

# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

October 18, 2000

7:30 P.M.

Library Conference Room

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

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

1:37 pm

pls - Skel  
Stank.

1. Roll Call Administrative Assistant

2. Adoption of Agenda Gae | Pagg | Al. au. 7:39 p.

*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 September 20, 2000 Regular Meeting. Pagg | 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 - None

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

Peggy - Parade beautifully -

Seawater -  
SDWCA Bd meets.  
2 weeks ago - Conf. Meet -  
membership drive  
all aspects  
CSDA  
SDRMA  
SDWCA  
Speakers  
great.

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

7. Library Director Report

Rich My.

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

8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Wood and Stark

Then Oct 12  
Maj Glt hat Oct 17

CLAIMS (Items 10 - 13)

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

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

12. Current Claims and Payroll (Approve)

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

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

Sandra  
7:38.

Peggy/Rich

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

Presentation: Library Director  
Recommendation: Approve by Motion

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

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

**GENERAL CONSENT CALENDAR** (Items 20 – 28)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 20 – 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

20. Building Maintenance Report for September 2000 (Receive & File)
21. Personnel Report for September 2000 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for September 2000 (Receive & File)
23. Circulation Report for September 2000 (Receive & File)
24. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 5, 2000. (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)

27. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)
28. Placentia Civic Center Authority Financial Statements, June 30, 2000. (Receive & File)

### CONTINUING BUSINESS

29. Review of Property Tax and Public Library Funding issues before the Courts and the California Legislature.  
Presentation: Library Director  
Recommendation: Give direction for future activity
30. Review Specification Document and Schedule for the Roof Replacement Project  
Presentation: Library Director  
Recommendations: Approve Specification Document; and  
Set date for Special Meeting to Award Bids
31. Placentia Civic Center Authority  
Presentation: Library Director  
Recommendation: Give Direction to Library Representatives for Civic Center Authority Special Meeting on November 14, 2000

### NEW BUSINESS

32. Approve Contract with City of Placentia for Seismic Rehab Project  
Presentation: Library Director  
Recommendations: Approve Cooperative Agreement for Seismic Retrofit Construction Phase and Oversight Costs with the City of Placentia; and  
Authorize signature of Agreement by Library Board President  
*Rob / Gae*
33. Retirement Commemoration for Trustee Robin Masters  
Presentation: Library Director  
Recommendation: Determine the activity and budget for the commemoration for Trustee Robin Masters.  
*to the 900's*  
*Adult Hwy - \$500*  
*Standa / Gae*

### STAFF REPORTS (Items 34 - 39)

*Rob / Gae*  
*to the 900's*  
*Adult Hwy - \$500*  
*Standa / Gae*  
Items 34 - 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.

34. Program Committee Report for September 2000 (Roberts)



35. Children's Services Report for September 2000 (Smith)
36. Placentia Library Literacy Services Report for September 2000 (Roberts)
37. Placentia Library Web Site Report for September 2000 (Roberts)
38. Publicity Materials produced for September 2000 (Willauer)
39. Safety Committee Minutes for September 2000 (Matas)

**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.*

**ADJOURNMENT**

*Placentia City Assn. -  
Request to Adj.*

41. Agenda Preparation for the November Regular Meeting which will be held on Wednesday, November 15, 2000.
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 October 18, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 12, 2000.





# Placentia Library Board Calendar

October 2000 - September 2001

Oct 2000

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Nov 2000

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Jan 2001

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Feb 2001

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Mar 2001

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## October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 3 4:30 PM Civic Center Authority Meeting, City Hall, Masters, Stark and Minter.
- 5 6:30 PM Staff Appreciation Dinner, Rembrandt's Restaurant, Placentia
- 12 7:00 PM Foundation Board Meeting, Wood and Stark
- 14 9:00 AM Heritage Parade
- 18 5:00 PM Chamber of Commerce Mixer, Bradford Square  
7:30 PM Library Board Meeting
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## November

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

## December

- 4 7:00 PM Friends Board Meeting, ~~Masters~~ Baum
- 8 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 20 7:30 PM Library Board Meeting

## January

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

## February

- 5 7:00 PM Friends Board Meeting, Dinsmore
- 21 7:30 PM Library Board Meeting

Apr 2001

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Oct 2000						
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Jan 2001						
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Feb 2001						
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## February

22 7:15 AM Placentia Chamber of Commerce Breakfast

## March

3 10:30 AM Author's Luncheon featuring Diane Leslie, Alta Vista Country Club, 10:30 AM

5 7:00 PM Friends Board Meeting, Shkoler

11 9:00 AM NSFRE Int'l. Conference, San Diego, through Mar 14

21 7:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

## April

2 6:00 PM Friends Annual Meeting and Volunteer Recognition featuring Live at the Library author Earlene Fowler

7:00 PM Friends Board Meeting, Stark

18 7:30 PM Library Board Meeting

5:00 PM -7:00 PM Library Sponsors Chamber Mixer

26 7:15 AM Placentia Chamber of Commerce Breakfast

## May

7 7:00 PM Friends Board Meeting, ~~Masters~~ Baum

16 7:30 PM Library Board Meeting

24 7:15 AM Placentia Chamber of Commerce Breakfast

27 3:36 PM Library Closed for Monday Holiday

28 Library Closed for Memorial Day

## June

4 7:00 PM Friends Board Meeting, Wood

14 2:34 PM ALA Annual Conference, San Francisco, through June 20

20 7:30 PM Library Board Meeting

28 7:15 AM Placentia Chamber of Commerce Breakfast

## July

4 Library Closed for Independence Day

18 7:30 PM Library Board Meeting

26 7:15 AM Placentia Chamber of Commerce Breakfast

## August

15 7:30 PM Library Board Meeting

Apr 2001						
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May 2001						
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Jun 2001						
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Jul 2001						
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Aug 2001						
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Sep 2001						
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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 20, 2000**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 20, 2000 at 7:33 P.M. by President Shkoler.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Minutes of the August 16, 2000 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**

President Shkoler reported that the California Association of Library Trustees and Commissioners (CALTAC) sent him information regarding the upcoming Board Effectiveness Training. CALTAC is seeking volunteer lecturers and trainers.

**TRUSTEE REPORTS**

President Shkoler and Children's Librarian Cyrise Smith presented certificates to the teen volunteers who put in over 500 hours of volunteer hours for the Summer Reading Program 2000.

Trustee Stark attended the September 15, 2000, California Special District Association meeting. The Special District Risk Management Authority (SDRMA), and Special District Worker's Compensation Authority (SDWCA) are discussing a structure reorganization.

Trustee Stark will also be attending the California Special District Association's Annual Conference in Monterey on September 26-27, 2000.

**LIBRARY  
DIRECTOR'S  
REPORT**

No report at this time.

**FRIENDS REPORT**

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

**FOUNDATION  
REPORT**

Trustee Wood reported that a special meeting was held on September 18, 2000 to approve the hiring of clerical staff to maintain the Foundation bookkeeping functions, donor records and acknowledgement.

**HISTORY ROOM  
REPORT**

Library Director reported that the History Room should be almost complete by November 5, 2000 to show the room to guests of the Foundation's Annual Donor Reception.

**CLAIMS**

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims 3958, 3959, 3960, 3961, 3962, 3963 forwarded by the Library Director and Board of Trustees for a total of \$51,462.80.

Current Claims 3966, 3967, 3968, 3969, 3970, and 3971; and Payroll Claims 3964 for \$24,513 and 3965 for \$24,513.00 for a combined total of \$69,603.08.

FY1999-00 Cash Flow Analysis through August 16, 2000 receive & file, and instruct the Orange County Treasurer to transfer \$85,000 from Fund 706 (Bond Redemption) to Fund 707 (General Fund).

**FINANCIAL  
REPORTS**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 15 through 20:

Financial Reports for August, 2000

Office General Ledger & Check Registers for August, 2000

Acquisitions Report for August, 2000

Overdue Collection Report for August, 2000



Debit Card System Reimbursement Report for August, 2000  
Gifts Report for August, 2000

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 21-28:

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

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

Volunteer Report for August 2000 (Receive & File)

Circulation Report for August 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of August 1, 2000; and Notice of ISDOC Meeting for Election of Executive Committee Officers for 2001-2002 on November 30, 2000 with deadline for Nominations on September 29, 2000. (Receive & File)

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

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

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

2000-2001 Assessed Values as reported to the District by the Orange County Auditor Controller (Receive & File)

Library of California Board Actions taken August 16-18, 2000 (Receive & File)

Partnerships for Change Application (Receive & File)

Certification of Eligibility and Funding for Fiscal Year 2000-2001 for the California Library Literacy Services. (Receive & File)

English Language and Literacy Intensity (ELLI) Grant  
Application to the State Library of California, expanded families  
with adult limited English ability (Receive & file)

Live at the Library Program Application to the American Library  
Association (Receive & File)

Agenda for Placentia Civic Center Authority Annual Meeting,  
Tuesday, October 3, 2000, 4:30 P.M. at Placentia City Hall.  
Trustees Stark and Masters and Library Director Minter represent  
the District. (Receive & File)

Status Report from the City of Placentia Cultural Arts  
Commission on the City of Placentia 75<sup>th</sup> Anniversary  
Celebration Planning Process (Receive & File)

Notice from Orange County Registrar of Voters regarding  
Deadline of May 9, 2002 for redistricting (Receive & File, and  
Authorize the Library Director to respond that Placentia Library  
District has no plans for redistricting)

Status Report on the Roof Replacement Project (Receive & File)

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

**PROPERTY TAX  
ISSUES**

Library Director reported that the District is awaiting word on Governor  
Davis' action on the independent special recreation & park and library  
districts' portion of AB 1396.

It was moved by Trustee Dinsmore, seconded by Trustee Wood, to  
authorize the Library Director and President Shkoler to continue working  
with the "ERAF Orphans" and to attend the meeting with Gov. Davis'  
staff in Sacramento whenever it is set.

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

**ARROYO SECO  
MEMBERSHIP  
RESOLUTION**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to read  
Resolution 00-3 by Title only, A Resolution of the Board of Trustees of  
the Placentia Library District of Orange County Authorizing Membership  
to the Arroyo Seco Library Network.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by Trustee Wood, seconded by Trustee Stark to adopt Resolution 00-3.

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

**TRAVEL  
AUTHORIZATION**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve attendance at the Millennium Conference of the California Library Association for Library Director Minter, and two additional Professional staff member selected through an application process for all Eligible staff, at a cost not to exceed \$1,435 to be paid from the Staff Development Account at Santiago Library System.

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

**STAFF REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 41-46:

Program Committee Report for August, 2000.

Children's Services Report for August, 2000.

Placentia Library Literacy Services Report for August, 2000.

Placentia Library Web Site Report for August, 2000.

Publicity Materials produced for August, 2000.

Safety Committee Minutes for August, 2000.

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

**CLOSED  
SESSION**

Closed Session was conducted at 8:17 P.M. to discuss personnel matters.

Closed Session was adjourned at 8:45 P.M.

The October Regular Meeting will be held on October 18, 2000.

**AGENDA  
PREPARATION**

No action taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 20, 2000 adjourned at 8:45 P.M.

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Robin J. Masters, Secretary

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Cheryl Willauer<sup>aw</sup>, Library Assistant  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** October 16, 2000

The Board of Directors of the Friends of the Library met on Monday October 2, 2000. Library Director Elizabeth Minter, Public Services Manager Jim Roberts, and Library Assistant Cheryl Willauer, attended the meeting.

Treasurer Camille Himes reported the Friends have a balance on hand of \$11,715.75. Presented check of \$1,000 for Directors Fund and a check of \$5500. to reupholster the library chairs.

Library Director Minter reported that author Earleen Fowler would be the featured speaker at the Friends annual meeting. The annual meeting will be held April 2, 2001 in conjunction with National Library Week. Her appearance will be partly funded by the ALA through a grant obtained by Roberts. Fowler will also conduct a writing workshop for young adults that same afternoon.

Starting Sunday November 12, the Friends will be having a Backroom Used Booksale from 1 – 5 P.M. to be held on the 2<sup>nd</sup> Sunday of the month. Customers will enter the sale from the loading dock area.

The next Friends Board meeting is scheduled for November 6, 2000 at 7:00 P.M. Library Trustee Sandra Stark is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
October 18, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson





PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director & Trustees  
 October 18, 2000

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	September 21, 2000	3972	4,270.37
	October 3, 2000	3973	1,764.27
	October 3, 2000	3974	554.84
	October 12, 2000	3975	2,058.90
		<b>TOTAL</b>	<b>8,648.38</b>

Prepared by : Wendy Goodson

*pd 9-29-00*

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03645A Blue Shield File 55331 Cash Receiving Los Angeles CA 90074-5331	October 2000 VH1811		0300	00		3,820.41		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	9/7/00 253-2062 9/4/00 524-8408		0700	01		328.13		
			0700	08		21.48		
	TOTAL					349.61		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	9/3/00 223-1698		0700	01		0.03		
N13034A Omnigrafix Printing 1744 W. Katella Ave. Suite 9 Orange CA 92867	9/14/00 A34248		2400	08		100.32		

The claims listed above (totaling \$4,270.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
PROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/03/00  
REPORT NO 3973

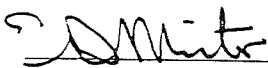
Placentia Library District  
111 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	9/18/00 010-19000-05435		0300	00		683.40		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	9/20/00 Oct 00		0300	00		208.54		
N03646 Vision Service Plan PO box 45210 San Francisco CA 94145-5210	Oct 00 12 099603 0001 0001		0300	0		230.74		
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	9/16/00 528-8236		0700	00		2.74		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	9/17/00 528-1906 9/17/00 528-8236		0700	00		84.87		
			0700	01		39.49		
	TOTAL					124.36		
N06686D Office Depot Dpt 56-6183976509 PO Box 9027 Des Moines IA 50368-9027	9/21/00 6011 5661 8397 6509		1800	00		468.05		
N05608A FedEx PO box 1140 Memphis TN 38101-1140	9/22/80 5-600-39014		1803	00		11.44		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	10/1/00 Oct 00		1900	00		35.00		

The claims listed above (totaling \$1,764.27) 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 10/03/00  
REPORT NO 3974

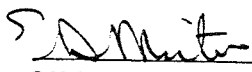
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N06569 Demco PO Box 8048 Madison WI 53708-8048	9/21/00 961415		1800	00		84.71		
N03648A Special "T" Water System 11934 Washington Blvd Whittier CA 90606	10/1/00		1800	00		26.00		
N03659F Southern California Water 500 Cameron Street Placentia CA 92870	9/22/00 312083-9		2800	00		444.13		

The claims listed above (totaling \$554.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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COUNTERSIGNED BY

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ATTESTED AND/OR COUNTERSIGNED BY

Page Total

554.84

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/12/00  
REPORT NO 3975

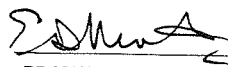
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	10/2/00 223-1698		0700	02		453.11		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	10/7/00 096846		1400	00		950.00		
N23569 Placentia Disposal PO Box 309 Anaheim CA 92815	10/1/00 00613850		1400	00		120.00		
N21533 Kelly Paper 141 E. 16th Street Los Angeles CA 90021	10/3/00 289166 10/9/00 154482		1800	00		29.42 86.74		
<b>TOTAL</b>						116.16		
N05608A FedEx PO Box 1140 Memphis TN 38101-1140	9/29/00 5-600-64725		1803	00		23.52		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd Anaheim CA 92816	9/30/00 00297		1900	00		157.50		
N06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	9/28/00 20000928		1900	00		200.90		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	9/29/00		1900	00		37.71		

The claims listed above (totaling \$2,058.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
PROVED BY

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

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

Page Total

2,058.90



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
October 18, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3978	9,242.83
	3979	13,428.48
	3980	792.00
	3981	130.18
Subtotal for Regular		23,593.49
Payroll	3976	24,513.00
	3977	24,513.00
Subtotal for Payroll		49,026.00
TOTAL CURRENT CLAIMS		72,619.49

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/18/00  
REPORT NO 3976

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	October 18, 2000 Pay period #9 October 20, 2000 November 2, 2000		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 2, 2000								

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

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

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

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

Page Total

24,513.00



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/18/00  
REPORT NO 3977

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	October 18, 2000 Pay period #10 November 3, 2000 November 16, 2000		0100	00		22,770.00			
	FICA		0200	00		1,743.00			
PLEASE WIRE ON THURSDAY, NOVEMBER 16, 2000									

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

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

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

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

Page Total

24,513.00

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Avenue Placentia CA 92870	10/2/00 53993		2800	00		4,377.35		
			1400	00		2,725.74		
			<b>TOTAL</b>			<b>7,103.09</b>		
N22357 William Brown 122 Anned Drive Placentia CA 92870	9/20/00 002390		1300	01		76.00		
N06779B 3M - RSP4754 PO Box 269-F St Louis MO 63150-0269	10/3/00 RSP4754 (TM)		1300	00		880.00		
N03660 Elizabeth Minter c/o Placentia Library District 411 East Chapman Avenue Placentia CA 92870	Aug - Sep 00 Petty Check Reimbursement		1000	00		10.02		
			1300	00		105.49		
			1400	00		7.50		
			1800	00		141.00		
			2400	01		19.58		
			2700	01		150.00		
<b>TOTAL</b>		2700	08	45.00	<b>478.59</b>			
G Neil PO box 450939 Sunrise FL 33345-0939	9/25/00 001099600001		1800	00		19.99		
N03940 Gaylord PO box 4901 Syracuse NY 13221-4901	8/23/00 OH43946004		1800	00		435.16		
N03738B United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Sep 00 Postage		1803	00		250.00		

The claims listed above (totaling \$9,242.83) 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 \_\_\_\_\_

Page Total

9,242.83

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/18/00  
REPORT NO 3979

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
N20388 First American Trust Attn; Vilma Acevedo 421 N. Main Street Santa Ana CA 92702	10/6/00 60-1076-00		1900	00		1,243.46		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	Sept 00 Wednesday Head Start		1900	00		300.00		02
Nancy Mory 1136 Moro Circle Placentia Ca 92870	Sept 00 Storytimes		1900	00		135.00		02
N01856 Munson, Cronick & Associates	9/30/00 12315		1900	00		2,925.00		
N19647 Jnique Management Services 515 Michigan Avenue Jeffersonville IN 47130	9/29/00 6171		1900	00		196.85		
N22769 ABN AMRO Attn; Michael Curtis 208 South LaSalle Street Chicago IL 60604-1008	9/15/00 M99283-004		2200	00		8,487.75		
N09137A NTC Publishing Group PO Box 73437 Chicago IL 60673-3437	9/6/00 S081651		2400	01		58.82		
N03844 Los Angeles Times PO Box 60062 Los Angeles CA 90053	9/15/00 0237497011		2400	01		81.60		

The claims listed above (totaling \$13,428.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

13,428.48

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/18/00  
REPORT NO 3980

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
N03840A Ingram PO Box 502779 St Louis MO 63150-2779	9/18/00		2400	01		16.14		
	71257563							
	9/18/00		2400	01		50.59		
	71257562							
	9/18/00		2400	01		25.44		
	71257561							
	9/18/00		2400	01		187.03		
	71253940							
	9/11/00		2400	01		104.86		
	71135708							
	9/11/00		2400	01		109.36		
	71135070							
	9/11/00		2400	01		21.58		
	71135706							
	9/11/00		2400	01		17.96		
	71135705							
	9/11/00		2400	01		73.38		
	71135704							
	9/11/00		2400	01		18.63		
	71135703							
9/11/00		2400	01		37.84			
71135702								
9/11/00		2400	01		17.12			
71135701								
9/11/00		2400	01		17.16			
71135700								
						<b>697.09</b>		
	<b>TOTAL</b>							
N09220A James Roberts 411 East Chapman Ave Placentia CA 92870	Sep 00		2700	01		34.78		
	Travel Mileage Reim							
N15075 Cyrise Smith 411 East Chapman Ave Placentia CA 92870	Sep 00		2700	01		60.13		
	Travel Mileage Reim							

The claims listed above (totaling \$792.00) 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 10/18/00  
REPORT NO 3981

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
Balkatha 13042 Essex Ln Cerritos CA 90703	9/4/00 26 052500J		2400	01		107.10		
N15072 Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia CA 92870	June - Sep 00 Travel Mileage Reim		2700	01		23.08		

The claims listed above (totaling \$130.18) 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



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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:** October 18, 2000

**BACKGROUND:**

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

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

In order to have a sufficient fund balance to cover claims presented before the November Board Meeting, I am recommending that \$10,000 be transferred to Fund 707 (General Fund) from Fund 706 (Bond Redemption). This represents a total fund transfer year to date of \$85,000 as compared with \$180,000 in Fiscal Year 1999-2000.

