0.00%
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	0.00	0.00	0.00	0.00%
	Total Specialized Services	74,990	2,375.32	278.60	2,375.32	278.60	3.17%
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)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY 1999-2000 BUDGETED	FY 1999-2000 YTD	FY 1998-1999 YTD	FY 1999-2000 JUL 1999	FY 1998-1999 JUL 1998	FY 1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	0.00	0.00	0.00	0.00	0.00%
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	484.68	364.82	484.68	364.82	0.36%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	#DIV/0!
2400-03	Special Department Expense - Electronic	0	0.00	0.00	0.00	0.00	#DIV/0!
2400-04	Special Department Expense - Periodicals	0	19,417.09	3,804.24	19,417.09	3,804.24	#DIV/0!
2400-05	Special Department Expense - Audio	0	0.00	0.00	0.00	0.00	#DIV/0!
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	#DIV/0!
2400-08	Special Department Expense - Adult Literacy	1,500	0.00	1,231.93	0.00	1,231.93	0.00%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
	Total Special Department Expense	134,950	19,901.77	5,400.99	19,901.77	5,400.99	14.75%
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	0.00	0.00	0.00	0.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	159.97	62.41	159.97	62.41	8.00%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	600	56.00	0.00	56.00	0.00	9.33%
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	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	215.97	62.41	215.97	62.41	3.54%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
August 18, 1999

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JUL 1999	FY1998-1999 JUL 1998	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	3,302.65	3,048.03	3,302.65	3,048.03	7.68%
	Gas	6,500	389.22	987.11	389.22	987.11	5.99%
	Water	3,000	279.77	252.59	279.77	252.59	9.33%
	Total Utilities	52,500	3,971.64	4,287.73	3,971.64	4,287.73	7.57%
	TOTAL SUPPLIES & SERVICES	483,725	46,117.45	22,338.29	46,117.45	22,338.29	9.53%
3700-00	Taxes, Assessments (Sales Tax)	1,100	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	32,865	398.60	0.00	398.60	0.00	1.21%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - 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	0.00%
	Total Equipment	48,563	398.60	0.00	398.60	0.00	0.82%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	48,563	398.60	0.00	398.60	0.00	0.82%
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	113,602.16	85,743.64	113,602.16	85,743.64	9.51%

08/11/99

Placentia Library District  
Balance Sheet  
As of July 31, 1999

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	<u>Jul 31, '99</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,476.06
County Exempt - Savings	3,898.66
General Fund - Checking	7,643.33
General Fund - Savings	3,983.51
Literacy Fund - Savings	7,043.96
Payroll Checking	32,462.96
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)	2,334.90
Payroll Savings (Int CDs)	2,705.40
Total Checking/Savings	<u>95,048.78</u>
Total Current Assets	<u>95,048.78</u>
<b>TOTAL ASSETS</b>	<b><u>95,048.78</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	12,038.73
Net Income	15,753.23
Total Capital	<u>67,256.82</u>
Total Equity	<u>95,048.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>95,048.78</u></b>

Placentia Library District  
Profit and Loss by Class  
July 1999

08/11/99

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Copy Cards	298.64	0.00	0.00	0.00	298.64
Cash Register - Fines	0.00	1,582.78	0.00	0.00	1,582.78
Cash Register - Lost Items	0.00	157.67	0.00	0.00	157.67
Cash Register - Misc.	0.00	2.00	0.00	0.00	2.00
Cash Register - Reserves	0.00	93.50	0.00	0.00	93.50
County Reimbursements	0.00	304.57	0.00	0.00	304.57
Directors Fund (Friends)	972.25	0.00	0.00	0.00	972.25
Interest Inc - CD's	0.00	0.00	0.00	452.55	452.55
Interest Inc - Savings	8.70	10.92	13.43	0.00	33.05
Meeting Room Income	220.00	0.00	0.00	0.00	220.00
Passport Check Reimbursement	568.50	0.00	0.00	0.00	568.50
Passport Revenue	0.00	2,457.80	0.00	0.00	2,457.80
Telephone Income	0.00	7.30	0.00	0.00	7.30
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	64,140.00	64,140.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
<b>Total Income</b>	<b>2,088.09</b>	<b>4,654.30</b>	<b>13.43</b>	<b>64,592.55</b>	<b>71,348.37</b>
<b>Expense</b>					
Bank Fees	11.00	0.00	0.00	0.00	11.00
Children's Summer Reading Prgm	191.82	0.00	0.00	0.00	191.82
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	17.40	0.00	0.00	17.40
Employee Benefits	0.00	0.00	0.00	2,144.12	2,144.12
Employee Insurance	0.00	0.00	0.00	760.72	760.72
Employer Payroll Taxes	0.00	0.00	0.00	12,481.89	12,481.89
Memberships	0.00	92.00	0.00	0.00	92.00
Miscellaneous	0.00	62.50	0.00	0.00	62.50
Office Expense	0.00	55.00	0.00	0.00	55.00
Passport Expenses	648.50	398.95	0.00	0.00	1,047.45
Postage	0.00	158.17	0.00	0.00	158.17
Return Check Item & Fees	0.00	21.30	0.00	0.00	21.30
Salaries	0.00	0.00	0.00	27,600.97	27,600.97
Staff Appreciation	50.00	0.00	0.00	0.00	50.00
Transfers to County	0.00	10,134.81	0.00	0.00	10,134.81
Transportation & Travel	0.00	90.00	0.00	0.00	90.00
<b>Total Expense</b>	<b>1,577.31</b>	<b>11,030.13</b>	<b>0.00</b>	<b>42,987.70</b>	<b>55,595.14</b>
<b>Net Income</b>	<b>510.78</b>	<b>-6,375.83</b>	<b>13.43</b>	<b>21,604.85</b>	<b>15,753.23</b>

## Reconciliation Report

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County Exempt - Checking account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		2,295.76
Cleared Checks and Payments	16 Items	-1,398.23
Cleared Deposits and Other Credits	9 Items	1,745.35
Cleared Balance		2,642.88

### Uncleared Transactions

Uncleared Checks and Payments	4 Items	-166.82
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 07/31/1999 (statement closing date)		2,476.06
New Checks and Payments	12 Items	-1,724.50
New Deposits and Other Credits	10 Items	678.70
Ending Account Balance		1,430.26

**Register**

County Exempt - Checking Register through 07/31/1999:

<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>
07/01/1999	2028	Rosa's Pizza	Directors Fund (Friends)	Director's Fund	-27.75	X	1,632.03
07/01/1999	2030	Passport Services	Passport Expenses	Mirko Josep...	-80.00	X	1,552.03
07/06/1999			-split-	Deposit	1,080.00	X	2,632.03
07/07/1999	2031	Black Angus	Staff Appreciation	Aug 5, 1999 ...	-50.00	X	2,582.03
07/12/1999			Passport Check Reimb...	Deposit	105.00	X	2,687.03
07/12/1999	2032	Passport Services	Passport Expenses	Lyanne Lee ...	-60.00	X	2,627.03
07/12/1999	2033	Passport Services	Passport Expenses	Sheree Janee...	-45.00	X	2,582.03
07/14/1999	2034	Passport Services	Passport Expenses	Tung Van La...	-45.00	X	2,537.03
07/15/1999			-split-	Deposit	175.00	X	2,712.03
07/15/1999	2035	Passport Services	Passport Expenses	Robert Josep...	-80.00	X	2,632.03
07/15/1999	2036	Passport Services	Passport Expenses	Michelle Ch...	-50.00	X	2,582.03
07/21/1999			Cash Register - Copy ...	Deposit	23.10	X	2,605.13
07/21/1999	2037	Barbara Wong	Children's Summer Re...	130-38-0204 ...	-150.00	X	2,455.13
07/21/1999	2038	Serra Cooperativ...	Children's Summer Re...	Inv # 2693 &...	-41.82		2,413.31
07/22/1999			-split-	Deposit	34.45	X	2,447.76
07/22/1999	2040	Passport Services	Passport Expenses	Nicholas Lyn...	-91.75	X	2,356.01
07/22/1999	2041	Passport Services	Passport Expenses	Jeri Lynn Ed...	-71.75	X	2,284.26
07/26/1999			-split-	Deposit	177.60	X	2,461.86
07/26/1999			-split-	Deposit	36.15	X	2,498.01
07/27/1999			Cash Register - Copy ...	Deposit	24.05	X	2,522.06
07/27/1999	2042	Passport Services	Passport Expenses	Michael Jose...	-45.00		2,477.06
07/29/1999			-split-	Deposit	90.00	X	2,567.06
07/29/1999	2043	Passport Services	Passport Expenses	Antonio Guz...	-45.00		2,522.06
07/29/1999	2044	Passport Services	Passport Expenses	Charles Izzar...	-35.00		2,487.06
07/31/1999			Bank Fees	Service Charge	-11.00	X	2,476.06

## Reconciliation Report

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County Exempt - Savings account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		4,646.55
Cleared Checks and Payments	3 Items	-1,118.38
Cleared Deposits and Other Credits	14 Items	370.49
Cleared Balance		3,898.66

### 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 07/31/1999 (statement closing date)		3,898.66
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,898.66

## Register

County Exempt - Savings Register through 07/31/1999:

<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>
07/01/1999			-split-	Deposit	54.00	X	4,258.16
07/06/1999			-split-	Deposit	49.35	X	4,307.51
07/07/1999			Cash Register - Copy ...	Deposit	4.50	X	4,312.01
07/08/1999			-split-	Deposit	79.80	X	4,391.81
07/12/1999			Cash Register - Copy ...	Deposit	5.15	X	4,396.96
07/12/1999			Cash Register - Copy ...	Deposit	17.20	X	4,414.16
07/13/1999			Cash Register - Copy ...	Deposit	19.50	X	4,433.66
07/14/1999			Cash Register - Copy ...	Deposit	16.69	X	4,450.35
07/15/1999			-split-	Deposit	40.50	X	4,490.85
07/19/1999			Cash Register - Copy ...	Deposit	8.15	X	4,499.00
07/19/1999			Cash Register - Copy ...	Deposit	0.75	X	4,499.75
07/20/1999			Cash Register - Copy ...	Deposit	16.85	X	4,516.60
07/21/1999	1081	Sharp Electronics	Copier Lease Payments	Inv#9908623...	-446.34	X	4,070.26
07/21/1999	1082	IKON	Copier Maintenance C...	Invoice #062...	-229.65	X	3,840.61
07/28/1999			Cash Register - Copy ...	Deposit	49.35	X	3,889.96
07/31/1999			Interest Inc - Savings	Interest	8.70	X	3,898.66



## Reconciliation Report

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General Fund - Checking account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		8,515.66
Cleared Checks and Payments	17 Items	-1,201.77
Cleared Deposits and Other Credits	3 Items	455.52
Cleared Balance		7,769.41

### Uncleared Transactions

Uncleared Checks and Payments	5 Items	-126.08
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 07/31/1999 (statement closing date)		7,643.33
New Checks and Payments	3 Items	-195.88
New Deposits and Other Credits	1 Items	912.73
Ending Account Balance		8,360.18

## Register

General Fund - Checking Register through 07/31/1999:

<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>
07/06/1999			County Reimbursements	Deposit	304.57	X	8,366.40
07/06/1999	4065	Able Mobile Loc...	Office Expense		-55.00	X	8,311.40
07/07/1999	4066	Cash	Miscellaneous	Petty cash rei...	-62.50	X	8,248.90
07/07/1999	4067	American Librar...	Memberships	Membership ...	-92.00	X	8,156.90
07/12/1999	4068	City of Placentia	Transportation & Travel	Howard Lon...	-32.00	X	8,124.90
07/14/1999	4069	City of Placentia	Transportation & Travel	Howard Lon...	-16.00	X	8,108.90
07/15/1999	4070	US Postmaster P...	Postage	1803--	-100.75	X	8,008.15
07/19/1999	4071	Bolin's Mail Sen...	Postage	1803-00	-16.30	X	7,991.85
07/20/1999	4072	US Postmaster P...	Postage		-12.32	X	7,979.53
07/21/1999	4073	Orange County A...	Passport Expenses		-398.95	X	7,580.58
07/22/1999	4075	US Postmaster P...	Postage	postage	-2.32	X	7,578.26
07/26/1999	4076	ISDOC	Transportation & Travel	Elizabeth D...	-12.00		7,566.26
07/28/1999	4077	Bolin's Mail Sen...	Postage	1803-00 UPS...	-26.48		7,539.78
07/28/1999	4078	Placentia Chamb...	Transportation & Travel	2700-01	-30.00	X	7,509.78
07/31/1999			Passport Revenue	Deposit	105.95	X	7,615.73
07/31/1999			Total Capital	Balance Adj...	45.00	X	7,660.73
07/31/1999			Debit Cards	Service Charge	-17.40	X	7,643.33

## Reconciliation Report

Agenda Item 12  
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General Fund - Savings account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		9,895.84
Cleared Checks and Payments	3 Items	-10,156.11
Cleared Deposits and Other Credits	21 Items	4,243.78
Cleared Balance		3,983.51

### 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 07/31/1999 (statement closing date)		3,983.51
New Checks and Payments	1 Items	-2,228.64
New Deposits and Other Credits	11 Items	3,989.43
Ending Account Balance		5,744.30

## Register

General Fund - Savings Register through 07/31/1999:

<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>
07/01/1999			-split-	Deposit	136.81	X	10,032.65
07/01/1999	1063	Orange County A...	Transfers to County	revenue trans...	-7,440.32	X	2,592.33
07/06/1999			-split-	Deposit	236.15	X	2,828.48
07/07/1999			-split-	Deposit	264.06	X	3,092.54
07/08/1999			-split-	Deposit	340.50	X	3,433.04
07/12/1999			-split-	Deposit	144.95	X	3,577.99
07/12/1999			-split-	Deposit	284.30	X	3,862.29
07/13/1999			-split-	Deposit	268.55	X	4,130.84
07/14/1999			-split-	Deposit	317.94	X	4,448.78
07/15/1999			-split-	Deposit	242.67	X	4,691.45
07/19/1999			-split-	Deposit	94.35	X	4,785.80
07/19/1999			-split-	Deposit	434.92	X	5,220.72
07/20/1999			-split-	Deposit	147.39	X	5,368.11
07/20/1999			-split-	Deposit	45.06	X	5,413.17
07/21/1999			-split-	Deposit	214.15	X	5,627.32
07/21/1999	1064	Orange County A...	Transfers to County		-2,694.49	X	2,932.83
07/22/1999			-split-	Deposit	184.61	X	3,117.44
07/26/1999			-split-	Deposit	182.95	X	3,300.39
07/26/1999			-split-	Deposit	151.20	X	3,451.59
07/27/1999			-split-	Deposit	269.60	X	3,721.19
07/28/1999			-split-	Deposit	148.55	X	3,869.74
07/29/1999			-split-	Deposit	124.15	X	3,993.89
07/31/1999			Return Check Item & ...	Service Charge	-21.30	X	3,972.59
07/31/1999			Interest Inc - Savings	Interest	10.92	X	3,983.51

## Reconciliation Report

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Literacy Fund - Savings account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		7,030.53
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	13.43
Cleared Balance		7,043.96

### 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 07/31/1999 (statement closing date)		7,043.96
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,043.96

## Reconciliation Report

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Page 12 of 13

Payroll Checking account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		11,516.25
Cleared Checks and Payments	39 Items	-43,066.31
Cleared Deposits and Other Credits	3 Items	64,140.00
Cleared Balance		32,589.94

### Uncleared Transactions

Uncleared Checks and Payments	1 Items	-126.98
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

---

Account Balance as of 07/31/1999 (statement closing date)		32,462.96
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		32,462.96

## Reconciliation Report

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Payroll Savings (Int CDs) account reconciled for the period ending 07/31/1999

### Cleared Transactions

Previous Balance		2,252.85
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	452.55
Cleared Balance		2,705.40

### 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 07/31/1999 (statement closing date)		2,705.40
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,705.40





ACQUISITIONS REPORT FOR THE MONTH OF JULY 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	279.73	19	0.00	0	279.73	19	433.85	20	713.58	39
Adult Circulating Non-Fiction	188.26	10	0.00	0	188.26	10	1,183.25	59	1,371.51	69
Adult Reference	38.41	1	0.00	0	38.41	1	0.00	0	38.41	1
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	226.67	11	0.00	0	226.67	11	1,183.25	59	1,409.92	70
TOTAL ADULT PRINT MATERIALS	506.40	30	0.00	0	506.40	30	1,617.10	79	2,123.50	109
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	506.40	30	0.00	0	506.40	30	1,617.10	79	2,123.50	109
Juvenile Fiction	175.65	50	0.00	0	175.65	50	154.89	25	330.54	75
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	86.95	6	86.95	6
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	0.00	0	0.00	0	86.95	6	86.95	6
TOTAL JUVENILE PRINT MATERIALS	175.65	50	0.00	0	175.65	50	241.84	31	417.49	81
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	175.65	50	0.00	0	175.65	50	241.84	31	417.49	81
Total Fiction	455.38	69	0.00	0	455.38	69	588.74	45	1,044.12	114
Total Non-Fiction	226.67	11	0.00	0	226.67	11	1,270.20	65	1,496.87	76
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	682.05	80	0.00	0	682.05	80	1,858.94	110	2,540.99	190

OUTSTANDING ORDERS AS OF JULY 31, 1999

General Fund Amount	\$13,616.53	TOTAL Amount	19,354.41
Adopt-A-Book Amount	\$5,777.88		

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-2000 THROUGH THE MONTH OF JULY 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	279.73	19	18	0.00	0	0	279.73	19	18	433.85	20	19	713.58	39	37
Adult Circulating Non-Fiction	188.26	10	10	0.00	0	0	188.26	10	10	1,183.25	59	59	1,371.51	69	69
Adult Reference	38.41	1	1	0.00	0	0	38.41	1	1	0.00	0	0	38.41	1	1
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	226.67	11	11	0.00	0	0	226.67	11	11	1,183.25	59	59	1,409.92	70	70
TOTAL ADULT PRINT MATERIALS	506.40	30	30	0.00	0	0	506.40	30	29	1,617.10	79	78	2,123.50	109	107
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	506.40	30	30	0.00	0	0	506.40	30	29	1,617.10	79	78	2,123.50	109	107
Juvenile Fiction	175.65	50	50	0.00	0	0	175.65	50	50	154.89	25	25	330.54	75	75
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	86.95	6	6	86.95	6	6
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	86.95	6	6	86.95	6	6
TOTAL JUVENILE PRINT MATERIALS	175.65	50	50	0.00	0	0	175.65	50	50	241.84	31	31	417.49	81	81
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	175.65	50	50	0.00	0	0	175.65	50	50	241.84	31	31	417.49	81	81
Total Fiction	455.38	69	68	0.00	0	0	455.38	69	68	588.74	45	44	1,044.12	114	112
Total Non-Fiction	226.67	11	11	0.00	0	0	226.67	11	11	1,270.20	65	65	1,496.87	76	76
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	682.05	80	79	0.00	0	0	682.05	80	79	1,858.94	110	109	2,540.99	190	188

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF JUNE 1999 (ADJUSTED AUGUST 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	2,233.20	127	120	5,019.05	273	266	7,252.25	400	386	5,882.50	282	281	13,134.75	682	667
Adult Circulating Non-Fiction	39,461.08	1,560	1,520	7,791.25	359	350	47,252.33	1,919	1,870	20,013.55	999	954	67,265.88	2,918	2,824
Adult Reference	15,842.53	237	212	33.78	1	1	15,876.31	238	213	736.85	35	25	16,613.16	273	238
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	55,303.61	1,797	1,732	7,825.03	360	351	63,128.64	2,157	2,083	20,750.40	1,034	979	83,879.04	3,191	3,062
TOTAL ADULT PRINT MATERIALS	57,536.81	1,924	1,924	12,844.08	633	617	70,380.89	2,557	2,469	26,632.90	1,316	1,260	97,013.79	3,873	3,729
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Total Adult Audio	1,234.87	53	46	0.00	0	0	1,234.87	53	46	27.50	2	2	1,262.37	55	48
Adult Video Educational	3,475.16	95	32	0.00	0	0	3,475.16	95	32	1,025.00	38	24	4,500.16	133	56
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	520.00	28	28	520.00	28	28
Total Adult Video	3,475.16	95	32	0.00	0	0	3,475.16	95	32	1,545.00	66	52	5,020.16	161	84
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	4,710.03	148	78	0.00	0	0	4,710.03	148	78	1,572.50	68	54	6,282.53	216	132
TOTAL ADULT MATERIALS	62,246.84	2,072	2,002	12,844.08	633	617	75,090.92	2,705	2,547	28,205.40	1,384	1,314	103,296.32	4,089	3,861
Juvenile Fiction	1,777.85	155	109	648.98	43	42	2,426.83	198	151	359.90	44	28	2,786.73	242	179
Juvenile Circulating Non-Fiction	10,327.69	523	476	4,119.40	222	220	14,447.09	745	696	720.12	68	60	15,167.21	813	756
Juvenile Reference	1,200.75	39	19	290.38	19	19	1,491.13	58	38	50.00	1	1	1,541.13	59	39
Juvenile Print Continuities	93.10	3	1	0.00	0	0	93.10	3	1	0.00	0	0	93.10	3	1
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	11,621.54	565	496	4,409.78	241	239	16,031.32	806	735	770.12	69	61	16,801.44	875	796
TOTAL JUVENILE PRINT MATERIALS	13,399.39	720	605	5,058.76	284	281	18,458.15	1,004	886	1,130.02	113	89	19,588.17	1,117	975
Juvenile Audio/Music	0.00	0	0	244.49	23	23	244.49	23	23	57.00	7	7	301.49	30	30
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	244.49	23	23	244.49	23	23	57.00	7	7	301.49	30	30
Juvenile Video Educational	431.90	14	14	0.00	0	0	431.90	14	14	0.00	0	0	431.90	8	8
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	431.90	14	14	0.00	0	0	431.90	14	14	0.00	0	0	431.90	8	8
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	431.90	14	14	244.49	23	23	676.39	37	37	57.00	7	7	733.39	38	38
TOTAL JUVENILE MATERIALS	13,831.29	734	619	5,303.25	307	304	19,134.54	1,041	923	1,187.02	120	96	20,321.56	1,155	1,013
Total Fiction	4,011.05	282	229	5,668.03	316	308	9,679.08	598	537	6,242.40	326	309	15,921.48	924	846
Total Non-Fiction	66,925.15	2,362	2,228	12,234.81	601	590	79,159.96	2,963	2,818	21,520.52	1,103	1,040	100,680.48	4,066	3,858
Total Audio	1,234.87	53	46	244.49	23	23	1,479.36	76	69	84.50	9	9	1,363.86	85	78
Total Video	3,907.06	109	46	0.00	0	0	3,907.06	109	46	1,545.00	66	52	5,452.06	169	92
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	63,478.91	2,806	2,549	30,746.55	940	921	94,225.46	3,746	3,470	29,392.42	1,504	1,410	123,617.88	5,244	4,874



Agenda Item 14

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*  
 DATE: August 18, 1999  
 SUBJECT: Unique Management Services, Inc. Report for Month of July

The report was received from Unique Management on August 9, 1999. Attachment A is enclosed. As requested by Unique Management, no new accounts were submitted for the month of July. Beginning August 2, 1999, Debt Collect will become effective. 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					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	0	69	10	292.01	20

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 08/01/99

Time Run: 09:22PM  
Date Run: AUG 01 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	99	Dollars Submitted	:	9,321.96	Dollars Received	:	1,708.25
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	1,605.30
Incorrect Addresses	:	19	Dollars in Skips	:	1,484.35	Dollars Waived	:	670.15
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	30.40	Total Activated	:	5,001.40
Accounts in Process	:	79	Dollars in Process	:	7,531.66	% of Dollars Activated	:	56.41%
# of Accounts Activated	:	49						
% of Accounts Activated	:	62.03%						

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: August 18, 1999  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT JULY, 1999**

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY, 1999

Beginning Balance 6/30/99			(\$1,862.37)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	298.64		
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 July		446.34	
Total Copier Maintenance Payment in July		229.65	
Debit Card System Loan Payback		0.00	
	298.64	675.99	
Ending Balance 7/31/99			<u>(\$2,239.72)</u>
July 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 7/31/99	(8,565.48)
Loan Amount as of 7/31/99 (Literacy Fund)	7,700.00
July Payment (Fund 702)	0.00
July Payment (Literacy Fund)	0.00
Balance 7/31/99	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson





TO: Placentia Library District Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EM*  
 DATE: August 18, 1999  
**SUBJECT: GIFT REPORT**

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

**ADOPT-A-BOOK DONATIONS**

A-One Auto Body & Towing	Edna King
Dean & April Baltzell	Joseph & Rebecca Kovach
F. Margaret Barnes	George & Mary Liegler
Lillian Bart	Howard & Karen Longballa
Ray & Donna Bass	Stacey Lopez
Charlotte Baughman	Dori Jo & Doris Maetzweiler
Lynn & Lana Brown	Robert & Kathy McKinnell
April Chen	Kathy Miller
Audrey R. Coming	John & Diane Milton
Ken & Janice Coulson	Diane Morgan
Peter & Helen Dalquist	Jo Ann Nelson
Ted Davis	Harold Nerhus
Bharat Maru & Joy Dholakia	Will & Lois Nettleship
Lawrence & Carol Doeling	Gary & Laurie Oshiro
Norman Eckenrode	Thomas & Jane Overall
Mr & Mrs. Charles Frazee	Jean & Arnold Pappas
Evelyn Van Gelder	Ed & Henrietta Powell
Nita Godwin	Eleanore Rankin
Bruce Groff	Ann Robinson
Ed & Barbara Hemmerling	Doris A. Smith
Dorothy Hine	Frederick Stearns
Pat Irot	Ralph & Carole Steffen
JART Direct Mail	Armand Tavianini
Ben & Carolyn Johnson	Tommie's Medical Center Pharmacy
Lois M. Jones	Jui & Ellen Wang
Kim L. Kahrilas	Harold & Inez Warwick
Isabel Karbaum	Peggy Wilson
Stephen Kaye	Granville & Alice Yoshina
June Keir	

**TOTAL AAB DONATIONS** 3,550.00

**TOTAL ALL DONATIONS** **\$3,550.00**

Prepared by : Wendy Goodson



TO: Library Board of Trustees

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

DATE: August 18, 1999

**SUBJECT: BUILDING MAINTENANCE REPORT FOR JULY, 1999**

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Regular maintenance of lighting.
3. **Floors** – Repair of one tile in workroom completed.
4. **Trash disposal** – Removal of loading dock debris completed by Public Works.