**RECOMMENDATION:**

1. Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through October 18, 2000.
2. Authorize transfer of \$10,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2001.





Placentia Library District  
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			258,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	234,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	210,924.41
06/21/00	3935	General		6,506.57	204,417.84
06/26/00	3936	General by Library Director		4,265.77	200,152.07
07/03/00		Reverse Interest May	(1,674.39)	(33.00)	198,510.68
07/03/00		Reverse Interest Apr	(2,320.49)	(47.05)	196,237.24
07/05/00	3937	General by Library Trustees		1,664.42	194,572.82
07/05/00	3938	General by Library Trustees		5,545.03	189,027.79
07/11/00		Interest Apr	2,320.49	47.05	191,301.23
07/13/00	3939	General by Library Director		2,917.43	188,383.80
07/19/00	3940	Payroll to wire August 10, 2000		37,054.00	151,329.80
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	127,723.80
07/19/00	3942	General		10,101.35	117,622.45
07/19/00	3943	General		11,394.97	106,227.48
07/19/00	3944	General		3,028.21	103,199.27
07/19/00	3945	General		983.51	102,215.76
07/19/00	3946	General		602.39	101,613.37
07/20/00		Secured Final FY99-00	12,028.08		113,611.38
07/20/00		Supplemental 1985+ #1	1,591.68		115,203.06
07/20/00	3947	General by Library Director		4,670.05	110,533.01
07/21/00		Reverse Interest Jun	(1,792.31)	(34.02)	108,774.72
07/24/00		Teeter Secured Current Delinquent	12,334.14		121,108.86
07/24/00		Library Passport Revenue, Jul	3,747.45		124,856.31
07/24/00		Library Revenue, Jul	1,633.84		126,490.15
07/24/00		Delinquent Supplemental & Penalties	1,088.54		127,578.69
07/26/00		Supplemental Paid 1984	0.58		127,579.27
08/03/00	3948	General by Library Director		1,350.99	126,228.28
08/03/00	3949	General by Library Director		1,379.73	124,848.55
08/08/00		Library Passport Revenue, Jul	2,318.00		127,166.55
08/08/00		Interest May	1,674.39	33.00	128,807.94
08/08/00		Library Revenue Jul	1,165.85		129,973.79
08/10/00	3950	General by Library Director		6,269.78	123,704.01
08/16/00		Supplemental 1st Actual	1,268.62		124,972.63
08/16/00	3951	General		19,028.23	105,944.40
08/16/00	3952	General		2,412.86	103,531.54
08/16/00	3953	General		1,940.26	101,591.28
08/16/00	3954	General		689.20	100,902.08
08/16/00	3955	General		4,467.99	96,434.09
08/16/00	3956	Payroll to wire September 7, 2000		24,513.00	71,921.09
08/16/00	3957	Payroll to wire September 21, 2000		24,513.00	47,408.09
08/16/00	3958	General by Library Trustees		35,900.00	11,508.09
08/17/00	3959	General by Library Director		4,399.29	7,108.80
08/18/00		Library Passport Revenue, Aug	2,436.25		9,545.05
08/18/00		Library Revenue, Aug	1,227.80		10,772.85
08/28/00	3960	General by Library Director		4,734.53	6,038.32
08/28/00	3961	General by Library Director		1,842.57	4,195.75
09/08/00		Interest Jun	1,792.31	34.02	5,954.04
09/11/00	3962	General by Library Director		2,053.08	3,900.96
09/12/00		State Library Family Literacy Grant	5,000.00		8,900.96
09/12/00		Library Passport Revenue, Aug	2,592.00		11,492.96
09/12/00		State Library ILL, 4th Qtr	1,960.80		13,453.76
09/12/00		Library Revenue, Aug	1,274.03		14,727.79
09/14/00	3963	General by Library Director		2,533.33	12,194.46
09/20/00		Transfer from Fund 706 (Bond Redemption)	85,000.00		97,194.46
09/20/00		Interest Jul	1,478.33	28.11	98,644.68
09/20/00	3964	Payroll to wire October 5, 2000		24,513.00	74,131.68
09/20/00	3965	Payroll to wire October 19, 2000		24,513.00	49,618.68
09/20/00	3966	General		8,597.93	41,020.75
09/20/00	3967	General		8,461.41	32,559.34
09/20/00	3968	General		1,220.38	31,338.96
09/20/00	3969	General		576.12	30,762.84
09/20/00	3970	General		852.25	29,910.59
09/20/00	3971	General		868.99	29,041.60
09/21/00		Unsecured 1st	48,209.51	133.86	77,117.25
09/21/00		Supplemental #2	5,837.89		82,955.14
09/21/00	3972	General by Library Director		4,270.37	78,684.77
09/22/00		State Library ILL, 5th Qtr	1,983.58		80,668.35
09/22/00		Library Passport Revenue, Aug	1,051.75		81,720.10
09/22/00		Library Revenue, Sep	568.15		82,288.25
09/28/00		Interest Aug	1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2000-2001

Agenda Item 13  
Attachment B

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

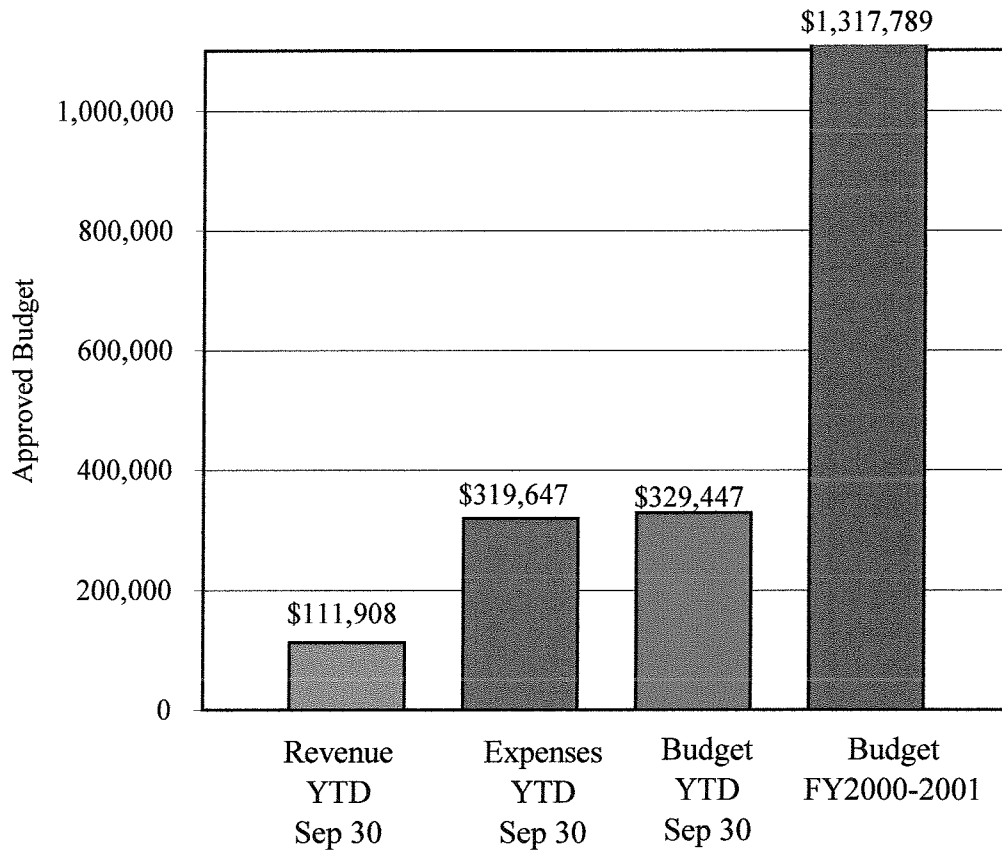




# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2000 - 2001

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

October 18, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	12,331.12	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	933,989	12,331.12	0.00	0.00	0.00	1.32%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	48,209.51	0.00	48,209.51	0.00	89.61%
6230-00	Prop. Taxes - Prior Secured	20,000	12,028.08	11,120.83	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	8,812.21	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,000	12,028.08	19,933.04	0.00	0.00	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	40,853.61	0.00	40,853.61	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	25,000	7,106.51	1,038.28	5,837.89	0.00	28.43%
6280-01	Final supplemental for prior years	0	1,592.26	4,382.05	0.00	3,365.58	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	25,000	8,698.77	5,420.33	5,837.89	3,365.58	34.80%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	820.72	719.86	0.00	0.00	102.59%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	267.82	249.47	0.00	0.00	
	TOTAL TAXES	1,044,339	82,356.02	67,176.31	54,047.40	44,219.19	7.89%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
October 18, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % REV BUD
6610-00	Interest	17,500	2,589.87	0.00	4,382.18	858.09	14.80%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	17,500	2,589.87	0.00	4,382.18	858.09	14.80%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,500	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	3,944.38	2,885.96	3,944.38	2,010.96	39.44%
6970-01	State - CA Foundation Funds	88,450	0.00	8.77	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Prop 10 Families for Literacy Grant	10,000	5,000.00	1,988.16	5,000.00	0.00	
6970-05	State - Project Grants	5,000	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	20,000	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,450	8,944.38	4,882.89	8,944.38	2,010.96	5.47%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	5,869.67	6,503.58	1,842.18	2,003.14	20.60%
7670-01	Local Revenue -- Passport	47,500	12,145.45	10,397.85	3,643.75	3,332.00	25.57%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	76,000	18,015.12	16,901.43	5,485.93	5,335.14	23.70%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	79.68	0.00	79.68	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	111,905.39	89,040.31	72,859.89	52,503.06	8.49%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 18, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % EXP BUD
0100	Salaries & Wages	592,047	145,666.00	139,085.00	56,218.00	39,780.00	24.60%
0200	Retirement (Social Security & Pension Contribution)	82,885	11,232.00	10,641.00	4,442.00	3,046.00	13.55%
	Health & Life Insurance/Blue Shield CA	36,837	11,551.18	9,280.68	401.52	2,223.04	31.36%
	Long Term Disability/CNA	2,960	600.83	547.72	208.54	186.72	20.30%
	Life Insurance/Fortis & Protective Life	1,950		0.00	84.70	0.00	0.00%
	Vision Service Plan/VSP	2,465	675.47	588.39	230.74	0.00	27.40%
	Dental/Ameritas	5,474	1,572.30	1,850.00	524.10	462.50	28.72%
0300	Total Employee Insurance	49,686	14,399.78	12,266.79	1,449.60	2,872.26	28.98%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	918.00	918.00	0.00	918.00	17.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	730,018	172,215.78	162,910.79	62,109.60	46,616.26	23.59%
0700-00	Communications - Telephone	2,300	481.81	459.53	249.77	154.12	20.95%
0700-01	Communications - Modem/Fax	4,400	1,868.03	871.10	362.72	526.25	42.46%
0700-02	Communications - Internet/Database	5,000	413.24	3,581.86	54.15	290.11	8.26%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	646.50	431.00	215.50	0.00	23.09%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	71.06	203.17	21.59	19.95	8.88%
	Total Communications	15,300	3,480.64	5,546.66	903.73	990.43	22.75%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	66.10	0.00	66.10	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	66.10	0.00	66.10	0.00	26.44%
1000-00	Household Expense	4,500	167.95	1,040.10	78.79	0.00	3.73%
1100-00	Insurance - Liability	5,070	5,068.57	6,820.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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October 18, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 %EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	3,071.53	843.73	0.00	822.00	102.38%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	6,187.16	4,216.63	2,465.72	625.00	51.56%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	515.43	0.00	
	Total Maintenance of Equipment	15,000	9,258.69	5,060.36	2,981.15	1,447.00	61.72%
	HVAC	2,500	228.00	1,400.13	0.00	449.79	9.12%
	Carpet Cleaning	3,500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	30,000	4,055.69	13,543.35	715.16	8,090.86	13.52%
	Plumbing	1,200	237.93	600.00	0.00	391.90	19.83%
	Electrical	1,500	0.00	1,222.29	0.00	285.00	0.00%
	Cleaning Service	11,700	2,850.00	2,850.00	950.00	950.00	24.36%
	Locksmith	200	146.82	58.66	0.00	58.66	73.41%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	14,800	3,127.99	49.50	120.00	0.00	21.14%
1400-00	Total Maintenance of Building & Grounds	65,400	10,646.43	19,723.93	1,785.16	10,226.21	16.28%
1600-00	Memberships - General Fund	3,400	253.00	595.00	0.00	348.00	7.44%
1600-07	Memberships - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	0.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,800	253.00	595.00	0.00	348.00	6.66%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
October 18, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % EXP BUD
	Library Supplies	10,000	1,462.16	2,507.66	731.39	60.11	14.62%
	Printing	9,500	2,918.47	2,960.74	501.74	2,584.70	30.72%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	403.00	0.00	0.00	0.00	53.73%
	Paper	1,700	348.84	304.52	58.84	0.00	20.52%
	Drinking Water Service	300	77.00	50.00	26.00	25.00	25.67%
	Other Office Supplies	6,000	2,504.23	3,712.84	229.31	629.77	41.74%
1800-00	Total Office Supply Expense - General Fund	28,250	7,713.70	9,535.76	1,547.28	3,299.58	27.31%
1800-07	Prop 10 Families for Literacy Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	0.00	703.23	0.00	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	425	1,023.67	0.00	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,100	1,023.67	703.23	294.14	0.00	33.02%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
	Total Office Expense	32,050	8,737.37	10,238.99	1,841.42	3,299.58	27.26%
1803-00	Postage Expense - General Fund	4,800	584.56	1,235.66	256.91	289.61	12.18%
1803-01	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 - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	584.56	1,235.66	256.91	289.61	11.93%

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 %EXP BUD
	Care Resources (Employee Assistance)	420	105.00	70.00	35.00	0.00	25.00%
	Pension Contribution & Operating Expenses	7,500	1,238.86	2,871.95	0.00	1,480.00	16.52%
	Anaheim Consortium Automated Library System	45,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	420	75.42	69.42	37.71	34.71	17.96%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	79.23	152.72	33.00	123.58	5.28%
	Advertising (Including WEB Site)	2,500	345.80	0.00	0.00	0.00	13.83%
	Medical Exams	500	52.50	0.00	52.50	0.00	10.50%
	Collection Services - Accounts Receivable	2,200	681.75	402.51	323.90	196.99	30.99%
	Audit & Accounting Services	4,000	1,050.00	2,945.00	1,050.00	1,655.00	26.25%
	Payroll Preparation	2,750	733.80	575.72	254.45	182.15	26.68%
	Election Expenses	3,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	7,500	3,886.10	70.00	5,467.88	70.00	51.81%
1900-00	Total Specialized Services - General Fund	77,290	8,248.46	7,157.32	7,254.44	3,742.43	10.67%
1900-01	Specialized Services - Partnerships for Change Grant	5,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	200	475.00	0.00	475.00	0.00	237.50%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	133.86	0.00	0.00	0.00	1.49%
	Total Specialized Services	91,490	8,857.32	7,157.32	7,729.44	3,742.43	9.68%
2000-00	Legal Notices - General Fund	500	457.92	0.00	198.72	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	198.72	0.00	91.58%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	44,387.75	35,900.00	44,387.75	0.00	40.80%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	9,563.66	8,413.91	18,380.52	1,075.56	6.38%
2400-02	Special Department Expense - Video	0	76.95	95.07	36.97	32.22	
2400-03	Special Department Expense - Electronic	0	23,292.30	4,543.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	68.04	19,605.27	68.04	0.00	
2400-05	Special Department Expense - Audio	0	563.43	110.24	231.67	0.00	
2400-07	Special Department Expense - Prop 10 Families for Literacy Grant	2,000	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	3,300	2,915.59	203.00	3,228.17	203.00	88.35%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	36,479.97	32,970.49	21,945.37	1,310.78	23.49%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	164.00	275.00	0.00	275.00	10.93%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	1,399.47	435.51	625.36	159.81	46.65%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	42.00	56.00	27.00	0.00	8.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	330.93	13.64	0.00	0.00	33.09%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,800	1,936.40	780.15	652.36	434.81	28.48%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 SEP 2000	FY1999-2000 SEP 1999	FY2000-2001 % EXP BUD
2800-00	Electricity	30,000	10,977.17	12,841.77	3,871.11	4,991.68	36.59%
	Gas	3,500	734.33	427.42	0.00	0.00	20.98%
	Water	3,750	893.56	1,057.97	306.86	0.00	23.83%
	Total Utilities	37,250	12,605.06	14,327.16	4,177.97	4,991.68	33.84%
	TOTAL SUPPLIES & SERVICES	546,410	142,987.73	141,396.33	87,004.87	27,080.53	26.17%
3700-00	Taxes, Assessments (Sales Tax)	3,750	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	30,000	4,104.33	4,553.01	0.00	0.00	13.68%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	31,000	4,104.33	4,553.01	0.00	0.00	13.24%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	31,000	4,104.33	4,553.01	0.00	0.00	13.24%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	6,611	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,317,789	319,307.84	308,860.13	149,114.47	73,696.79	24.23%

**Placentia Library District**  
**Balance Sheet**  
As of September 30, 2000

9/10/00

	<u>Sep 30, '00</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,267.15
County Exempt - Savings	2,165.10
General Fund - Checking	8,345.88
General Fund - Savings	5,568.73
Literacy Fund - Savings	4,858.76
Payroll Checking	7,830.52
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)	2,364.78
Payroll Savings (Int CDs)	4,442.07
Total Checking/Savings	<u>70,342.99</u>
Total Current Assets	<u>70,342.99</u>
<b>TOTAL ASSETS</b>	<b><u>70,342.99</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	15,848.57
Net Income	-12,727.95
Total Capital	67,222.37
Total Equity	<u>70,342.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>70,342.99</u></b>