Prepared by: Wendy Goodson



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: August 18, 1999  
**SUBJECT: PERSONNEL REPORT FOR JULY, 1999**

RESIGNATIONS:

Principal Librarian Suad Ammar submitted her retirement notification effective December 23, 1999.

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



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

## CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 July	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	6.00	6.00	9/95	366.25
Backes, Theresa	3.50	3.50	6/98	107.25
Clugston, Patricia	2.25	2.25	6/98	56.25
Cravotta, Leo	3.50	3.50	5/99	4.00
Dell, Lyla	16.25	16.25	8/98	259.75
Farkas, Ted	3.50	3.50	10/98	22.50
Fioroni, Pete	4.00	4.00	3/97	152.00
Fioroni, Ruth	4.00	4.00	3/97	152.00
Fitzgerald, Joan	10.50	10.50	10/93	1,694.00
Godwin, Nita	8.00	8.00	2/96	155.25
Hemmerling, Barbara	6.25	6.25	10/95	299.50
Hochman, Sue	14.75	14.75	1/98	133.25
Horrocks, Marjorie	4.00	4.00	10/95	201.00
Hyams, Rose	12.50	12.50	7/98	236.50
Irot, Pat	22.75	22.75	2/96	1,061.75
Jertberg, Pat	7.25	7.25	4/98	143.50
Livezey, Jane	2.00	2.00	4/96	352.00
Mignot, John	2.25	2.25	6/98	37.75
Mignot, Shirley	8.00	8.00	9/95	338.75
Myers, Claire	15.50	15.50	10/95	678.50
Olson, Bob	3.50	3.50	9/95	243.75
Pence, Thomas	6.00	6.00	1/99	35.50
Project Independence	17.75	17.75		95.00
Robb, Barbara	1.75	1.75	7/98	33.25
Schlichter, Allan	4.00	4.00	10/93	546.50
Schmidt, Marie	3.25	3.25	4/98	83.00
Schwartzkopf, Jan	1.50	1.50	6/99	13.25
Shaw, Dixie	1.50	1.50	5/94	145.50
Stark, Allan	2.00	2.00	4/97	34.00
Stark, Sandra	5.00	5.00		183.75
Wymer, Betty	9.75	9.75	1/96	461.25
J.T.P.A. / Job Training Partnership Act	60.00	60.00		1,110.50
S.T.E.P. / Senior Training & Employment Program	80.00	80.00		5,633.75
TOTAL	352.75	352.75		15,070.75

**TEMPORARAY VOLUNTEERS**

	FY99/00	
	July	YTD
Bone, Shawnda	3.00	3.00
Bui, Jennifer	3.00	3.00
Cai, Quynhry	1.00	1.00
Cai, Moanevly	1.00	1.00
Cheam, Makyka	16.00	16.00
Chopra, Kunal	16.00	16.00
DeViliez, Jennifer	6.00	6.00
Falcon, Maria	9.00	9.00
Gomez, Jessica	10.00	10.00
Hasirauni, Loyal	10.25	10.25
Hibino, Satoko	1.50	1.50
Keyuravong, Francis	6.00	6.00
<b>TOTAL</b>	<b>82.75</b>	<b>82.75</b>

	FY99/00	
	July	YTD
Levreault, Michelle	2.00	2.00
Margary, Gale	6.00	6.00
Martinez, Josh	39.00	39.00
Matta, Manuel	6.00	6.00
Piha, Richard	6.00	6.00
Shah, Janki	30.00	30.00
Tran, David	37.00	37.00
Valadez, Violette	21.25	21.25
Villanoeva, Jorge	4.25	4.25
Wang, Grace	2.75	2.75
Wang, Shuan	2.50	2.50
Whalen, Mark	3.00	3.00
Yada, Julie	6.00	6.00
<b>TOTAL</b>	<b>165.75</b>	<b>165.75</b>

**LVA VOLUNTEERS**

Literacy Volunteer Hours 222.00

**TOTAL VOLUNTEERS HOURS 823.25**

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

	Regular/Temp.Volunteers			Literacy Volunteers		
	FY97/98	FY98/99	FY99/00	FY97/98	FY98/99	FY99/00
July	898.50	929.00	601.25	818.00	449.00	222.00
August	864.25	919.25		405.00	427.00	
September	433.00	531.75		376.00	261.00	
October	486.00	497.00		435.00	332.00	
November	492.75	443.75		369.00	345.00	
December	556.00	312.25		273.00	179.00	
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	305.25	543.25		317.00	283.00	



Placentia Library District  
Circulation Report  
AUGUST 18, 1999

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 JULY 99	FY98-99 JULY 98
1st Time Checkouts	12,308	14,590	-15.64%	12,308	14,590
Phone Renewals	1,493	1,080	38.24%	1,493	1,080
In-Building Renewals	364	1,131	-67.82%	364	1,131
Total Renewals	1,857	2,211	-16.01%	1,857	2,211
TOTAL CHECKOUTS	14,165	16,801	-15.69%	14,165	16,801
On-Time Checkins	12,064	14,709	-17.98%	12,064	14,709
Late Checkins	1,642	2,265	-27.51%	1,642	2,265
TOTAL CHECKINS	13,706	16,974	-19.25%	13,706	16,974
Holdings Placed	238	338	-29.59%	238	338
Holdings Cancelled	49	63	-22.22%	49	63
Holdings Filled	271	329	-17.63%	271	329
Holdings Expired	3	1	200.00%	3	1
Overdue Items	582	711	-18.14%	582	711
Overdue Notices	283	288	-1.74%	283	288
Billing Notices	421	417	0.96%	421	417
Patrons Registered	218	234	-6.84%	218	234
Titles Added	731	733	-0.27%	731	733
Volumes Added	1,119	974	14.89%	1,119	974
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	5,884	6,868	-14.33%	5,884	6,868
Juvenile Print	7,151	8,671	-17.53%	7,151	8,671
Total Print	13,035	15,539	-16.11%	13,035	15,539
Audio	463	495	-6.46%	463	495
Visual	666	767	-13.17%	666	767
Equipment	0	0	0.00%	0	0
Total Audio Visual	1,129	1,262	-10.54%	1,129	1,262
TOTAL CIRCULATION	14,165	16,801	-15.69%	14,165	16,801
Placentia Circulation	9,435	10,941	-13.76%	9,435	10,941
% Placentia Circulation	66.61%	65.12%	2.29%	66.61%	65.12%
Anaheim/Yorba Linda Circulation	2,137	2,729	-21.69%	2,137	2,729
% Anaheim/Yorba Linda Circulation	15.09%	16.62%	-9.21%	15.09%	16.62%
TYPES OF ACTIVE BORROWERS					
Adult	8,916	10,270	-13.18%	8,916	10,270
Young Adult	233	348	-33.05%	233	348
Juvenile	3,974	5,244	-24.22%	3,974	5,244
New Borrower	1,046	938	11.51%	1,046	938
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	14,165	16,800	-15.68%	14,165	16,800
TOTAL REGISTERED BORROWERS	19,811	25,135	-21.18%	19,811	25,135
ATTENDANCE	24,863	26,127	-4.84%	24,863	26,127
Adult Reference - In Building	705	1,039	-32.15%	705	1,039
Adult Reference - Telephone	173	222	-22.07%	173	222
Children's Reference - In Building	926	1,120	-17.32%	926	1,120
Children's Reference - Telephone	40	24	66.67%	40	24
Total Adult Reference	878	1,261	-30.37%	878	1,261
Total Children's Reference	966	1,144	-15.56%	966	1,144
Total In Building Reference	1,631	2,159	-24.46%	1,631	2,159
Total Telephone Reference	213	246	-13.41%	213	246
TOTAL REFERENCE	1,844	2,405	-23.33%	1,844	2,405



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

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Meeting held at MWDOC  
10500 Ellis Ave., Fountain Valley  
7:30 a.m. - July 6, 1999

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**ISDOC Executive Committee Members Present:**

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

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

Vacant  
3rd Vice President

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@psomas.com  
\*Russell Paris Email: rparis6@gte.net  
Bill Goodwin Email: rgoodwin@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

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

## Call to Order

### 1. Preliminaries

President Coolidge called the meeting to order at 7:35 A.M.

### 2. Review Minutes of June 1, 1999 Executive Committee Meeting.

Minutes approved as presented.

### 3. Financial Report

Joan Finnegan reported a cash balance of \$3,732.61 (report attached).

### 4. LAFCO Matters

John Withers, LAFCO Commissioner, reported that the attention of the LAFCO is currently focused on the Incorporation of the Santa Margarita area.

John reported that the Tri-Cities consolidation with Coastal MWD was proceeding as planned. Mike Dunbar, General Manager of South Coast Water District reported that the remaining issues were how to deal with service to the San Diego County Water Authority area and the disposition of Tri-City employees.

Bob Hanson questioned John regarding a recently announced rate increase in the Garden Grove area. This initiated a long discussion regarding LAFCO procedures and how to hold various parties accountable for claims made during LAFCO hearings regarding cost savings, improved efficiencies, etc. Discussion also addressed the high cost of consolidation to the agencies involved and the lack of consideration given to this during the LAFCO proceedings. John agreed to recommend to the Commission that the cost of consolidation be included in the considerations of future consolidation proposals.

Ron Kennedy reported on how ISDOC might deal with the need to conduct "post audits" of consolidations to evaluate the effectiveness of selected consolidations.

Ron reported that a professional study would cost up to \$50,000 while alternatives using academic resources would cost less but be of questionable quality.

The Committee requested that a "Scope of Work" and a Request for Proposals be prepared. Ron requested comments from those in attendance via fax by July 16, 1999. Our objective would be to complete the study by early 2000 assuming legislative activity next year.

5. **CSDA Report**

Russell Paris reported that effective July 9th, Mike Gotch will no longer be working for CSDA as he has accepted the position of Legislative Secretary to Governor Davis.

6. **Legislative Report**

Keith Coolidge discussed the recently approved state budget, which includes \$150 million in local government "relief" from the Education Reimbursement Augmentation Fund (ERAF) property tax shift. It also includes a "cap" on ERAF shift at the FY 1999 level, meaning districts that received property tax receipts will receive the "growth" in new or increased valuations within their service area. Special districts statewide will receive only about \$6 million of the \$150 million, but even that small amount would not have been available if urban counties hadn't come to the aid of the special districts.

Keith also discussed a June 24th hearing on special districts conducted by the Milton Marks Commission on California State Government Organization and Economy, otherwise known as the "Little Hoover Commission". The hearing was the first of several planned by the Commission to study California Special Districts, focusing especially on Independent Special Districts - those that are governed by independently elected boards. At the June 24th hearing, the Commission heard from Stephen P. Morgan, a professor at the University of Southern California who has studied special districts on a contract with the Association of California Water Agencies. Others who were invited to testify included Harry Ehrlich, president of the California Special Districts Association and deputy general manager for Olivenhain MWD in San Diego County, and Orange County LAFCO Executive Director Dana Smith. (See attached agenda and opening statement from Commission Chairman Richard Terzian.)

The Commission is an independent state oversight agency that was created in 1962 to investigate state government operations and - through reports, recommendations and legislative proposals - promote efficiency, economy and improved service. By statute, the Commission is a balanced bipartisan board composed of five citizen members appointed by the Governor, four citizen members appointed by the Legislature, two Senators and two Assembly members. The current membership includes Orange County Assemblyman Bill Campbell and Irvine Co. Executive Vice President Gary Hunt.

The Commission's study of special districts is one of several efforts by various groups and commissions that are now studying various aspects of local government organization and finance. Keith will prepare a summary of all current efforts for the July 29th quarterly meeting.

7. **Resignation of Teri Cable**

The Committee was informed of the resignation of Teri Cable. Teri had resigned her elected position on the East Orange Water District Board due to a change of residence (from E. Orange to Laguna Beach) effective June 17, 1999.

The Committee accepted the resignation with regret and then took action to elevate Arlene Schafer to the position of 2nd Vice President. Keith appointed a committee consisting of Bob Hanson, Phil Anthony and Russell Paris to develop a nomination for the vacated position of 3rd Vice President.

8. Other Concerns/Comments

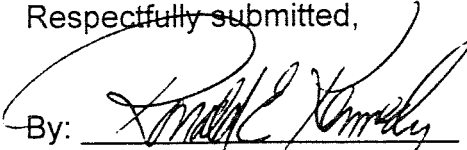
The Program Committee reported potential speakers for the July 29th luncheon meeting. Mark your calendars and watch for more details.

9. Adjourn

The meeting was adjourned at 9.00 a.m. The next meeting will be August 3, 1999.

Dated July 6, 1999

Respectfully submitted,

By: 

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

ISDOC  
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY  
TREASURER'S REPORT

<u>BALANCE ON HAND AS OF JUNE 1, 1999:</u>		\$ 3,778.27
<u>RECEIPTS:</u>		
Miscellaneous	<u>\$ 100.00</u>	
TOTAL RECEIPTS FOR PERIOD 6/1/99 - 7/5/99:		\$ 100.00
<u>EXPENSES:</u>		
#1189 El Toro Water District - Printings & Mailings of 4/12 & 19 & 5/21/99 Agendas & Minutes	<u>\$ 145.66</u>	
TOTAL EXPENSES FOR PERIOD 6/1/99 - 7/5/99:		<u>\$ 145.66</u>
BALANCE ON HAND AS OF JULY 5, 1999:		<u><u>\$ 3,732.61</u></u>

Respectfully submitted,

*Joan C. Finnegan*  
Joan C. Finnegan  
ISDOC Treasurer



## State of California

## LITTLE HOOVER COMMISSION

## AGENDA

Public Hearing on Special Districts  
Thursday, June 24, 1999  
State Capitol, Room 447

Richard R. Terzian  
Chairman

Michael E. Alpert  
Vice Chairman

Bill Campbell  
Assemblymember

Carl D. Cavizz  
Daniel W. Hancock

Sally Havice  
Assemblymember

Gary H. Hunt

Gwen Moore  
Angie Papadakis

Charles S. Poochigian  
Senator

Jaba Vasconcellos  
Senator

Sean Walsh

Stanley R. Zax

James P. Mayer  
Executive Director

Public Hearing: 9:00 a.m.

*Introduction and Overview*

1. Fred Silva, Advisor, Governmental Relations, Public Policy Institute of California

*Special District Consolidations*

2. Stephen P. Morgan, Professor, University of Southern California, Sacramento Center and California State University, Hayward
3. Thomas M. Gardner, Director of Public Management Consulting, Vitetta Group

*California Special Districts Association*

4. Harry Ehrlich, President, California Special Districts Association and Deputy General Manager of Capital Programs, Olivenhain Municipal Water District

*Organization and Governance Issues Panel*

5. Dana M. Smith, Executive Director, Orange County Local Agency Formation Commission
6. Phil Batchelor, County Administrator, Contra Costa County
7. Herb Moniz, City Manager, City of San Ramon

**(The Commission will break for lunch and a business meeting at 12:00 noon. The hearing will resume at a time determined by the chair.)**

- I. Business Meeting Transcript from May 27, 1999
- II. Schedule of Hearings and Studies
- III. Subcommittee Reports
- IV. Legislation



State of California

## LITTLE HOOVER COMMISSI

## Opening Statement

Chairman Richard R. Terzian  
Special Districts Public Hearing  
June 24, 1999

Richard R. Terzian  
Chairman

Michael E. Alpert  
Vice Chairman

Bill Campbell  
Assemblymember

Carl D. Covitz

Daniel W. Hancock

Sally Hovine  
Assemblymember

Gary J. Hunt

Gwen Moore

Aagie Papadakis

Charles S. Poochigian  
Senator

John Vancorcellos  
Senator

Sean Walsh

Stanley R. Zax

James P. Mayer  
Executive Director

This is the first public hearing that the Commission is conducting as part of its study of California special districts. Specifically, the Commission is interested in assessing the governance, accountability and efficiency of the nearly 3,000 independent special districts in California. Since most of the controversies surrounding special districts involve independent districts - those that are governed by independently elected boards - these will be the focus of the Commission's review.

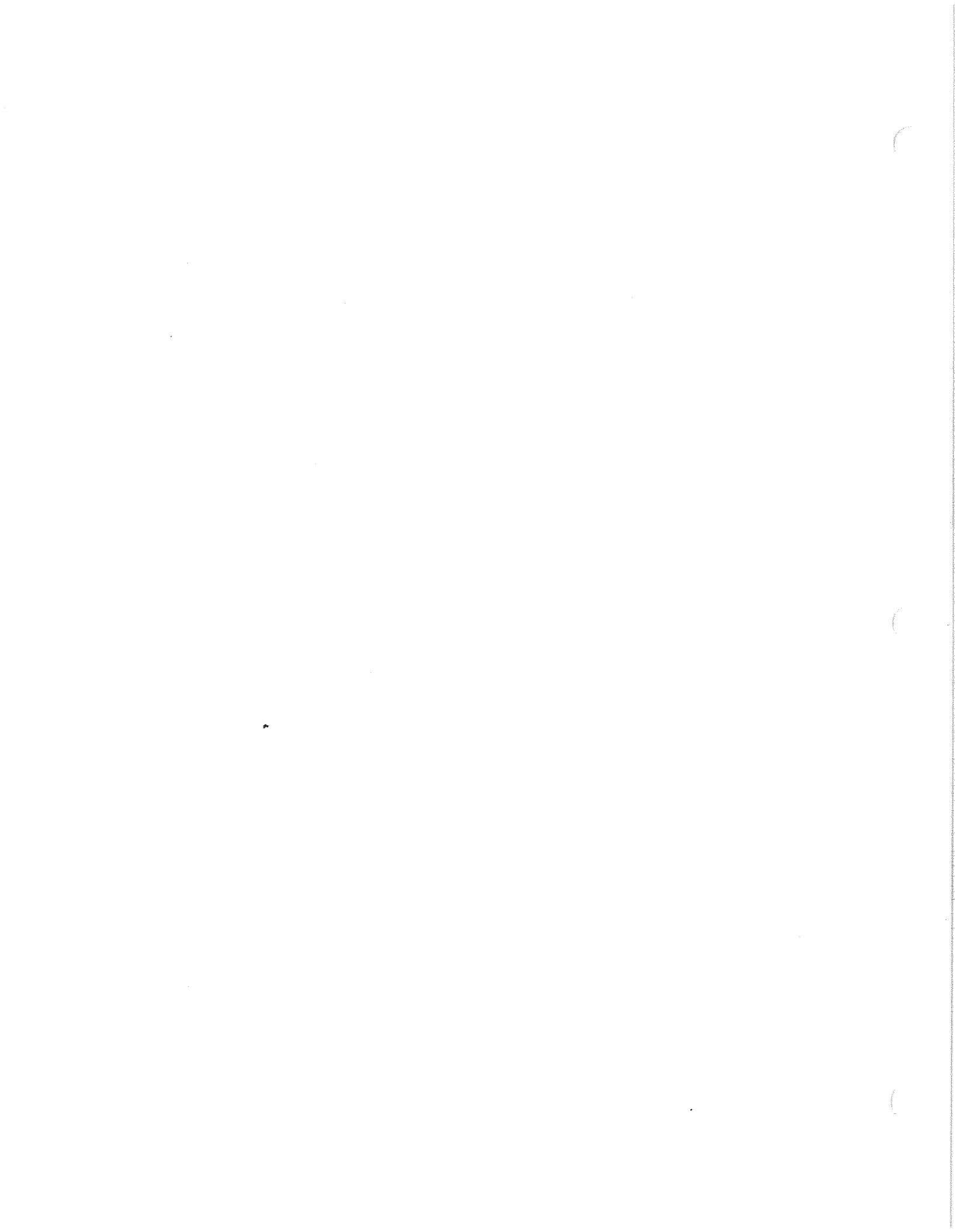
Critics of special districts charge that they are redundant, invisible and unaccountable to the residents they serve. They argue that districts need to be consolidated to reduce duplication and capture economies. Proponents of special district government contend that they create competitive environments that hold costs down, and are closer and more responsive to the residents they serve than are larger multi-purpose governments.

We know that there are many special districts across the state that are performing efficiently and effectively with high degrees of customer satisfaction. We have also been presented with examples of those that are not. And while the research on special district consolidations is not conclusive - and is often contradictory - opportunities for consolidation exist and there is a role for the State. We understand that 70 special district consolidations have taken place since 1994, most of them initiated voluntarily. A review of the literature and testimony from experts will assist the Commission to identify opportunities for consolidation, disincentives to consolidation, and define the appropriate role for the State. We recognize that the best decisions will likely be made on a case by case basis.

In 1963, legislation was passed creating county Local Agency Formation Commissions - LAFCOs - charged with regulating the formation and boundaries of cities and special districts. In 1993, AB 1335 gave LAFCOs the authority to initiate consolidations, dissolutions and mergers of special districts. The Commission will hear testimony on the role of LAFCOs in special district consolidation efforts and reasons why they have not been as effective as was expected by the Legislature.

The Commission will hear today from a representative of another state commission that has studied state and local governance and finance issues, and from a researcher who has studied special district consolidations. The Commission also will hear from representatives of special districts, a local agency formation commission, and cities and counties.

The Commission will hold another hearing in August where it will look at several special district case studies. The Commission will hear from witnesses involved in controversies surrounding a Southern California water replenishment district, representatives of fire districts engaged in consolidation talks, and water districts that have successfully consolidated.



CITY OF PLACENTIA INVOICES

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

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

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99	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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99	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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	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

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

**ROLL CALL**

The Regular Meeting of the Placentia Library District Ad Hoc Committee on Increasing Library Usage was called to order on July 28, 1999 at 7:00 P. M. by Elizabeth D. Minter.

**Members Present:** Suad Ammar, Peggy Burkich, Robin Masters, Elizabeth D. Minter, and Gaeten Wood.

Others Present: Library Administrative Assistant Wendy Goodson

**Members Absent:** Peggy Dinsmore, Al Shkoler, Sandra Stark and Cyrise Smith

**AGENDA**

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

**MINUTES**

It was moved by Robin Masters, seconded by Gaeten Wood to approve the Minutes of the June 23, 1999 Ad Hoc Committee meeting as printed.

**ORAL  
COMMUNICATIONS**

There were no members of the public present.

**ACTIONS REPORT**

Nothing to report at this time.

**COFFEE SERVICE  
TASK FORCE  
REPORT**

10 hours a week have been allocated for staff to prepare and clean up the selling of coffee.

**ENTRY WAY TASK  
FORCE REPORT**

The Entry Way Task Force presented several different designs for the entry way to the Library. Space and safety were two main concerns discussed. Design #B was chosen by the committee to present to the Placentia Library Board.

**SIGNAGE TASK  
FORCE REPORT**

Nothing to report at this time.

**WINDOW  
TREATMENT TASK  
FORCE REPORT**

The Library obtained an estimate for window coverings for the Meeting Room and the Conference Room of approximately \$1,500.00 from Pringle's Draperies.

**RECOMMENDATIONS**

The Entry Way Task Force Design Proposal – Attachment A will be presented to the Board of Trustees at the August 18, 1999 Board Meeting.

The next Ad Hoc meeting is scheduled for September 22, 1999 at 7:00 P.M. There will be no August Ad Hoc Meeting.

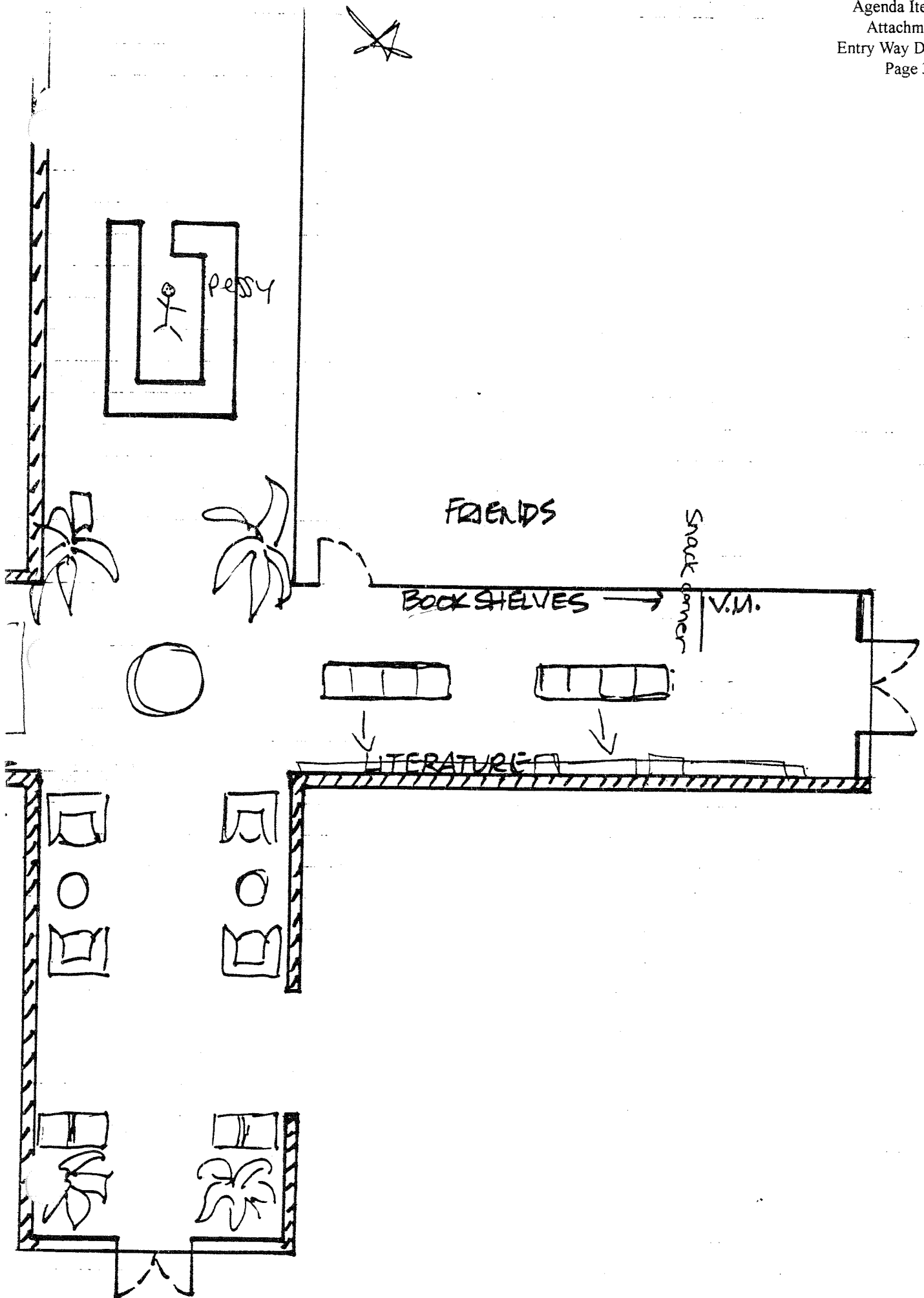
**ADJOURNMENT**

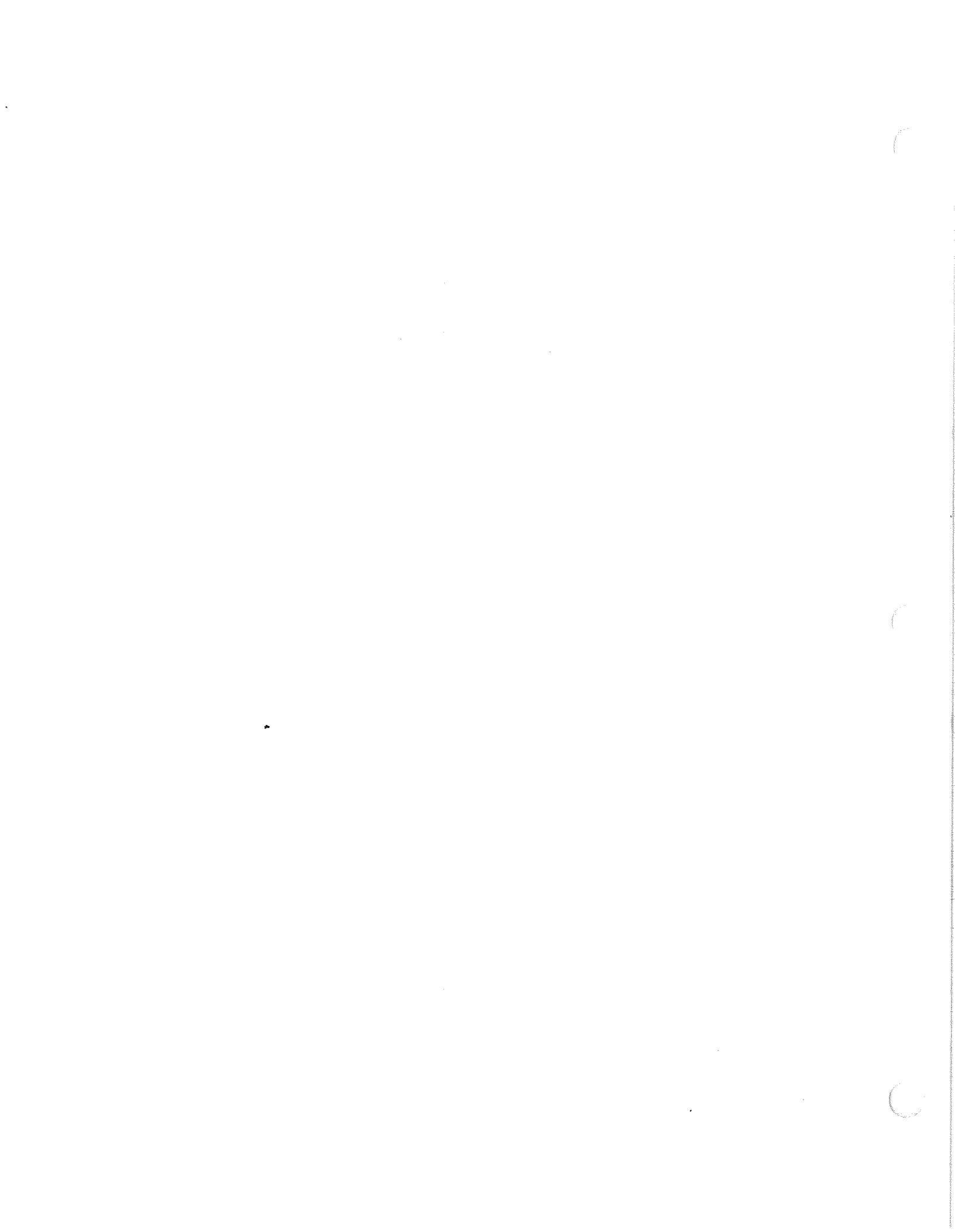
The Regular Meeting of the Placentia Library District Ad Hoc Committee for July 28, 1999 was adjourned at 8:09 P.M.

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Wendy Goodson  
Administrative Assistant







YOUTH SERVICES MATERIALS GRANT PROGRAM  
1998-1999

1. Applicant Jurisdiction Placentia Library District

2. Library Branch, station<sup>1</sup> or bookmobile (if applicable) \_\_\_\_\_  
(This will be referred to as the "applicant site")

3. District: State Assembly 72 State Senate 33  
House 39, 41

4. Type of materials to be purchased (select one)

Children's Materials \_\_\_\_\_ Young Adult Materials x

5. Grant Amount (select one)

\_\_\_\_\_ \$5,000 \_\_\_\_\_ x \$10,000

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<sup>1</sup> The definition of a "branch" and "station" can be found on page 2 of this mailing.

6. Please describe you library service area (demographic data, youth population, etc.) Please confine your answer to this page only, do not attach additional sheets.

The Placentia Library District serves a population of 47,143. While the majority of the population is white (57.54%), there is a large Hispanic population (30.17%) and a growing Asian population (10.09%). The percentage of the population under the age of 18 is 25.7%.

The Placentia Library serves two middle schools, two high schools, and a continuation school. These schools have a combined student body of 10,624. One middle school, one high school and the continuation school are less than one mile from the library, placing them within walking distance. The second middle school and high school are approximately two miles from the library.

The Placentia Library District is an Independent Special District. Property tax revenue is the library's sole tax source for operating revenue and over the past seven years 50.41% of that revenue has been shifted away from the library. This shift in revenue has caused reductions in service hours, staffing and the book budget. One of the positions lost was that of the 20 hour per week Young Adult librarian. Budget cuts also meant that Young Adult purchasing was practically eliminated.

7. Please identify the types of materials that are needed in your collection and how that need was determined (was there input from children and/or young adults, etc.). Please confine your answer to this page only, do not attach additional sheets.

The Placentia Library District needs a wide range of young adult materials. Due to the low level of young adult purchasing over the past seven years very little in the way of new titles in either fiction or non fiction have been added to the collection. Also, the core collection of classroom assigned reading titles has been only sketchily maintained. There has been no specific young adult purchasing in the areas of videos, music or audiobooks.

Materials need was determined by several methods: general overview of the collection; review of the Placentia Yorba Linda School District's core reading lists and course of study for grades 7 through 12; a tracking program instigated during the 98/99 school year where the library staff kept track of the type of school assignments patrons came in to complete; and a survey to determine what types of materials were of interest to young adults.

The survey was conducted among young adults between the ages of 12 and 17. The questionnaire was handed out in-house to young adults who met the age criteria.

The questionnaire consisted of two parts. The first part was a list of nine types of materials the library could offer young adults: curriculum based non-fiction, popular non-fiction, curriculum-based fiction, popular fiction, videos, magazines, audiobooks, and music CD's. The ninth type was "other" where young adults could write in any material type not offered on the list. Young adults were asked to circle the types of materials they were interested in.

The second part of the questionnaire was a section where young adults were asked to take the material types from section one and arrange them in order of importance, with one being most important to them, and nine being the least important.

8. Please describe the types of materials (either children's or young adult) that you plan to select and purchase. (Limit your answer to space provided.)

The planned purchasing for the young adult collection is broad and encompasses fiction, nonfiction, audiovisual materials and periodicals.

Fiction purchasing will include paperbacks to support the school's core reading lists as well as current, recently published titles.

Non-fiction purchasing will include items to support the curriculum, current topics of interest, and those items considered high interest/low readability.

Audiovisual purchasing will include currently available popular theater releases, movie versions of books of interest to young adults and music CD's.

Some magazine subscriptions will be picked up, including popular Spanish titles.

Nonfiction titles in Spanish, Spanish novelas, and materials in Vietnamese and possibly Chinese will be purchased for the collection.

9. Please describe your plans for the promotion of the collection that will be purchased. (Limit your answer to space provided.)

Promotion of the collection will involve school visits and a prize drawing to be held at the library. The librarian will either make visits to each classroom or attend a back-to-school assembly depending on the school administrator's wishes. The visit will include a short talk promoting the collection and flyers to hand out to each student. The flyer will promote the new collection and give library location and hours. On the bottom of each flyer will be an entry slip for the prize drawing. Students will need to bring the entry slip into the library to be entered in the prize drawing. Prizes will be of interest to young adults and could include: passes to a local skateboard park, a skateboard, gift certificates to local record stores and bookstores, a CD player or boom-box, gift certificates to local skate and bike shops, etc.

Notice of the new collection will also appear in the Placentia Quarterly (the local newsletter sent out to all residents by the city of Placentia) and the September school newsletter (sent to all teachers in the Placentia schools). The new collection will be promoted on the library web page, as well as by in-house signage.

10. On behalf of (library jurisdiction) Placentia Library District  
for the (library) Placentia Library

I will accept a Library Services and Technology Act grant award of \$ 10,000.00 for the Youth Services Materials Grant Program of 1998-1999. I agree to the conditions of this award and stipulate that the funds will be used for the purchase of youth materials that meet the needs of children or young adults, and that materials will be processed and made available promptly. I understand that all funds must be expended by September 30, 1999, or returned to the State Library.

Signed Cristine Smith

Title Children's Librarian

Library Placentia Library District

Mailing Address 411 E. Chapman Ave.

City Placentia Zip Code 92870

Telephone Number (714) 528-1906 Telefacsimile Number (714) 528-8236  
EXT. 212

E-mail Address csmith@cosmoslink.net

Please submit this original signed application, and five copies no later than 4:00 p.m. on Tuesday, July 20, 1999.

California State Library  
Library Development Services Bureau  
Youth Services Materials Grant Program  
P.O. Box 942837 (900 "N" Street, 5<sup>th</sup> Floor)  
Sacramento, CA 94237-0001 (Sacramento, CA 95814)

**CALIFORNIA STATE LIBRARY**  
**Library Development Services Bureau**  
**P.O. Box 942837**  
**Sacramento, CA 94237-0001**

**DATE:** July 29, 1999

**TO:** Elizabeth Minter, Director  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92670-6198

**FAX #:** (714) 528-8236

**FROM:** Jay Cunningham, LSTA Coordinator Telephone (916) 653-8112

This is to inform you of the State Librarian's decision on the LSTA Application(s) for the Youth Services Materials Grant Program for 1998/99, listed below. The response to this targeted grant program was overwhelming and gratifying. We received 340 applications with requests totalling \$2,800,000.

**DECISION**

**YES, FOR THE FOLLOWING APPLICATIONS FOR 1998/99:**

Placentia Young Adult \$10,000

**NO, FOR THE FOLLOWING APPLICATIONS**

**YES, FOR THE FOLLOWING BRANCHES, FOR 1999/2000 LSTA FUNDING, EFFECTIVE OCTOBER 1, 1999: (NOTE: For these awards, DO NOT EXPEND LSTA FUNDS until you receive the signed award letter from Dr. Starr.)**

**The following application(s) was (were) not received by the designated deadline and was (were) ineligible.**

Letters from the State Librarian notifying you of approval or non-approval are being prepared, and will be sent as soon as possible. Approval letters will contain a packet with the claim form you will need to fill out and return to receive the grant. All necessary instructions will be contained in the award packet. Checks should be sent to you within two to three weeks of receipt of the claim form at the State Library.

Your assigned LDS consultant for this project is Bessie Condos Tichauer, Children and Youth Services Consultant, telephone (916) 653-8293.

Thank you for your interest and participation in this targeted grant program.





# PLACENTIA LIBRARY I

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

July 29, 1999

## Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Gates Library Initiative  
ATTN: Kim Wilson  
16625 Redmond Way, Suite M-10  
Redmond, WA 98052

Dear Gates Library Initiative:

On behalf of the Board of Directors and clients of Placentia Library District I would like to thank you for the invitation to apply for a Gates Library Initiative Grant.

The Placentia Library District Board of Trustees has placed a heavy emphasis on improving the level of services that we provide to the underserved sections of our community. The Gates Library Initiative Grant will be a major technological component in this process.

The Library Board at its meeting on August 18, 1999 will review the District's Proposed Technology Plan. If it is adopted it will be forwarded to the State Library of California for certification.

The District's telecommunication structure for Internet access is currently being revised. We are planning a migration from an ISDN line to another technology and are currently working with the staff of Advanced Inter Systems, our LAN consultant, to identify our best choice. This issue is scheduled to be presented to the Library Board for approval in September 1999.

I am submitting this application to you today with great anticipation of the improvements in Internet and electronic services that we will be able to offer our library clients.

I am looking forward to working with the staff of the Gates Library Initiative on this exciting project.

Yours truly,

Elizabeth D. Minter  
Library Director



GATES LIBRARY INITIATIVE

California State Partnership

Application for Local Library Grant  
From the

Placentia Library District

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(Name of Library)

July 29, 1999

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(Date Submitted)

## Contact Information

(1) **Name of Library (*required*):** Placentia Library District

Address: 411 E. Chapman Avenue

City, State, Zip: Placentia , CA 92870

Phone (714) 528-1925 Ext. 202

Fax: (714) 528-8236

Email: plalibd@cosmoslink.net

Library web site URL, if any: to be available September 1999

(2) **Main person responsible for completing application (*required*):** Elizabeth D. Minter

Phone: (714) 528-1925 Ext. 203

Fax: (714) 528-8236

Email: eminter@cosmoslink.net

Please check if this person attended the Grant Workshop

(3) **Main technical contact (*required*):** Julie Shook

Phone: (714) 528-1925 Ext.206

Fax: (714) 528-8236

Email: jshook@cosmoslink.net

(4) **Main training contact (*required*):** Julie Shook

Phone: (714) 528-1925 Ext.206

Fax: (714) 528-8236

Email: jshook@cosmoslink.net

(5) **Grant administrative contact (*if different from # 2 above*):** Wendy Goodson

Phone: (714) 528-1925 Ext.202

Fax: (714) 528-8236

Email: plalibd@cosmoslink.net

## Project Principles

### Principle 1 - Need

We understand that the Gates Library Initiative's (GLI's) funding is targeted at those libraries serving low-income communities, where the need is the greatest and the fewest people have computers and Internet access at home. "Need" is defined as directly referring to the people in this community who are at or below poverty levels, and persons who are caught in the "digital divide," — that is, those who do not have ready access to personal computers or the Internet. **This library has recognized the need within our community to offer/expand access to computers and the Internet to the public through the library.**

This library is committed to serving a significant number of people that have distinct needs for public access computing. Specifically, this community faces challenges with one or more of the following issues: poverty levels, unemployment, education levels, literacy rates, income, ethnicity, industry or business. This library is committed to achieving the goal of reaching out to these target groups.

We understand that this grant is intended not only to provide our library with the resources to address these needs in our community but also to empower the library to provide programming and training to those groups in our community that do not have computer or Internet access elsewhere. We believe that the challenges faced by this community can be significantly addressed by the addition of public access computers available with a GLI grant. These computers will offer opportunities to the people previously outlined as being in need in this community. For example:

- The library will offer multi-level training classes to the community aimed at creating computer literacy and skill development. We will actively recruit class participants from groups that have been previously listed as being in need of public access computers including one or more of the following: students, seniors, unemployed, non-native English speakers, low-income groups, etc.
- Students of all ages will be able to conduct research and write papers.
- Computers will be available for job-seekers to draft resumes and conduct employment searches.
- The computers will be made available to organizations to encourage local involvement in expanding programming at the library. These groups may include some of the following: literacy groups, genealogy clubs, friends of the library, book clubs, school groups, community organizations, gardening clubs, senior groups, ESL classes, etc.
- These computers will be integrated into current library programs.

## Principle 2: Partnerships:

The library recognizes that GLI funding should help build partnerships between GLI and grant recipients, between grant recipients and their communities, and within the library.

“Partnerships” refer to the joint relationships libraries have established, or plan to establish, with other organizations or agencies in the community – for example, schools, chambers of commerce, literacy groups, senior citizen groups, local businesses or industries. While these relationships will certainly involve services provided by the library, they are also characterized by some form of mutual benefit to the library as well.

The partnerships outlined in the table below represent the types of partnerships that are, or will be, developed in our community. The library plans to enhance these types of partnerships and generate new partnerships as a result of receiving a GLI grant.

<b>Group/Agency in Partnership</b>	<b>Group/Agency's Benefit</b>	<b>Library's Benefit</b>
Local Arts Organization	Free display of artwork in library	Library gets benefit of rotating art exhibit to bring new users to library; teaches two painting classes per month at cost to patrons, no instruction fee charged
Local Internet Service Provider	Free advertising	Free dial-up internet access account for library use
Local Genealogical Society	Free office and class space and use of computer for storing records	Free publications and assistance with transcribing and converting data to databases
Social Service Agency	Receive on the job training for a client	Receives 20 hours per week trainee of labor at no cost to library
Local Schools	Enables students access to library resources, internet classes, word processing, after school mentoring and tutoring programs and class visits to the library	Library receives increased patronage and community support for increased programming for students, school systems provide funding for supplementary reference material
Local College's Computer Science Department	Students are able to use the library computer lab for Internet research and preparation of assignments.	The technology personnel and instructors provide the library with technical assistance when the library has a problem, and hosts the library's web page
Senior Citizens Groups	Provide groups with location to hold informational training classes and meetings	Provides increased patronage, volunteers to work in the library, and supportive voters of library bonds
Department of Employment Services or local Vocational training organization	Works with library to develop programs on job searching, resume writing, and computer skills	Provides funding for reference materials and supplies to hold classes in the library
Local Restaurants	Public relations for restaurant	Free meal coupons for Summer Reading Program; helium to fill Summer Reading balloons
Chamber of Commerce	Library maintains member database and distributes to requesting persons	Chamber provides publicity for library
Local Literacy Volunteer group	Provides resources for volunteer tutor who tutor adults in basic reading skills	Library receives new customers and funding to support resources for literacy program
National Honor Society at Local High School	Students fulfill society volunteer requirements	Library gets student volunteers to assist with projects

**Principle 3: Leveraging**

We understand that the GLI grant should serve as a catalyst for others – government, business, foundations, and individuals – to support the public library as an institution and to make a priority of providing broad public access to information technologies and to encourage long-term local technological and financial sustainability.

Our library plans to use the opportunity of the GLI grant to encourage organizations and agencies to provide additional funding and in-kind contributions to expand and enhance the capabilities provided by the grant. We recognize that this is a necessary component of our library’s ability to sustain the equipment received through the GLI grant. Therefore, we are currently developing a sustainability plan to build appropriate support for, and maintenance of, the GLI grant equipment and connectivity into its future operating budgets, and to focus any leveraged fund and services toward such support and maintenance over time.

The relationships outlined in the following table represents the types of support that are, or will be, developed in our community. The library plans to use the GLI grant as an opportunity to leverage increased funding and in-kind support from the library’s traditional as well as alternative funding sources, as a means to ensure that our library will be able to maintain and expand our computing capabilities.

Actual or Planned Action	Actual or Anticipated Result
Request to city council for additional staff position to provide needed technical support	If approved by the council, recruitment will begin at the earliest possible time
Request to local Rotary Club for computer furniture	If approved, furniture will be purchased as soon as funds are available
Requested the Friends* of the Library to create a fund solely for use in maintaining and upgrading the library’s technology	Friends of the Library have agreed to make monthly contributions into a separate technology fund. Friends fundraisers will also be held to supplement this fund
Plans for an “Adopt-A-Computer-Part” campaign	Library will recognize patrons who make a cash donation to the library’s technology fund
Local ISP contacted about exchanging use of the library’s training facilities for free connectivity	Local ISP company will offer library Internet connectivity free of charge
Community businesses approached about supporting the library’s annual “automation fund drive”	Business will donate money and time to the library’s automation campaign

## Grant Applicant Certification

**Purpose:** The purpose of the Gates Library Initiative (GLI) grants is to expand the availability of public access computing, and to provide access to the Internet and to digital information through the Public Library.

**Eligibility Standard:** To be eligible for a Gates Library Initiative Grant, a library must be recognized by the California State Library as a public library, be open to public use acting as a Public Library (not as an administrative facility), serve an area of over 10% poverty, and not have previously received a GLI (or GLF) grant.

We have carefully reviewed the preceding Project Principles and are in agreement with the GLI's purpose to provide public access to computers and the Internet through public libraries. We believe that these principles are an accurate reflection of our community and its needs for public access computing, our library's ability to use this GLI grant to create new partnerships and expand existing ones, as well as our library's commitment to leverage funds for the long-term maintenance of public access computing. We commit our full support to achieving the goals and principles outlined.

We certify that:

1. This application was completed accurately to the best of our ability.
2. This library system meets the eligibility criteria outlined above.
3. All good faith efforts will be made to sustain the public access computing capability established by this grant.
4. We understand that grants will be made only to Public Libraries that provide unmediated access to computers and the Internet for public use, and will operate and administer the computer and Internet access without charges or fees to library patrons.

Signatures:

Name of Library System Placentia Library District

Library Director:

Name Elizabeth D. Minter  
Signature *Elizabeth D. Minter*  
Date July 28, 1999

Library Board Chair:

Name Al Shkoler  
Signature *Al Shkoler*  
Date July 28, 1999





# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

July 29, 1999

## Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Gates Library Initiative  
ATTN: Kim Wilson  
16625 Redmond Way, Suite M-10  
Redmond, WA 98052

Dear Gates Library Initiative:

Placentia Library District is an independent special library district, established by a local referendum in 1919 and operated by an elected Board of Trustees under the provisions of Section 19600, Chapter 9 of the Education Code of the State of California. As an independent special library district it receives its own property tax allocation which is controlled directly by its elected Library Board of Trustees.

As the President of the Board of Trustees of Placentia Library District that is currently applying for the Gates Library Initiative (GLI) Grant, I offer this letter of support. My support extends to both the Library's efforts to expand the availability of public access computers and the Internet in our community, as well as to the guiding principle of the GLI grants: *to expand the availability of public access computing, and to provide access to the Internet and to digital information through the public library.*

In supporting this application, I agree to the following:

1. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
2. All good faith efforts will be made to sustain the public access computing capability established by this grant. Such efforts will be aimed at assuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, every effort will be made to assure adequate public funding for the proper maintenance and eventual replacement of the equipment provided by this grant.

By signing this letter, I affirm that I have reviewed the application materials and understand that there will be costs associated with receiving a GLI grant that are not covered by the grant. These expenses may include, but are not limited to, staff, construction/remodeling, furniture, material and supplies, ongoing telecommunication costs and non-granted software and hardware. I agree to provide all available support to assist the Library in covering these costs.

Yours truly,

Al Shkoler, President  
Placentia Library District Board of Trustees

# California Public Libraries - Eligibility List

Library Name	City	Outlet	MSA	SPOP	SPOV	Library Building Grant (SPOV >= 10%)	Partial Library Building Grant (SPOV < 10%)
<i>Placentia Library District</i>							
Placentia Library	Placentia	CE	NC	25,722	11.19%	<input checked="" type="checkbox"/>	

SECTION 1: Central Library Address

<b>GLI Records</b> Placentia Library 1 E. Chapman Ave. Placentia CA 92670-6198 (714) 528-1906	<b>Shipping address</b> Please do not use P O Box Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198
---	---

Verify address and supply shipping address if missing.