Placentia Library District  
Profit and Loss by Class

September 2000

10/10/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Copy Cards	278.40	3.80	0.00	0.00	282.20
Cash Register - Fines	0.00	1,232.20	0.00	0.00	1,232.20
Cash Register - Lost Items	0.00	148.08	0.00	0.00	148.08
Cash Register - Misc.	0.00	24.50	0.00	0.00	24.50
Cash Register - Reserves	0.00	70.00	0.00	0.00	70.00
County Reimbursements	0.00	116.10	0.00	0.00	116.10
Interest Inc - CD's	0.00	0.00	0.00	16.98	16.98
Interest Inc - Savings	3.08	13.36	8.17	0.00	24.61
Life Insurance Supplement(EDM)	59.82	0.00	0.00	0.00	59.82
Meeting Room Income	220.00	0.00	0.00	0.00	220.00
Miscellaneous Income	0.00	53.88	0.00	0.00	53.88
Passport Check Reimbursement	1,853.50	110.00	0.00	0.00	1,963.50
Passport Revenue	0.00	3,302.50	0.00	0.00	3,302.50
State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
State Library Reimbursements	0.00	3,944.38	0.00	0.00	3,944.38
Transfers from County	0.00	0.00	0.00	49,026.00	49,026.00
<b>Total Income</b>	<b>2,414.80</b>	<b>14,018.80</b>	<b>8.17</b>	<b>49,042.98</b>	<b>65,484.75</b>
<b>Expense</b>					
Bank Fees	5.00	0.00	0.00	0.00	5.00
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	229.65
credit card transactions	0.00	265.00	0.00	0.00	265.00
Debit Card Transfers for Passpo	0.00	171.00	0.00	0.00	171.00
Debit Card Usage Bank Expense	37.93	0.00	0.00	0.00	37.93
Employee Benefits	0.00	0.00	0.00	2,016.40	2,016.40
Employee Insurance	0.00	0.00	0.00	835.05	835.05
Employer Payroll Taxes	0.00	0.00	0.00	14,134.11	14,134.11
Equipment (400)	0.00	7.50	0.00	0.00	7.50
Household Expenses	0.00	43.88	0.00	0.00	43.88
Life Insurance payment	0.00	0.00	0.00	59.82	59.82
Miscellaneous	11.00	0.00	0.00	0.00	11.00
Office Expense	0.00	141.00	0.00	0.00	141.00
Passport Expenses	1,493.50	0.00	0.00	0.00	1,493.50
Postage	0.00	54.22	0.00	0.00	54.22
Return Check Item & Fees	0.00	19.50	0.00	0.00	19.50
Salaries	0.00	0.00	0.00	32,290.04	32,290.04
Special Dept Expense	0.00	19.58	0.00	0.00	19.58
Transfers to County	0.00	14,430.31	0.00	0.00	14,430.31
Transportation & Travel	0.00	60.00	0.00	0.00	60.00
<b>Total Expense</b>	<b>2,223.42</b>	<b>15,211.99</b>	<b>0.00</b>	<b>49,335.42</b>	<b>66,770.83</b>
<b>Net Income</b>	<b>191.38</b>	<b>-1,193.19</b>	<b>8.17</b>	<b>-292.44</b>	<b>-1,286.08</b>



**Placentia Library District**  
**Profit and Loss by Class**  
**July through September 2000**

10/10/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Cash Register - Copy Cards	753.50	3.80	0.00	0.00	757.30
Cash Register - Fines	0.00	5,016.80	0.00	0.00	5,016.80
Cash Register - Lost Items	0.00	521.17	0.00	0.00	521.17
Cash Register - Misc.	0.00	24.50	0.00	0.00	24.50
Cash Register - Reserves	0.00	253.25	0.00	0.00	253.25
County Reimbursements	0.00	2,319.20	0.00	0.00	2,319.20
Debit Card Income	618.20	1,604.35	0.00	0.00	2,222.55
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	445.41	445.41
Interest Inc - Savings	13.08	41.52	24.06	0.00	78.66
Life Insurance Supplement(EDM)	79.76	0.00	0.00	0.00	79.76
Meeting Room Income	570.00	0.00	0.00	0.00	570.00
Miscellaneous Income	125.27	53.88	0.00	0.00	179.15
Passport Check Reimbursement	8,868.61	110.00	0.00	0.00	8,978.61
Passport Revenue	0.00	12,296.95	0.00	0.00	12,296.95
State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
State Library Reimbursements	0.00	3,944.38	0.00	0.00	3,944.38
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	156,898.00	156,898.00
<b>Total Income</b>	<b>11,048.42</b>	<b>31,189.80</b>	<b>1,024.06</b>	<b>157,343.41</b>	<b>200,605.69</b>
<b>Expense</b>					
Bank Fees	31.50	0.00	0.00	15.15	46.65
Children's Summer Reading Prgm	892.36	0.00	0.00	0.00	892.36
Copier Lease Payments	1,122.33	0.00	0.00	0.00	1,122.33
Copier Maintenance Contract	905.64	0.00	0.00	0.00	905.64
credit card transactions	0.00	2,420.30	0.00	0.00	2,420.30
Debit Card Transfers for Passpo	1,301.25	818.00	0.00	0.00	2,119.25
Debit Card Usage Bank Expense	37.93	114.61	0.00	0.00	152.54
Employee Benefits	0.00	0.00	0.00	7,147.90	7,147.90
Employee Insurance	0.00	84.70	0.00	2,912.17	2,996.87
Employer Payroll Taxes	0.00	0.00	0.00	48,719.16	48,719.16
Equipment (400)	0.00	7.50	0.00	0.00	7.50
Friend's Director's Fund	116.38	0.00	0.00	0.00	116.38
Household Expenses	0.00	87.78	0.00	0.00	87.78
Life Insurance payment	0.00	0.00	0.00	159.52	159.52
Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	70.00
Miscellaneous	11.00	0.00	0.00	0.00	11.00
Office Expense	13.00	174.70	0.00	0.00	187.70
Passport Expenses	5,862.25	0.00	0.00	0.00	5,862.25
Postage	0.00	62.47	0.00	0.00	62.47
Return Check Item & Fees	0.00	39.00	0.00	0.00	39.00
Salaries	0.00	0.00	0.00	112,092.24	112,092.24
Special Dept Expense	0.00	79.93	0.00	0.00	79.93
Transfers to County	0.00	26,959.50	0.00	0.00	26,959.50
Transportation & Travel	0.00	884.00	0.00	0.00	884.00
Tutor Training Expense	0.00	66.10	0.00	0.00	66.10
Vending Machine Supplies	125.27	0.00	0.00	0.00	125.27
<b>Total Expense</b>	<b>10,488.91</b>	<b>31,798.59</b>	<b>0.00</b>	<b>171,046.14</b>	<b>213,333.64</b>
<b>Net Income</b>	<b>559.51</b>	<b>-608.79</b>	<b>1,024.06</b>	<b>-13,702.73</b>	<b>-12,727.95</b>

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		3,009.29
Cleared Checks and Payments	29 Items	-1,555.71
Cleared Deposits and Other Credits	14 Items	1,238.32
Cleared Balance		2,691.90

### Uncleared Transactions

Uncleared Checks and Payments	9 Items	-475.00
Uncleared Deposits and Other Credits	2 Items	50.25

### New Transactions

Account Balance as of 09/30/2000 (statement closing date)		2,267.15
New Checks and Payments	17 Items	-1,661.97
New Deposits and Other Credits	7 Items	6,940.88
Ending Account Balance		7,546.06

## Register

County Exempt - Checking Register through 09/30/2000:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
09/05/2000			Life Insurance Supple...	Deposit	19.94	X	2,553.27
09/05/2000	2392	Passport Services	Passport Expenses	Bahram Gha...	-45.00	X	2,508.27
09/05/2000	2393	Passport Services	Passport Expenses	Mauro Muan...	-45.00	X	2,463.27
09/06/2000			Passport Check Reimb...	Deposit	90.00	X	2,553.27
09/06/2000	2396	Passport Services	Passport Expenses	Consuella Ju...	-45.00	X	2,508.27
09/07/2000			-split-	Deposit	135.00	X	2,643.27
09/07/2000	2397	Passport Services	Passport Expenses	John Jeffrey ...	-80.00	X	2,563.27
09/07/2000	2398	Passport Services	Passport Expenses	Alexis Altam...	-45.00	X	2,518.27
09/07/2000	2399	Passport Services	Passport Expenses	Harry Allen ...	-90.00	X	2,428.27
09/07/2000	2400	Passport Services	Passport Expenses	Carlos Angel...	-45.00	X	2,383.27
09/07/2000	2401	Passport Services	Passport Expenses	Ignacio Marq...	-80.00	X	2,303.27
09/11/2000	2402	Passport Services	Passport Expenses	Lazaro Acost...	-45.00	X	2,258.27
09/11/2000			-split-	Deposit	68.50	X	2,326.77
09/11/2000			-split-	Deposit	170.00	X	2,496.77
09/11/2000	2403	Passport Services	Passport Expenses	Daniel Richa...	-45.00	X	2,451.77
09/11/2000	2404	Passport Services	Passport Expenses	express mail ...	-23.50	X	2,428.27
09/12/2000			Passport Check Reimb...	Deposit	45.00	X	2,473.27
09/12/2000	2405	Passport Services	Passport Expenses	Kenneth Mat...	-45.00	X	2,428.27
09/12/2000	2406	Passport Services	Passport Expenses	Daniel Patric...	-80.00	X	2,348.27
09/13/2000			Passport Check Reimb...	Deposit	45.00	X	2,393.27
09/14/2000			Passport Check Reimb...	Deposit	45.00	X	2,438.27
09/14/2000	2407	Passport Services	Passport Expenses	Anna Marie ...	-45.00	X	2,393.27
09/18/2000			Passport Check Reimb...	Deposit	90.00	X	2,483.27
09/18/2000	2408	Passport Services	Passport Expenses	Mike Edwar...	-45.00	X	2,438.27
09/18/2000	2409	Passport Services	Passport Expenses	Salvatore Ca...	-45.00	X	2,393.27
09/19/2000	2410	Passport Services	Passport Expenses	William Dix...	-45.00	X	2,348.27
09/20/2000			Life Insurance Supple...	Deposit	39.88	X	2,388.15
09/20/2000	2411	Passport Services	Passport Expenses	Shirley Shu-i...	-45.00	X	2,343.15
09/20/2000	2412	Passport Services	Passport Expenses	Roberto Moi...	-45.00	X	2,298.15
09/21/2000			Passport Check Reimb...	Deposit	90.00	X	2,388.15
09/21/2000	2413	Passport Services	Passport Expenses	William Isaa...	-45.00	X	2,343.15
09/25/2000			Passport Check Reimb...	Deposit	265.00	X	2,608.15
09/25/2000			Passport Check Reimb...	Deposit	45.00	X	2,653.15
09/25/2000	1281	Passport Services	Passport Expenses	Patty Love E...	-80.00	X	2,573.15
09/25/2000	1282	Passport Services	Passport Expenses	Don R. Kem...	-90.00		2,483.15
09/25/2000	1283	Passport Services	Passport Expenses	Rita Fu Chin...	-45.00		2,438.15
09/25/2000	1284	Passport Services	Passport Expenses	Ines Rios de ...	-45.00		2,393.15
09/26/2000	1285	Passport Services	Passport Expenses	Patrick Yoob...	-25.00		2,368.15
09/26/2000	1286	Passport Services	Passport Expenses	Henry Ruiz ...	-90.00		2,278.15
09/27/2000	1287	Passport Services	Passport Expenses	Jame Kieh O...	-45.00		2,233.15
09/27/2000	1288	Passport Services	Passport Expenses	Sean Eric Ca...	-45.00		2,188.15

### Register

County Exempt - Checking Register through 09/30/2000:

<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>
09/28/2000			Passport Check Reimb...	Deposit	90.00	X	2,278.15
09/30/2000		Sanwa Bank	Miscellaneous		-11.00	X	2,267.15

### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2000

#### Cleared Transactions

Previous Balance		2,787.15
Cleared Checks and Payments	4 Items	-1,127.33
Cleared Deposits and Other Credits	20 Items	505.28
Cleared Balance		2,165.10

#### 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 09/30/2000 (statement closing date)		2,165.10
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	234.10
Ending Account Balance		2,399.20

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		7,941.25
Cleared Checks and Payments	15 Items	-903.36
Cleared Deposits and Other Credits	17 Items	1,458.98
Cleared Balance		8,496.87

### Uncleared Transactions

Uncleared Checks and Payments	6 Items	-240.99
Uncleared Deposits and Other Credits	1 Items	90.00

### New Transactions

Account Balance as of 09/30/2000 (statement closing date)		8,345.88
New Checks and Payments	2 Items	-240.49
New Deposits and Other Credits	1 Items	686.32
Ending Account Balance		8,791.71

### Register

General Fund - Checking Register through 09/30/2000:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
09/01/2000			-split-	Deposit	108.00	X	7,795.01
09/05/2000			-split-	Deposit	121.75	X	7,916.76
09/05/2000		Sanwa Bank	Debit Card Usage Ban...		-37.93	X	7,878.83
09/06/2000	4230	US Postmaster P...	Postage	Postage to be...	-45.24	X	7,833.59
09/06/2000	4231	Elizabeth D Minter	Household Expenses	Reimburse...	-33.86	X	7,799.73
09/07/2000			-split-	Deposit	40.40	X	7,840.13
09/08/2000			Passport Revenue	Deposit	15.00	X	7,855.13
09/11/2000			County Reimbursements	Deposit	116.10	X	7,971.23
09/11/2000	4233	US Postmaster P...	Postage	To be reimbu...	-8.98	X	7,962.25
09/11/2000	4232	American Red C...	Transportation & Travel	Elizabeth Mi...	-15.00	X	7,947.25
09/11/2000	4234	DTSC	Equipment (400)	Manifest Fee...	-7.50	X	7,939.75
09/11/2000			-split-	Deposit	96.00	X	8,035.75
09/12/2000	4235	American Red C...	Transportation & Travel	Jim Roberts, ...	-15.00	X	8,020.75
09/12/2000			Passport Revenue	Deposit	45.00	X	8,065.75
09/14/2000			-split-	Deposit	96.00	X	8,161.75
09/15/2000			Miscellaneous	Deposit	53.88	X	8,215.63
09/18/2000	4236	SAUSD CBET P...	Transportation & Travel	Registration ...	-30.00		8,185.63
09/19/2000	4237	City of Yorba Li...	Special Dept Expense	California M...	-19.58	X	8,166.05
09/19/2000			Passport Revenue	Deposit	15.00	X	8,181.05
09/20/2000	4238	Smart & Final	Household Expenses		-10.02	X	8,171.03
09/20/2000	4239	Elizabeth D Minter	Office Expense	Reimburse...	-29.00	X	8,142.03
09/20/2000	4240	CSDA	Office Expense	Purchase of ...	-112.00		8,030.03
09/20/2000	4241	Placentia Library...	Debit Card Transfers f...	transfer from...	-171.00	X	7,859.03
09/20/2000	4242	PLAcentia Librar...	credit card transactions	transfer from...	-265.00	X	7,594.03
09/20/2000			Passport Revenue	Deposit	15.00	X	7,609.03
09/21/2000			-split-	Deposit	185.95	X	7,794.98
09/22/2000			-split-	Deposit	48.90	X	7,843.88
09/26/2000			-split-	Deposit	157.00	X	8,000.88
09/27/2000			-split-	Deposit	243.00	X	8,243.88
09/28/2000			-split-	Deposit	41.00	X	8,284.88
09/28/2000			-split-	Deposit	61.00	X	8,345.88

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		6,787.52
Cleared Checks and Payments	3 Items	-14,449.81
Cleared Deposits and Other Credits	23 Items	13,231.02
 Cleared Balance		 5,568.73

### 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 09/30/2000 (statement closing date)		5,568.73
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	9 Items	1,814.71
 Ending Account Balance		 7,383.44



## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		4,850.59
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	8.17
Cleared Balance		4,858.76

### 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 09/30/2000 (statement closing date)		4,858.76
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,858.76

## Reconciliation Report

Payroll Checking account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		12,439.07
Cleared Checks and Payments	45 Items	-50,076.90
Cleared Deposits and Other Credits	2 Items	49,026.00
Cleared Balance		11,388.17

### Uncleared Transactions

Uncleared Checks and Payments	11 Items	-3,557.65
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 09/30/2000 (statement closing date)		7,830.52
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,830.52

## Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		2,358.74
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.04
 Cleared Balance		 2,364.78

### 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 09/30/2000 (statement closing date)		2,364.78
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 2,364.78

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2000

### Cleared Transactions

Previous Balance		4,431.13
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	10.94
Cleared Balance		4,442.07

### Uncleared Transactions

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

### New Transactions

Account Balance as of 09/30/2000 (statement closing date)		4,442.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,442.07

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2000  
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	759.66	47	1,060.80	57	1,820.46	104	103.00	5	1,923.46	109
Adult Circulating Non-Fiction	220.25	12	1,981.39	98	2,201.64	110	394.00	14	2,595.64	124
Adult Reference	58.82	1	0.00	0	58.82	1	0.00	0	58.82	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	279.07	13	1,981.39	98	2,260.46	111	394.00	14	2,654.46	125
TOTAL ADULT PRINT MATERIALS	1,038.73	60	3,042.19	155	4,080.92	215	497.00	19	4,577.92	234
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	124.00	6	124.00	6
Total Adult Audio	0.00	0	0.00	0	0.00	0	124.00	6	124.00	6
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	124.00	6	124.00	6
TOTAL ADULT MATERIALS	1,038.73	60	3,042.19	155	4,080.92	215	621.00	25	4,701.92	240
Juvenile Fiction	240.90	22	2,111.00	140	2,351.90	162	399.57	30	2,751.47	192
Juvenile Circulating Non-Fiction	252.41	22	1,133.39	5	365.80	27	73.45	5	439.25	32
Juvenile Reference	4.58	1	0.00	0	4.58	1	0.00	0	4.58	1
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	256.99	23	1,133.39	5	370.38	28	73.45	5	443.83	33
TOTAL JUVENILE PRINT MATERIALS	497.89	45	2,224.39	145	2,722.28	190	473.02	35	3,195.30	225
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	473.73	46	473.73	46	0.00	0	473.73	46
Juvenile Video Entertainment	0.00	0	190.96	18	190.96	18	0.00	0	190.96	18
Total Juvenile Video	0.00	0	664.69	64	664.69	64	0.00	0	664.69	64
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	664.69	64	664.69	64	0.00	0	664.69	64
TOTAL JUVENILE MATERIALS	497.89	45	2,889.08	209	3,386.97	254	473.02	35	3,859.99	289
Total Fiction	1,000.56	69	3,171.80	197	4,172.36	266	502.57	35	4,674.93	301
Total Non-Fiction	536.06	36	2,094.78	103	2,630.84	139	467.45	19	3,098.29	158
Total Audio	0.00	0	0.00	0	0.00	0	124.00	6	124.00	6
Total Video	0.00	0	664.69	64	664.69	64	0.00	0	664.69	64
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	1,536.62	105	5,931.27	364	7,467.89	469	1,094.02	60	8,561.91	529

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2000

General Fund Amount	\$8,170.00
Adopt-A-Book Amount	\$8,703.10
TOTAL Amount	\$16,873.10

ACQUISITIONS REPORT FOR FISCAL YEAR 2000-01 THROUGH THE MONTH OF SEPTEMBER 2000  
 Prepared by Julie Shook, Technical Services Manager

	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	3,265.14	208	207	1,060.80	57	57	4,325.94	265	264	839.50	40	40	5,165.44	305	304
Adult Circulating Non-Fiction	1,519.91	95	85	1,981.39	98	98	3,501.30	193	183	2,027.82	102	100	5,529.12	295	283
Adult Reference	1,832.10	28	23	0.00	0	0	1,832.10	28	23	286.00	14	14	2,118.10	42	37
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	16,542.30	5	5	0.00	0	0	16,542.30	5	5	0.00	0	0	16,542.30	5	5
Total Adult Non-Fiction	19,894.31	128	113	1,981.39	98	98	21,875.70	226	211	2,313.82	116	114	24,189.52	342	325
TOTAL ADULT PRINT MATERIALS	23,159.45	336	336	3,042.19	155	155	26,201.64	491	475	3,153.32	156	154	29,354.96	647	629
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	6	6	70.00	6	6
Adult Audio Books	699.20	20	20	0.00	0	0	699.20	20	20	350.00	15	15	1,049.20	35	35
Total Adult Audio	699.20	20	20	0.00	0	0	699.20	20	20	420.00	21	21	1,119.20	41	41
Adult Video Educational	76.95	4	3	0.00	0	0	76.95	4	3	360.00	28	27	436.95	32	30
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	55.00	4	4	55.00	4	4
Total Adult Video	76.95	4	3	0.00	0	0	76.95	4	3	415.00	32	31	491.95	36	34
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	776.15	24	23	0.00	0	0	776.15	24	23	835.00	53	52	1,611.15	77	75
TOTAL ADULT MATERIALS	23,935.60	360	359	3,042.19	155	155	26,977.79	515	498	3,988.32	209	206	30,966.11	724	704
Juvenile Fiction	1,706.36	204	127	2,819.57	204	151	4,525.93	408	278	725.27	72	72	5,251.20	480	350
Juvenile Circulating Non-Fiction	742.89	55	38	113.39	5	5	856.28	60	43	755.54	76	74	1,611.82	136	117
Juvenile Reference	786.76	5	5	0.00	0	0	786.76	5	5	0.00	0	0	786.76	5	5
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	1,529.65	60	43	113.39	5	5	1,643.04	65	48	755.54	76	74	2,398.58	141	122
TOTAL JUVENILE PRINT MATERIALS	3,236.01	264	170	2,932.96	209	156	6,168.97	473	326	1,480.81	148	146	7,649.78	621	472
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	473.73	46	46	473.73	46	46	15.00	1	1	488.73	47	47
Juvenile Video Entertainment	0.00	0	0	190.96	18	18	190.96	18	18	274.00	18	18	464.96	36	36
Total Juvenile Video	0.00	0	0	664.69	64	64	664.69	64	64	289.00	19	19	953.69	83	83
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	664.69	64	64	664.69	64	64	289.00	19	19	953.69	83	83
TOTAL JUVENILE MATERIALS	3,236.01	264	170	3,597.65	273	220	6,833.66	537	390	1,769.81	167	165	8,603.47	704	555
Total Fiction	4,971.50	412	334	3,880.37	261	208	8,851.87	673	542	1,564.77	112	112	10,416.64	785	654
Total Non-Fiction	21,423.96	188	156	2,094.78	103	103	23,518.74	291	259	3,069.36	192	188	26,588.10	483	447
Total Audio	699.20	20	20	0.00	0	0	699.20	20	20	420.00	21	21	1,119.20	41	41
Total Video	76.95	4	3	664.69	64	64	741.64	68	67	704.00	51	50	1,445.64	119	117
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	27,171.61	624	513	6,639.84	428	375	33,811.45	1,052	888	5,756.13	376	371	39,569.58	1,428	1,259

Agenda Item 17

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*  
 DATE: October 18, 2000  
 SUBJECT: Unique Management Services, Inc. Report for Month of September

This report was received from Unique Management on October 10, 2000.

Attachment A is enclosed.

A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	0	0	0	0.00	0
November	0	0	0	0.00	0
December	0	0	0	0.00	0
January	0	0	0	0.00	0
February	0	0	0	0.00	0
March	0	0	0	0.00	0
April	0	0	0	0.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	58	193	24	1,525.73	35

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	350	Dollars Submitted	:	30,315.18	Dollars Received	:	6,894.05
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	6,195.44
Incorrect Addresses	:	48	Dollars in Skips	:	3,209.33	Dollars Waived	:	1,250.39
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	18,382.54
Accounts in Process	:	301	Dollars in Process	:	26,559.31	% of Dollars Activated	:	69.21%
# of Accounts Activated	:	190						
% of Accounts Activated	:	63.12%						



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: October 18, 2000  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT SEPTEMBER, 2000**

SUMMARY OF PRINTER/COPIER ACCOUNTS SEPTEMBER, 2000

Beginning Balance 8/31/00 (\$5,882.19)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	278.40	
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 September		446.34
Total Copier Maintenance Payment in September		229.65
Debit Card System Loan Payback		0.00
	278.400	675.99

Ending Balance 9/30/00 (\$6,279.78)

September 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 9/30/00	(8,565.48)
Loan Amount as of 9/30/00 (Literacy Fund)	7,700.00
September Payment (Fund 702)	0.00
September Payment (Literacy Fund)	0.00
Balance 9/30/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: October 18, 2000

**SUBJECT: GIFT REPORT**

The following gifts were received from September 1, 2000 through September 30, 2000.

Friends of Placentia Library	Heung & Chong Kim
City of Placentia (Barbara Sineri)	Andy & Brenda King
Suad Ammar	Edna A. King
Darcy & Karen Andelin	Hal & Darlene Kuchel
Hermelinda Andrade	Mary Jo Labrie
Terry Anger	Lakeview Café
Bill & Joy Appleby	Elizabeth Langmore
Bob & Pauline Arietta	Chen Chi Lee
John Balducci	Chih-Chiang Lee
F. Margaret Barnes	Sharon Lesk
Bruce & Laura Barrett	Jan & Don Livezey
Michael & Cleofe Barretto	Rees Llewellyn
David & Charlotte Baughman	Nancy Lone
Carol Bednar	Howard & Karen Longballa
Rik & Paula Bennett	Diego & Stacey Lopez
Zoe & Dave Berry	Janey Lough
Fran Blemker	Doris Maertzweiler
Patrick & Susan Bolton	Robin Masters
The Book Faire	Gary & Pamela Mauss
Mr & Mrs. Charles R. Brain	W.A. & Doris McClary
Russ Brooks	Patrick & Sharon McDonald
Jeffrey & Joanne Brooks	Robert & Kathy McKinnell
Mr & Mrs Lynn Brown	James & Carol McMullen
R. Bruns & Family	Pat & Larry Mercier
Lavell & Gracie Burns	James & Nancy Mikoloski
Pasquale P. Caiazza & Family	John Milton
Ruth Cain	William E. Mitchell
Kristine Campbell	Elizabeth Monaghan
Fred & Maxine Cantrell	Jo Ann Nelson
Helen Carter	Lois Nemcik
Lee & Mary Castner	William & Lois Nettleship
Frank & Renee Ceccacci	North OC Glass & Mirror
Tom & Shirley Christian	Sumi Okura
Faye Christlieb	Gary & Laurie Oshiro

DeWitt S. Cheney	James R. Paddock
Patrick & Sharon Cordes	Rick & Betty Palmer
Adele Cork	Mr & Mrs. Jacob Paperman
Margaret F. Coston	Jean & Pete Pappas
Dottie Cummings	Michael A. Paris
Peter & Helen Dalquist	Valerie Annis Paulson
Karen Davidson	Scott & Michelle Pecheck
Carolyn Davis	John & Laura Penner
Jose & Catalina de la Torre	Performance Forged Products
Marcia Derrico	Kay Pfaffle
Richard & Phyllis DeVecchio	Steve Pischel
Dick's Lock & Safe	James & Lucy Polen
Linda Dilli	Ed & Henrietta Powell
Emilie Disen	Lance Powers
Walter Dorritie	Judy & Bob Pruitt
Agnes Donnellan	Florence E. Purdy
Patricia Doyle	Eleanore Rankin
Robert & Susan Dreistadt	Marna Reames
Cheryl Duhme	Namshin & Steve Rheem
Mary Ann Egan	William & MaryLou Roberts
Becky & Ali Fartash	Lillian Sakoguchi
Jim & Linda Fenstermake	Keith & Judith Samson
Ben Ferrari	Ed & Christine Schaefer
Dennis Ferris	Nancy W. Schmoldt
Jack & Lora Fisher	Robert & Linda Schoenbaum
Susan Fisher	Kenneth & Deborah Schwartz
FKC LLC	Glen & JoAnn Seto
Elinor J. Foster	Gordon & Dixie Shaw
Craig & Jenifer Fuher	Theresa Simo
Fun Foods Distributing	Barbara Sipe
Bruce & Karen Gallant	William & Audrey Snow
Evelyn B. van Gelder	John & Nancy Spangler
Gloria Geyer	Allan & Sandra Stark
Annette Gilbert	Nancy Stephens
James Gilliland	Al & Mary Strazdas
Shirley & Glenn Gray	Superior Printing
Mary F. Greene	Marlene V. Tan
Bruce & Marie Groff	Jim & Susan Toman
Harsey & Associates	Richard & Marita Tooley
Eugenia W. Hathaway	Bob Tunstall
John & Pat Hayes	Margaret & Tim Van Eck
Ed & Barbara Hemmerling	Sandra Vaughn
Susan Hillman	Jim & Virginia Walker
Murray & Sue Hochman	J.C. & Ellen Wang

Margaret Horrocks  
Lyn Hough  
Elizabeth Housewright  
Autumn Humphrey  
Masanobu Ikeda  
Jerry & Pat Jertberg  
Raj & Vinita Jha  
Ivan & Phyllis Johnson  
Susan Johnson  
Lois M. Jones  
Kim Kahrilas  
Steve & Linda Kane  
Isabel Karbaum  
Steve Kay  
Nancy Keating  
Marty "Twink" Kendrick

Buddy, Jeanne & Casey Webb  
Bill & Frederica Weimer  
Bill & Julia Whalen  
John & Gayle Wheatley  
Hal & Judy Wightman  
Barbara Williams  
Richard & Peggy Wilson  
Thomas & Elouise Woore  
Francis J. Wunderlich  
C.T. Lang  
Mr & Mrs. Granville Yoshina

**BOOK ENDOWMENT**

Hamiton Family  
Joe & Peggy Hammer

**TOTAL AAB DONATIONS** \$8,828.00

Pat Irot  
Charles & Mary Juster

**TOTAL BOOK ENDOWMENT** \$1,250.00


**IN-KIND**

Bill Brown

**TOTAL IN-KIND DONATIONS**

**TOTAL ALL DONATIONS** **\$10,078.00**



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director   
DATE: October 18, 2000

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


1. **Air Conditioning** - Bear State performed maintenance and changed out all filters.
2. **Electric** – Causey Electric changed timers in administrative offices lights from five (5) minutes to fifteen (15) minutes.
2. **Roofing** – Gary Walker from Honeycutt Tear-Off surveyed the roof on September 13, 2000.

Prepared by: Wendy Goodson





TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director 

DATE: October 18, 2000

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

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



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

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY00/01 September	FY00/01 YTD	Starting	Cumulative
Andrade, Linda	8.00	24.00	9/95	473.50
Backes, Theresa	3.50	17.00	6/98	173.00
Chou, Tzu-Shiu	0.00	3.00	2/00	33.50
Clugston, Patricia	8.75	21.50	6/98	151.00
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	14.00	22.25	8/98	425.25
Fioroni, Pete	4.00	14.00	3/97	196.00
Fioroni, Ruth	4.00	14.00	3/97	172.00
Fitzgerald, Joan	9.00	36.00	10/93	1,847.75
Godwin, Nita	6.00	22.00	2/96	253.25
Hemmerling, Barbara	5.00	18.00	9/95	334.00
Hochman, Sue	2.00	9.00	1/98	194.75
Horrocks, Marjorie	4.00	10.00	10/95	245.00
Hyams, Rose	9.00	26.75	7/98	386.75
Irot, Pat	8.00	80.00	2/96	1,573.75
Jertberg, Pat	0.00	31.00	4/98	462.75
Livezey, Jane	6.00	30.50	4/96	464.50
Lord, Audrey	8.00	26.50	Jul-00	26.50
Mignot, Shirley	0.00	14.00	9/95	432.75
Myers, Claire	13.00	40.00	10/95	877.00
Olson, Bob	4.00	12.00	9/95	293.00
Pence, Thomas	2.00	10.00	1/99	118.75
Project Independence	22.75	83.75		591.25
Rodriguez, Carmen	4.00	14.00	2/00	39.00
Schlichter, Allan	8.00	22.00	10/93	652.50
Schmidt, Marie	10.00	41.00	4/98	400.00
Shaw, Dixie	0.00	2.50	5/94	164.00
Tapia, Jerry	1.00	1.00	Oct-00	1.00
Vaughn, Judy	6.00	16.00	8/99	85.75
Wymer, Betty	3.00	25.50	1/96	608.50
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	25.00		6,727.75
<hr/>				
TOTAL	173.00	714.25		19,621.50

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

	FY00/01			FY00/01	
	September	YTD		September	YTD
Aaron, Darryl	5.75	5.75	Maru, Sid	0.00	23.50
Arellano, Jonathan	0.00	3.00	Matta, Manal	5.00	10.00
Bone, Shawnda	3.25	5.00	Montes, Eric	0.00	16.00
Carey, Kim	8.00	8.00	McCustian, Nicole	3.50	5.50
Chavez, Alfredo	2.00	7.00	Murphy, Jimmy	0.00	6.50
Cohen, Darleen	0.00	2.00	Nguyen, Don	0.00	54.50
Cohma, Milessa	0.00	7.25	Nguyen, Paul	0.00	32.00
Cravotta, Brian	0.00	32.00	Noble, Luciano	0.00	34.00
Davis, Ken	3.25	3.25	Nwanezi, Ama	0.00	21.00
De Hart, Desiree	0.00	16.75	Patel, Bhavik	0.00	18.50
Fartash, Arian	0.00	7.75	Piha, Richard	2.00	2.00
Flores, Norma	2.00	2.00	Plinski, Sara	0.00	18.00
Garcia, Elizabeth	0.00	15.75	Rabadan, Jessica	6.00	11.50
Gupta, Sameer	4.00	4.00	Robinson, Shawn	0.00	16.00
Harris, Jennifer	0.00	3.75	Rorex, Jamie	6.25	13.00
Hernandez, Mia	0.00	23.75	Ruffin, Marlana	0.00	2.00
Hernandez, Ricardo	0.00	2.50	Runyon, Beth	2.00	7.50
Herzog, Einav	2.00	4.50	Shah, Hardik	5.75	5.75
Ho, Evelyn	0.00	41.75	Shah, Soham	0.00	20.25
Hung, Yang	5.00	5.00	Sobien, Lisa	0.00	36.00
Lam, Phung	2.25	2.25	Tapia, Mark	1.00	1.00
Laub, Jennifer	1.00	1.00	Vasquez, Joel	0.00	5.50
Lin, Cheng	6.25	6.25	Vu, Elizabeth	0.00	24.50
Lee, Jaelyn	0.00	32.25	Walsh, Cheyanne	0.00	3.00
Lee, James	0.00	9.50	Yada, Julie	5.25	7.25
			Zhou, Charles	0.00	15.75
<b>TOTAL</b>	<b>39.00</b>	<b>246.25</b>	<b>TOTAL</b>	<b>36.75</b>	<b>361.00</b>

Library Volunteer Hours	248.00
Literacy Volunteer Hours (regular & temporary)	581.00
<b>TOTAL VOLUNTEERS HOURS</b>	<b>829.00</b>

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

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

Placentia Library District  
Circulation Report  
OCTOBER 18, 2000

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 SEPTEMBER 00	FY99-00 SEPTEMBER 99
1st Time Checkouts	34,024	34,906	-2.53%	9,070	10,385
Phone Renewals	4,679	4,412	6.05%	1,190	1,434
In-Building Renewals	986	982	0.41%	262	271
Total Renewals	5,683	5,394	5.36%	1,452	1,705
TOTAL CHECKOUTS	39,707	40,300	-1.47%	10,522	12,090
On-Time Checkins	35,188	34,941	0.71%	8,168	9,555
Late Checkins	6,007	5,340	12.49%	1,686	1,616
TOTAL CHECKINS	41,195	40,281	2.27%	9,854	11,171
Holds Placed	810	911	-11.09%	180	283
Holds Cancelled	173	181	-4.42%	52	56
Holds Filled	815	847	-3.78%	214	258
Holds Expired	11	3	266.67%	1	0
Overdue Items	2,049	1,736	18.03%	607	529
Overdue Notices	877	800	9.63%	281	242
Billing Notices	1,029	1,016	1.28%	277	273
Patrons Registered	845	818	3.30%	279	334
Titles Added	3,229	2,395	34.82%	1,070	577
Volumes Added	4,105	3,872	6.02%	1,375	1,140
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	17,868	18,576	-3.81%	4,701	6,070
Juvenile Print	18,895	18,482	2.23%	4,751	5,016
Total Print	36,763	37,058	-0.80%	9,452	11,086
Audio	1,756	1,488	18.01%	486	529
Visual	2,577	1,752	47.09%	361	475
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,333	3,240	33.73%	847	1,004
TOTAL CIRCULATION	39,707	40,300	-1.47%	10,522	12,090
Placentia Circulation	25,404	25,680	-1.07%	6,301	7,240
% Placentia Circulation	61.82%	63.73%	-3.00%	61.18%	59.89%
Anaheim/Yorba Linda Circulation	7,020	7,052	-0.45%	2,031	2,401
% Anaheim/Yorba Linda Circulation	17.08%	17.50%	-2.40%	24.98%	19.86%
TYPES OF ACTIVE BORROWERS					
Adult	27,230	26,882	1.29%	7,286	8,575
Young Adult	1,094	958	14.20%	261	313
Juvenile	9,248	9,446	-2.10%	2,110	2,199
New Borrower	3,525	3,014	16.95%	865	1,003
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	41,097	40,300	1.98%	10,522	12,090
TOTAL REGISTERED BORROWERS	19,928	20,403	-2.33%	19,928	20,403
ATTENDANCE	78,910	75,843	4.04%	23,901	24,563
Adult Reference - In Building	3,260	2,359	38.19%	957	774
Adult Reference - Telephone	1,292	644	100.62%	142	263
Children's Reference - In Building	2,640	1,933	36.58%	447	362
Children's Reference - Telephone	53	107	-50.47%	27	28
Total Adult Reference	4,552	3,003	51.58%	1,099	1,037
Total Children's Reference	2,693	2,040	32.01%	474	390
Total In Building Reference	5,900	4,292	37.47%	1,404	1,136
Total Telephone Reference	1,345	751	79.09%	169	291
TOTAL REFERENCE	7,245	5,043	43.66%	1,573	1,427



**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. - September 5, 2000**

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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 (absent)  
1st Vice President  
73 Nighthawk  
Irvine, Ca. 92604  
TEL: (949) 653-1167  
FAX: (949) 476-2878  
Email:mamatheis1@aol.com

Larry D. Dick  
3rd Vice President  
5223 E. Playano Ave.  
Orange, Ca. 92867  
TEL: (714) 538-0079  
FAX: (714) 538-5279

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

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

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

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

cc: LAFCO Representatives (\*Attended)  
John B. Withers Email: jwithers@lewisop.com  
\*Russell Paris Email: rcparis6@gte.net  
\*Jim Reed  
\*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

\*Doug Reinhart  
Ken Petersen  
\*Phillip L. Anthony  
Don Roberson  
\*Ed Royce  
John Schatz  
Dana Smith -LAFCO  
Tom Woodruff  
Janet Morningstar  
Susan Wilson

## Call to Order

### 1. Preliminaries

Meeting called to Order by Keith Coolidge at 7:35 AM.