SECTION 2: Library System Information

Central Library Hours of Operation		GLF Records	Corrections
Monday	<del>12:00</del> am/pm to <del>9:00</del> am/pm	Number of library buildings	1
Tuesday	<del>12:00</del> am/pm to <del>9:00</del> am/pm	Number of employees (FTE)	16
Wednesday	<del>12:00</del> am/pm to <del>9:00</del> am/pm	Total population served	52,500
Thursday	<del>10:00</del> am/pm to <del>6:00</del> am/pm	Current Year total budget	\$943,773.00
Friday	_____ am/pm to _____ am/pm	Local per capita funding	\$20.47
Saturday	_____ am/pm to _____ am/pm	Building square footage	28,800
Sunday	<del>1:00</del> am/pm to <del>5:00</del> am/pm	Number of registered borrowers	27,895
		Total circulation for last full calendar year	_____
		Do you track building level use statistics?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the building have a meeting room? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		How many meeting rooms does the building have? <u>1</u>	
Please list the size (in square feet) and the capacity of each meeting room: <u>960 sq ft. with tables 100 chairs</u>			

SECTION 3: Measurements of Population and Poverty for Central Library Facility

Number of people served by this building: 25,722 Percentage of building service population in poverty: 11.19%

SECTION 4: Existing Public Access Pentium PC's at Central Library

Number of public access Pentium PC's (Pentium P133 or better and a minimum of 16 MB of memory): 3

SECTION 5: Technical/Training Support at Central Library

Technical Staff	Training Staff
Number of staff and full-time equivalent employees (FTE) devoted to supporting technology: <u>.25 FTE</u>	Number of staff and full-time equivalent employees (FTE) devoted to supporting training: <u>.25</u>
<u>Library staff</u>	<u>Library staff</u>
Person responsible for installation and maintenance of GLI-funded PCs: <u>Julie Shook</u>	Person responsible for training: <u>Julie Shook</u>
Title: <u>Technical Services Librarian</u>	Title: <u>Technical Services Librarian</u>
Phone: <u>714-528-1925 x.206</u> Fax: <u>714-528-8236</u>	Phone: <u>714-528-1925 x.206</u> Fax: <u>714-528-8236</u>
Email address: <u>jshook@cosmoslink.net</u>	Email address: <u>jshook@cosmoslink.net</u>
Total hours per week to be devoted to technical support: <u>10</u>	Total hours per week to be devoted to training: <u>10</u>
<u>Anticipated technical assistance from non-staff member</u>	<u>Anticipated training assistance from non-staff member</u>
Name: <u>Advanced Inter Systems Staff</u>	Name: _____
Affiliation (e.g. community member, local high school student, etc.): <u>Contract LAN Services</u>	Affiliation (e.g. community member, local high school student, etc.): _____
<u>Martin Baghramian</u>	
Phone: <u>714-630-3000</u> Fax: <u>714-630-9349</u>	Phone: _____ Fax: _____
Total hours per week to be devoted to technical support: <u>± 1</u>	Total hours per week to be devoted to training support: _____

CENTRAL LIBRARY TECHNICAL INFORMATION FOR GRANT IMPLEMENTATION

Computers

<p>Total number of computers: <u>24</u></p> <p>Number of Pentiums: <u>21</u></p> <p>Number of 486s: <u>2</u></p> <p>Other computer(s): <u>1</u></p> <p>Computers being used as network machines to access the Internet: <u>8</u></p>	<p>Of the total number of computers:</p> <p>Number for Staff Use only: <u>14</u></p> <p>Number for Public Access: <u>10</u></p>
--	---

Networking

<p>Number of computers networked: <u>8</u></p> <p>Coaxial used to connect network? (Y or N) <u>N</u></p> <p>Length of coaxial cable (in feet): <u>NA</u></p> <p>Is 10Base-T used to connect network? (Y or N) <u>Y</u></p> <p>Number of hubs (If 10Base-T used): <u>3</u></p> <p>Number of available ports (If 10Base-T used): <u>6</u></p> <p>Is 100Base-T used in your building? (Y or N) <u>Y</u></p> <p>Do you have free 100Base-T ports? (Y or N) <u>Y</u></p> <p>Number of available ports (If 100Base-T used): <u>3</u></p> <p>Using a repeater? (Y or N) <u>N</u></p>
---

Electricity

<p>Number of computers on the same electrical circuit: <u>1-2</u></p> <p>Has the electricity been checked by an electrician? <u>Yes</u></p> <p>How many more machines can be added within the electrical capacity of the building? <u>?</u></p> <p>The electrician assures us that we have enough capacity for dedicated circuits for this project. He says the total capacity depends on our design.</p>
---

Online Public Access Catalog (OPAC)

<p>OPAC Vendor: <u>Ameritech</u>      Operating System: _____      Number of OPAC terminals: <u>15</u></p> <p>Software: <u>Dynix</u>      <input checked="" type="checkbox"/> Unix    <input type="checkbox"/> NT      Does the OPAC have a web interface? <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>Release Version: <u>172</u>      <input type="checkbox"/> VMS    <input type="checkbox"/> Other, please specify: _____      Scheduled to be added by _____ the end of 1999.</p>
--

Site Preparation (Central Library)

<p>Type of site preparation required before grant can be implemented (wiring, renovation, new construction, etc.):  <u>Wiring and cabling extended or installed to the locations determined. Also, preparation of existing and new furniture and purchase of chairs. We are currently planning to replace ISDN line for LAN with better telecommunications.</u></p>
---

Corrections/Additional Plans

<p><u>The Library intends to incorporate the Gates equipment and services to the existing LAN which currently provides Internet access. Also, the Library is in the 2nd year of a 3 year project to replace the old asynchronom OPAC terminal with PCs.</u></p>
---

# Placentia Library District

## CENTRAL LIBRARY PUBLIC ACCESS COMPUTER INFORMATION

Please provide the following information for each Public Access Computer.

### Public Access Computers LAN 1

1. Processor  Pentium  486  Other: \_\_\_\_\_
2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
4. Is the computer networked (check if yes)?
5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface
6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):

Web browser  
Newspaper indexes  
Encyclopedia

### Public Access Computers LAN 2

- Processor  Pentium  486  Other: \_\_\_\_\_
2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
4. Is the computer networked (check if yes)?
5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface
6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):

Web browser  
Newspaper indexes  
Encyclopedia

CENTRAL LIBRARY PUBLIC ACCESS COMPUTER INFORMATION

Please provide the following information for each Public Access Computer.

Public Access Computers LAN 3

- 1. Processor  Pentium  486  Other: \_\_\_\_\_
- 2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
- 3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
- 4. Is the computer networked (check if yes)?
- 5. Is the computer connected to the Internet? 
  - Internet connection  Dedicated Line  Dial-up connection
  - Type of access  Graphical Interface  Text-based Interface
- 6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):
  - Web browser
  - Newspaper indexes
  - Encyclopedia

Public Access Computers LAN 4

- 1. Processor  Pentium  486  Other: \_\_\_\_\_
- 2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
- 3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
- 4. Is the computer networked (check if yes)?
- 5. Is the computer connected to the Internet? 
  - Internet connection  Dedicated Line  Dial-up connection
  - Type of access  Graphical Interface  Text-based Interface
- 6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):
  - Web browser
  - Newspaper indexes
  - Encyclopedia

CENTRAL LIBRARY PUBLIC ACCESS COMPUTER INFORMATION

Please provide the following information for each Public Access Computer.

Public Access Computers LAN 5

1. Processor  Pentium  486  Other: \_\_\_\_\_

2. RAM  16 MB  32 MB  Other: \_\_\_\_\_

3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_

4. Is the computer networked (check if yes)?

5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface

6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
 \_\_\_\_\_  
 Web browser  
 \_\_\_\_\_  
 Newspaper indexes  
 \_\_\_\_\_  
 Encyclopedia  
 \_\_\_\_\_

Public Access Computers LAN 6

Processor  Pentium  486  Other: \_\_\_\_\_

2. RAM  16 MB  32 MB  Other: \_\_\_\_\_

3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_

4. Is the computer networked (check if yes)?

5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface

6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
 \_\_\_\_\_  
 Web browser  
 \_\_\_\_\_  
 Newspaper indexes  
 \_\_\_\_\_  
 Encyclopedia  
 \_\_\_\_\_

CENTRAL LIBRARY PUBLIC ACCESS COMPUTER INFORMATION

Please provide the following information for each Public Access Computer.

Public Access Computers LAN 7

1. Processor  Pentium  486  Other: \_\_\_\_\_
2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
4. Is the computer networked (check if yes)?
5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface
6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
 \_\_\_\_\_  
 Web browser  
 \_\_\_\_\_  
 Newspaper indexes  
 \_\_\_\_\_  
 Encyclopedia  
 \_\_\_\_\_

Public Access Computers IAC Print Station

1. Processor  Pentium  486  Other: \_\_\_\_\_
2. RAM  16 MB  32 MB  Other: \_\_\_\_\_
3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_
4. Is the computer networked (check if yes)?
5. Is the computer connected to the Internet?   
Internet connection  Dedicated Line  Dial-up connection  
Type of access  Graphical Interface  Text-based Interface
6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
 \_\_\_\_\_  
 Magazine Article Print Station  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



CENTRAL LIBRARY PUBLIC ACCESS COMPUTER INFORMATION

Please provide the following information for each Public Access Computer.

Public Access Computers Literacy 1

Processor  Pentium  486  Other: \_\_\_\_\_

---

2. RAM  16 MB  32 MB  Other: 12

---

3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_

---

4. Is the computer networked (check if yes)?

5. Is the computer connected to the Internet?  Internet connection  Dedicated Line  Dial-up connection  
 Type of access  Graphical Interface  Text-based Interface

---

6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
Word Processing  
Word Attack 3  
Ultimate Phonics

Public Access Computers Literacy 2

Processor  Pentium  486  Other: \_\_\_\_\_

---

2. RAM  16 MB  32 MB  Other: \_\_\_\_\_

---

3. Operating System  Window NT  Window 95  Window 3.11  
 Window 3.1  Other: \_\_\_\_\_

---

4. Is the computer networked (check if yes)?

5. Is the computer connected to the Internet?  Internet connection  Dedicated Line  Dial-up connection  
 Type of access  Graphical Interface  Text-based Interface

---

6. Please list the three most popular applications on this machine (e.g. Web browser, children's games, word processing, etc.):  
Word Processing  
\_\_\_\_\_  
\_\_\_\_\_

CENTRAL LIBRARY INTERNET CONNECTIVITY INFORMATION FOR GRANT IMPLEMENTATION

Current Internet Connection

Is the library building currently connected to the Internet?  Yes  No

Is this connection shared with your branches?  Yes  No

Who is your current Internet Service Provider (ISP): Verio

Do you plan to switch?  Yes  No Who will you switch to? \_\_\_\_\_

What type of connection are you using?  Dedicated line  Dial-up connection

If dedicated connection: How many computers share this building's dedicated Internet connection? 8

Method used to make the connection:  ISDN  Dedicated Point-to-Point  Frame Relay  ADSL  Cable Modem  
 Other \_\_\_\_\_

What is the speed of your connection?  56 Kb/s  128 Kb/s  256 Kb/s  512 Kb/s  T1  Other \_\_\_\_\_

If you use a router, what is the brand and model? Brand: Cisco Model: Cisco Pro

Who owns the router?  Library  Internet Service Provider (ISP)  Other \_\_\_\_\_

Online Public Access Catalog (OPAC) Network

Does your library system have a centralized OPAC used by your branches?  Yes  No

If yes, please answer the following questions:

Are your branches connected to your central OPAC via a Wide Area Network (WAN)?  Yes  No

How do your branches connect to your OPAC?  Dedicated line  Dial-up connection  ISDN

Do you have routers at your branches?  Yes  No If you do have routers, what is the brand and model?

Router Brand Cabletron Router Model Smart Switch WAN HSIM

What protocol does your connection use?  TCP/IP  LAT  Other IP/IPX

Do users access your OPAC via PCs or terminals?  PCs  Terminals (Please see attached note)

Do you use your OPAC network to provide access to the Internet?  Yes  No

Internet Connection Plans

Do you plan to connect the GLI donated equipment to the Internet?  Yes  No (PLEASE SEE ATTACHED NOTE)

If no, please explain: \_\_\_\_\_

How do you plan to connect to the Internet?  Dedicated line  Dial-up connection

Who will be your ISP? \_\_\_\_\_

Who is your contact at the ISP? \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

What is your expected monthly ISP cost? \_\_\_\_\_

What is your expected one-time installation fee for connectivity? \_\_\_\_\_

Do you plan to build a Wide Area Network (WAN)?  Yes  No

What technology is planned for the WAN connections?

ISDN  Frame Relay  Dedicated Point-to-Point  ADSL  Cable Modem  Other \_\_\_\_\_

What is your local phone company? \_\_\_\_\_

If you have a contact at the local phone company, please provide the following:

Contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

What router equipment are you planning on using (in the Central location)?

Router Brand: \_\_\_\_\_ Router Model: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

SUBJECT: Placentia Library District – Central Library Internet Connectivity  
Information Grant Implementation

#### ONLINE PUBLIC ACCESS CATALOG (OPAC) NETWORK

Placentia Library District is a member of the Anaheim Library Consortium which consists of the Anaheim, Placentia, and Yorba Linda Public Libraries.

The Anaheim Public Library owns and controls the Ameritech/Dynix Library System. Placentia and Yorba Linda functions on the system the same way as the Anaheim Branch.

Placentia Library does not control what it can attach to or process through the Ameritech/Dynix system. All of those decisions are made by the Anaheim Public Library.

#### INTERNET CONNECTION PLANS

Placentia Library District is currently re-evaluating its ISP and connection type. We want to change the existing ISDN line to a faster product, most likely ADSL.

However, Placentia Library District installed a T1 line in July of 1999 to connect to the Ameritech/Dynix System at the Anaheim Public Library. We are investigating the possibility/feasibility of using that line for our Gates/LAN computer if Ameritech will serve as our ISP at a reasonable rate.

These decisions should be finalized no later than the end of September 1999. The staff at AIS (Advanced Inter Systems), our LAN consultants and technicians, is assisting us with the process.

**Grant Request Table and GLI Standard Model**

**Placentia Library District**

Description	Part Number	*GLI Standard Model (Quantity)	Library Building Request (Quantity)	Unit Price	Library Request Total (in dollars)	GLI Review Quantity	GLI Final Total
Content Server	TRI-204-0002-01	1	1	\$4,199.00	\$ 4,199.00		\$
Standalone Public Access Workstation, with Ethernet card, and pre-loaded software set. Ready to run out of the box.	TRI-100-0005-01	4	4	\$2,099.00	\$ 8,396.00		\$
HP 4050TN laserprinter with 10/100 card	TRI-701-0002-01	1	1	\$1,258.00	\$ 1,258.00		\$
Internal building wiring allowance	TRI-900-0002-00	1	1	\$500.00	\$ 560.00		\$
24 Port Hub	TRI-601-0005-00	1	1	\$250.00	\$ 250.00		\$
Network cabling kit	TRI-601-0006-00	1	1	\$95.00	\$ 95.00		\$
3COM PCI Ethernet Card 10/100	TRI-602-0001-00	0	0	\$71.00	\$		\$

Expected Total: \$ 14,698.00

\*The GLI Standard Model is based on a per building population (SPOP) as described in the "Gates Library Initiative Grant Making Guidelines" publication.

If the library requests more equipment than this budget sheet indicates they are eligible for, please provide a full explanation of why the library believes it should receive a different grant. Likewise, if the library requests less equipment than this budget sheet indicates they are eligible for, please provide a full explanation of why the library does not want the full grant. Continue on a separate sheet of paper and attach it to this budget sheet if this space is inadequate for your explanation.

NOTE: The amount of the final grant award will reflect the negotiated pricing with suppliers at the time the award is made.

Attachment A  
Library Technology Plan

Placentia Library District  
Prepared Technology Plan  
Draft 1 – July 26, 1999

PLACENTIA LIBRARY DISTRICT MISSION STATEMENT

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

(Adopted by the Library Board of Trustees on June 15, 1992)

CURRENT TECHNOLOGY OVERVIEW

(Summarize the current use of technology to accomplish the library's mission and goals)

- Telephone lines, which provide public access to library services and communication among library staff. FAX machine, personal computers with modems. E-mail.
- Placentia Library District is part of a consortium, with Anaheim Public Library and Yorba Linda Public Library. The Dynix (Ameritech, Inc.) integrated library system connects seven library facilities to a central site providing circulation, on-line catalog, acquisitions, and serials management services for the members of the consortium. Placentia Library District has access to this system through 16 terminals and 4 PCs.
- Security for library materials is provided by a 3M security system.
- Library patrons are provided access to the catalog and periodical indices through remote dial-up access from their home computers.
- ILL services are supported through a direct dial-up connection to OCLC.
- Internet access is provided to the staff through a dial up connection through Cosmoslink. Internet access for patrons is provided through a LAN consisting of seven workstations and one server with an ISDN connection through Verio.

Have you done a Technology Inventory / Assessment / Budget in the past year?  Yes  
 No

## Budget Summary

Provide the total estimated cost of implementing your technology plan.

### TOTAL ESTIMATED COSTS

Estimated current annual cost	\$35,000
Estimated one-time cost of additions	\$14,698
Estimated annual cost, with additions	\$49,698

### TECHNOLOGY PLAN

(Briefly describe your strategy for using information technologies to integrate, support and extend services and/or to assure an efficiently and effectively managed organization in the future)

- Replace hardware and software to be Y2K compliant
- Replace dial-up connection with Internet connections
- Develop a web page for the library
- Incorporate the equipment and software for the Gates Library Initiative Grant to existing LAN.

### TELECOMMUNICATIONS SERVICES

(Describe the telephone and data services you have and that you will need for the next 3-5 years)

At present, the library is connected to the servers at the Anaheim Central Library via 56K lines. While this provides enough bandwidth to support current voice telephony needs, these lines are inadequate to serve our data needs. The 56K lines cannot support the transmission of graphical information. To address our growing needs the Placentia Library District will implement the following changes over the next three to five years.

- Replace 56K connections with T-1 lines by September 1999.
- The library will replace current dial-up connections with direct Internet access

### HARDWARE AND SOFTWARE PRODUCTS

(Describe the telecommunications hardware and software you have and that you will need over the next 3-5 years)

At present, the library network includes both 'dumb' terminals and PCs. This environment is not Y2K compliant.

- The library provides public access to its on-line catalog via a network of 11 terminals.

- The library provides public access to CD-ROM resources, and the Internet, via a network of 7 PCs.
- 4 PCs are made available to public service staff to support automation needs.

The library will immediately upgrade its hardware and software components to meet Y2K requirements. Over the next 3-5 years, the library will replace its 'dumb' terminals with 'smart' clients.

- The library will replace its router to accommodate the migration of the TCP/IP network over the next three years. It will need a DSU/CSU.
- The library will replace all 11 of its 'dumb' terminals with microcomputers capable of running client-side applications.
- As more titles become available through the Internet, the existing CD-ROM server will continue to maintain and add locally held titles.
- The library will purchase all necessary software to complete the migration from a mainframe to a client-server environment.

#### NETWORK CONNECTIONS AND INTERNET SERVICES

(Describe the status of network connectivity (LAN/WAN) that you have and that you will need over the next 3-5 years. Describe your current level of Internet service and what you will need over the next 3-5 years.)

At present Placentia Library District maintains a LAN that is independent from the Anaheim Library Consortium Network. It consists of a server and seven work stations and provides Internet connects and access to a variety of CD ROM reference materials that have been loaded on the server.

In Fiscal Year 1999-2000 the Library may receive a Gates Library Initiative grant consisting of four work stations and a content server. This equipment will be connected to the existing LAN.

The number of Internet work stations will make for a current level of seven to eleven in Fiscal Year 1999-2000.

Also, Placentia Library is negotiating for asynchronous terminal to PC work station. In the Anaheim Library Consortium. This is taking place over a three year period. In Fiscal Year 1998-1999 four of the staff terminals were replaced. The public terminals will be replaced in Fiscal Year 1999-2000 and 2000-2001.

#### STAFF DEVELOPMENT

(Describe the level of staff development you have and that you will need over the next 3-5 years.)

Staff training opportunities:

- Staff has the opportunity to attend courses on application software at local training centers.
- Staff has the opportunity to attend seminars led by the Metropolitan Cooperative Library System (Los Angeles) Technology Committee.
- Staff has the opportunity to receive compensatory time to attend training programs in which they will enroll at their own expense and receive tuition reimbursement for classes completed.

SUPPORT

(Describe the level of staff and/or vendor support for technology you have and that you will need over the next 3-5 years)

- The library technology support staff consists of a .75 FTE Microsoft Certified Technology Librarian.
- The library works in conjunction with AIS, which provides technical support for the LAN.
- The library works in conjunction with Cosmoslink, which is designing and hosting our web page.
- The library works in conjunction with Ameritech, which produces the library automation software.

PLAN REVIEW AND UPDATING

(Describe the process for reviewing and updating your technology plan on a periodic basis)

The Plan will be reviewed and updated each year as part of the budget preparation process.

The Plan is being integrated into the District's Strategic Planning Process which is currently underway.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1998-99**  
**DATE:** August 18, 1999

**BACKGROUND:**

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1998-99. \*

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

**RECOMMENDATION:**

Receive and File



CALIFORNIA LIBRARY LITERACY SERVICE  
Quarterly Narrative Report

Fiscal Year: 1, 2, 3, 4

Placentia Library District  
Name of Library

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

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

Instructions:

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

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

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

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

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

Eleven tutors were honored at the annual volunteer recognition program, hosted by the Friends of the Library, for tutoring 50 or more hours during the past year.

A 15-hour tutor training workshop for new tutors was offered. The biggest challenge continues to be recruiting tutors for the ever-growing list of students. The city newsletter and the college class schedule continue to be the most effective recruitment tools.

This quarter two major community events took place, the Chamber Business Showcase and the Old Towne Fiesta. Literacy program flyers and pencils were distributed at both events, and the literacy coordinator was available to answer questions.

The Rotary Club of Placentia presented a \$1,000 check to the literacy coordinator to provide tutor training materials.

The literacy coordinator participated in the convocation at Fallen Leaf Lake, and had the opportunity to share ideas with the coordinators of many of the other library literacy programs.



Signature of person who prepared this report

Check here if you would like this information shared with others

Katie Matas

Printed name

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

Telephone / email

# CALIFORNIA LIBRARY LITERACY SERVICE

## Quarterly Financial Report (Fiscal Year 1998-1999)


Placentia Library District  
 Name Of Library

1st Quarter July-September      2nd Quarter October-December      3rd Quarter January-March      4th Quarter April-June

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	1,800	32,475	34,275	-0-	11,775	-0-	28,885	28,885
2. Library Materials	-0-	1,000	1,000	-0-	863	-0-	872	872
3. Operations	6,772	5,011	11,783	-0-	12,822	-0-	15,294	15,294
4. Equipment	-0-	-0-	-0-	-0-	2,920	-0-	2,920	2,920
5. Indirect	300	-0-	300	-0-	-0-	-0-	-0-	-0-
6. Total	6,872	38,486	47,358	-0-	28,380	-0-	47,971	47,971

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	1,000	-0-	1,000	-0-	405	-0-	485	485
3b. Travel	1,900	-0-	1,900	-0-	1,997	-0-	2,237	2,237
3c. Office Supplies	1,800	-0-	1,800	-0-	3,364	-0-	4,485	4,485
3a. Printing	3,000	-0-	3,000	-0-	2,878	-0-	2,878	2,878
3e. Instr. Resources	1,083	-0-	1,083	-0-	921	-0-	921	921
3. Communications	3,000	-0-	3,000	-0-	785	-0-	1,119	1,119
3g. Other	-0-	-0-	0	-0-	-0-	-0-	571	571
TOTAL	11,783	-0-	11,783	-0-	10,350	-0-	12,822	12,822

  
 Signature of Representative of Fiscal  
 Elizabeth D. Minter  
 Library Director      07/28/99

Title \_\_\_\_\_ Date \_\_\_\_\_  
 Wendy Goodson  
 Contact Person  
 Admin. Ass't. (714) 528-1906, ext. 202  
 Title \_\_\_\_\_ Phone \_\_\_\_\_

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

**BUDGET CHANGE REQUEST (BCR)**  
**CLSA/ California Library Literacy Service Funds/Families for Literacy**

1. See INSTRUCTIONS for Budget Change Request

2. Send complete form to:

California State Library  
 Budget Office, Literacy  
 PO Box 942837  
 Sacramento, CA 94237-0001

Placentia Library District

Name of Library

Fiscal Year

99-00

Please Check One


CLS

CLLS

FFL

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	1,800	-0-	1,800	
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (a-h)	11,783	-0-	11,783	
a. contract services	1,000	(200)	800	Actual expenses varied from original budget plans.
b. travel	1,900	(165)	1735	
c. office supplies	1,800	575	2375	
d. printing	3,000	465	3465	
e. instructional resources	1,083	350	1433	
f. communications	3,000	(425)	2575	
g. children's book (FFL)	-0-	-0-	-0-	
h. other	-0-	-0-	-0-	
4. Equipment	-0-	-0-	-0-	
5. Indirect	-0-	-0-	-0-	
6. TOTAL	13583	-0-	13583	

c:\users\ld\My\BIBCR\_53.CLC (Rev. 8/95)

STATE LIBRARY USE ONLY	
Fiscal Agent/Library Rep. Signature  Wendy Goodson	Title 714-528-1925 x.202 Date 7/27/99
Contact Person Wendy Goodson	Phone # 714-528-1925 x.202
CSL Consultant approval/signature Date	
CSL Fiscal Office approval/signature Title Date	

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

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

**Instructions:**

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

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals	
										GRAND TOTAL
a) Space	\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$690	\$2,000	
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140	\$1,000	
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
d) Printing	\$0	\$0	\$0	\$110	\$0	\$0	\$110	\$465	\$1,000	
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,500	\$2,000	
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
<b>COLUMN TOTALS FOR QTR</b>	\$0	\$0	\$375	\$260	\$0	\$0	\$635			
<b>COLUMN TOTALS FOR YTD</b>	\$140	\$0	\$1,500	\$1,155	\$0	\$0		\$2,795		

**COMMENTS:**

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

2. VOLUNTEER HOURS	THIS QTR	YTD	GOALS
a) Literacy Instruction	640	2,582	4,000
b) Talent/Support Services	413	1,162	2,000

Katie Matas  
 Contact Person  
Literacy Coordinator  
 Title  
(714) 524-8408 ext. 213  
 Telephone Number  
Katie Matas  
 Signature of Person Submitting Report  
Literacy Coordinator  
 Title  
07/13/99  
 Date

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

Placentia Library District \_\_\_\_\_  
 Name of Library

\_\_\_\_\_ 1st Quarter  
 July-September

\_\_\_ 2nd Quarter  
 October-December

\_\_\_\_\_ 3rd Quarter  
 January-March

X 4th Quarter  
 April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.		41
2. Adult Learners who began during quarter	2.		15
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	3	
b. Learners who became physically inaccessible this quarter	3b.	0	
c. Learners who left program for other reasons	3c.	4	
d. Learners who left program WITHOUT notification *	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		7
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		56
5. Adult Learners referred to other programs (never instructed) this quarter	5.		3

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.		96
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.		12

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.		49
9. Prospective Adult Learners awaiting instruction at end of quarter	9.		21

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

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	18	0	23	0	1	5	1	1	49

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	6	18	14	6	1	3	1	49

12. Gender	Male	Female	Not Specified	TOTAL
	16	33	0	49

Double Check:

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

Placentia Library District

Name of Library

*Katie Matas*

Signature of person submitting this report

Literacy Coordinator 07/13/99

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title Phone



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

Lucania Library District  
Name of Library

— 1st Quarter  
July-September

— 2nd Quarter  
October-December

— 3rd Quarter  
January-March

X 4th Quarter  
April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)			39
2. Tutors who began instructing during quarter			12
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	6	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)			6
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) *			51
5. Number of tutors trained during quarter			10
6. Number of pre-service tutor workshops offered during quarter			1

CUMULATIVE SUMMARY		TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)		84
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)		38

END OF QUARTER STATUS		TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)		45
10. Prospective tutors awaiting training/matching at end of quarter		8

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

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

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

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	3	1	4	0	1	36	0	0	45

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	1	6	1	15	8	9	5	0	45

13. Gender	Male	Female	Not Specified	TOTAL
	8	37		45

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

14a. Number of library branches used for literacy instruction during quarter	2
14b. Number of additional sites used for literacy instruction during quarter	10

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

Placentia Library District  
Name of Library

Katie Matas  
Signature of person submitting this report

Literacy Coordinator 07/13/99  
Title Date

Katie Matas  
Contact Person

Literacy Coordinator (714) 524-8408 ext. 213  
Title Phone

TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: August 18, 1999

**SUBJECT: STAFF APPRECIATION DINNER REPORT OF AUGUST 5, 1999**

The Staff Appreciation Dinner of August 5, 1999 was held at Black Angus Restaurant in Brea. The dinner was organized by Library staff consisting of Cheryl Willauer, Katie Matas, Esther Guzman, and Wendy Goodson. The number of attendees included 14 staff, 5 volunteers, 4 Library Board members, 5 Friends Board members, 1 Foundation Board member, 4 former employees and 4 paid guests.