### 2. Review Minutes of August 1, 2000 Executive Committee Meeting.

Committee approved the Minutes of August 1, 2000 meeting of Executive Committee as submitted.

### 3. Treasurer's Report

Joan Finnegan reported cash on hand as of 9-5-00 of \$4,821.99. (copy attached)

### 4. Formation of Nomination Committee for 2001-02 Executive Committee Officers

Keith Coolidge appointed Phil Anthony to chair the Nominating Committee and Russell Paris and Bob Hanson to serve as committee members. The Executive Committee approved.

**NOTICE OF MEETING TO ELECT OFFICERS FOR 2001-02 ATTACHED.**

## Informational Items

### 5. LAFCO MATTERS

Arlene Schafer reported:

- a. Aliso Viejo Incorporation approved after several meetings;
- b. that the CAL LAFCO Conference was a success;
- c. that the OC LAFCO will be conducting a strategic planning workshop including the impact of AB 2838;
- d. that the OC LAFCO will conduct a hearing on 9-13-00 to consider the proposed consolidation of IRWD/LAWD.

### 6. CSDA Report

Arlene Schafer reported that she had attended her first CSDA Board Meeting in Sacramento; distributed material regarding the CSDA Conference scheduled for late September.



7. **Legislation**

Keith Coolidge reported on last minute activities in Sacramento as the California Legislature wrapped up last week. The main topic of interest was the CALFED governance bill which failed to gain approval during the final session. This leaves many issues up in the air - stay tuned for more information on this.

8. **Other Concerns/Comments**

Arlene gave a report on the COG meeting on behalf of Phil Anthony who had to leave the meeting.

Trudy Ohlig requested information regarding the "Duties of Executive Committee Officers". **Note: This information is included in the attached Notice of Meeting to Elect Officers.**

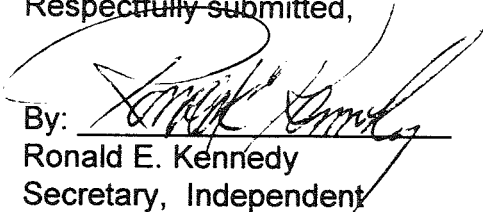
9. **Adjourn**

Meeting was adjourned at 8:55 AM.

**NEXT MEETING ON OCTOBER 3, 2000 at 7:30 AM AT MWDOC.**

Dated September 5, 2000

Respectfully submitted,

By:   
Ronald E. Kennedy  
Secretary, Independent  
Special Districts of Orange County

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF JULY 31, 2000: \$ 5,470.91

RECEIPTS:

None


EXPENSES:

Check # 1200 Top Hat Productions - ISDOC Luncheon  
Catered \$ 648.92

TOTAL EXPENSES AS OF SEPTEMBER 5,  
2000 ( 648.92)

BALANCE ON HAND AS OF SEPTEMBER 5, 2000 \$ 4,821.99

Respectfully submitted,

  
Joan C. Finnegan  
ISDOC Treasurer

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY  
(ISDOC)**

**NOTICE OF ISDOC MEETING**

**PRESIDENT**  
Keith Coolidge  
(Municipal Water District  
of Orange County)

**1st VICE PRESIDENT**  
Mary A. Mathers  
(Irvine Ranch Water District)

**2ND VICE PRESIDENT**  
Arlene Schaffer  
(Costa Mesa Sanitary District)

**3RD VICE PRESIDENT**  
Larry D. Dick  
Serrano Water District

**TREASURER**  
Joan Finnegan  
(Coastal Municipal Water District)

**SECRETARY**  
Ronald E. Kennedy  
(El Toro Water District)

**PAST PRESIDENT**  
Robert 'Bob' Hanson  
(El Toro Water District)

**To:** All Independent Special Districts  
of Orange County

**From:** Secretary, Executive Committee 

**Subject:** Election of Executive Committee Officers  
for 2001 and 2002

**Date:** September 6, 2000

This is to provide notice to all ISDOC Agencies that nominations for the officers of the Executive Committee are now open for the following positions:

President  
First Vice President  
Second Vice President  
Third Vice President  
Secretary  
Treasurer

Nominations will be accepted through September 29, 2000. You should submit nominations to Phil Anthony, Chairman of the Nominating Committee. Robert Hanson and Russell Paris are members of the nominating committee.

The ISDOC Board of Directors will elect the officers at their next meeting on November 30, 2000.

The new officers will serve a two-year term.

Attached are Sections I, II, and III of the ISDOC By-Laws regarding election procedures, duties of the Board of Directors and officers of the Executive Committee.

If you have questions please contact Keith Coolidge or Ron Kennedy.

cc: All current officers of  
the Executive Committee  
Phil Anthony, Chairman  
of Nominating Committee  
Robert Hanson  
Russell Paris

**SECTION IV.        TERMINATION OF MEMBERSHIP**

Any member in arrears in the payment of dues for a period of three months after said dues are due and payable shall be notified in writing by the Treasurer of such arrearage, and one month thereafter, if such dues shall continue unpaid, such member shall automatically cease to be a member of the Association.

**ARTICLE III**

**BOARD OF DIRECTORS**

**SECTION I.        NUMBER AND TERM OF OFFICE**

A.    The Board of Directors shall consist of one representative from each of the member Independent Special Districts.    If the designated representative is not present, the alternate member, from that district, shall act in his/her stead.

B.    The members of the Board of Directors shall serve until replaced by another appointed member of his/her Independent District. Any vacancy on the Board of Directors shall be filled by the District member within that District.

**SECTION II:       DUTIES OF THE BOARD OF DIRECTORS**

A.    The Board of Directors shall set policy for the Association (ISDOC).

B.    The Board of Directors shall set dues as recommended by the Executive Committee.

C.    The Board of Directors shall elect, at their last meeting of the calendar year, a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary and a Treasurer.

The officers, along with the immediate Past President, shall be designated as the Executive Committee whose duty shall be to assist the Board of Directors in setting policy and conducting the business of the organization.

D.    The Executive Committee shall be responsible for implementing the policy established by the Board of Directors as approved at a General Membership meeting or a Special Meeting of the membership.

E.    The members of the Executive Committee shall be elected for a two year term.

SECTION III. OFFICERS AND DUTIES

A. PRESIDENT

The president shall be the chief executive officer of ISDOC. The president shall preside at all meeting of the Board of Directors, the Executive committee and the general membership.

The President shall appoint all Committees, and all chairpersons of such committees, with the approval and ratification by the Board of Directors.

The President shall represent ISDOC as the official spokesperson and he shall also have the right to delegate such responsibility, with approval of the Executive Committee.

The President shall be an ex-official member of all Committees.

B. FIRST VICE PRESIDENT

The First Vice President in the absence or disability of the President shall perform all the duties of the president, and when so acting he shall have the powers of and be subject to all the restrictions upon the President.

The First Vice President shall be the Chairman of the Program Committee.

C. SECOND VICE PRESIDENT

The Second Vice President, in the absence or disability of the President and First Vice President shall perform al the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

The Second Vice President shall be Chairman of the Membership Committee.

D. THIRD VICE PRESIDENT

The Third Vice President, in the absence or disability of the President, First Vice President, and Second Vice President, shall perform all the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

The Third Vice President shall be Chairman of the Legislative Committee.

E. SECRETARY

The Secretary shall maintain a written record of all meetings of the Board of Directors and the Executive Committee.

The Secretary shall be responsible for all correspondence and mailing of information to members.

F. TREASURER

The Treasurer shall maintain the complete financial records of ISDOC, establish and maintain bank accounts in the name of the Association, pay all bills duly approved by the Executive committee in accordance with the yearly budget.

There shall be an annual audit of the books of the Treasurer.

ARTICLE IV

MEETINGS

SECTION I. BOARD OF DIRECTORS

A. The Board of Directors shall meet quarterly, one such meeting shall be designated as the ANNUAL MEETING of the Association.

B. The Secretary shall mail notices of the Board Meetings at least fifteen (15) days prior to the Meeting. Said notices shall be sent to all Regular and Associate Members, representatives and alternates. The Notice shall give the date, location and agenda for the meeting.

C. Special Meetings of the Board of Directors may be called at any time by the President, any ten (10) Members of the Board of Directors or a majority of the Executive committee. The Secretary shall send each Members, Associate, representative and alternate notice of the Special Meeting at least (5) days prior to the meeting. The notice shall contain the time, location and the subject matter of the Special Meeting. Only such matters listed on the Special Meeting agenda may be addressed at the Special Meeting.

D. All meetings of the Board of Directors shall be held in Orange County.

SECTION II. MEETINGS OF THE EXECUTIVE COMMITTEE

A. The Executive Committee shall meet monthly at a time and place specified by the President and announced in the meeting notice.

CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00								0.00
Oct-00								0.00
Nov-00								0.00
Dec-00								0.00
Jan-01								0.00
Feb-01								0.00
Mar-01								0.00
Apr-01								0.00
May-01								0.00
Jun-01								0.00
TOTAL		8,566.07	2,015.84	1,211.06	215.00	0.00	0.00	12,007.97
AVG		4,283.04	1,007.92	605.53	107.50			6,003.99

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00				0.00	0.00
Oct-00				0.00	0.00
Nov-00				0.00	0.00
Dec-00				0.00	0.00
Jan-01				0.00	0.00
Feb-01				0.00	0.00
Mar-01				0.00	0.00
Apr-01				0.00	0.00
May-01				0.00	0.00
Jun-01				0.00	0.00
TOTAL	1,953.68	453.00	15.44	2,422.12	1,211.06
AVG	976.84	226.50	7.72	1,211.06	605.53



DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00						0.00
Oct-00						0.00
Nov-00						0.00
Dec-00						0.00
Jan-01						0.00
Feb-01						0.00
Mar-01						0.00
Apr-01						0.00
May-01						0.00
Jun-01						0.00
TOTAL	465.24	499.36	118.36	0.00	870.72	1,953.68
AVG	232.62	249.68	59.18	0.00	435.36	976.84

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-00	6.00	8.00	2.00	0.00		16.00	32.00
Aug-00	6.00	8.00	2.00	0.00		16.00	32.00
Sep-00							0.00
Oct-00							0.00
Nov-00							0.00
Dec-00							0.00
Jan-01							0.00
Feb-01							0.00
Mar-01							0.00
Apr-01							0.00
May-01							0.00
Jun-01							0.00
TOTAL	12.00	16.00	4.00	0.00		32.00	64.00
AVG	6.00	8.00	2.00	0.00		16.00	32.00

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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*

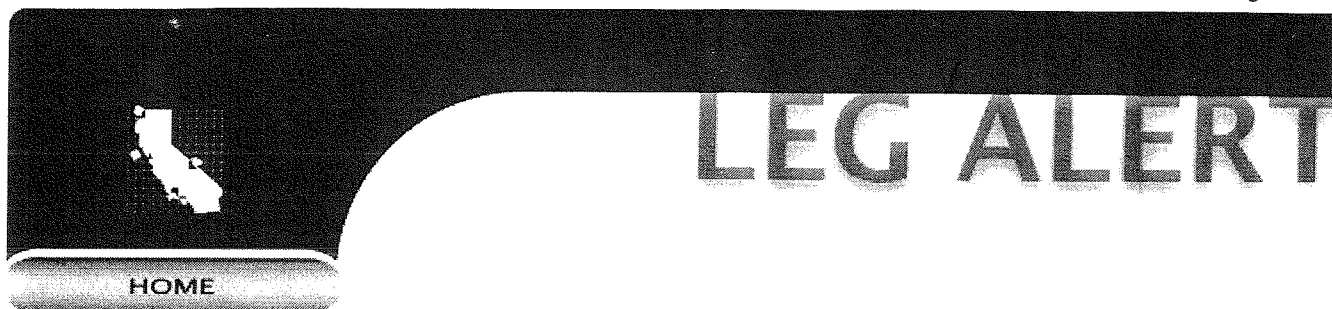
**SUBJECT:** **Status Report on the Placentia History Room Project with the City of Placentia**

**DATE:** October 18, 2000

Two additional grant applications were prepared by the City's contract grant writer and submitted on behalf of Placentia Library Foundation, one to the Weingart Foundation and the other to John Jewett and H. Chandler Garland Foundation. Both are for equipment for the Placentia History Room.

No work on the History Room or Work Room was completed since the last report.





## LEGISLATIVE ALERT

This first section is reserved for the CSDA "Grassroots Network", a means of alerting members about pending action on important legislation and asking for your immediate help in contacting the author or committee.

*(Leg Alert for Monday, October 2, 2000)*

### **Governor Vetos ERAF CAP Legislation**

Governor Davis has vetoed Senate Bill 1637 by Senate President Pro Tem John Burton that proposed to cap the ERAF over a three-year period. In his veto message Governor Davis said: "Although this bill begins to address the ERAF issues, I am vetoing the bill because the State-local fiscal relationship should be approached more broadly and comprehensively and not restricted to examination of the property tax only. I am also vetoing this bill because it would result in substantial, on-going General Fund costs that would increase dramatically over time. I have instructed my Director of Intergovernmental Relations and my Director of Finance to open a dialogue with local government leaders and leaders in the Assembly and Senate, which can result in a proposal for broad and comprehensive reform of the State-local government fiscal relationship."

### **Assembly Bill 1396 Signed**

The Governor did sign Assembly Bill 1396, which allocates approximately \$8.6 million, one-time fiscal relief to special districts. The bill also allocates an additional \$2 million, one-time relief to recreation and park special districts and library districts, based on their ERAF-loss formula. As with the one-time fiscal relief approved by the Legislature last year, the \$8.6 million for independent special districts will be allocated to each district that "contributes" to ERAF and should be distributed by each county auditor/controller early next year.

### **Assembly Bill 2838 (LAFCO) Signed**

Governor Davis has also signed Assembly Bill 2838 by Assembly Speaker Hertzberg, which contains to recommendations of the Commission on Local Governance for the 21st Century. CSDA supported AB 2838, the measure contained all of the

recommendations CSDA submitted to the 21st Century Commission. Effective January 1, 2001, AB 2838 contains a comprehensive rewrite of the LAFCO law, changes that every independent special district should become familiar with. To that end, CSDA will prepare an analysis of the new law for distribution to CSDA members and alert members when CAL/LAFCO or other organizations conduct workshops on the new law.

#### **Agency Shop Bill Signed**

Senate Bill 739 by Senator Solis has been signed by Governor Davis. The bill authorizes an agency shop arrangement without a negotiated agreement upon a signed petition by 30% of the employees in the applicable bargaining unit. CSDA strongly opposed this legislation.

#### **Special Taxes/Bonds Measure Signed**

Governor Davis has signed Senate Bill 165 by Senator Alarcón relating to special taxes and bonds. As signed, SB 165 would require that proceeds from special taxes and bonds be utilized for only the "purposes" intended. CSDA was successful in securing an amendment to delete the phrase "single purpose" and inserting "purposes." With that amendment, CSDA removed its opposition.

#### **Costly Workers' Compensation Bill Vetoed**

As expected, Governor Davis vetoed Senate Bill 996, which proposed significant increases across the workers' compensation schedules, void of any off-setting reforms.

#### **Employee Computer Use Bill Vetoed**

Finally, and somewhat surprisingly, Governor Davis has vetoed Senate Bill 1822 by Senator Bowen. The bill would have required all employers to adopt a policy if they monitor employee email and other private computer use.

*(Leg Alert for Friday, September 1, 2000)*

#### **End of Session - Quick Recap**

Yesterday, August 31, 2000, was the final day for bills to pass each house as today begins the final recess for this session. All of the bills that passed out of the Legislature are now on the way to Governor Davis' desk. The Governor has until September 30, 2000 to either sign or veto each bill. Below are three of the bills that were of major interest to independent special districts:

#### **AB 1396**

Actions of the Local Government Finance Conference Committee are found in AB 1396 (Aroner and Villaraigosa). The Conference Committee was originally assigned a rather significant task of looking at the state-local fiscal relationship and evaluating proposals that may help solve "the problem." CSDA

participated in all of the conference committee hearings and joined in the dialogue of how to fix local government finance. In addition to looking at the overall picture, the Committee was given the distribution formula for the \$200 million allocated in the 2000-2001 State Budget for local government. AB 1396 which allocates the \$200 million, one-time revenues passed out of the Senate by a vote of 40-0 and 63-0 in the Assembly. The formula is outlined (in general) below: 1) \$100 million to cities/counties/independent special districts according to ERAF contribution (for special districts statewide - \$8,648,250). 2) \$100 million to cities/counties based on population. 3) \$10 million to counties based on population. 4) \$2 million to independent recreation and park districts and library special districts based on ERAF contributions. Governor Davis supports the \$200 million one-time revenues based on last year's formula so he should not have a problem with the manner in which the committee allocated this year's funds. However, the additional \$12 million was not included in the State Budget Conference Committee/Davis Administration compromise and is, therefore, not certain.

**SB 1637**

Senate Pro Tem John Burton's SB 1637 which provides for a 3-year phase-in of a cap on the Education Revenue Augmentation Fund (ERAF) passed the Senate on Wednesday evening by a vote of 40-0. The bill is on the way to the Governor's desk and we will await his decision.

**AB 2838**

Assembly Speaker Robert Hertzberg's bill (AB 2838) that includes LAFCO reform language proposed by the Commission on Local Governance for the 21st Century passed out of both houses and is also on the way to Governor Davis. CSDA's final position was "support" since the Association worked closely with the author and the Commission and felt that final bill was favorable to independent special districts and their role in the LAFCO process.

Please feel free to contact CSDA if you have any further questions. Additional information will be included in future CSDA Legislative Updates as available.

A complete session wrap-up report will be offered by CSDA Legislative Advocate Ralph Heim at the upcoming annual conference scheduled in Monterey from September 27-29. Mr. Heim is scheduled for Friday morning.

## NEWS FROM THE CAPITOL: Legislative Updates 2000

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October 3, 2000

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL - GOVERNOR'S ACTION

### GOVERNOR SIGNS/VETOES HUNDREDS OF BILLS PRIOR TO DEADLINE

Facing a September 30th deadline, Governor Gray Davis signed or vetoed numerous measures in the final days of the 1999-2000 session. According to a press release issued by the Governor, "Of the 1,454 bills passed by the legislature this year, the governor signed 1,088, vetoed 362 and allowed four to become law without his signature...New laws signed by Governor Davis this year will result in additional spending of \$319 million; he vetoed more than \$2 billion in new spending called for in bills passed this year."

Bills of interest to CLA members that were signed or vetoed in the final days included:

AB 1396-VILLARAIGOSA/ARONER: SIGNED Sept. 29, 2000.

The bill is the result of the work of the Conference Committee on Local Government Finance, and will provide \$212 million in one-time discretionary relief for local governments. Included in this amount is "\$100 million among cities, counties, and special districts according to their relative 1999-2000 ERAF contributions. \$100 million among cities based on population and counties based on unincorporated population, \$10 million to counties based on total county population. And \$2 million to independent recreation and park districts and independent library districts as defined based on their relative ERAF contributions."

SB 1637-BURTON (ERAF CAP): VETOED Sept. 29, 2000.

SB 1637, supported by CLA and numerous local government organizations, would have capped the local agencies contribution to the Educational Revenue Augmentation Fund (ERAF) beginning in 2001-02. This cap would be phased in over two years and would be fully capped beginning in 2003-04.

In his veto message, the Governor stated, "Capping the Educational Revenue Augmentation Fund would ignore the various measures (e.g. trial court funding, Citizens Option for Public Safety program, and Proposition 172) that have already mitigated the property tax shift by nearly \$3 billion annually. For approximately a dozen counties, the value of these mitigation measures exceeds the current value of their property tax shifts." The message also directs the Governor's Director of Intergovernmental Relations and Director of Finance to "open a dialogue with local government leaders and leaders in the Assembly and Senate which can result in a proposal for broad and comprehensive reform of the State-local government fiscal relationship." The Governor



adds that "Although this bill begins to address the ERAF issues, I am vetoing the bill because the State-local fiscal relationship should be approached more broadly and comprehensively and not be restricted to examination of the property tax only. I am also vetoing this bill because it would result in substantial, ongoing General Fund costs that would increase dramatically over time."

AB 2486-WASHINGTON: VETOED Sept. 30, 2000

The Governor vetoed AB 2486 by Assemblyman Carl Washington which would have enacted the Youth Mentoring and Safe Communities Grant Program, providing libraries the opportunity to apply for competitive grants from the State Librarian, who will administer the program. The bill contained a \$2.5 million appropriation.

The Governor offered in his veto message that "funding for this program is not included in the 2000 Budget Act. Moreover, the Budget already provides for programs with objectives similar to those proposed by this bill. Education and student safety are my top priorities, which is why the Budget includes \$71 million for the Carl Washington School Safety and Violence Prevention Act, and \$87.8 million for the After School Learning and Safe Neighborhoods Partnership Program."

SB 1774-BOWEN: VETOED Sept. 29, 2000

Lastly, the Governor vetoed SB 1774 by Senator Debra Bowen which would authorize the State Librarian to establish a grant program for public libraries and public access computer technology centers that have Internet access. The bill contained a total appropriation of \$1 million, and the grants per library would not exceed \$100,000.

We had a difficult time tracking down the veto message on the Governor's web site and obtained a copy from Senator Bowen's office moments ago. Here is the Governor's statement:

"The 2000 Budget Act provides \$56.9 million from the General Fund, an increase of 46 percent from the 1998 Budget Act, for the Public Library Foundation (PLF) Program, which provides public libraries broad discretionary funding for this purpose. Local libraries can use these funds to provide extended hours of operation and technical support. This bill gives top priority to public libraries and public access computer technology centers with "substantial local and private support." The lowest income communities, which also have the greatest need for access to computer technology, would not fit this category. Therefore, it is unclear how this bill would help to bridge the technology gap. Rather, it would result in a costly program that ignores the most needy communities. Finally, this bill appropriates \$93,000 from the General Fund to the 'Little Hoover Commission' and \$250,000 in General Fund to the State Department of Education without an explanation of how those funds would help encourage public libraries and computer technology centers to expand hours of operation and provide technical support. For these reasons, I cannot support this bill."

---

August 31, 2000

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist



Banning Unified School Library - Riverside \$ 2,532

Blanchard/Santa Paula Public Library District-Blanchard-Ventura \$ 3,084

Del Norte County Library - Del Norte \$ 2,187

Dixon Unified School Library - Solano \$ 6,759

Vacaville Unified School Library - Solano \$ 5,570

While this new proposal offers modest relief, it does not address the real needs of those county libraries and independent district libraries (so-called "ERAF Orphan libraries") that lost a substantial amount of property tax in the ERAF shift of the early 1990's.

## II. LEGISLATURE WINDS DOWN

Today the legislature will need to complete a large volume of work before they adjourn the year "sine die." Due to constitutional constraints, many pieces of legislation must be passed by midnight this evening or fail passage. You will recall that two pieces of legislation of interest to libraries were pending on the Senate and Assembly Floors. CLA is pleased to report the success of SB 1774-Bowen and AB 2486-Washington, which are now headed to the Governor for action. SB 1774, by Senator Debra Bowen authorizes the State Librarian to establish a grant program for public libraries and public access computer technology centers that have Internet access. The bill contains a total appropriation of \$1 million, and the grants per library shall not exceed \$100,000. AB 2486, by Assemblyman Carl Washington enacts the Youth Mentoring and Safe Communities Grant Program, providing libraries the opportunity to apply for competitive grants from the State Librarian, who will administer the program. The bill contains a \$2.5 million appropriation. Grants to libraries will range from \$60,000 to \$160,000.

The Governor will have thirty days from the close of session to sign and veto hundreds of bills before him.

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August 28, 2000

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist

Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

THREE MAJOR BILLS PASS FROM APPROPRIATIONS COMMITTEES



PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2000

PLACENTIA CIVIC CENTER AUTHORITY

Financial Statements

June 30, 2000

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# CONRAD AND ASSOCIATES, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

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IRVINE, CALIFORNIA 92614  
(949) 474-2020  
Fax (949) 263-5520

Board of Directors  
Placentia Civic Center Authority  
Placentia, California

## INDEPENDENT AUDITORS' REPORT

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of and for the year ended June 30, 2000. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 2000, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

*Conrad and Associates, L.L.P.*

September 1, 2000

**PLACENTIA CIVIC CENTER AUTHORITY**

Combined Balance Sheet -  
All Governmental Fund Types and Account Groups

June 30, 2000

	Debt Service Funds		Account Group	Totals (Memorandum Only)	
	Series A	Series B		2000	1999
<u>Assets</u>					
Investments held by trustee (note 3)	\$ -	105,014	-	105,014	317,122
Lease payment receivable	-	-	314,482	314,482	482,103
Unearned lease finance charges	-	-	(49,305)	(49,305)	(67,024)
Amount available for debt service	-	-	64,823	64,823	169,921
<b>Total assets</b>	<b>\$ -</b>	<b>105,014</b>	<b>330,000</b>	<b>435,014</b>	<b>902,122</b>
<u>Liabilities and Fund Balances</u>					
Liabilities:					
Revenue bonds payable (note 4)	\$ -	-	330,000	330,000	585,000
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>330,000</b>	<b>330,000</b>	<b>585,000</b>
Fund balances:					
Reserve for debt service	-	64,823	-	64,823	169,921
Reserve for bond reserve	-	35,900	-	35,900	130,500
Reserve for working capital	-	1,000	-	1,000	2,000
Unreserved	-	3,291	-	3,291	14,701
<b>Total fund balances</b>	<b>-</b>	<b>105,014</b>	<b>-</b>	<b>105,014</b>	<b>317,122</b>
<b>Total liabilities and fund balances</b>	<b>\$ -</b>	<b>105,014</b>	<b>330,000</b>	<b>435,014</b>	<b>902,122</b>

See accompanying notes to financial statements.



**PLACENTIA CIVIC CENTER AUTHORITY**

**Combined Statement of Revenues, Expenditures and Changes in Fund Balances -  
Debt Service Funds**

Year ended June 30, 2000

	Debt Service Funds		Totals (Memorandum Only)	
	Series A	Series B	2000	1999
<b>Revenues:</b>				
Lease payments received	\$ -	71,800	71,800	324,204
Investment income	<u>4,565</u>	<u>4,267</u>	<u>8,832</u>	<u>9,804</u>
<b>Total revenues</b>	<u>4,565</u>	<u>76,067</u>	<u>80,632</u>	<u>334,008</u>
<b>Expenditures:</b>				
Payment to City of Placentia	11,762	-	11,762	-
Principal	200,000	55,000	255,000	225,000
Interest	<u>5,600</u>	<u>20,378</u>	<u>25,978</u>	<u>39,445</u>
<b>Total expenditures</b>	<u>217,362</u>	<u>75,378</u>	<u>292,740</u>	<u>264,445</u>
<b>Other financing sources (uses):</b>				
Operating transfers in	308,831	77,071	385,902	305,510
Operating transfers out	<u>(308,831)</u>	<u>(77,071)</u>	<u>(385,902)</u>	<u>(305,510)</u>
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	(212,797)	689	(212,108)	69,563
<b>Fund balances at beginning of year</b>	<u>212,797</u>	<u>104,325</u>	<u>317,122</u>	<u>247,559</u>
<b>Fund balances at end of year</b>	<u>\$ -</u>	<u>105,014</u>	<u>105,014</u>	<u>317,122</u>

See accompanying notes to financial statements.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

June 30, 2000

(1) Summary of Significant Accounting Policies

- a. The financial statements have been prepared on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at cost which does not materially differ from fair value required to be reported by Statement No. 31 of the Governmental Accounting Standards Board, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". (See Note 3).
- d. The accounts of the Authority are organized on the basis of the following debt service funds and account groups as follows:
  - Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.
  - Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.
  - Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.
  - Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.
- e. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## PLACENTIA CIVIC CENTER AUTHORITY

## Notes to Financial Statements

(Continued)

(1) Summary of Significant Accounting Policies, (Continued)

- f. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

(2) History and Organization

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District) for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and Library District for semiannual rental payments of \$94,600 and \$35,900, respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(3) Cash and Investments

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and investments at June 30, 2000 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>
Deposits:		
Money Market Funds	\$ 3,920	3,920
Investments:		
U.S. Treasury Bills	<u>101,094</u>	<u>101,076</u>
Total cash and investments	<u>\$105,014</u>	<u>104,996</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:		
Category 1		
Deposits which are insured by the FDIC		\$ 3,920
Investments:		
Category 3		
Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution		<u>101,094</u>
		<u>\$105,014</u>

PLACENTIA CIVIC CENTER AUTHORITY

Notes to Financial Statements

(Continued)

(4) Revenue Bonds Payable

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 2000, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 2000 were as follows:

Balance at July 1, 1999	\$585,000
Principal payments	<u>255,000</u>
Balance at June 30, 2000	<u>\$330,000</u>

Future debt service requirements are as follows:

Year Ending June 30	Principal		Interest		Total
	Series A	Series B	Series A	Series B	
2001	\$ -	60,000	-	17,100	77,100
2002	-	60,000	-	13,680	73,680
2003	-	65,000	-	10,118	75,118
2004	-	70,000	-	6,556	76,556
2005	-	75,000	-	1,851	76,851
	<u>\$ -</u>	<u>330,000</u>	<u>-</u>	<u>49,305</u>	<u>379,305</u>

(5) Fund Balances

Per Section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and Library District for base or additional rent previously paid.

**SUPPLEMENTARY INFORMATION**

PLACENTIA CIVIC CENTER AUTHORITY

Combining Balance Sheet - Series A Bonds

June 30, 2000

	<u>Revenue</u>	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
					<u>2000</u>	<u>1999</u>
<u>Assets</u>						
Investments held by trustee	\$ -	-	-	-	-	212,797
Total assets	\$ -	-	-	-	-	212,797
<u>Liabilities and Fund Balances</u>						
Liabilities:	\$ -	-	-	-	-	-
Total liabilities	-	-	-	-	-	-
Fund balances:						
Reserve for debt service	-	-	-	-	-	105,682
Reserve for bond reserve	-	-	-	-	-	94,600
Reserve for working capital	-	-	-	-	-	1,000
Unreserved	-	-	-	-	-	11,515
Total fund balances	-	-	-	-	-	212,797
Total liabilities and fund balances	\$ -	-	-	-	-	212,797

**PLACENTIA CIVIC CENTER AUTHORITY**

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series A Bonds

Year Ended June 30, 2000

	Revenue	Working Capital	Interest and Retirement	Debt Service Reserve	Totals (Memorandum Only)	
					2000	1999
<b>Revenues:</b>						
Lease payments received	\$ -	-	-	-	-	179,193
Investment income	<u>2,424</u>	<u>32</u>	<u>-</u>	<u>2,109</u>	<u>4,565</u>	<u>8,074</u>
<b>Total revenues</b>	<u>2,424</u>	<u>32</u>	<u>-</u>	<u>2,109</u>	<u>4,565</u>	<u>187,267</u>
<b>Expenditures:</b>						
Payment to City of Placentia	11,762	-	-	-	11,762	-
Principal	-	-	200,000	-	200,000	175,000
Interest	<u>-</u>	<u>-</u>	<u>5,600</u>	<u>-</u>	<u>5,600</u>	<u>16,100</u>
<b>Total expenditures</b>	<u>11,762</u>	<u>-</u>	<u>205,600</u>	<u>-</u>	<u>217,362</u>	<u>191,100</u>
<b>Other financing sources (uses):</b>						
Operating transfers in	103,231	-	205,600	-	308,831	194,400
Operating transfers out	<u>(205,600)</u>	<u>(3,075)</u>	<u>-</u>	<u>(100,156)</u>	<u>(308,831)</u>	<u>(194,400)</u>
<b>Total other financing sources (uses)</b>	<u>(102,369)</u>	<u>(3,075)</u>	<u>205,600</u>	<u>(100,156)</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues and other financing sources over (under) expenditures and other financing uses</b>	<u>(111,707)</u>	<u>(3,043)</u>	<u>-</u>	<u>(98,047)</u>	<u>(212,797)</u>	<u>(3,833)</u>
<b>Fund balances at beginning of year</b>	<u>111,707</u>	<u>3,043</u>	<u>-</u>	<u>98,047</u>	<u>212,797</u>	<u>216,630</u>
<b>Fund balances at end of year</b>	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>212,797</u>



**PLACENTIA CIVIC CENTER AUTHORITY**

Combining Balance Sheet - Series B Bonds

June 30, 2000

	<u>Working Capital</u>	<u>Interest and Retirement</u>	<u>Debt Service Reserve</u>	<u>Totals (Memorandum Only)</u>	
				<u>2000</u>	<u>1999</u>
<u>Assets</u>					
Investments held by trustee	\$ 3,163	64,823	37,028	105,014	104,325
Total assets	<u>\$ 3,163</u>	<u>64,823</u>	<u>37,028</u>	<u>105,014</u>	<u>104,325</u>
<u>Liabilities and Fund Balances</u>					
Liabilities:	\$ -	-	-	-	-
Total liabilities	-	-	-	-	-
Fund balances:					
Reserve for debt service	-	64,823	-	64,823	64,239
Reserve for bond reserve	-	-	35,900	35,900	35,900
Reserve for working capital	1,000	-	-	1,000	1,000
Unreserved	<u>2,163</u>	-	<u>1,128</u>	<u>3,291</u>	<u>3,186</u>
Total fund balances	<u>3,163</u>	<u>64,823</u>	<u>37,028</u>	<u>105,014</u>	<u>104,325</u>
Total liabilities and fund balances	<u>\$ 3,163</u>	<u>64,823</u>	<u>37,028</u>	<u>105,014</u>	<u>104,325</u>

**PLACENTIA CIVIC CENTER AUTHORITY**

Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Series B Bonds

Year ended June 30, 2000

	Working Capital	Interest and Retirement	Debt Service Reserve	Totals (Memorandum Only)	
				2000	1999
<b>Revenues:</b>					
Lease payments received	\$ -	71,800	-	71,800	145,011
Investment income	<u>99</u>	<u>2,468</u>	<u>1,700</u>	<u>4,267</u>	<u>1,730</u>
<b>Total revenues</b>	<u>99</u>	<u>74,268</u>	<u>1,700</u>	<u>76,067</u>	<u>146,741</u>
<b>Expenditures:</b>					
Principal	-	55,000	-	55,000	50,000
Interest	<u>-</u>	<u>20,378</u>	<u>-</u>	<u>20,378</u>	<u>23,345</u>
<b>Total expenditures</b>	<u>-</u>	<u>75,378</u>	<u>-</u>	<u>75,378</u>	<u>73,345</u>
<b>Other financing sources (uses):</b>					
Operating transfers in	-	77,071	-	77,071	111,110
Operating transfers out	<u>-</u>	<u>(75,377)</u>	<u>(1,694)</u>	<u>(77,071)</u>	<u>(111,110)</u>
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>1,694</u>	<u>(1,694)</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues and other financing sources over (under) expenditures and other financing uses</b>	99	584	6	689	73,396
<b>Fund balances at beginning of year</b>	<u>3,064</u>	<u>64,239</u>	<u>37,022</u>	<u>104,325</u>	<u>30,929</u>
<b>Fund balances at end of year</b>	<u>\$ 3,163</u>	<u>64,823</u>	<u>37,028</u>	<u>105,014</u>	<u>104,325</u>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Review of Property Tax and Public Library Funding issues before the Courts and the California Legislature**  
**DATE:** October 18, 2000

**BACKGROUND:**

President Shkoler announced at the Staff Appreciation on October 5, 2000 that Governor Davis had signed AB 1396, including its allocation of \$2 million for independent special recreation & park and library districts. Placentia Library District's share of this is reported to be \$71,925. Special thanks should be given to the Friends Board of Directors and the League of Women Voters for all of the letters they wrote on the District's behalf.

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

It is anticipated that a hearing date for the Court of Appeals for the Sonoma County lawsuit will be set by the end of the year.

**RECOMMENDATION:**

Give direction for future activity.



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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 Specification Document and Schedule for the Roof Replacement Project  
**DATE:** October 18, 2000

**BACKGROUND**

A representative from the City of Placentia Public Works Department will attend the Library Board Meeting to present the Specification Document and Schedule for the Roof Replacement Project as developed by City staff.

In order to begin the installation of the new roof at the earliest possible date a Special Library Board Meeting will be needed to award the bid. The bid award date needs to be included in the bid document.

**RECOMMENDATIONS**

1. Approve Specification Document *G*
2. Set date for Special Meeting to Award Bids



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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:** Placentia Civic Center Authority Discussion of Exterior Renovations  
**DATE:** October 18, 2000

**BACKGROUND**

The Placentia Civic Center Authority met at City Hall on Tuesday, October 3, 2000 at 4:30 P.M. Library Trustee Robin Masters and Library Director Minter attended. The minutes are Attachment A.

The Authority continued its discussion of exterior renovations to the Civic Center. City Public Works Director Chris Becker will make a presentation on proposed projects to the Authority at a Special Meeting on Tuesday, November 14, 2000 at 5:30 P.M. The Agenda for the Special Meeting is Attachment B.

**RECOMMENDATION**

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





**MINUTES OF THE  
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION  
October 3, 2000 - 4:30 p.m.  
Placentia City Hall**

Agenda Item 31  
Attachment A  
Page 1 of 1

The meeting of the Placentia Civic Center Authority Commission was called to order at 4:35 p.m.

**ROLL CALL:**

Present: Lee Castner, President  
Chris Lowe, Commissioner  
Robin Masters, Commissioner  
Constance Underhill, Commissioner  
Absent: Sandra Stark, Commissioner  
Others Present: Carolyn Davis, City Treasurer  
Robert D'Amato, City Administrator  
Elizabeth D. Minter, Placentia Library Director  
Steven L. Brisco, Director of Finance/Secretary  
Chris Becker, Director of Public Works

**ORAL COMMUNICATIONS:**

None.

**MINUTES:**

Minutes of the October 5, 1999 meeting were approved with a vote 4-0-1-0.

**ELECTION OF OFFICERS:**

Connie Underhill nominated Lee Castner for President and Carolyn Davis seconded the nomination. The Commission voted to reelect Lee Castner as President with a vote of 4-0-1-0.

**FINANCIAL REPORT:**

Secretary Brisco presented the Financial Statement for the year ended June 30, 2000. The Civic Center Authority received an unqualified opinion from the certified public accounting firm of Conrad and Associates. The outstanding bond obligations and annual debt service payments were also discussed.