Paul Deputy was honored for his 6,713 hours of volunteer service to the Placentia Library for 17 years. He was awarded New York Library Lion Bookends by the Library Board and a gift from the staff.

Staff Recognition Awards were awarded for:

25 years  
Suad Ammar

20 years  
Peggy Burkich

The total cost for the Staff Appreciation Dinner was \$684.50 sponsored by the Placentia Library Board and the Friends of the Placentia Library.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**  
**DATE:** August 18, 1999

**BACKGROUND:**

Library Revenue Issues

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

1. Property Tax

The Library Director met with Neal Gruber, Manager of the Orange County Auditor/Controller Tax Unit, on July 27, 1999 to discuss the property tax allocations and cash flow for Fiscal Year 1999-2000.

2. State Funds

No activity to report.

3. Local Revenues

No activity to report.

Parcel Tax Election Considerations

No activity to report

**RECOMMENDATIONS:**

Give direction for future action



# Heim, Noack, Kelly & Spahn

GOVERNMENTAL RELATIONS

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

**TRANSMITTED VIA FACSIMILE**

**1 Page**

**August 18, 1999**

**1:10 p.m. (PDT)**

**TO: CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	916-448-8499 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-569-1417 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)
cc: David McMurchie	916-443-0869 (145)

**FROM: Ralph A. Heim**

**RE: State Controller's Property Tax/Sales Tax Proposal**

State Controller Kathleen Connell has scheduled a press conference for tomorrow at 1:30 p.m. to discuss her proposal for local government fiscal reorganization.

As of this writing, I do not have any information relative to the proposal other than it relates to reallocation of sales taxes, among other issues.

I will obtain information from the briefing and forward same to you.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 1999-2000 Budget  
**DATE:** August 18, 1999

**BACKGROUND:**

The Fiscal Year 1999-2000 Budget for Fund 707 (General Fund) was presented to the Library Board at its July 21, 1999 meeting.

Legal Notices

The notices of public hearings for the Proposed Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District, and the Proposed Budget for 1999-2000 Fiscal Year for the Placentia Library District were published in the *Placentia News Times* and posted at the Library on August 5, 1999. The proofs of publication are Attachment A.

Fines and Fees Schedule

The Proposed Fines and Fees Schedule for Placentia Library District (Attachment B) is the same as last year with the addition of the check preparation fee for Passport Services.

A public hearing needs to be conducted for the Proposed Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District.

The Fines and Fees Schedule needs to be adopted by Resolution 99-3. (Attachment C)

Fiscal Year 1999-2000 Budget

The Proposed Fiscal Year 1999-2000 Budget for Placentia Library District was presented to the Library Board at its July 21, 1999 meeting.

The Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment D.

A public hearing needs to be conducted for the Proposed Budget for 1999-2000 Fiscal Year for the Placentia Library District.

The Fiscal Year 1999-2000 Budget for all District Funds needs to be adopted by Resolution 99-4. (Attachment E)



**RECOMMENDATIONS:**

1. Receive and File the Proofs of Publication for the notices of public hearings for the Proposed Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District, and the Proposed Budget for 1999-2000 Fiscal Year for the Placentia Library District that were published in the *Placentia News Times* on August 5, 1999.
2. Conduct Public Hearing on the Fines and Fees Schedule for Fiscal Year 1999-2000
3. Motion to read Resolution 99-3 by title only
4. Motion to adopt Resolution 99-3
5. Conduct Public Hearing on the Budget for Fiscal Year 1999-2000
6. Motion to read Resolution 99-4 by title only
7. Motion to adopt Resolution 99-4



**PROOF OF PUBLICATION**

This space is for the County Clerk's Filing Stamp

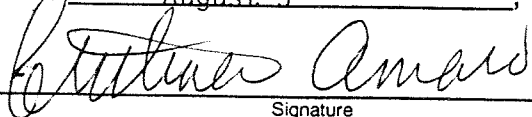
STATE OF CALIFORNIA, )  
  ) ss.  
County of Orange,         )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of twenty one years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Placentia News-Times**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-2665 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

August 5, 1999  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Date August 5, 19 99

  
Signature

**Placentia News-Times**  
1771 S. Lewis St.  
Anaheim, CA 92805  
(714) 634-1567

Proof of Publication of  
\_\_\_\_\_  
\_\_\_\_\_

Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870  
Administrative Office 714-528-1925

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Placentia Library District will hold a public hearing in the Board of Directors Conference Room of the Placentia Library, 411 E. Chapman Avenue, at 7:30 p.m., Wednesday, August 18, 1999, to consider the following items:

**PROPOSED BUDGET FOR  
1999-2000 FISCAL YEAR  
FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed budget is as follows:

Equipment & Structure Repair	Fund 702	\$87,464
Automated Replacement	Fund 703	\$3,359
Interest & Sinking	Fund 706	\$119,864
General Fund	Fund 707	\$1,361,880
Unused sick Leave Payoff	Fund 708	\$8,064
		TOTAL \$1,580,631

Copies of the preliminary budget may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia.

All interested persons are invited to attend this hearing and express opinions upon the items listed above.

Wendy Goodson  
Administrative Assistant  
(714) 528-1925 X203

Publish: Placentia News Times  
August 5, 1999

22-170

7S8W01200

**PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE**

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

*Proposed Revision August 18, 1999*

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

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

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

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

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

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

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement.....	\$1.00
Laminating, per sheet.....	\$1.00
Printing, black ink, per page.....	\$ .10
Photocopy, black ink per page.....	\$ .15
Printing & photocopy, color, per page.....	\$1.00
Passport check preparation.....	\$1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours.....	\$30.00
Additional hours, in four hour increments.....	\$30.00
Set-up fee.....	\$15.00
Clean-up fee.....	\$15.00
HVAC fee for days the Library is closed.....	\$125.00

<u>SURCHARGES</u>	
Returned check, up to 30 days.....	\$10.00
Returned check, 30 <sup>th</sup> day and over the greater Of 3 times value of check.....	\$100.00
Report to Collection Agency, per report.....	\$15.00

**DAMAGES**

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

RESOLUTION 99-3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT  
THE FINES AND FEES SCHEDULE FOR FY 1999-2000 OF PLACENTIA LIBRARY  
DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 1999-2000 dated August 18, 1999, and implements such on Aug 18, 1999.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
)ss.  
County of Orange )

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

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

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

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair  
FISCAL YEAR 1999-2000

At a meeting held on August 18, 1999, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 1999-2000 in the amount of \$ 87,464 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust \$87,404 (5200-Appropriation for Contingencies)

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Wednesday of the Month at 7:30 P.M.

Trustees: \_\_\_\_\_ President: \_\_\_\_\_  
~~Directors:~~ \_\_\_\_\_ Chairperson: Al Shkoler

(Please Print)

Margaret V. Dinsmore

Sandra Stark

Robin Masters

Gaeten Wood

Secretary: Robin Masters Library Director: \_\_\_\_\_  
Mgr/Supt: Elizabeth D.Minter

Attorney: N/A Auditors: Munson, Cronick & Associates, Inc.

Mailing address of district: 411 E. Chapman Ave.

Placentia CA 92870

Person to contact regarding budget: Elizabeth D.Minter, Library Director

Telephone: (714) 528-1925, ext. 203



COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT  
FISCAL YEAR 1999-2000

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/98 (from last year's schedule, Line 4)	<u>81,669</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1998/99	<u>3,110</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1998/99	<u>( 65 )</u>
4.	Fund Balance - 6/30/99	<u>84,714</u>
5.	Less: Total Reserves @ 6/30/99 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>-0-</u>	
7.	Other Reserves <u>-0-</u> Total Reserves <u>( -0- )</u>	
8.	Subtotal (Lines 4 through 7)	<u>84,714</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/99. Post this number to Schedule 16, Column 4	<u>84,714</u>

Prepared by:

For the District Wendy Goodson Phone No. (714) 528-1925 x.202

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 1999-2000

	<u>1</u> 1998-99 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 1999-2000
General Reserves (Object 9850)	0	-0-	-0-	-0-
Rest Cash (Object 9920)	-0-	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).

Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.

Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserve

Reserves for 1999-2000 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves prepared by:

For the District: wendy Goodson Phone No. (714) 528-1925 x.202

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_  
4

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1999-00

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED		UNSECURED		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL		
702									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
	Actual 1997-98 (2)	Actual 1998-99 (3)	Recommended 1999-00 (4)	Approved 1999-00 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	77,730	81,669	84,714						
6610 Interest	4,021	3,110	2,750						
6970 State - Other		-0-	-0-						
7670 Miscellaneous Revenue		-0-	-0-						
TOTAL MEANS OF FINANCING	81,751	84,779	87,464						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS (7)									
	Actual 1997-98 (8)	Actual 1998-99 (9)	Recommended 1999-00 (10)	Approved 1999-00 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES AND SUPPLIES									
1300 Maintenance - Equipment		-0-	-0-						
1400 Maintenance - Buildings and Improvements		-0-	-0-						
1900 Professional and Specialized Services	81	65	60						
TOTAL SERVICES & SUPPLIES	81	65	60						
FIXED ASSETS									
4000 Equipment		-0-	-0-						
TOTAL FIXED ASSETS		-0-	-0-						
4807 Operating Transfers Out		-0-	-0-						
5200 Appropriation for Contingencies		-0-	-0-						
TOTAL FINANCING REQUIREMENTS	81	-0-	87,404		702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURA REPAIR FUND				
			87,464						

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement  
FISCAL YEAR 1999-2000

At a meeting held on August 18, 1999, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 1999-2000 in the amount of \$ 3,359 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 3,349 (5200-Appropriation for contingencies)

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Wednesday of the Month at 7:30 P.M.

Trustees: \_\_\_\_\_ President: Al Shkoler  
~~Directors~~ \_\_\_\_\_ ~~Chairperson~~

(Please Print)

Margaret V. Dinsmore \_\_\_\_\_ Sandra Stark \_\_\_\_\_

Robin Masters \_\_\_\_\_ Gaeten Wood \_\_\_\_\_

Secretary: Robin Masters \_\_\_\_\_ Library Director: \_\_\_\_\_  
~~Mgr/Supt.~~ Elizabeth D. Minter

Attorney: N/A \_\_\_\_\_ Auditors: Munson, Cronick & Associates, Inc.

Mailing address of district: 411 E. Chapman Ave.  
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: ( 714 ) 528-1925 x.203

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT  
FISCAL YEAR 1999-2000

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

<u>Line</u>		
1.	Fund Balance - 6/30/98 (from last year's schedule, Line 4)	<u>3,028</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1998/99	<u>165</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1998/99	<u>( 4 )</u>
4.	Fund Balance - 6/30/99	<u>3,189</u>
5.	Less: Total Reserves @ 6/30/99 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves <u>  -0-</u>	
7.	Other Reserves <u>  -0-</u> Total Reserves <u>( -0- )</u>	
8.	Subtotal (Lines 4 through 7)	<u>3,189</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/99. Post this number to Schedule 16, Column 4	<u>3,189</u>

Prepared by:

For the District Wendy Goodson Phone No. (714) 528-1925 x.202

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 1999-2000

	<u>1</u> 1998-99 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 1999-2000
General Reserves (Object 9850)	0	-0-	-0-	-0-
Investment Cash (Object 9920)	-0-	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).

Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.

Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserve

Reserves for 1999-2000 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves prepared by:

For the District: wendy Goodson Phone No. (714) 528-1925 x.202

For the Cc : \_\_\_\_\_ Verific /: \_\_\_\_\_



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1999-00

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
703							TOTAL	TAX RATE
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
(1)								
Fund Balance Available	Actual 1997-98 (2)	Actual 1998-99 (3)	Actual 1999-00 (4)	Approved 1999-00 (5)				
6610 Interest	2,863	3,028	3,189					
7817 Operating Transfer In	169	165	170					
TOTAL MEANS OF FINANCING	3,032	3,193	3,359					
SUMMARY OF FINANCING REQUIREMENTS								
(7)								
SUMMARY OF FINANCING REQUIREMENTS								
SERVICES & SUPPLIES	Actual 1997-98 (8)	Actual 1998-99 (9)	Recommended 1999-00 (10)	Approved 1999-00 (11)				
1800 Office Expense		-0-	-0-					
1900 Professional and Specialized Services	4	4	10					
TOTAL SERVICES & SUPPLIES	4	4	10					
FIXED ASSETS								
4000 Equipment		-0-	-0-					
TOTAL FIXED ASSETS		-0-	-0-					
5200 Appropriation for Contingencies		-0-	3,349					
TOTAL FINANCING REQUIREMENTS	4	4	3,359					
703 - PLACENTIA LIBRARY DISTRICT - INTEREST SINKING AUTOMATED REPLACEMENT FUND								

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S  
FISCAL YEAR 1999-2000

At a meeting held on August 18, 1999, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 1999-2000 in the amount of \$ 119,864 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 119,814 (5200 for Appropriation for contingencies)

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Wednesday of the Month at 7:30 P.M.

Trustees: \_\_\_\_\_ President: Al Shkoler  
~~Directors~~ \_\_\_\_\_ ~~Chairperson~~

(Please Print)

Margaret V. Dinsmore \_\_\_\_\_ Sandra Stark \_\_\_\_\_

Robin Masters \_\_\_\_\_ Gaeten Wood \_\_\_\_\_

Secretary: Robin Masters \_\_\_\_\_ Library Director: \_\_\_\_\_  
~~Mgr/Supl:~~ \_\_\_\_\_ Elizabeth D. Minter

Attorney: N/A \_\_\_\_\_ Auditors: Munson, Cronick & Associates, Inc.

Mailing address of district: 411 E. Chapman Ave.  
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: ( 714 ) 528-1925 x.203

COUNTY OF ORANGE  
Placentia Library - I & S DISTRICT  
FISCAL YEAR 1999-2000

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/98 (from last year's schedule, Line 4)	113,940
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1998/99	3,250
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1998/99	( 76 )
4.	Fund Balance - 6/30/99	117,114
5.	Less: Total Reserves @ 6/30/99 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves	-0-
7.	Other Reserves	-0-
	Total Reserves	( -0- )
8.	Subtotal (Lines 4 through 7)	117,114
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/99. Post this number to Schedule 16, Column 4	117,114

Prepared by:

For the District Wendy Goodson Phone No. (714) 528-1925 x.202

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - J & S DISTRICT RESERVE REQUIREMENTS  
FOR FISCAL YEAR 1999-2000

	<u>1</u> 1998-99 Current Reserves	<u>2</u> Cancellation Of Reserves	<u>3</u> Increase Or New Reserves	<u>4</u> Reserve For 1999-2000
General Reserves (Object 9850)	0	-0-	-0-	-0-
Investment Cash (Object 9920)	-0-	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	0	-0-	-0-	-0-

INSTRUCTIONS

Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).

Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.

Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves

Reserves for 1999-2000 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3) + Increase or New Reserves (Column 4)

For the District: Wendy Goodson Phone No. (714) 528-1925 x.202

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1999-00

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
706 Interest and Sinking							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 1997-98 (2)	Actual 1998-99 (3)	Recommended 1999-00 (4)	Approved 1999-00 (5)			
Fund Balance Available	111,579	113,940	117,114				
6610 Interest	2,393	3,250	2,750				
7130 Other Governmental Agencies		-0-	-0-				
7817 Operating Transfer In		-0-	-0-				
TOTAL MEANS OF FINANCING	113,972	171,190	119,864				
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 1997-98 (8)	Actual 1998-99 (9)	Recommended 1999-00 (10)	Approved 1999-00 (11)	Fund Identification Other Than District General Fund (12)		
SERVICES AND SUPPLIES					706 - PLACENTIA LIB		
1900 Professional and Specialized Services	32	76	50		DISTRICT INTEREST		
TOTAL SERVICES AND SUPPLIES	32	76	50		SINKING BOND REDI		
3200 Bond Redemption		-0-	-0-				
4807 Operating Transfers Out		-0-	-0-				
5200 Appropriation for Contingencies		-0-	119,814				
Provision for Reserves		-0-	-0-				
TOTAL FINANCING REQUIREMENTS	32	76	119,864				

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library  
FISCAL YEAR 1999-2000

At a meeting held on August 18, 1999, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 1999-2000 in the amount of \$ 1,361,880 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 48,563 (4000-Equipment)

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Wednesday of the Month at 7:30 P.M.

Trustees: \_\_\_\_\_ President: \_\_\_\_\_  
~~Directors:~~ \_\_\_\_\_ ~~Chairperson:~~ Al Shkoler

(Please Print)

\_\_\_\_\_  
Margaret V. Dinsmore

\_\_\_\_\_  
Saundra Stark

\_\_\_\_\_  
Robin Masters

\_\_\_\_\_  
Gaeten Wood

Secretary: Robin Masters Library Director: Elizabeth D. Minter  
~~Mon/Sun~~

Attorney: N/A Auditors: Munson, Cronick & Associates, Inc.

Mailing address of district: 411 E. Chapman Ave.  
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: ( 714 ) 528-1925 x.203

COUNTY OF ORANGE  
Placentia Library DISTRICT  
FISCAL YEAR 1999-2000

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.



COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/98 (from last year's schedule, Line 4)	161,028
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1998/99	1,045,053
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1998/99	( 1,028,729 )
4.	Fund Balance - 6/30/99	177,352
5.	Less: Total Reserves @ 6/30/99 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves , -0-	
7.	Other Reserves 10,000 Total Reserves ( 10,000 )	
8.	Subtotal (Lines 4 through 7)	167,352
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/99. Post this number to Schedule 16, Column 4	167,352

Prepared by:

For the District Wendy Goodson Phone No. (714) 528-1925 x.202

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 1999-2000

	1 1998-99 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1999-2000
General Reserves (Object 9850)	-0-	-0-	-0-	-0-
Rest Cash (Object 9920)	10,000	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	10,000	-0-	-0-	10,000

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1999-2000 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (

pared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925 x203

For the Co : \_\_\_\_\_ Verifie \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1999-00

SUMMARY OF FINANCING REQUIREMENTS					
(7)	(8)	(9)	(10)	(11)	(12)
SUMMARY OF FINANCING REQUIREMENTS	Actual 1997-98	Actual 1998-99	Recommended 1999-00	Approved 1999-00	Fund Identification Other Than District General Fund
					707 - PLACENTIA LIBRARY DISTRICT
SERVICES AND SUPPLIES					
0700 Communications	15,643	14,973	17,960		
0900 Food	57	-0-	150		
1000 Household Expense	4,370	3,468	3,750		
1100 Insurance	10,183	10,124	7,000		
1300 Maintenance - Equipment	19,065	9,712	15,000		
1400 Maintenance - Buildings & Improvements	47,468	50,263	62,600		
1600 Memberships	2,829	3,045	3,225		
1700 Miscellaneous Expense					
1800 Office Expense	33,723	27,337	26,025		
1803 Postage	1,918	2,509	4,800		
1900 Professional and Specialized Services	68,641	62,022	74,990		
2000 Publications and Legal Notices			500		
2200 Rents and Leases - Buildings & Improvements	66,259	72,215	74,175		
2400 Special Departmental Expense	46,785	99,459	134,950		
2700 Transportation and Travel - Mtgs/Conferences	7,125	6,135	6,100		
2800 Utilities	51,273	48,637	52,500		
3000 Bad Debts					
3700 Taxes and Assessments			1,100		
TOTAL SERVICES AND SUPPLIES	375,339	409,900	484,825		
FIXED ASSETS					
4000 Equipment		-0-	48,563		
TOTAL FIXED ASSETS		-0-	48,563		
4807 Operating Transfer Out		-0-	-0-		
5200 Provision for Contingencies		-0-	167,352		
Provision for Reserves		-0-	-0-		
TOTAL FINANCING REQUIREMENTS	948,220	990,483	1,361,880		

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1999-00

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED		UNSECURED		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL		
707 General									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
	(1)	(2)	(3)	(4)	(5)	(6)			
Fund Balance Available	171,448	151,028	167,352				Fund Identification Other Than District General Fund (6)		
6210 Property Taxes - Current Secured	710,413	764,222	817,940						
6210 Public Utility Secured Taxes (Sub-revenue 01)	24,908	24,001	24,000						
6220 Property Taxes - Current Unsecured	45,613	50,053	50,000						
6230 Property Taxes - Prior Secured	18,290	19,667	20,060						
6240 Property Taxes - Prior Unsecured	1,036	1,054	1,100						
6280 Property Taxes - Current Supplemental	14,786	24,408	24,500						
6300 Property Taxes - Prior Supplemental	952	781	800						
6540 Penalties & Costs on Delinquent Taxes	3,447	270	300						
6610 Interest	13,450	15,345	12,800						
6690 State - Homeowners' Property Tax Relief	15,180	15,578	15,580						
6970 State - Other	56,040	78,601	105,250						
7670 Miscellaneous Revenue	23,454	41,587	82,198						
7680 6-Month Expired (Outlawed) Checks	231	224	-0-						
7817 Operating Transfers In									
TOTAL MEANS OF FINANCING	1,099,248	1,186,819	1,321,880						
SUMMARY OF FINANCING REQUIREMENTS									
	(7)	(8)	(9)	(10)	(11)	(12)			
SUMMARY OF FINANCING REQUIREMENTS									
SALARIES AND EMPLOYEE BENEFITS	472,750	476,472	537,045			707 - PLACENTIA LIBRARY DISTRICT			
0100 Salaries and Wages	66,159	69,130	75,695						
0200 Retirement	28,470	31,129	43,000						
0300 Employee Group Insurance	5,502	3,852	5,400						
0350 Workers Compensation	572,881	588,583	661,140						
TOTAL SALARIES AND EMPLOYEE BENEFITS									

Cont.

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff  
FISCAL YEAR 1999-2000

At a meeting held on August 18, 1999, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 1999-2000 in the amount of \$ 8,064 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 8,054 (5200 Appropriation for contingencies)

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Signature of Chairperson of Board

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Signature of Secretary

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ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Wednesday of the Month at 7:30 P.M.

Trustees:

President: Al Shkoler  
~~Chairperson~~

~~Directors:~~

(Please Print)

Margaret V. Dinsmore

Saundra Stark

Robin Masters

Gaeten Wood

Secretary: Robin Masters

Library Director:  
~~Mgr/Supr~~ Elizabeth D. Minter

Attorney: N/A

Auditors: Munson, Cronick & Associates, Inc.

Mailing address of district: 411 E. Chapman Ave.

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: ( 714 ) 528-1925 x.203

COUNTY OF ORANGE  
Placentia Library - Unused Sick Leave Payoff DISTRICT  
FISCAL YEAR 1999-2000

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

*N.A.*

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 6/30/98 (from last year's schedule, Line 4)	7,275
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1998/99	398
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1998/99	( 9 )
4.	Fund Balance - 6/30/99	7,664
5.	Less: Total Reserves @ 6/30/99 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves , -0-	
7.	Other Reserves -0- Total Reserves ( -0- )	
8.	Subtotal (Lines 4 through 7)	7,664
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	-0-
10.	Total Fund Balance Available 7/1/99. Post this number to Schedule 16, Column 4	7,664

Prepared by:

For the District Wendy Goodson Phone No. (714) 528-1925 x.202

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
 Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 1999-2000

	1 1998-99 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1999-2000
General Reserves (Object 9850)	0	-0-	-0-	-0-
Investment Cash (Object 9920)	-0-	-0-	-0-	-0-
Other Reserves (Provide Detail):	-0-	-0-	-0-	-0-
TOTAL	0	-0-	-0-	-0-

**INSTRUCTIONS**

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves;
- Reserves for 1999-2000 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (

pared by:

For the District: Wendy Goodson Phone No. (714) 528-1925 x.202

For the County: \_\_\_\_\_ Verifie \_\_\_\_\_



SPECIAL DISTRICTS  
 PLACENTIA LIBRARY - UNUSED SICK-LEAVE

FOR FISCAL YEAR 1999-00

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY								Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION				MEANS OF FINANCING VOTER APPROVED DEBT					
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	TOTAL	TAX RATE		
General 708										
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)										
SUMMARY BY SOURCE										
(1)										
Fund Balance Available	Actual 1997-98 (2)	Actual 1998-99 (3)	Recommended 1999-00 (4)	Approved 1999-00 (5)						
610 Interest	6,878	7,275	7,664							
7130 Other Governmental Agencies	405	398	400							
TOTAL MEANS OF FINANCING	7,283	7,673	8,064							
SUMMARY OF FINANCING REQUIREMENTS										
(7)										
SUMMARY OF FINANCING REQUIREMENTS										
SERVICES AND SUPPLIES	Actual 1997-98 (8)	Actual 1998-99 (9)	Recommended 1999-00 (10)	Approved 1999-00 (11)	Fund Identification Other Than District General Fund (12)					
1900 Professional and Specialized Services	8	9	10		708 - PLACENTIA LIBR/ UNUSED SICK-LEAVE					
TOTAL SERVICES AND SUPPLIES	8	9	10							
5200 Appropriation for Contingencies			8,054							
TOTAL REQUIREMENTS	8	9	8,064							

RESOLUTION 99-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ADOPT FISCAL YEAR 1999-2000 BUDGETS FOR  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1999-2000 were reviewed at the Regular Meeting of the Board of Trustees on August 18, 1999; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange county Board of Trustees adopts budgets for Fiscal Year 1999-2000, and implements such on July 1, 1999 as follows: FUND Budget Unit 702 for \$ 87,434, FUND Budget Unit 703 for \$3,359, FUND Budget Unit 706 for \$119,864, FUND Budget Unit 707 for \$1,361,880, and FUND Budget Unit 708 for \$8,064.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

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

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

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Presentation by Nancy Rorabaugh, Energy Services Consultant with IEC, regarding the District's proposed Energy Conservation Measures**

**DATE:** August 18, 1999

**BACKGROUND**

At its Regular Meeting on July 21, 1999 the Library Board approved submittal of a Letter of Authorization to IEC, Inc. for a performance contract engineering study. Nancy Rorabaugh, IEC, Inc. will be present at the Board meeting to answer questions regarding cost analysis and final project costs.