**COMMISSION ANNOUNCEMENTS:**

None.

**OLD BUSINESS:**

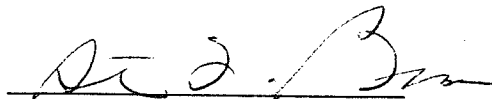
Bob D'Amato and Chris Becker discussed the status of Civic Center fountains and grounds. They reported the need for a "master planned" rehabilitation of the Civic Center courtyard and fountain. It was agreed to continue the discussion until November 14, 2000 at 5:30 p.m. in the City Hall community meeting room at which time Chris Becker would present a detailed renovation plan.

**NEW BUSINESS:**

Discussion of billing electricity for Library service continued to November 14, 2000 at 5:30 p.m. in the City Hall community meeting room.

**ADJOURNMENT:**

Adjournment to an adjourned meeting on November 14, 2000 at 5:30 p.m. in the City Hall community meeting room.

  
Steven L. Brisco, Secretary

# PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue  
Placentia, CA 92870

## AGENDA

TUESDAY, NOVEMBER 14, 2000

5:30 P.M.

City Hall Community Meeting Room

**CALL TO ORDER:**

President Castner.

**ROLL CALL:**

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

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

**ORAL COMMUNICATIONS:**

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

**MINUTES OF**

**PREVIOUS MEETING:**

Minutes of the regular meeting of October 3, 2000.

**OLD BUSINESS:**

Chris Becker - Rehabilitation of Civic Center fountains and grounds.

**NEW BUSINESS:**

Elizabeth Minter - Change method of billing for electricity from an allocated amount to actual charges billed by Edison

**ADJOURNMENT:**

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the November 14, 2000 regular meeting of the Placentia Civic Center Authority was posted on November 10, 2000.



Steven L. Brisco  
Secretary

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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15,904.00	+
3,500.00	+
19,404.00	◇
3,500.00	+
22,904.00	◇

**TO:** Library Board of Trustees

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

**SUBJECT:** Approve Contract with City of Placentia for Seismic Rehab Project

**DATE:** October 18, 2000

**BACKGROUND**

Attachment A is a letter from City of Placentia Public Works Director Christopher Becker describing the history of the Seismic Retrofit Project.

The cost to the District of this final phase of the project is \$15,904.00. The District is also responsible for any additional costs not reimbursed by FEMA. The original estimate from the City for this phase of the project was \$10,000 and that is the amount that was budgeted for Fiscal Year 2000-2001 in Fund 707. The additional cost will need to be absorbed from the remaining line items in the budget.

**RECOMMENDATIONS**

1. Approve Cooperative Agreement for Seismic Retrofit Construction Phase and Oversight Costs with the City of Placentia
2. Authorize signature of Agreement by Library Board President

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**Mayor**  
MICHAEL L. MAERTZWEILER

**City Administrator**  
ROBERT D'AMATO



**Councilmembers:**  
NORMAN Z. ECKENRODE  
CHRIS LOWE  
MARIA MORENO  
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

October 11, 2000

Placentia Library Board  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

**SUBJECT: CONTRACT FOR CONSTRUCTION PHASE OF SEISMIC  
RETROFIT PROJECT**

Dear Board Members:

As you are well aware, the City and the Library have sought funding to partially pay for seismic reinforcement to the Civic Center, City Corporation Yard, and the Placentia Library through FEMA. Funding was approved for a good portion of the construction cost.

On September 19, 2000, Placentia City Council awarded the contract for seismic upgrade to SPS, Inc. in the amount of \$238,800.00. This included the base bid and three alternate bids.

The Library entered into an agreement in September 1998 for the preparation of seismic analyses and construction documents. As we are now entering the construction phase, it is necessary to enter into an agreement, very similar in structure and language, for this final phase.

Before you is a proposed agreement naming the City of Placentia as the lead agency through this final phase. It designates funding responsibility by the Library District to be \$15,904.00 (25% of the construction cost for the Library facility) and \$3,500 for consulting fees (35% of the total cost of the estimated fees). The remaining seventy-five (75%) percent is to be reimbursed by FEMA

PLACENTIA LIBRARY BOARD  
OCTOBER 11, 2000  
PAGE TWO

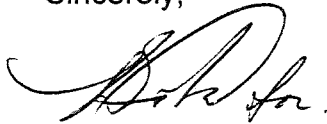
(\$47,712.00) for the construction cost. The Library District would be responsible for any balance unpaid by FEMA for the Library District portion of the project.

Construction is due to begin at the Placentia Library on Monday October 23, 2000. Construction hours have been designated as 9:00 p.m. to 7:00 a.m., Monday through Thursday. This will eliminate interference during operating hours. The library facility is due to be completed by mid-November, simultaneously with the Civic Center.

City staff reviewed the contractor's qualifications, references and bid documents and found everything to be acceptable. It is recommended that the Placentia Library Board approve the attached contract between the City of Placentia and the Placentia Library for the construction phase.

Should you have any questions, please contact Kris Gundel, Management Analyst at (714) 993-8245.

Sincerely,



Christopher Becker  
Director of Public Works

Attachment: As Stated

CB/klg

cc: City Administrator  
Chief Building Official

**COOPERATIVE AGREEMENT  
FOR SEISMIC RETROFIT CONSTRUCTION PHASE  
OVERSIGHT AND COSTS**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of October 2000 by and between the CITY OF PLACENTIA, a municipal corporation (CITY), and the PLACENTIA LIBRARY DISTRICT (DISTRICT).

**RECITALS**

WHEREAS, the CITY and DISTRICT have performed seismic analyses and prepared Construction Documents in conjunction with Seismic Retrofit Work to be performed on the Placentia Civic Center (consisting of City Hall and the Police Station), the City Corporation Yard and District Library; and

WHEREAS, the CITY and DISTRICT desired to have the seismic analyses and prepared Construction Documents completed by EQE INTERNATIONAL, INC., a California Corporation (CONSULTANT); and

WHEREAS, the CITY and DISTRICT desired to have the seismic construction completed by SPS, INC., a California Corporation (CONTRACTOR); and

WHEREAS, this agreement is intended to clearly define the roles and funding responsibilities of the CITY and DISTRICT through the construction phase; and

NOW, THEREFORE, it is mutually understood and agreed by the CITY and DISTRICT as follows:

1. The CITY shall be the lead agency for the preparation of necessary construction documents and construction oversight for the Civic Center, Corporation Yard and Library.
2. It is estimated that the construction cost of the seismic retrofit work for the District Library will be approximately \$63,616.00, based upon funding estimates of the Federal Emergency Management Agency (FEMA). It is further estimated that Consultant costs for preparation of the construction documents and project-related consulting services allocable to the District Library will be approximately \$3,500.00. The estimated total cost, absent project change orders, for the District Library will be approximately \$67,116.00. The City and the District anticipate that FEMA will provide reimbursement for up to seventy-five percent (75%) of the construction costs for the District Library (approximately \$47,712.00) but will not provide reimbursement for the consulting costs. The District shall reimburse the City for all construction costs for which FEMA does not provide reimbursement and for all consulting costs related to the seismic retrofit work for the District Library pursuant to invoices provided by the City pursuant to Sections 4 and 6.

The scope of work for the above items is specified in the "Contract for the Seismic Strengthening" (CITY – SPS, INC. Agreement) between the CITY and the CONTRACTOR, a copy of which is attached hereto and incorporated herein by reference (Exhibit A). A certain amount of the costs noted above will be

reimbursed to the DISTRICT by the Federal Emergency Management Agency (FEMA).

3. The CITY shall engage in all verbal and written correspondence with the CONSULTANT and CONTRACTOR regarding the construction phase of the project, and shall provide recommendations to the DISTRICT regarding all work performed by the CONSULTANT and CONTRACTOR for the Library.
4. The CITY shall pay the CONSULTANT AND CONTRACTOR for all work completed for the Library's share of the Project, and provide the DISTRICT with an invoice(s) for the specific amounts that are charged by the CONSULTANT and CONTRACTOR.
5. The CITY shall act as liaison for the DISTRICT to the Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) regarding seismic retrofit grant and funding reimbursement matters, as they pertain to the DISTRICT, and shall apply for reimbursement on a timely basis.
6. Upon completion of construction, the DISTRICT shall reimburse the CITY within thirty (30) days of the receipt of each invoice from the CITY.

No party to this Agreement, nor any officer, agent or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by any other party under, or in connection with any work, authority or jurisdiction delegated to such other party under this Agreement. It is also understood that, pursuant to Government Code Section 895.4, with regard to any work, authority or jurisdiction delegated to a party under this Agreement, such party shall fully indemnify, defend, and hold the other parties harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done under or in connection with such delegated work, authority or jurisdiction.

Any notices, requests or demands made between the parties pursuant to this Agreement are to be directed as follows:

**CITY:** City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870,  
Attention: Christopher Becker, Director of Public Works.

**DISTRICT:** Placentia Library, 411 E. Chapman Avenue, Placentia, CA  
92870, Attention: Elizabeth Minter, Library Director.

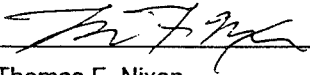


IN WITNESS THEREOF, the parties hereto have executed this Agreement in the County of Orange, State of California, on the date and year first written above.

CITY OF PLACENTIA

APPROVED AS TO FORM

\_\_\_\_\_  
Michael L. Maertzweiler  
Mayor

  
\_\_\_\_\_  
Thomas F. Nixon  
City Attorney

PLACENTIA LIBRARY DISTRICT

\_\_\_\_\_  
~~Elizabeth Miller~~ Al Shtoler  
~~Library Director~~ President, Library Board of Trustees



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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:** Retirement Commemoration for Trustee Robin Masters  
**DATE:** October 18, 2000

**BACKGROUND**

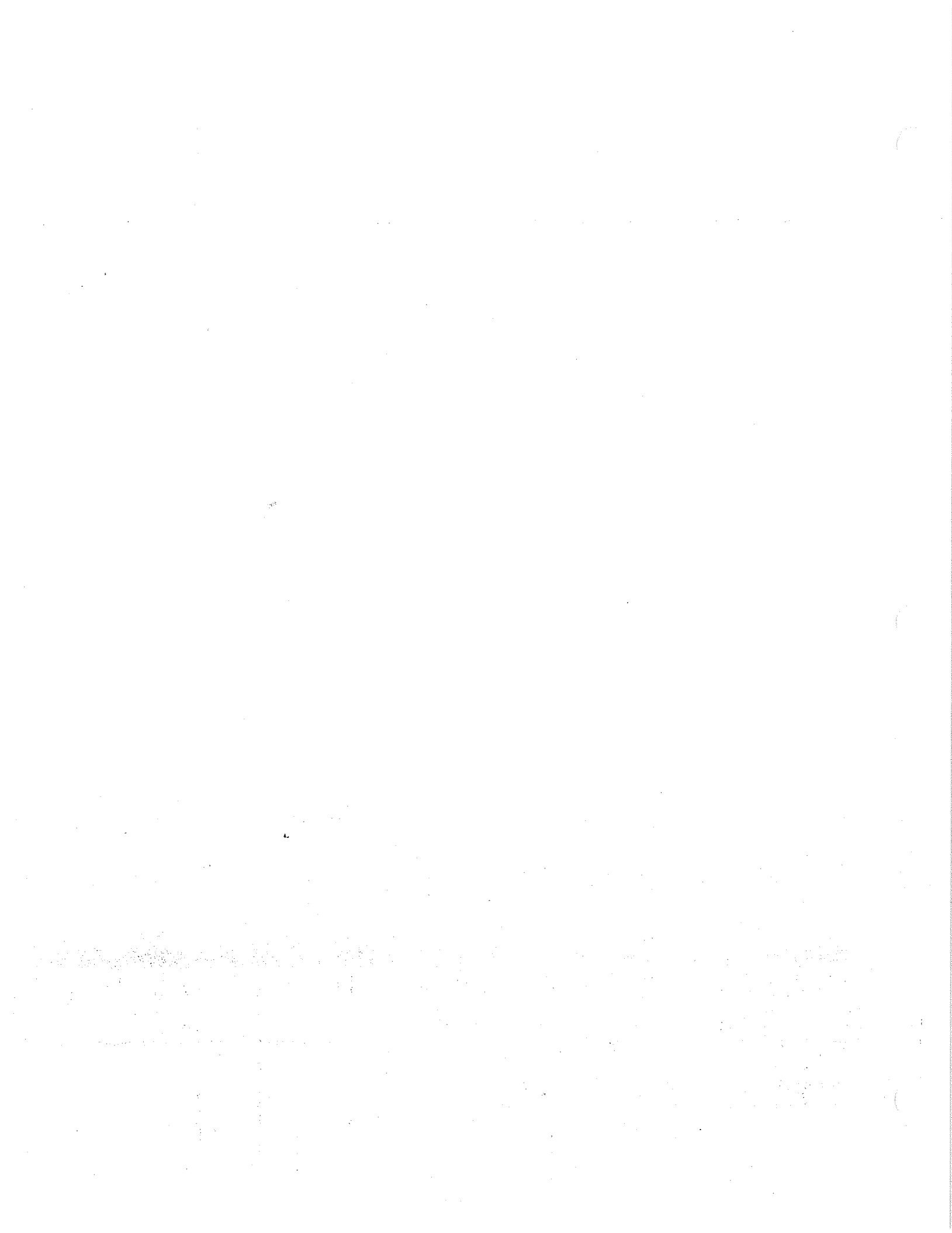
Library Trustee Robin Masters will be completing his term of office at NOON on December 1, 2000.

The Library Board has a custom of honoring its departing members with a dinner for the Board and Management Staff. Trustee Masters has stated that he would prefer to have a contribution to the Adopt-A-Book Fund in lieu of a dinner.

Payment for this activity is made from the Board account in the County Exempt Fund.

**RECOMMENDATION**

Determine the activity and budget for the commemoration for Trustee Robin Masters.




TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JR*  
 DATE: October 12, 2000  
 SUBJECT: Program Committee Report for the month of September

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	1	26
<i>LITERACY SERVICES</i>		
See Agenda Item 43		
<i>CHILDREN'S SERVICES</i>		
COMMUNITY CENTER	3	19
STORY TIMES		
HEADSTART	3	420
STORY TIMES		
TOTAL	<u>6</u>	<u>439</u>
YTD TOTAL	<u>58</u>	<u>2,318</u>



TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian



DATE: October 18, 2000

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

**Programming-** There were no programs in September. Storytime programming will resume in October.

**Class/Group Visits-** There were no class or group visits during the month of September.

**Community Outreach-** The Spanish Literacy classes offered through Placentia Human Services have begun. Two weeks of the 12 week program have been completed. The Children's librarian and several Altrusans are providing childcare and preschool oriented instruction for the children of students.

Flyers for students and teachers have gone out to all the Placentia public schools, and 7 area private schools. The students received the "Every child a library card" flyer and teachers received copies of the "Information for Teachers" newsletter. Between 9,000 and 10,000 copies of the flyer were distributed to students.

**Offsite Programming-** Both the Head Start and Community Center storytimes have begun. Nancy Mory has completed three community center storytimes with a combined audience of 19. Donna Bass has completed 3 headstart storytimes with a combined audience of approximately 420.





# PLACENTIA LIBRARY DISTRICT Information for Teachers

Preschool - Primary - Intermediate Edition  
September - November 2000



Placentia Library District • 411 East Chapman Avenue • Placentia, CA 92870  
714-528-1906 Ext. 212 • childrens@placentialibrary.org • Fax 528-8236

## Attention Teachers!

**How would you like to have your class participate in voting for the next winners of the California Young Reader Medal!**

Every year children all over the state vote for the winners of the California Young Reader Medal. It's a great way to promote reading in the classroom.

Beginning in September, copies of the list of nominee books, the voting forms and the rules for participation will be available at Placentia Library. The Library also has copies of this year's nominee books available for check out.

Books are nominated for the medal in four categories:

**Primary**

Grades K-2, Picture Books – 5 titles

**Intermediate**

Grades 3-6, Juvenile Fiction – 3 titles

**Middle School / Jr. High**

Grades 6-9, Fiction – 3 titles

**Young Adult**

Grades 9-12, Fiction – 3 titles

Students may read and vote for books in any and all categories, but they **MUST** read (or have read to them) all books nominated in a category to be eligible to vote.

Check with the Children's Department about checking out a title to read out loud to your classroom, or about arranging a library visit and having the primary titles read during a storytime.

**All votes must be postmarked by March 29, 2001, so don't delay!**

If you have any questions about the California Young Reader Medal program or the voting process please call the Children's Department at 528-1906 ex. 212.




**Let the children be heard!!**

## Assignment Alerts

Each school year area students visit the Placentia Library looking for the information they need to complete school assignments. The Placentia Library invites teachers to assist us in making this a productive and positive experience for their students.

The ASSIGNMENT ALERT has been created for teachers to use in notifying the library staff of upcoming assignments. By using the Assignment Alert, teachers and librarians together can make sure that students will find what they need when they come to the library. You will find a copy of the Assignment Alert attached to this newsletter.

## Benefits to utilizing the Assignment Alert:

-  With advanced notification, we can locate and bookmark web sites that may be of use to the children in completing the assignment. Internet information can be a useful addition if books on the subject are in limited supply.
-  For those subjects that we have limited materials on, with advanced notification, we can put some titles on "reserve" making these titles temporarily for reference use only. This will insure that all children have a chance to complete the assignment.
-  For those particularly challenging assignments, advanced notice gives us a chance to really dig for the information, so that your students aren't sent away empty handed.

Teachers are invited to visit the Library to pre-select materials they wish to put on reserve or to browse the Internet for Web sites that we can bookmark for their student's use.

If you have any questions about using the Assignment Alert please call us at 528-1906 ex. 212. Thank you for helping us provide quality library service to the students of our community.

## Library Hours

Sunday - - - - - 1:00 - 5:00 P.M.

Monday-Wednesday - - - 12 NOON - 9:00 P.M.

Thursday - - - - - 10:00 A.M. - 6:00 P.M.

Friday & Saturday - - - - - CLOSED

### Children's Drama Production

Drama students from El Dorado High School, under the direction of Gai Jones, will present

### *Stage to Page - Stories to Delight*

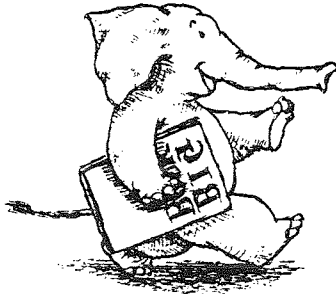
a performance of some of this years  
California Young Readers' Medal Nominees.

Monday, November 6 at 7:00 P.M.  
Library Community Room.

Children of all ages and their families are encouraged to attend this fun event. This yearly performance is a wonderful way to introduce young children to the joy and wonder of the theater.

So come join us at the Library for a guaranteed great show  
Performance will last approximately 40 minutes

Come early, space is limited.



### Library Kids Lead the Way 2000 Summer Reading Program

Congratulations to all the Placentia school children registered for the Summer Reading Program. By the end we had over 480 children from the Placentia/Yorba Linda Unified School District enrolled in the Summer Reading Program. Counting private and preschools, we had over 800 children registered.