The total project cost will be offset by guaranteed energy savings and lighting/repair cost avoidance.

The notice of public hearing for the Proposed Energy Conservation Program for the Placentia Library District was posted at the Library on August 5, 1999 and published in the *Placentia News Times* on August 12, 1999. The proof of publication will be provided at the Board Meeting.

**RECOMMENDATION**

1. Receive and File the Proof of Publication for the notice of public hearing on the Proposed Energy Conservation Program for the Placentia Library District that was published in the *Placentia News Times* on August 12, 1999
2. Conduct Public Hearing on the Proposed Energy Conservation Program for the Placentia Library District
3. Approve Contract with IEC, Inc. for Installation of Energy Conservation Measures at Placentia Library District and authorize signature by the Library Board President



**PROOF OF PUBLICATION**

STATE OF CALIFORNIA, )  
 ) ss.  
 County of Orange, )

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of twenty one years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Placentia News-Times**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-2665 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

August 12, 1999

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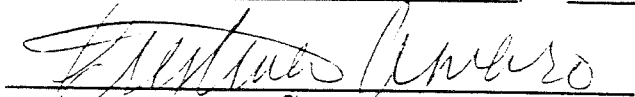
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"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Date August 12, 1999

  
 \_\_\_\_\_  
 Signature

**Placentia News-Times**  
 1771 S. Lewis St.  
 Anaheim, CA 92805  
 (714) 634-1567

This space is for the County Clerk's Filing Stamp

Proof of Publication of

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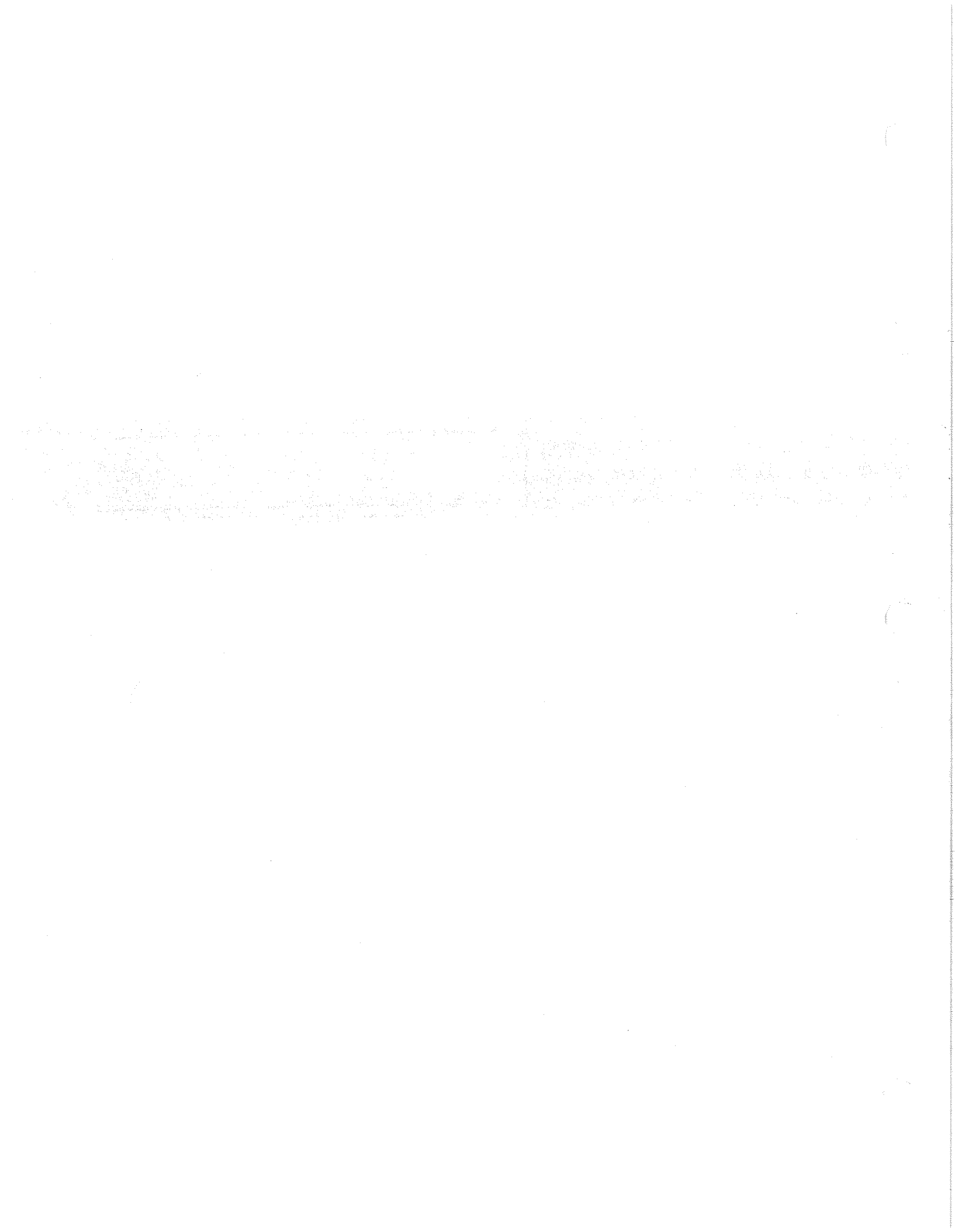
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Placentia Library District  
 411 E. Chapman Avenue  
 Placentia, CA 92870  
 Administrative Office (714) 528-1925  
**NOTICE OF PUBLIC HEARING**  
 NOTICE IS HEREBY GIVEN that the Board of Directors of the Placentia Library District will hold a public hearing in the Board of Directors Conference Room of the Placentia Library, 411 E. Chapman Avenue, at 7:30 p.m., Wednesday, August 18, 1999, to consider the following items:  
 PROPOSED ENERGY CONSERVATION PROGRAM FOR THE PLACENTIA LIBRARY DISTRICT  
 All interested persons are invited to attend this hearing and express opinions upon the items listed above.  
 Wendy Goodson  
 Administrative Assistant  
 (714) 528-1925x203  
 Publish: Placentia News Times  
 August 12, 1999  
 758W01300 22-185

**PROOF OF PUBLICATION**



ATTACHMENT B  
FINANCIAL SUMMARY

**FINANCIAL SUMMARY**

**Project Price** **\$289,340**

<b>Year</b>	<b>Guaranteed Annual Energy Savings</b>	<b>Annual Operational Savings</b>	<b>Debt Service</b>	<b>Net Cash Flow</b>
1	\$28,264	\$ 5,690	(\$33,951)	<b>\$0</b>
2	\$23,578	\$ 5,890	(\$29,467)	<b>\$1</b>
3	\$23,578	\$ 6,096	(\$29,673)	<b>\$1</b>
4	\$23,578	\$ 6,309	(\$29,887)	<b>\$0</b>
5	\$23,578	\$ 5,907	(\$29,484)	<b>\$1</b>
6	\$23,578	\$ 6,114	(\$29,691)	<b>\$1</b>
7	\$23,578	\$ 6,327	(\$29,905)	<b>\$0</b>
8	\$23,578	\$ 6,549	(\$30,126)	<b>\$1</b>
9	\$23,578	\$ 6,778	(\$30,356)	<b>\$0</b>
10	\$23,578	\$ 7,015	(\$30,593)	<b>\$0</b>
11	\$23,578	\$ 7,261	(\$30,838)	<b>\$1</b>
12	\$23,578	\$ 7,515	(\$31,092)	<b>\$1</b>
13	\$23,578	\$ 7,778	(\$31,355)	<b>\$1</b>
14	\$23,578	\$ 8,050	(\$29,179)	<b>\$2,449</b>
<b>Total</b>	<b>\$334,775</b>	<b>\$ 93,279</b>	<b>(\$425,597)</b>	<b>\$ 2,457</b>

**Assumptions:**

5.70 % rate at 14 years

4 month construction period

30% mobilization payment, then progress payments until work is complete

Year 1 Energy Savings includes SCE Mechanical Incentive





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Discuss Responses from Staff Survey  
**DATE:** August 18, 1999

President Shkoler distributed the results from the Staff Survey taken in June 1999 at the July 21, 1999 Board Meeting. A copy of the results is Attachment A.

President Shkoler requested that the Trustees review the results and prepare to discuss them at the August 18, 1999 Board Meeting.



## Placentia Library District Employee Opinion Survey – 1999

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

**This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.**

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

### **SURVEY RESPONSE DEADLINE: JUNE 11, 1999**

Please check where you work.  
Each department will be provided  
a tabulation of the results.

How long have you worked for the  
Placentia Library?

Librarians & Librarian Assistants	Less than 1 year
Library Clerks & Aides	1 – 5 years
	6 – 10 years
	11 – 20 years
	21+ years

### **YOUR JOB**

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job:

- 6 A. Strongly agree
- 2 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly Disagree

2. Is your work load usually:

- 2 A. Too great
- 3 B. Too light
- 3 C. About right
- 3 D. Varied

3. I like my present job:

- 5 A. Very much
- 1 B. It's okay
- 1 C. Could be better
- 1 D. Not at all

4. I get a great deal of personal satisfaction from my job:

- 4 A. All the time
- 1 B. Most of the time
- 2 C. Sometimes
- 1 D. Seldom

5. Of the work assigned to me, \_\_\_% falls outside of my job classification:

- 3 A. None
- 3 B. Less than 10%
- 1 C. Less than 25%
- 1 D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number:

<u>1</u>			<u>1</u>			<u>3</u>	<u>3</u>		
1	2	3	4	5	6	7	8	9	10
	LOW			MODERATE				HIGH	

### YOUR SUPERVISOR

*The following questions are about your immediate supervisor – the person who usually assigns your work.*

7. My supervisor keeps me informed about what is happening in the department:

- 2 A. Always
- 3 B. Usually
- 2 C. Sometimes
- 1 D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you:

- 2 A. Always
- 3 B. Usually
- 2 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

9. Does your supervisor effectively utilize your abilities:

- 2 A. Always
- 3 B. Usually
- 2 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

10. Does your supervisor plan and schedule work assignments effectively:

- 2 A. Always
- 4 B. Usually
- 1 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

11. Does your supervisor provide adequate guidance:

- 2 A. Always
- 4 B. Usually
- 1 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

12. Does your supervisor provide adequate training:

- 3 A. Always
- 3 B. Usually
- \_\_\_ C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

13. Does your supervisor discuss your performance with you:

- 2 A. Always
- 1 B. Usually
- 4 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

14. Does your supervisor give fair and constructive reviews:

- 4 A. Always
- 2 B. Usually
- 1 C. Sometimes
- \_\_\_ D. Seldom
- 1 E. Never

15. Does your supervisor discuss your reviews with you:

- 4 A. Always
- 3 B. Usually
- \_\_\_ C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

16. Does your supervisor take into account your suggestions:

- 3 A. Always
- 1 B. Usually
- 3 C. Sometimes
- 1 D. Seldom
- \_\_\_ E. Never

17. I am allowed to participate in decision-making on matters relating to my work:

- 3 A. Always
- 3 B. Usually
- 1 C. Sometimes
- 1 D. Seldom
- \_\_\_ E. Never

18. One of the strengths of my supervisor is his/her ability to motivate employees to want to do the best possible job:

- 2 A. Strongly agree
- 3 B. Agree
- 2 C. Disagree
- \_\_\_ D. Strongly disagree

19. My supervisor can be counted on to support me when I have a problem:

- 4 A. Always
- 4 B. Usually
- \_\_\_ C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

20. If I have a complaint about my job, the chances of getting a fair hearing with my supervisor are:

- 5 A. Very good
- 1 B. Good
- 1 C. Not too good
- \_\_\_ D. Very poor

21. When I first came to the <sup>library</sup> ~~office~~, my duties and responsibilities were well explained to me:

- 3 A. Strongly agree
- 3 B. Agree
- 2 C. Disagree
- \_\_\_ D. Strongly disagree

22. My supervisor has done an adequate job in keeping the work area safe and in seeing that I am instructed about accident prevention:

- 4 A. Strongly agree
- 4 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

23. My supervisor gives employees the recognition and praise they deserve:

- 3 A. Always
- 4 B. Usually
- 1 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

24. My supervisor does a good job of explaining new projects he/she assigns to me:

- 3 A. Strongly agree
- 5 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

25. My supervisor keeps me informed about what is happening ~~in the~~ <sup>in the</sup> Placential library:

- 2 A. Always
- 4 B. Usually
- 2 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

### YOUR DEPARTMENT

*The following questions are about your department.*

26. How would you rate communication in your department:

- 1 A. Excellent
- 3 B. Good
- 3 C. Fair
- \_\_\_ D. Poor

27. How would you rate cooperation within your department:

- 4 A. Excellent
- 2 B. Good
- 1 C. Fair
- \_\_\_ D. Poor

28. How would you rate cooperation with other departments:

- 3 A. Excellent
- 4 B. Good
- 1 C. Fair
- \_\_\_ D. Poor

29. How would you rate the level of customer service provided in your department:

- 4 A. Excellent
- 3 B. Good
- 1 C. Fair
- \_\_\_ D. Poor

30. How would you rate on-the-job training in your department:

- 2 A. Excellent
- 2 B. Good
- 4 C. Fair
- \_\_\_ D. Poor

31. How would you rate equipment provided in your department:

- 3 A. Excellent
- 5 B. Good
- \_\_\_ C. Fair
- \_\_\_ D. Poor

32. How would you rate the physical working conditions in your department:

- 2 A. Excellent
- 5 B. Good
- 1 C. Fair
- \_\_\_ D. Poor

33. How would you rate the emphasis on safety in your department:

- 4 A. Excellent
- 2 B. Good
- 1 C. Fair
- \_\_\_ D. Poor

34. In my department there is:

- \_\_\_ A. Quite a bit of favoritism
- 1 B. Some favoritism
- \_\_\_ C. Little favoritism
- 6 D. No favoritism

35. Does your department exercise ethical practices:

- 9 A. Always
- 1 B. Usually
- \_\_\_ C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never



36. I am satisfied with the results of my departments work:

- 4 A. Strongly agree
- 4 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

37. My department operates efficiently:

- 7 A. Agree
- 1 B. Disagree
- \_\_\_ C. Strongly disagree
- \_\_\_ D. Don't know

38. When there are going to be changes in my department or division, employees are briefed on the changes before they happen:

- 1 A. Always
- 4 B. Usually
- 3 C. Sometimes
- \_\_\_ D. Seldom
- \_\_\_ E. Never

39. In my department, each employee understands what his/her duties and responsibilities are:

- 3 A. Strongly agree
- 4 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

40. Promotions within my department are fairly made with the most qualified people being selected:

- 2 A. Strongly agree
- 1 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

41. In my department, emphasis is placed on providing a high level of customer service:

- 4 A. Strongly agree
- 4 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

42. I am encouraged to seek additional education and training:

- 4 A. Strongly agree
- 3 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly disagree

43. Appropriate deadlines are given in my department for the workload:

- 2 A. Strongly agree
- 2 B. Agree
- 2 C. Disagree
- \_\_\_ D. Strongly Disagree

44. I think my department is currently managed:

- 3 A. Very well
- 3 B. Well
- 2 C. Fair
- \_\_\_ D. Poorly

## THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to promoted within the Placentia Library:

- 2 A. Agree
- 3 B. Disagree
- \_\_\_ C. Strongly disagree
- \_\_\_ D. Don't care

46. I think the library is currently managed:

- 4 A. Very well
- \_\_\_ B. Well
- 2 C. Fair
- \_\_\_ D. Poorly

47. Administration/Management is credible:

- 4 A. Strongly agree
- 3 B. Agree
- \_\_\_ C. Disagree
- \_\_\_ D. Strongly Disagree

48. I believe that the overall morale of library employees at this time is:

- 2 A. Very high
- 4 B. Average
- 1 C. Not good
- 1 D. Poor

49. I feel I am part of the team in this organization:

- 4 A. Strongly agree
- 2 B. Agree
- 1 C. Disagree
- D. Strongly Disagree

50. I am informed regarding the library budget:

- 2 A. Strongly agree
- 3 B. Agree
- C. Disagree
- D. Strongly Disagree

51. When someone asks me where I work, I am proud to say the Placentia Library.

- 4 A. Strongly agree
- 3 B. Agree
- C. Disagree
- D. Strongly Disagree

52. How would you rate the library's rate of pay for your classification:

- 2 A. Excellent
- 2 B. Good
- 1 C. Fair
- 2 D. Poor

53. How would you rate the library's vacation benefits:

- 2 A. Excellent
- 4 B. Good
- 1 C. Fair
- D. Poor

54. How would you rate the library's holiday benefits:

- 2 A. Excellent
- 4 B. Good
- C. Fair
- 1 D. Poor

55. How would you rate the library's sick leave benefits:

- 3 A. Excellent
- 4 B. Good
- C. Fair
- D. Poor

56. How would you rate the library's retirement plan?"

1 A. Excellent  
4 B. Good  
1 C. Fair  
1 D. Poor

57. How would you rate the library's life insurance:

1 A. Excellent  
1 B. Good  
2 C. Fair  
1 D. Poor

58. How would you rate the library's disability insurance:

1 A. Excellent  
1 B. Good  
1 C. Fair  
1 D. Poor

59. How would you rate the library's medical insurance program:

2 A. Excellent  
3 B. Good  
2 C. Fair  
   D. Poor

60. How would you rate the library's dental insurance program:

2 A. Excellent  
3 B. Good  
2 C. Fair  
   D. Poor

61. How would you rate the library's vision insurance program:

4 A. Excellent  
3 B. Good  
   C. Fair  
   D. Poor

62. How would you rate the library's policies and procedures:

3 A. Excellent  
3 B. Good  
1 C. Fair  
   D. Poor

63. How would you rate the library's recruitment process:

- 2 A. Excellent
- 1 B. Good
- 2 C. Fair
- D. Poor

64. How would you rate the library's training opportunities:

- 3 A. Excellent
- 3 B. Good
- C. Fair
- D. Poor

65. How would you rate the library's orientation process:

- 3 A. Excellent
- B. Good
- 1 C. Fair
- D. Poor

66. As an employee, I believe citizens understand the purpose and value of my job:

- 2 A. Strongly agree
- 3 B. Agree
- 2 C. Disagree
- 1 D. Strongly Disagree

67. If the opportunity arose, I would resign and accept a similar job for the same pay or only slight salary increase:

- 1 A. Yes, definitely
- 1 B. Would seriously consider it
- 3 C. Probably not
- 2 D. Definitely not

Additional comments/suggestions:

---

*THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Technology Plan for Placentia Library District  
**DATE:** August 18, 1999

**BACKGROUND**

The Technology Plan for Placentia Library District was prepared to meet the requirements of the Gates Library Initiative Grant Proposal and the Federal E-Rate telecommunications rebate program.

The Plan was coordinated with the Plan for the Anaheim Public Library since it makes all of the development decisions regarding the shared library system.

The adopted plan will be submitted to the Gates Library Initiative in order to finalize the District's application.

**RECOMMENDATION**

Adopt









Placentia Library District  
Proposed Technology Plan for Fiscal Year 1999-2000  
August 18, 1999

*Replace reference  
to A/S.*

**PLACENTIA LIBRARY DISTRICT MISSION STATEMENT**

(Adopted by the Library Board of Trustees, June 15, 1992)

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community. To accomplish this goal the Library:

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

**CURRENT TECHNOLOGY OVERVIEW**

(Summarize the current use of technology to accomplish the Library's mission and goals)

- Telephone lines, which provide public access to Library services and communication among Library staff. FAX machine, personal computers with modems. E-mail.
- Placentia Library District is a member of the Anaheim Library Consortium which consists of the Anaheim Public Library and the Yorba Linda Public Library.

The Consortium has a Dynix (Ameritech, Inc.) integrated library system connecting seven library facilities to the central site, located at the Anaheim Public Library Central Library, providing circulation, on-line catalog, acquisitions, and serials management services for the members of the Consortium.

Placentia Library District has access to this system through 16 terminals and 4 PCs.

- Security for Library materials is provided by a 3M security system.
- Library patrons are currently provided access to the catalog and periodical indices through a remote dial-up access from their home computers. The dial-up access is scheduled to be discontinued in the Fall of 1999.

Remote access to the catalog and periodical indices will be provided through a WEB page link beginning in September 1999.

- Inter-Library Loan (ILL) services are supported through a direct dial-up connection to OCLC.
- Internet access is provided to the staff through a dial-up connection through Cosmoslink. Internet access for patrons is provided through a LAN consisting of seven workstations and one server with an ISDN connection through Verio.

Have you done a Technology Inventory / Assessment / Budget in the past year?

Yes  No

### **BUDGET SUMMARY**

(Provide the total estimated cost of implementing your technology plan)

#### Total Estimated Costs

Estimated current annual cost	\$35,000
Estimated one-time cost of additions	\$14,698
Estimated annual cost, with additions	\$49,698

### **TECHNOLOGY PLAN**

(Briefly describe your strategy for using information technologies to integrate, support and extend services and/or to assure an efficiently and effectively managed organization in the future)

- Replace hardware and software to be Y2K compliant
- Replace dial-up connection with Internet connections
- Develop a WEB page for the Library
- Incorporate the equipment and software for the Gates Library Initiative Grant to existing LAN
- Provide access to the online catalog and magazine indices at each terminal location in the Library by using the link provided in the WEB page

### **TELECOMMUNICATIONS SERVICES**

(Describe the telephone and data services you have and that you will need for the next 3-5 years)

At present, the Library is connected to the servers at the Anaheim Central Library via 56K lines. While this provides enough bandwidth to support current voice telephony needs, these lines are inadequate to serve our data needs. The 56K lines cannot support the transmission of graphical information.

At present the Library's LAN is connected to the Internet with an ISDN line.

To address our growing needs the Placentia Library District will implement the following changes over the next three to five years.

- Replace 56K connections with T-1 lines by September 1999.
- The Library will replace current dial-up connections with direct Internet access

- Replace the ISDN connection for the LAN with an ADSL or an alternative by October 1999

### **HARDWARE AND SOFTWARE PRODUCTS**

(Describe the telecommunications hardware and software you have and that you will need over the next 3-5 years)

At present, the Library network includes both 'dumb' terminals and PCs. This environment is not Y2K compliant.

- The Library provides public access to its on-line catalog via a network of 11 terminals.
- The Library provides public access to CD-ROM resources, and the Internet, via a network of 7 PCs.
- 4 PCs are made available to public service staff to support automation needs.

The Library will immediately upgrade its personal computer hardware and software components to meet Y2K requirements.

Over the next 2 years, the Library will replace its 'dumb' terminals with 'smart' clients or personal computers.

- The Library will replace its router to accommodate the migration of the TCP/IP network over the next three years. It will need a DSU/CSU.
- The Library will replace all 11 of its 'dumb' terminals with personal computers capable of running client-side applications during the next two years.
- As more titles become available through the Internet, the existing LAN server will continue to maintain and add locally held titles.
- The Library will purchase all necessary software to complete the local requirements of the migration of the Anaheim Library Consortium from a mainframe to a client-server environment.

### **NETWORK CONNECTIONS AND INTERNET SERVICES**

(Describe the status of network connectivity (LAN/WAN) that you have and that you will need over the next 3-5 years. Describe your current level of Internet service and what you will need over the next 3-5 years.)

At present Placentia Library District maintains a LAN that is independent from the Anaheim Library Consortium Network. It consists of a server and seven workstations and provides Internet connections and access to a variety of CD ROM reference materials that have been loaded on the server.

In Fiscal Year 1999-2000 the Library may receive a Gates Library Initiative Grant consisting of four workstations and a content server. This equipment will be connected to the existing LAN.

If the Gates Library Initiative Grant is received, the number of Internet workstations will increase from seven to eleven in Fiscal Year 1999-2000.

Also, Placentia Library is transitioning from asynchronous terminals to PC workstations for the Anaheim Library Consortium system. This is taking place over a three year period: In Fiscal Year 1998-1999 four of the staff terminals were replaced; and the public terminals and remaining staff workstations will be replaced in Fiscal Years 1999-2000 and 2000-2001.

### **STAFF DEVELOPMENT**

(Describe the level of staff development you have and that you will need over the next 3-5 years.)

Staff training opportunities:

- Staff has the opportunity to attend courses on application software at local training centers and colleges.
- Staff has the opportunity to attend seminars led by the Metropolitan Cooperative Library System (Los Angeles) Technology Committee.
- Staff has the opportunity to receive compensatory time to attend training programs in which they will enroll at their own expense and receive tuition reimbursement for classes completed.

### **SUPPORT**

(Describe the level of staff and/or vendor support for technology you have and that you will need over the next 3-5 years)


- The Library technology support staff consists of a .75 FTE Microsoft Certified Technology Librarian.
- The Library works in conjunction with AIS (Advanced Inter Systems), Inc., which provides technical support for the LAN.
- The Library works in conjunction with Cosmoslink, which is designing and hosting our WEB page.
- The Library works in conjunction with Ameritech, which produces the library automation software.

### **PLAN REVIEW AND UPDATING**

(Describe the process for reviewing and updating your technology plan on a periodic basis)

The Plan will be reviewed and updated each year as part of the budget preparation process.

The Plan will be integrated into the District's Strategic Plan which is currently being developed and should be completed by December 1999.

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: August 18, 1999  
SUBJECT: **Placentia Library Web Site Development Report for July, 1999**

The Memorandum of Understanding between the Library and Cosmoslink Internet Services was signed by the Elizabeth Minter, Library Director on July 26, 1999 and by Cosmoslink Internet Services on July 29, 1999. Signed MOU is Attachment A. Pursuant to that, Principal Librarian, Ammar met with Mr. Mark Klassen and delivered most of the text materials needed to start developing the web site.

The Library's registered Domain Name is [www.placentialibrary.org](http://www.placentialibrary.org)

The target date for going online is still August 31, 1999. However the web site will be reviewed after that until it reaches its acceptable finished state.





# Cosmoslink

## Cosmoslink Internet Services

a division of 3Di, Inc.

Your Internet Solutions Company

3030 Saturn Street, Suite 204

Brea, California 92821

(714)-577-8593 • Fax: (714)-577-8592

### Memorandum of Understanding

Regarding the Placentia Library District website project, the following items are agreed upon between the Placentia Library District and Cosmoslink Internet Services:

Cosmoslink Internet Services will design and create a website of approximately 18 pages for the Placentia Library District. Once completed and delivered, Placentia Library will have all rights of usage of any part of the website, except in the case of pre-existing copyright issues (e.g. certain icons linking to other sites may be protected by copyright).

Cosmoslink will also provide two custom cgi scripts.

The website for the Placentia Library District will be hosted on one of Cosmoslink's web servers and be allotted up to 15MB of space on the server.

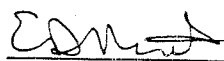
Cosmoslink will also submit the Placentia Library District website to various search engines upon completion of the site.

Cosmoslink will provide training to Placentia Library District staff so that they can update/maintain the website. Furthermore, Cosmoslink will provide additional support and routine maintenance to the Placentia Library website and make minor modifications to the site as needed.

The Placentia Library District will provide all the text and images needed for the site in an electronic format. Any custom graphics needed for the website will be requested by the Placentia Library District and may be billed on an hourly basis by Cosmoslink Internet Services.

#### The Review Process

Progress on the website will be reviewed by Cosmoslink Internet Services and the Placentia Library District at predetermined intervals. Once the project has reached a finished state, it will be submitted to the Placentia Library District for a final review. In the final review, all reasonable requested changes will be made. Any changes requested after the final review may be subject to additional billed hours by Cosmoslink.



Signature  
Placentia Library District

7/26/99

Date




Signature  
Cosmoslink Internet Services

7/29/99

Date



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: August 18, 1999

SUBJECT: Program Committee Report for the Month of July 1999

	DEPARTMENT	JULY	
<b>Literacy Services</b>		Number Of Programs	Number of Attendees
Total			
<b>YTD Total</b>			
<b>Children's Services</b>			
Way Out Wednesdays		4	408
SRP Registration			179
SRP School Visits			
Class Visits to the Library		6	145
Story Times 3-6		8	148
Group Visits to the Library (Brownie)		N/A	N/A
Scavenger Hunt		N/A	N/A
Lapsits		4	181
MusicTime		4	77
		N/A	N/A
Total		26	1138
<b>YTD Total</b>		<b>26</b>	<b>1138</b>



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *cms*

Date: August 18, 1999

**Subject: July Activities in the Children's Department**

**Programming-** Programming began in July. There were 8 storytimes and 4 lapsits. We began a new program this month, MusicTime. This program, geared for 3 to 6 year olds, focuses on music, while still offering stories. Children will experience a wide variety of music, be able to use rhythm instruments and have the opportunity to express themselves through song, dance, and movement. Attendance for all programs has been up this month.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	96 children / 85 adults
Storytimes (a.m.) 3 - 6 year olds	4	71 children / 27 adults
Storytimes (p.m.) 3 - 6 year olds	4	29 children / 21 adults
Musictime 3 - 6 year olds	4	42 children / 35 adults
<b>TOTALS</b>	<b>12</b>	<b>238 children / 168 adults</b>

**School Visits-** School visits have continued. Six classes have visited from several different schools. A total of 145 children participated in these visits.

**Summer Reading Program-** Registration continues for the Summer Reading Program. One hundred and seventy-nine children registered for SRP in July, bringing the total registered to 629. By the end of July we had completed the sixth week of SRP. Teen volunteers continue to help out in the children's department. They are involved in manning the SRP table, reshelving books, and cleaning and relabeling the picture books.

**Way Out Wednesdays-** There were four Way Out Wednesday shows in July with a total of 408 children and adults attending. The shows included: "Farley the Fiddler" (music and instruments of the Gold Rush Era), "Abbit the Average" (magic and comedy), and Barbara Wong, Storyteller.

**Other items-** The Library was awarded a grant in the amount of \$10,000.00 to be used for the purchase of Young Adult books and audiovisual materials. The California State Library awarded the grant through the Youth Services Materials Grant Program, which was funded out Library Services and Technology funds. The California State Library released \$1,000,000.00 to be awarded in \$5,000.00 and \$10,000.00 grants. Three hundred and forty grant applications were received with requests totaling \$2,800,000.00 .



TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: August 18, 1999  
SUBJECT: Publicity materials produced for July 1999

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

1. Library address and location
2. Library hours
3. Placentia Library Board of Trustees
4. Literacy Services asking for volunteer to take the tutor training program
5. Children sign up for the Summer Reading Program
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. Apply for your passport at Placentia Library
10. Find bargains at the Friends of Placentia Library bookstore and ongoing sale

**Newspaper articles published:**

1. Library active all summer
2. Library improvements
3. Schedule of children's programming
4. Luci Grismer tribute (Luci was a Library volunteer)
5. Public Access — Children and unfiltered access to the internet
6. Preservation preferred, saving the Brower Estate
7. More money for Los Alamitos/Rossmoor Branch Library
8. Plans to build Orange County Branch Library in Foothill Ranch approved
9. Exploring diversity at Whitten Community Center





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

Placentia News  
Weekly JUL 22 1999

## Library active all summer

The sale of passports at the Placentia Library has added more than \$20,800 to the book budget in the past six months. According to the Friends of the Library, all of the library's full-time staffers are now certified as passport acceptance agents and able to process forms for both first-time applicants and those in need of passport renewals.

To date nearly 1,500 people have received their passports at the Placentia Library. The busiest day for passport services is Sunday. That's the one day that post offices are closed and the library is the only venue available at which a passport can be applied for. As many as 35 people have received passports on a Sunday.

Passport services are available during library hours. Despite the convenience of the location, fees are no more at the library than at the Federal Building or Post Office. The only difference is that \$15 of the fee

goes directly to the library.

Friends President Pat Irot recently introduced a new board of directors. It includes Ted Farkas, vice president, Barbara Hennerling, secretary, Camille Himes, treasurer, and Virginia Walker, financial secretary.

Irot says she counts the staffing of the Friends Library Book Store as the most important service her group performs for the library. Volunteers are currently being recruited and anyone interested in helping out at the store may call Cheryl Willauer, volunteer coordinator, 528-1906, ext. 201.

Volunteers donate two hours weekly. During that time they greet customers, arrange books on the shelves and handle sales. No experience is necessary.

Another profitable service of the Friends is a silent book auction. Anyone can place a bid on fine old books, according to Irot. The books up for auction are contained in a case near the library

entrance. Anyone wishing to bid on one of the books simply writes a bid on the accompanying sheet. At the end of the month successful bidders are notified to come in and pay for the book they have selected. New books are placed in the case and the process begins again each month.

The Friends recently provided a \$2,000 grant to the library to expand its audio books collection. Thanks to their fund-raising efforts many new titles are now available for check-out. Books on tape are perfect for those with visual impairments and also for busy commuters who can learn or listen for enjoyment as they drive to and from work.

The compact disc collection is also scheduled for enhancement this summer. New compact disc displays will show up in the library soon, along with a new video display area.

Every Wednesday this summer children are enjoying "Way Out Wednesdays."

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

The Register JUL 22 1999  
Daily

PLACENTIA 332

**Grismer tribute:** Tuesday's City Council meeting was adjourned in memory of long-time council watcher Luci Grismer, who died July 15 of bone cancer. When Grismer, 72, was diagnosed with the disease in 1997, she was given six to 12 months to live. In recent months, a group of residents twice postponed an event honoring Grismer's many years of volunteer activism; Grismer's health was declining and the party was never held.

- Wes Orshoski  
(714) 704-3766

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

The Register  
Daily JUL 28 1999

Karen\_Robes@link.freedom.com

PLACENTIA 332

**Library improvements:** The Placentia Library Foundation is crediting the generosity of local donors for 2,500 new books and the expansion of the compact-disc selection and electronic reference area. According to volunteer coordinator Cheryl Wilauer, "Volunteers also donate over 700 hours a month to the library."

- Diane Reed  
(714) 704-3792

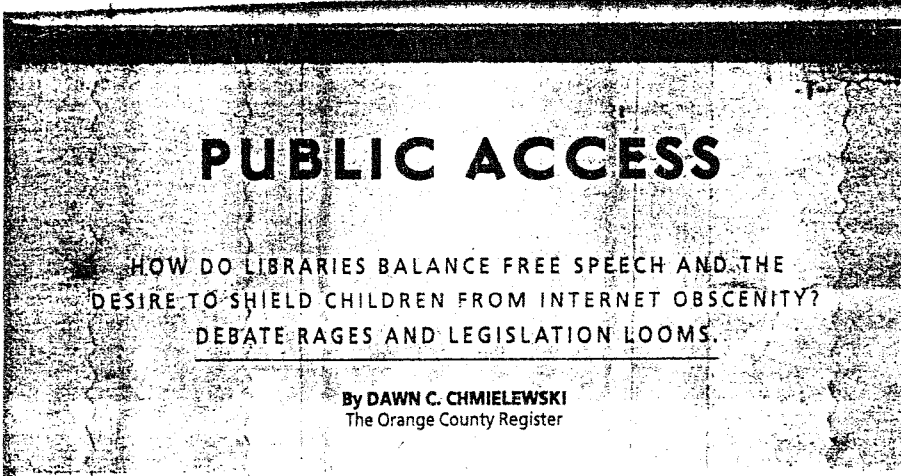
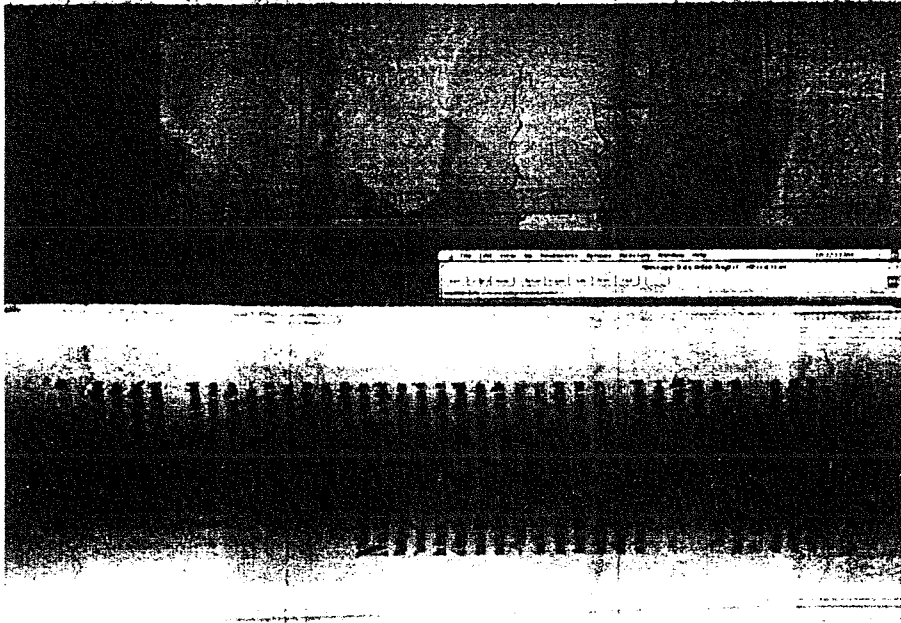
Diane\_Reed@link.freedom.com

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post office box 11789  
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The Register  
Daily JUL 16 1999

332  
► **Placentia Library**, 411 E. Chapman Ave., Placentia - Programs: **Music Time**, for ages 3-6, 6:30-7:30 p.m. Tue., through Aug. 31. **Way Out Wednesdays**, for ages 4-13, 1 p.m.: "Movie Matinee," Wed.; "Stories Around the World," with Barbara Wong, July 28; "Movie Matinee," Aug. 4; "Créature Feature," Aug. 11. **Lapsits**, stories for infants and toddlers ages 2 and younger, 10:15-10:45 a.m. Thu., through Aug. 26. **Storytime**, for ages 3-6, 5:30-7 p.m. Wed., through Aug. 25 and 11-11:30 a.m. Thu. through Aug. 26. (714) 528-1906, Ext. 212.

332



# PUBLIC ACCESS

HOW DO LIBRARIES BALANCE FREE SPEECH AND THE  
DESIRE TO SHIELD CHILDREN FROM INTERNET OBSCENITY?  
DEBATE RAGES AND LEGISLATION LOOMS.

By DAWN C. CHMIELEWSKI  
The Orange County Register

**N**OT SINCE "Lady Chatterley's Lover" have libraries attracted this kind of flak over what kids are reading back in the stacks. Or, in this case, online.

In September, the Orange County Public Library will offer Internet access at all 27 branches, hoping to bring into the mainstream the million or so county residents left out of the digital revolution. Doing so is sure to re-ignite the debate over how, or even whether, to shield children from materials some parents find objectionable.

The county system will require children under 18 to use computers with commercial filtering software that sniffs out and blocks sexually explicit sites and hate speech. Parents who instead want their children to wander the breadth of the Web must sign a permission slip that grants them full access. Adults will have unfettered access.

"If you are plugged in, you realize how crucial it is to have access to this source of communication and information," said Orange County Librarian John Adams. "To have half our population standing outside is not in any way to the benefit of our community."

Adams would prefer an unfiltered Internet — he would no sooner page through a book, ripping out the "bad parts," than he would blot out the unsavory parts of the World Wide Web. To do otherwise amounts to censorship, he said.

"It would be like saying 'I'll subscribe to The Orange County Register, but cut out

the editorials because they're no good for you," Adams said.

But not everyone agrees it's that simple.

While the American Library Association takes the same position as Adams, child-advocacy groups like Enough Is Enough say libraries that fail to filter are failing to apply the same standards to sexually explicit Web sites they already do when they decide to buy — and display — Playboy or Penthouse.

"Why would taxpayer money be used to let children read Hustler magazine or view 'Debbie Does Dallas'? We don't let that happen in the public library. Why would we let children look at objectionable material online? It's the same thing," said Monique Nelson, co-founder of Enough Is Enough, whose California offices are based in Santa Ana.

The debate has been taken up in Sacramento and Wash-

ington, D.C., where legislators are considering measures that would force librarians to block access to obscene materials.

No one in the debate contests that it's ultimately the parents' role to guide and monitor their child's Internet access, just as they would the movies they see, TV shows they watch or books they read. But there's also reality: Kids drop in to libraries alone to do homework or kill time after school.

Orange County's libraries felt they couldn't let kids roam digitally unchaperoned. So while the library staff sifts through new books or reference titles, it leaves final decisions about the Web in the hands of "some nameless, faceless person" at a software company, according to Adams.

"We're hopeful that it will eliminate the most egregious and graphic examples of

what's generally deemed inappropriate — but we are painfully aware that the process and the technology is far from perfect," Adams said.

Sometimes legitimate sites get blocked along with the unsavory ones. So medical information about breast cancer can be declared off-limits because of its anatomical reference; and SuperBowl XXX — or anything else containing the Roman numerals "XXX" — would similarly be declared taboo because of the triple-X's long association with pornography.

Enough Is Enough applauded the county library's decision about filtering as a "great beginning."

"That's absolutely fair," Nelson said, balancing concerns over censorship with parental worries.

But not every local library shares the county library's approach.

The independent Newport Beach Public Library provides unrestricted Internet access at its three branches, saying it treats the Web like any other library resource.

"As with any other library materials, parents guardians of children — the library — are responsible for their children's use of the Internet," said Susan Warren, acting assistant city librarian.

The library requires parents of elementary-school-age children to sign a registration form, acknowledging the library's open access policy and accepting responsibility for their child's online conduct.

Yorba Linda Public Library filters all Internet access — for adults as well as children. It uses a service called the Library Channel, which screens and hand-picks Web sites and organizes them into topics.

You can check out the latest listings at the California state job site or research the latest news at the Gay Lesbian and Straight Teacher Network, but you won't be able to access Google, a search engine that ventures out into the broader Internet.

While Yorba Linda users can't surf the Web, they can request new Internet addresses be added. But they can't use the library's four Internet-connected computers to check e-mail, join in online discussions called "chat rooms," or play games.

"The library takes a selection approach to its collection. Since we're using the Internet as another library source, look at that in the same text," said Mary Ellen Bowman, the library's supervisor of adult services.

That means no fun and means no nas to be given some additional training."

• Name: Lionel and Malcolm

## TIPS FOR PARENTS

Is there anything a parent can do to prevent their kids from stumbling across sexually explicit material while researching a report on whales?

Eston Gralla, author of "Online Kids: A Young Parent's Guide to Cyberspace," offers some advice to concerned parents:

► Accompany your kids on their Web wanderings. If you're not there, you can't do much to guide their Internet explorations.

► Show your kids how to do research online, using Internet search engines that either handpick appropriate sites or filter out inappropriate content. Start with Yahoo!igans ([www.yahoo!igans.com](http://www.yahoo!igans.com)), Ask Jeeves ([www.ajkids.com](http://www.ajkids.com)) or Searchopolis ([www.searchopolis.com](http://www.searchopolis.com)).

► Ask the reference librarian for help. Sit down with your child, explain his or her research topic, and ask for help. Not only will the librarian provide valuable information, but your child will get the sense that they're being watched. They'll be less likely to find trouble.

► Teach kids to question anything they read online. The Internet is a font of great resources — and lots of junk, too. Tell them to consider the source of the information. If they stumble across something that contradicts everything else they've read, come talk to you.

► Are you uncomfortable with the Internet? The American Library Association provides an online course for parents who are still learning to negotiate the Web at [www.ala.org/ICONN/familiesconnect.html](http://www.ala.org/ICONN/familiesconnect.html).

— Dawn C. Chmielewski

games. Just serious, scholarly stuff.

Some in the state Legislature want to impose a single, uniform standard for all public libraries.

One bill moving through the state Senate requires public libraries to install filtering software on computers used by children under 18 unless a parent signs a consent form granting full Internet access.

"This bill is about protecting children ... from pornographic material, and the preservation of their innocence," said Sen. Joe Baca, the San Bernardino Democrat who sponsored the bill. "Adults are free to view material they choose, but material of such volatile nature should not be thrust upon our children."

California Library Association opposes the bill, saying it would place an incredible burden on librarians, forcing them to act as both clerk and spy. They'd have to keep files on which children have

permission to go online, figure out whether they're supervised by an adult — and whether that adult is responsible or a predator.

"Those are imposing some fairly difficult restrictions," said Ann Cousineau, head of the library association's legislative committee.

In Washington, D.C., a bill introduced by Sen. John McCain, R-Ariz., would require any school or library that receives funds from the federal E-Rate program, which provides subsidies to connect to the Internet, to install filtering software on every Internet-connected computer. Failure to block obscenity would jeopardize a library's federal funds, which last year totaled \$427 million.

The McCain bill is one of three federal measures seeking to shield children from obscenity on the Internet.

The American Library Association opposes the McCain bill and the others, saying it can't support any proposal

that would block constitutionally protected speech.

"When someone says to me that there are sites on the Internet that are inappropriate for children, I highly concur. Just as there are books that are inappropriate for children," said Steven Herb, chairman of the library association's Intellectual Freedom Committee.

Herb said the library's job is to connect people to information. It's a parent's job to help children interpret the information, distinguishing what's good and bad online.

"Libraries certainly can't be in the business of telling people what to read and what to access," Herb said. "Our role isn't to police people or to be parents."

Herb said he understands the concerns of parents. But making a decision for one group isn't necessarily right or acceptable for everyone.

"I use the example of having one religion to pick the religious books," Herb said.

# Two views on Web viewing

ONE PARENT FEARS UNRESTRICTED ACCESS, BUT ANOTHER SEES IT AS A LEARNING TOOL.

By DAWN C. CHMIELEWSKI  
The Orange County Register

Adams

• **Hometown:** Aliso Viejo  
• **Viewpoint(s):**

**Lionel:** "My feeling is it's like the phone. It's my responsibility to teach (Malcolm) what to do."

**Malcolm:** "I like the Internet. I think it's fun. (The library) shouldn't close the Internet because some rotten people want to put up that stuff."

Lionel Adams is only half-joking when he says his 10-year-old son, Malcolm, lives under the microscope.

With only one child, it's easy for the Adames to monitor what TV shows he watches and the movies he sees. They'll even check the bedroom when things get a little too quiet.

"I'll be playing with Legos and it'll go quiet and it'll be like, 'What's happening with Malcolm?'" Malcolm said.

The Aliso Viejo family applies the same scrutiny to Malcolm Adams' Web wanderings.

Lionel Adams said he taught his son rules for staying safe online: Never divulge your name or other personal information to strangers. And whenever you see obscenity or nudity

Should libraries provide unrestricted Internet access?

Depends on whom you ask.

• **Name:** Yvonne Riley

• **Hometown:** Corona del Mar

• **Viewpoint:** "I don't want to send my children to a place where they have to be on guard about what they might see."

A flash of flesh crystallized Riley's opinions about the Newport Beach Public Library's policy of unrestricted Internet access.

An acquaintance's son noticed another boy peeking at a cybersex site and told a librarian. The librarian reportedly shrugged, saying the library isn't responsible for what patrons see and do online.

"It's shocking," said Riley.

Riley said the library should be a safe haven where her two daughters can research school projects, do homework or check out books without stumbling across raw sexual images.

"I want it to be a secure place where they can go and learn and I feel safe sending them," Riley said.

At the least, she said, libraries should block children's access to pornographic pictures. She even questions the value of unrestricted access for adults.

"It's a library ... not an adult bookstore," Riley said.

If libraries opt to provide unfiltered access for adults, Riley said they should adopt the same approach as the video store or local 7-Eleven: provide secluded areas where adults can view smut without exposing children to explicit images.

"What we're asking is for libraries to have the same type of concern for our children — respect for their innocence — that every other establishment seems to have," Riley said.

She worries that unrestricted Internet access carries a hidden risk. She's concerned that it will feed the appetites of adolescent boys or sexual predators and prompt them to seek out young victims.

"I don't want to have to worry about ... what kind of situation my daughters could encounter walking to the bathroom," Riley said.

• **Name:** Lionel and Malcolm

**"I JUST DON'T FEEL THAT SOMEBODY HAS TO DO MY JOB."**

**"THIS BILL IS ABOUT PROTECTING CHILDREN ... FROM PORNOGRAPHIC MATERIAL, AND THE PRESERVATION OF THEIR INNOCENCE," SAID SEN. JOE BACA. "ADULTS ARE FREE TO VIEW MATERIAL THEY CHOOSE, BUT MATERIAL OF SUCH VOLATILE NATURE SHOULD NOT BE THRUST UPON OUR CHILDREN."**



## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

JUL 20 1999

### **LOS ALAMITOS 332**

**More money for library:**  
The Los Alamitos/Rossmoor Library will receive an additional \$37,500 from the county for its 1999-2000 fiscal-year budget. Initial recommendations on how to spend the money include parking-lot repairs, new furniture and automatic front doors. The Library Advisory Board will seek the council's opinion at the meeting Monday.

— Josh Wood  
(714) 445-6695

Joshua.Wood@link.freedom.com

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

JUL 24 1999

### **IN OTHER COMMUNITIES 332**

**Library approved:** A plan to build a 10,000-square-foot branch of the Orange County Public Library in Foothill Ranch was approved by the Board of Supervisors. A library for the area was included in the Foothill Ranch development agreement in 1988. The county has been waiting for the population in the region to grow before building a new branch there, said John Adams, county librarian. Construction will be supervised by the Foothill Ranch Co. and should be completed in early 2001.

— Mark Gray  
(949) 454-7308

Saddleback@link.freedom.com

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

JUL 31 1999

### **PLACENTIA 332**

**Preservation preferred:**  
The city's Historic Committee voted unanimously Wednesday to recommend preservation of Placentia's last Valencia orange grove and the historic, 3.65-acre Brower Estate that contains it. The recommendation, along with petitions signed by approximately 1,000 residents this week, will go to the City Council at 7 p.m. Tuesday for a decision on whether to allow a 16-home residential development or to preserve the historic home of Ysidora McFadden Brower, the grandniece of Gov. Pio Pico.

— Diane Reed  
(714) 704-3792

Diane.Reed@link.freedom.com

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily

AUG 2 - 1999

### **PLACENTIA 332**

**► Exploring diversity:**  
"Hands Across the World," a diversity program for children enrolled in local community centers, will be held from 11 a.m. to 3 p.m. today at Kraemer Park. According to Megan Arias of Whitten Community Center, children will explore Italian, Indian, Egyptian and Oriental cultures — learning of customs, foods, dress, and more. Information: (714) 993-8232.

Call City Editor Diane Reed  
at (714) 704-3792 to submit  
upcoming events.

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KLM*  
DATE: August 18, 1999  
SUBJECT: **Placentia Library Literacy Services Report for the month of July**

**Program Statistics**

Active tutors: 42

Active students: 46

Students waiting to be matched: 23

Percentage of tutors reporting (July hours): 71%

Tutoring hours reported: 178.5

Other volunteer hours reported: 43.5

Total volunteer hours: 222

**Southern California Library Literacy Network (SCLLN).** The July 15, 1999 meeting of SCLLN was held in Newport Beach and was attended by Literacy Coordinator Matas. The meeting topic was strategic planning for the Network for 1999-2000.

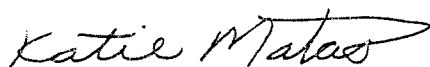
**Tutor Training.** The summer tutor training workshop was canceled due to lack of sign-ups. The next tutor training workshop will begin on Monday, September 27, 1999. Interested volunteers are already beginning to register.

SAFETY COMMITTEE MEETING  
JULY 28, 1999  
MINUTES

- I. Call to Order: 11:30 A.M.
- II. Members Attending: Esther Guzman  
Katie Matas  
Cindy McClain  
Cyrise Smith
- Members Absent: Wendy Goodson
- III. Old Business
1. The work order is still pending for repair of the concrete by the back employee exit.
- IV. New Business
1. A brochure dealing with vacation safety will be put in the staff lounge for employees to look through.

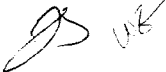
The next meeting will be September 29, 1999 at 11:30 A.M.

Respectfully submitted,



Katie Matas

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff 

DATE: August 18, 1999

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

<b>Project – Julie Shook</b>	<b>Status/Scheduled</b>
LAN Management System/Software	Consultation scheduled for July 99
LAN Workstations	Checked BIOS –waiting for MS disk
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Coordinating with Anaheim Public Library
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

<b>Project – Wendy Goodson</b>	<b>Status/Scheduled</b>
Banks	First Security Bank/Aug 99, Bank of America – Compliant
Payroll Contractor/Software	Compliant
Utilities	Sent Y2K letter – awaiting response
Fire Alarm System	DNS Systems completed annual alarm check.
Ventura	Coordinate with Minter & Willauer
Office 97	Sent Y2K letter – awaiting response
Telephone System	Compliant
Voicemail System	Sent Y2K letter – awaiting response
Emergency Planning	Coordinate with EOC in August

Prepared by: Wendy Goodson

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Evaluation of Library Director  
**DATE:** August 18, 1999

**BACKGROUND:**

A closed session may be held to discuss the evaluation of the Library Director's performance.

The Brown Act provides that salary recommendation discussions may not be held in closed session except to determine whether or not a salary increase will be given (without discussion of amount or percentages).

The Brown Act provides that the closed session not include discussion of any item not related to the actual performance evaluation. Discussion of plans or goals for the next evaluation period are not legal topics for a closed session.

The President's statement prior to entering a closed session is:

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

At the request of President Shkoler I have included the following documents as attachments to this item:

- A. Job Description for Library Director, Revised March 1994
- B. Evaluation of Library Director (final), June 16, 1998
- C. Projects Scheduled for Fiscal Year 1998-99
- D. Evaluation of Library Director (preliminary), May 19, 1999
- E. Response to Performance Review for Library Director, May 24, 1999

**RECOMMENDATION:**

Complete the evaluation process and make a salary recommendation for the Library Director.



PLACENTIA LIBRARY DISTRICT  
CLASS DESCRIPTION

REVISED MARCH 1994

**LIBRARY DIRECTOR**

DESCRIPTION

Under authority of the Board of Trustees, has overall responsibility for the management and administration of the District. Is expected to exercise considerable independent judgment in the performance of work tasks. Plans, organizes, directs, evaluates, and reviews the Library's resources, services, programs, and staff. Interprets library services, programs, and resources to citizens, organizations, governmental agencies and other libraries. Performs other duties as required.

TYPICAL TASKS

Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services, and programs. Prepares the library budget for Board review and administers the adjusted budget. Serves as liaison between the Library District, other libraries, organizations, and individuals in the community in order to aid in the development, coordination, and classification of the library program. Plans and organizes the development of long-range library building programs, additions to library services, and related activities. Recruits, interviews, selects, and evaluates the performance of library personnel. Conducts labor negotiations. Directs and coordinates the public relations activities of the library. Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes. Formulates library personnel policies for Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters. Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required. Plans and directs the acquisition, implementation, and usage of data processing systems.

EMPLOYMENT STANDARDS

Education: Equivalent to a Masters Degree in Library Science from a library school accredited by the American Library Association.

Experience: Five years of varied experience as a full time professional librarian in a public library, including extensive experience in a supervisory capacity.

Knowledge and abilities: Extensive knowledge of: the principles and practices of modern librarianship; principles and practices of supervision and employee relations; and modern principles and techniques of planning, administering, and appraising a library program. Ability to: relate library services to the needs of the community; administer budgetary, personnel, and public relations activities; prepare written and oral reports; and establish and maintain effective working relationships with the Board, employees, the public, and representatives of other agencies.

Agenda Item 32

TO: Elizabeth D. Minter, Library Director

FROM: Library Board of Trustees

DATE: June 16, 1998 *ES*

**SUBJECT: Evaluation of Library Director**

Last year the Library Board felt that you exceeded expectations in nearly all areas considered by our evaluation. We would not alter any of the comments we made in that evaluation since we recognize your continuing superior service to the Library and our community.

At that time we made two recommendations. We would like to hear how these suggestions were addressed. One concerned the proper method of addressing personnel complaints. The other was that you devise a mechanism to allow our Staff to voice concerns anonymously.

This year we have several recommendations and comments. For this next year the primary goal should be the strategic plan, starting June 20, 1998 and ending June, 1999. A second goal would concern the volunteer program.

The Board would like to know the structure of our volunteer program, how we currently use our volunteers, and suggestions for strengthening this program.

We do realize you work very hard as our Library Director and we share your frustration with on-going budget difficulties. Most of our frustration is directed at the inadequacy of our collection; as a result our public is not being served as well as they were in the past. The entire Board feels that the primary goal for the future must be the improvement of the collection. To reach this goal we would like to see a strong evaluation of our print media adequacy. We would like to be informed of the Staff's view on the future of our circulation non-fiction prior to the adoption of the 1998-1999 budget.

After the Board workshop session on May 24, 1998, this evaluation was undertaken with great expenditure of time (75% of Suad Ammar's, Cindy McClain's, and Cyrise Smith's, plus 96 hours of substitute time) and is not complete. You and the Staff are to be commended on this goal's accomplishment.

As Board President, I wish to thank you personally for your guidance and time. I have enjoyed the responsibility and feel we share a common devotion to our Placentia Library.

Prepared by: Peggy Dinsmore, Library Board President














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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Peggy Dinsmore, President  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** Projects Scheduled for Fiscal Year 1998-99  
**DATE:** June 16, 1998

Per your request the following is a list of the personal work projects that I have scheduled for Fiscal Year 1998-99:

-  12 Monthly reports and Library Board meeting preparations
-  Strategic Plan, June until completed
-  Finalize Budget Documents for Orange County Auditor, August
-  Foundation Annual Giving Campaign, July - September
-  Foundation Direct Mail Campaign, July - September
-  4 issues of *Notations* for Foundation and Friends, July, September, November, January
-  Friends Membership Campaign, November - December
-  Staff support to Foundation Major Gifts Committee, directed by Committee schedule
-  Staff support to Foundation Grant Committee, directed by Committee schedule
-  4 Foundation Board meeting preparations, September, November, January, May
-  Staff support to Foundation Donor Reception, October - November
-  Staff support to Friends Author's Brunch, November - March
-  Coordinating transition to new hardware configuration for Anaheim Library Consortium, on demand as directed by decisions at Anaheim Library

*Pending - personnel handbook revision (Jul - Aug)  
- other Board policies -*

Agenda Item 31

TO: Elizabeth D. Minter, Library Director

FROM: Library Board of Trustees

DATE: May 19, 1998

**SUBJECT: Evaluation of Library Director - Preliminary**

Last year the Library Board felt that you exceeded expectations in nearly all areas considered by our evaluation. We would not alter any of the comments we made in that evaluation since we recognize your continuing superior service to the Library and our community.

At that time we made two recommendations. We would like to hear how these suggestions were addressed. One concerned the proper method of addressing personnel complaints. The other was that you devise a mechanism to allow our Staff to voice concerns anonymously.

This year we have several recommendations and comments. The Board would like to know the structure of our volunteer program, how we currently use our volunteers, and suggestions for strengthening this program.

We do realize you work very hard as our Library Director and we share your frustration with ongoing budget difficulties. Most of our frustration is directed at the inadequacy of our collection; as a result our public is not being served as well as they were in the past. The entire Board feels that the primary goal for the future must be the improvement of the collection. To reach this goal we would like to see a strong evaluation of our print media adequacy. We would like to be informed of the Staff's view on the future of our circulation non-fiction prior to the adoption of the 1998-1999 budget.

Members of the Board would like to see the Director as the prime mover in obtaining more money, both short-term and long-term by adopting an aggressive approach to outside funding. We welcome innovative positive solutions which may necessitate redirection of focus. By adopting a more aggressive approach to outside funding, the Board will understand the necessity to substitute these priorities for other activities.

As Board President, I wish to thank you personally for your guidance and time. I have enjoyed the responsibility and feel we share a common devotion to our Placentia Library.

Prepared by: Peggy Dinsmore, Library Board President

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Response to Performance Review for Library Director

**DATE:** May 24, 1998

### BACKGROUND:

At its May 19, 1998 Regular Meeting the Library Board of Trustees presented me with its "Evaluation of Library Director-Preliminary" and requested a response.

The performance evaluation process for the Library Director, as implemented by the Library Board of Trustees during the past two years, has been highly stressful and demoralizing to me.

In April and May of this year the Board spent 4 hours and 40 minutes in closed session discussing my evaluation. Such deliberations are strictly and specifically limited by the Brown Act to discussion of actual performance, and may not include discussion of salary or goal setting. Thus, I can only conclude that you believed that you had 4 hours and 40 minutes of issues to resolve before including me in your process.

The time that the Board spends in closed session discussing the Library Director's evaluation is a matter of public record, as is any report or document presented at a public meeting. Your deliberations send a message to the public and the staff. Your non-verbal message during the past two years has been neither positive nor supportive.

At the present time I am feeling quite overwhelmed with the schedule we have ahead of us during the next several months.



The joint strategic planning process begins on June 20. I need to be finalizing a major presentation on the State of the Library as the keynote presentation for that day. I had intended that project to be my focus this weekend instead of preparing for a Board workshop.



The expenditures budget for Fiscal Year 1998-99 is due at the June Board Meeting and the revenue picture is far from settled.



Legislative funding issues are popping up on a weekly basis and will continue to do so until late summer. Many of them need follow-up letters or telephone calls and I do not have any confidence that the Library Board Members are helping with this.



The Foundation Direct Mail and Annual Giving Campaigns are schedule for July and August. This year I am expected to do all of the coordinating with the mailing house as well as coordinating the letter preparation and database review.

On May 19 in its Evaluation Report the Board told me that it wants to see a strong evaluation of the Library's print media adequacy, and to be informed of the Staff's view on the future of our circulation non-fiction prior to the adoption of the 1998-99 budget in June. This is a major project that will serve only to restate the obvious – the collection suffers in all areas from five consecutive years of under-purchasing. The Staff has the statistics and intellectual capabilities to prepare such an analysis. The Board has the authority to request such an analysis. To accomplish this project staff attention will have to be from preparing for the Strategic Planning process and Foundation activities – we do not have significant chunks of unassigned time to spend on additional projects.

I am perplexed by the comment that the Board would like to see the Director as the prime mover in obtaining more money, both short-term and long-term by adopting an aggressive approach to outside funding. What do you think I have been doing for the past four years? Do I get no credit for any of the accomplishments to date – annual author's brunch, increased Friends membership and contributions, annual giving campaign, newsletter for donors, support of corporate gifts program, support of planned giving program, database and donor records, etc.



As the director of a public agency I walk a very fine line in fund raising. I must constantly guard against creating an ambiance that the Library is only for people who contribute money.



Am I to compete with the Foundation or work with it? Presently I struggle to keep the Foundation Directors in the forefront of all fund raising accomplishments, no matter how deeply involved the staff has been in the background.



The staff and I are already overextended in the fund raising support area as it takes significant time away from our public library duties. In January, I told the Foundation Board that it needs to provide funding for a Development Director by January 1999. I also suggested a method of raising the funds to pay for this position. Thus far, the Foundation has not started to work on this project.

Fund Raising takes good people skills. Donors give to people. I could certainly use the help of the Library Trustees and Foundation Directors in attending community events to keep the needs of the Library in front of community leaders – Chamber Breakfasts, Chamber Mixers, H.I.S. House activities, City activities, Heritage Day activities, church activities, Friends activities, etc. Right now from the two boards Peggy Dinsmore is the only one who is doing this in Placentia on a regular basis.

I want to manage a public library. I need to work on staff development and training, I need to work on program development, and I need to work on public information. I need to pay more attention to building maintenance issues.

The investment of staff time by providing clerical and organization assistance to the Library's support groups is a sound investment in the Library's future. As these organizations grow and prosper the Library will benefit financially. However, we are being challenged to provide this support at a time when staff time available is at a minimum. During the past year Cheryl

Willauer was supposed to be 50% in technical services and 50% in volunteer (and support groups) services. In reality, her time has been 90% with support groups and volunteers, and 10% technical services. I am not suggesting that we change this, I am stating that we are already stretched in this area.

Last year the Board suggested that I devise a mechanism to allow staff to voice concerns anonymously. At that time I explained to the Board that the District has a suggestion box, which is open to the public, and the formal complaint/grievance process established by the Board. I told you that further modification of the complaint process to invite anonymous complaints is not appropriate for a public agency that needs to be scrupulous about due process. The Library Board cannot sit as an impartial review board for personnel complaints if it is formally or informally part of the complaint receiving process. *I am today formally advising you to consult with an experienced public sector employment attorney before you continue down this path.*

Some libraries, we did this in Dubuque, as part of an overall planning process will contract with a personnel consulting firm like Banning and Baker to have a staff satisfaction study done. This information is collected and reported in such a way that individuals remain anonymous. These studies cost several thousand dollars and, if they are designed well, can give good feedback to the organization. At this point in time I cannot justify recommending the expense. -

The Board members should be expecting staff unrest/dissatisfaction in any period of radical change. During the past five years Placentia Library has gone through three layoff procedures and the decimation of its book budget. We have had a failed tax measure. We have had to adjust to the changing technology of the way information services are provided. These issues have been hard for everyone on the staff and the Board is not being helpful when it expresses an interest in receiving confidential communications from disgruntled employees. I need to keep the staff focused on the future, not what used to be. We don't have the time or resources to spoon-feed every change, and some staff members, especially part-timers, sometimes have to change their ways of doing things when they do not want to change.

The concerns that I have are not based on the issue of salary. They are based on the issues of job expectations and satisfaction.

We have had five difficult years in a row with no relief in sight. Every time a staff related issue comes before the Board all they hear is that restoring the book budget is more important than their working conditions. Last year I requested a change in the vision plan that would have cost the District about \$600. It was unanimously refused by the Board. In light of the fact that I had just told the Board that I was not interested in any type of salary adjustment because of the condition of the book budget, we were all very disappointed that the Board would not provide this small benefit adjustment to the entire staff.

I continue to be opposed to any salary adjustment or bonus for me while there is no upward movement in the book budget. However, I would like to know if the Board considers me to be at the absolute top of my salary expectation or whether it intends to develop some type of compensation plan that I can consider as an incentive.







**ADJOURNMENT**

6. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 17, 1999, Joint Meeting with the Placentia City Council was posted on Thursday, August 12, 1999.



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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 19, 1999, Library Board of Trustees Worksession on Preparation of Strategic Plan was posted on Thursday, August 12, 1999.



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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 25, 1999, Library Board of Trustees Worksession on Preparation of Strategic Plan was posted on Thursday, August 12, 1999.



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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 26, 1999, Library Board of Trustees Worksession on Preparation of Strategic Plan was posted on Thursday, August 12, 1999.



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## AGENDA (AMENDED)

### WORKSESSION

#### PLACENTIA LIBRARY DISTRICT PREPARATION OF STRATEGIC PLAN

August 25, 1999  
7:00 P.M. (Time Corrected)  
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 Library 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 Meeting. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Oral Communications

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

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

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

4. Prepare and Discuss the Proposed Strategic Plan for Placentia Library District

#### ADJOURNMENT

5. Adjourn



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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 25, 1999, Library Board of Trustees Worksession on Preparation of Strategic Plan was posted on Thursday, August 19, 1999.



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# AGENDA (AMENDED)

## WORKSESSION

### PLACENTIA LIBRARY DISTRICT PREPARATION OF STRATEGIC PLAN

August 26, 1999  
**7:00 P.M. (Time Corrected)**  
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 Library 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.*

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4. Prepare and Discuss the Proposed Strategic Plan for Placentia Library District

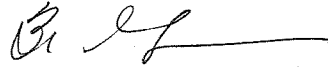
## ADJOURNMENT

5. Adjourn



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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 26, 1999, Library Board of Trustees Worksession on Preparation of Strategic Plan was posted on Thursday, August 19, 1999.



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# PLACENTIA LIBRARY DISTRICT MISSION STATEMENT

*(Adopted by the Library Board of Trustees, June 15, 1992)*

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community. To accomplish this goal the Library:

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



## THE FUTURE PLACENTIA LIBRARY DISTRICT

The following vision statement and list of primary library functions are intended to help guide Placentia Library District into the future.

The vision statement serves as a basic framework for providing library services, while the strategies and actions are specific measure that can be taken to achieve the desired outcomes for the Placentia Library District to generate a number of benefits for the community.











The primary Library functions and desire outcomes were identified during the Strategic Planning Workshop conducted in June 1998 with the Library Board of Trustees, the Friends of Placentia Library Board of Directors, the Placentia Library Foundation Board of Directors and Library Staff.

Once adopted, all Library Staff will participate in the implementation of the strategies and actions contained in the Strategic Plan. The annual Library Director's Performance Plans will incorporate key strategies, in order to build in accountability and provide the Library Board "Report Card" for the Library.

The Plan will be updated every five years to incorporate newly emerging issues and reflect changes in the Placentia Library District.



## VISION

-  Placentia Library is a center for lifelong learning that creates a link to the past and a bridge to the future.
-  The Library provides information and access to knowledge in a technologically-advanced and people-friendly manner.
-  There are no cultural, physical, economic, or time barriers to use of the Library.
-  Innovative, high quality programs serve the diverse informational, educational, cultural and recreational needs of the Placentia community and other eligible users.
-  The Library serves as a focal point for the preservation of Placentia's history.
-  The Library offers a comprehensive, up-to-date collection of multimedia materials and supports both on-site and remote access to information.
-  The Library continually provides enhanced benefits to its users and expands its resources through active public and private partnerships.
-  Community outreach ensures that all Placentia Library District residents are aware of the many resources available at our Library.
-  Patrons have a great appreciation of books, and each new generation of Placentia Library District residents develops a love of reading.
-  By providing the tools people need to shape their lives, our Library is a significant source of community pride.



## PRIMARY LIBRARY FUNCTIONS

Placentia Library District will function in any one or more of the following ways:

### Information Resource Center

The Library is a hub of all knowledge and information services to the Placentia Library District residents. By providing up-to-date resources and offering a choice in technologies, it inspires new generations of users to access the Library with either on-site or remote links.

### Catalyst for Lifelong Learning

The Library is a place that nourishes creativity, opens people's minds, and motivates people to learn. A range of programs is offered to engage children and youth and involve residents from the community in their pursuit of knowledge. The Library has something to offer patrons of all ages and abilities. It provides Placentia Library District residents and other eligible users with the tools they need to locate the answers to their question in an efficient and user-friendly manner. These resources inspire users to learn about new subject matters and delve further into familiar topics.

### Protector of Vital Community Information and History

The Library, as guardian of the record of civilization, has a part of its mission the preservation of local history. It enables a level of collective knowledge that is difficult to sustain individually. The Library also houses current information about community activities and issues.

### Community Partner

Collaborative efforts between Placentia Library District and businesses, schools, and community groups enhance the services the Library provides. Partnerships with public and private libraries will provide access to significantly more resources for Library patrons. Library resources are augmented by utilizing the time, skills and energies of community volunteers. In addition, volunteer opportunities engage members of the community in the daily activities of the Library.

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

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for a systematic approach to data collection and the importance of using reliable and valid measurement instruments.

3. The third part of the document discusses the ethical considerations that must be taken into account when conducting research. It stresses the importance of obtaining informed consent from participants and ensuring that their privacy and confidentiality are protected throughout the study.

4. The fourth part of the document describes the various methods used to analyze and interpret the data. It discusses both qualitative and quantitative approaches and the importance of using appropriate statistical techniques to draw valid conclusions from the data.

5. The fifth part of the document discusses the importance of reporting the results of the research in a clear and concise manner. It emphasizes the need to provide a detailed and accurate account of the study's findings and to discuss the implications of these findings for practice and policy.

6. The sixth part of the document discusses the importance of ongoing evaluation and monitoring of the research process. It stresses the need to regularly assess the progress of the study and to make adjustments as needed to ensure that the research remains relevant and effective.



### Curriculum Support and Training Center

Library staff has many resources at its disposal to provide innovative support and training. New technologies in information access and networking provide opportunities for enhancing the librarian's role in the teaching and learning process, as well as essential staff development. Continuing education and training are essential ingredients in developing the Library's human resources to meet the changing demands of the community it serves.

### Cultural Center

Increasing diversity in the cultural and education backgrounds of Library users calls for a broader range of media for imparting information. By establishing new collections or expanding existing one in the areas of art, music, films, local history, fiction, nonfiction, foreign language books, and CD-ROMS, Placentia Library District has become a cultural and entertainment center for its community. The diversity of technologies and information sources ensures that patrons can develop a love for recreational reading and explore new culture and languages.

### Economic Catalyst

The Library services as a community investment and functions as a catalyst for business development. The presence of the Library creates a positive attraction for the community and stimulates local development. Placentia Library District adds to the vitality of Placentia's commercial districts. The Library provides crucial start-up information for entrepreneurs, as well as identifies relevant resources for existing businesses interested in developing new products or markets.

### Community Gathering Placentia Library District

The Library serves as a focal point for meetings, discussion groups, clubs, informational workshops, and leadership programs. Additionally, Placentia Library District functions as a place for cultural exchange, sponsoring events, author presentations, exhibits and performances. In times of natural disaster, the Library is a refuge for members of the community and a place where they can seek social comfort and physical assistance.

### Gateway to the Community

Placentia Library District encourages the City of Placentia and the Placentia Chamber of Commerce to promote Placentia Library as the first stop for any visitors and residents to learn about the local community. Placentia Library District serves as the primary information resource for the area. It houses all the information Placentia residents and visitors need to identify where to locate resources in the City and beyond.

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## DESIRED OUTCOMES

The desired outcomes for the implementation of the Strategic Plan for Placentia Library District are:

### Access to Information and Knowledge

Placentia Library District provides access to information using state-of-the-art technologies, books, periodicals, computers, on-line services, Library personnel, and other resources, to meet the diverse needs of its constituent population. Library resources are equally available to all members of the community, regardless of age, physical ability, geography, race, ethnicity, gender, or income. Use of the Library increases individual and community knowledge.

### Community-Responsive Facilities, Resources, and Materials

Library facilities are comfortable, attractive, inviting, and well-equipped places to access information. Facility improvements maximize space, provide places for individual study and group meetings, and ensure access by persons with disabilities. Resources and materials at Placentia Library District offer specialized collections that meet public demand for information. Multilingual signage and materials reflect the distinct characteristics of the community.

### Quality Service

High quality Library services are provided to patrons, in compliance with American Library Association (ALA) standards. Services are regularly monitored to ensure consistency in policies, procedures, responsiveness to requests for information, and proper utilization of materials. Quality control and customer satisfaction mechanisms are built in to ensure continuous service improvements. Placentia Library District provides for the needs of existing and newly emerging constituent groups. Sensitivity to the needs of special users, especially persons with disabilities and diverse ethnic backgrounds, guides programmatic and staffing decisions.

### Operational Efficiency

Placentia Library is structured to streamline its operations to maximize service efficiency. Automation of services expedites book checkouts, renewals, and overdue notices. Using on-site and remote systems, residents obtain information from any number of sources in an efficient and user-friendly manner.

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### Stability

Placentia library District is an anchor for the community. The partnerships which have been established, the relationship with other local groups, consistency of staff, and the quality of the collection are positive indicators of the stability of Placentia Library District. Funding sources to supplement Placentia Library District's property tax allocation are being developed so that a stable source of money is available for material acquisition, facilities renovation, staff development, and technological upgrades. The end result is an collection comprised of quality materials and resources, administered by qualified staff whose close interaction with patrons support the community.



## STRATEGIES AND ACTIONS

A **strategy** is a planned course of action(s) used in attaining a defined and desired outcome and fulfilling a vision.

An **action** is a specific task or step that is taken to implement a strategy.

The strategies and actions developed for the Strategic Plan are a compilation of ideas and suggestions made over the course of the strategic planning process. They are proposed steps that can be taken to achieve **desired outcomes** for the Placentia Library District.

Each broad strategy is accompanied by a number of actions staff can take to implement the strategies contained in the Strategic Plan. The lists should be treated as a starting point and are intended to inspire Staff to formulate additional actions of their own.



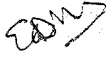


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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Library Board of Trustees

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

**DATE:** August 12, 1999

**SUBJECT:** **Reminder of Joint Worksession with Placentia City Council**

The joint worksession between the Library Board and the Placentia City Council is scheduled for Tuesday, August 17 at 5:00 P.M.

The meeting will convene in the City Hall Conference Room and will include a tour of the Placentia History Room conducted by the Placentia History Room Committee and the City of Placentia Historical Committee.

After the tour the City Council and Library Board will conduct the worksession in the City Hall Conference Room.

If you have any questions please give me a call at 528-1925, Ext. 203.