**Congratulations to Tynes Elementary School!** Tynes had the most students participate in the Summer Reading Program.

**Congratulations to Brookhaven Elementary School!** Brookhaven had the most students complete the eight week program!

*The Summer Reading Program is sponsored by the Friends of Placentia Library.*



### 14th Annual Camp Library

In observance of Children's Book Week, a national celebration to encourage children's enjoyment of reading, the Placentia Library Children's Department will host the 14th annual Camp Library.



Children ages four to twelve, accompanied by an adult, will spend the night at the Library. This event begins on Friday, November 17 at 7:30 P.M. and lasts until Saturday, November 18 at 9:00 A.M.

There will be special performers, crafts, games, and a movie. A snack will be served in the evening and a continental breakfast will be available in the morning.

Bring your sleeping bags, pillows, comfy jammies, and your favorite bedtime buddy and get ready to have a great night at the library.

Registration begins Sunday, October 15 and costs \$5.00 per person (children and adults). Registration fees must be paid at time of registration. Sign ups for this event are limited to the first 50 children. Sorry, registrations will not be taken over the telephone.

*Camp Library is sponsored by the Friends of Placentia Library.*

### Wanderin' 'Round the Web

#### General Information

[www.si.edu/resource/faq/](http://www.si.edu/resource/faq/)

Want to find out about Egyptian mummies? The invention of Kevlar? Fact sheets on bugs? Flag facts? You can find these and hundreds of other topics at the Smithsonian web site Encyclopedia Smithsonian.

#### Just because we want to know...

[www.indo.com/distance/](http://www.indo.com/distance/)

This service uses data from the US Census and a supplementary list of cities around the world to find the latitude and longitude of two places, and then calculates the distance between them (as the crow flies). It also provides a map showing the two places.

#### Ancient Egypt

[www.ancientegypt.co.uk/menu.html](http://www.ancientegypt.co.uk/menu.html)

An interesting interactive site from the British Museum. Lots of photos. Even includes some simple thinking games.

*Information for Teachers is published in September, January & May  
by the staff of Placentia Library District.*

*Cyrise Smith, M.L.S., Editor*





# EVERY CHILD ... A LIBRARY CARD!

## MEET NEW FRIENDS

### Get a Library Card\*

September is Library Card Sign-up month at Placentia Library!










Placentia Library District encourages every child living in Placentia to have and to use a Library card.

Each child who comes to the Library with a parent or guardian and signs up for a new Library card during September and October will receive a free pencil and be eligible to enter a drawing to win a new paperback book. Ten lucky winners will be drawn.

Come in NOW, sign up for your new LIBRARY CARD, and begin checking out GREAT BOOKS right away.

Library cards are free to all California residents. Proof of address and a parent or guardian's signature is required.

## With your new Library card you may check out:

-  Picture Books
-  Easy readers for the beginning reader
-  Mysteries
-  Science Fiction
-  Adventures
-  Encyclopedias, Dictionaries and other nonfiction materials to help complete homework assignments
-  Children's Magazines
-  Educational and Entertainment Videos
-  Lots, lots more!

## Did you know that...

The Library is a great place for students to come after school to study and complete homework.

The Librarians are always ready to guide students to the books and reference material needed to complete homework assignments.

The Placentia Library presents free programs for children during the year. See back pages for schedules of all the children's program.

## LIBRARY HOURS

### Sunday

1:00 - 5:00 P.M.

Monday - Wednesday  
12:00 NOON - 9:00 P.M.

Thursday  
10:00 A.M. - 6:00 P.M.





## Storytime Corner Schedule

### Lapsit Stories

Infants and toddlers two years and under.

Thursday Mornings

10:15 - 10:45 A.M.

October 5 - November 30

### Storytime

Children 3 - 6 years

Wednesday evening

6:30 - 7:00 P.M.

October 4 - November 29

and

Thursday Mornings

11:00 - 11:30 A.M.

October 5 - November 30

### MusicTimes

Children 3 - 6 years

Tuesday evenings

6:30 - 7:15 P.M.

October 3 - November 28



The 14th Annual Camp Library will be held Friday, November 17 from 7:30 P.M. to Saturday 9:00 A.M.. This is a family event held in celebration of Children's book Week. Children and at least one adult stay all night in the Library and enjoy games, crafts, stories and lots of fun.

Registration for Camp Library will begin on Sunday, October 15 and is limited to the first 50 children at a cost of \$5.00 per person. Continental breakfast is included. Sorry, we cannot register children over the phone.

## PROGRAMAS DE LA BIBLIOTECA

Septiembre es el mes para inscribirse para recibir una tarjeta de la biblioteca! Es una meta del Distrito de la Biblioteca de Placentia de animar a cada niño a tener y usar una tarjeta de la biblioteca

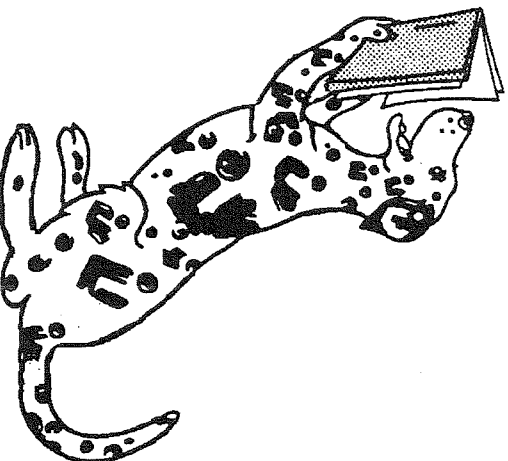
Cada niño que venga a la biblioteca con sus padres y se inscriba para una tarjeta nueva de la biblioteca durante el mes de septiembre recibirá un lápiz de la biblioteca y será elegible para entrar a una rifa para ganar libros nuevos. Veinte ganadores serán escogidos. Venga HOY, inscribase para recibir una TARJETA DE LA BIBLIOTECA, y comiense a sacar GRAN LIBROS!

Tarjetas de la biblioteca son gratis para todos los residentes de California. Se requiere una prueba de domicilio y una firma de un padre o guardian.

La biblioteca es un gran lugar en donde pueden venir estudiantes después de la escuela a estudiar y a completar su tarea. La biblioteca también presenta programas gratuitos y eventos especiales durante todo el año.

*The programs listed in this flyer are not school sponsored events.*

## Make Friends With Books



### PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue

Placentia, CA 92870

(714) 528-1906 Ext. 212

# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue



## LIBRARY HOURS

**Sunday . . . . . 1:00 - 5:00 P.M.**

**Monday - Wednesday . . . . . 12:00 NOON - 9:00 P.M.**

**Thursday . . . . . 10:00 A.M. - 6:00 P.M.**

**Friday & Saturday . . . . . CLOSED**

**(714) 528-1906**

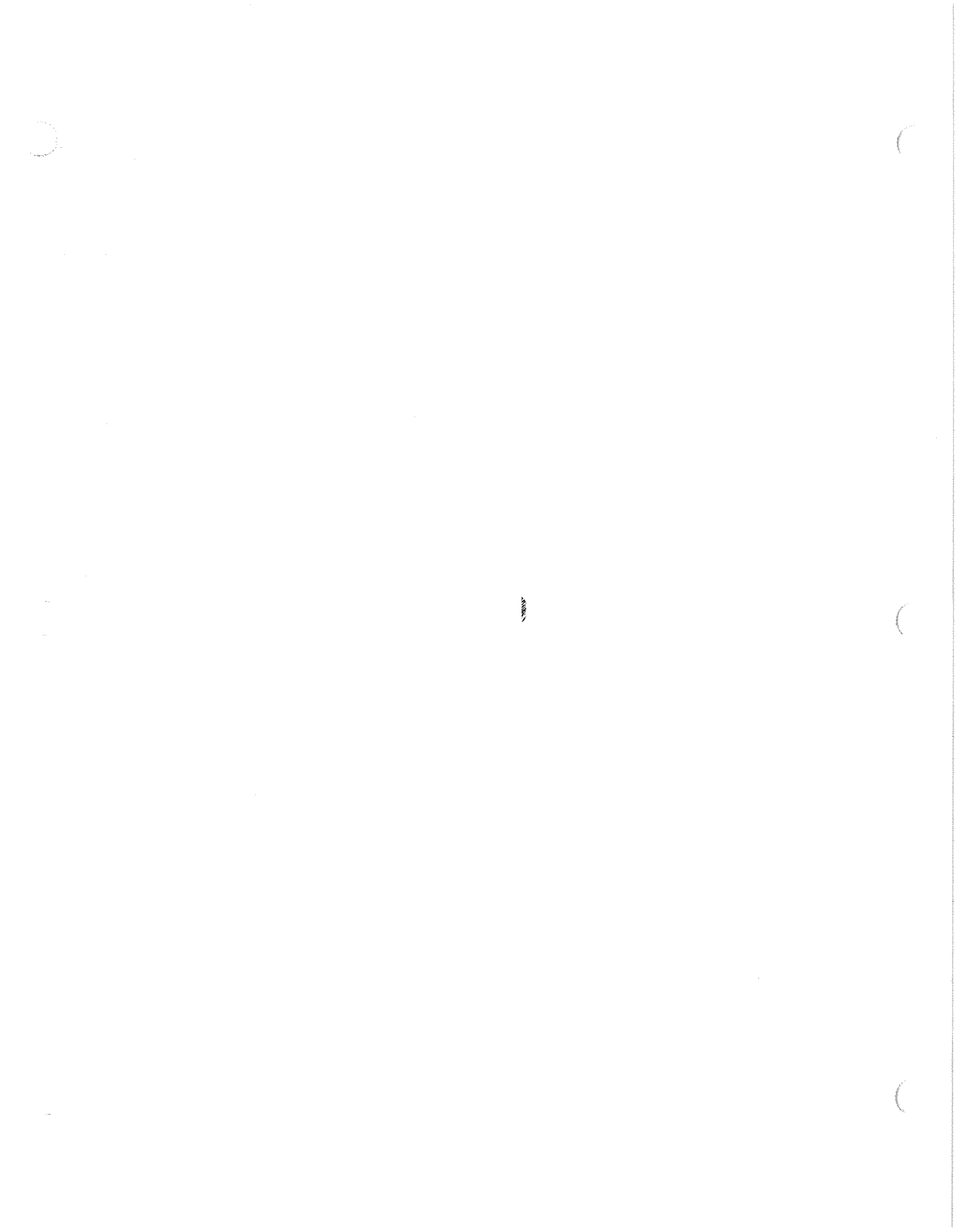
Passport services are available up to ½ hour before closing.

Telephone services, including reserves and reference are available only during Library hours.

Self-service telephone renewals are available 24-hours per day.


24/7/365 access to the Library catalog & magazine services at

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





**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager 

**DATE:** October 12, 2000

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

**Tutor Training.** The Literacy Coordinator conducted a tutor training workshop on Sunday, September 17 and fourteen tutors were trained, five of whom were high school volunteers. All are now matched and tutoring in the program. An accelerated training was also conducted and two additional high school students were trained. They are also now tutoring in the program. The next tutor training is scheduled for October 1.

**New Families for Literacy (FFL) Program.** We are still in the process of recruiting tutors and families for our new FFL Program. We took FFL flyers in both English and Spanish to the Placentia Human Services Division and Head Start, and both promised to enclose them in their October newsletters.

**Discussion/Writing Group continues to grow.** The Tuesday night discussion/writing group that began in late May with five students had grown to 10 students by the end of August. In September, we had two more students enroll in this advanced class for a total of 14 students. We plan to limit the number of students to no more than 20 students.

**Federal Work Study (FWS) Program.** In August, our first FWS staff member, Vincent Howard, began working twelve hours a week in the Literacy Office. We welcomed our second FWS staff member, Anthony Wilburn, in September, also at twelve hours a week. We plan to interview and select at least one additional staff this fall.

**Program for Altrusa.** On September 26, the Literacy Coordinator presented a program on the Placentia Library Literacy Services to Altrusa, a local community service organization that emphasizes literacy. There were fifteen members and guests there and the presentation was well received.

**High School visits.** In September, the Literacy Coordinator visited all four high schools in the Placentia/Yorba Linda School District, and left flyers at each encouraging students to volunteer in the literacy program.

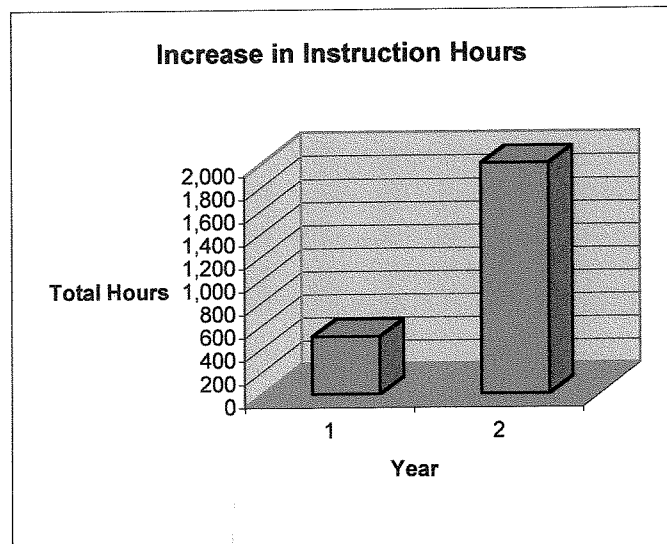
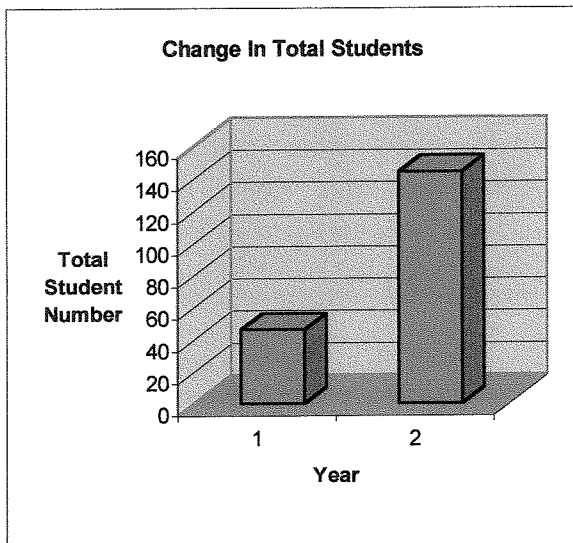
**Literacy statistics.** See Agenda Item 37 page 2 of 2.



## Placentia Library Literacy Services

### Report of Growth and Progress

	Sep 99-2000	Sep 00-2001	YTD FY 99-2000	YTD FY 00-2001
<b>Tutors:</b>				
Active Tutors				
Adult	37	76	42	93
Teen	0	25	0	28
Hours Instruction	145	586	498	1,995
Other Volunteer Hours	74	36	145	134
<b>Total Hours</b>	<b>219</b>	<b>622</b>	<b>643</b>	<b>2,029</b>
<b>Training Workshops</b>				
Workshops Held	0	2	0	6
Tutors Trained	0	16	0	45
<b>Students</b>				
With Adult Tutors	38	92	46	107
With Teen Tutors	0	23	0	33
In Groups	NA	12	NA	14
<b>Total Active Students</b>	<b>38</b>	<b>127</b>	<b>46</b>	<b>144</b>
<b>Families for Literacy</b>				
Family Students				
Hours of Instruction				
<b>Total Students</b>	<b>38</b>	<b>127</b>	<b>46</b>	<b>144</b>
<b>Total Instruction Hours</b>	<b>145</b>	<b>581</b>	<b>498</b>	<b>1,995</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JK*

DATE: October 12, 2000

**SUBJECT: Placentia Library Web Site Development Report for the month of September.**

Frank Frizell, our new FFL and Public Services Staff member, will be conducted a quarterly design review and update in September.

In September, the Placentia Library District had 9,009 "hits" on the Web Site, an average of 300 a day. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	Apr-00	May-00	Jun-00	July-00	Aug-00	Sep-00
Borrowers	309	383	333	639	495	482
Friends	300	390	332	636	494	485
Hours	305	384	333	642	493	481
Information	307	383	330	637	500	475
Foundation	308	387	331	633	494	478
History Room	308	378	335	641	496	481
Literacy/CLC Logo	468	614	511	985	766	739
Passports	310	388	330	632	489	483
Total Views Most Hits	2,615	3,307	2,835	5,445	4,227	4,104



TO: Elizabeth Minter, Library Director  
FROM: Cheryl <sup>W</sup>Wmauer, Library Assistant  
DATE: October 18, 2000  
SUBJECT: **Publicity materials produced for September 2000**

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

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

**Newspaper articles published:**

1. Music Time and Storytimes for children to be held at the Library.
2. City officials have awarded a contract for the seismic upgrade of City Hall, the city corporation yard, and the Placentia Library.
3. County Librarian John Adams now touts CyberPatrol.





# pacific clippings

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP 28 2000

## CALENDAR 332

### SATURDAY

**Placentia-Yorba Linda Y's Men's Club:** Meets at 7:30 p.m., Alta Vista Country Club, 777 Alta Vista. Call George Poutney, club president, at 996-5835.

### SUNDAY

**Bradford House:** Holds public tours, 1-3 p.m. the first Sunday of the month at Placentia's historic Bradford Mansion, 136 Palm Circle. Call (714) 993-2470. Tours are postponed if there is an event scheduled during tour hours.

### MONDAY

**Community Chorus:** Meets 7-10 p.m., Bernardo Yorba Middle School, 5350 Fairmont. Call 996-1960. Free.

**Recreation Programs:** Meets 4-7 p.m. Monday-Friday and 11 a.m.-2 p.m. Saturday at Whitten Center, 900 S. Melrose Ave. or 3:30-6:30 p.m. at Gomez Center, 1701 Atwood Ave. Call 630-1172.

**TOPS No. CA557 (Take Off Pounds Sensibly):** Weigh in at 6 p.m., meet at 7 p.m. at the Senior Center, 134 Bradford St. For information, call Gerry Knutson at 524-1641.

**Special Needs Boy Scout Troop 722:** Meets at 7 p.m. at the Backs Community Building, 201 N. Bradford Ave., Room 7. Call Scoutmaster Russ Rinner at 996-1159. Web site is [www.troop722.ocbsa.org](http://www.troop722.ocbsa.org).

**Veterans Advisory Committee:** Meets at 7:30 p.m. at City Hall, 401 E. Chapman Ave. Call 993-8231.

### TUESDAY

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

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

**Karate classes:** Aguirre Community Building, 505 Jefferson St. Call 993-8232.

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

**Wood Carvers:** Meet at 7 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

**Overcomers Outreach:** Meets at 7 p.m. at Rose Drive Friends Church, 4221 Rose Drive, room 106. Call 528-6496.

### WEDNESDAY

**Storytimes:** held 6-7 p.m. at Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations not required. Call 528-1906, ext. 212.

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

**Exercise classes for seniors:** held at 10 a.m. at the Senior Center, 134 Bradford St. Call 986-2332.

### THURSDAY

**American Association of University Women:** Meets 11 a.m. at Placentia Library. Call 524-7865.

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

**Storytimes:** held 11-11:30 a.m. at Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations not required. Call 528-1906, ext. 212.

# pacific clippings

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

Los Angeles Times

OC Edition

Daily

SEP 22 2000

## PLACENTIA

332  
City officials have awarded a contract for the seismic upgrade of City Hall, the city corporation yard and the Placentia Library to structural reinforcement contractor SPS Inc.

The project will cost \$238,800, of which \$88,952 will be the city's responsibility. The rest will come from a Federal Emergency Management Agency grant the city will receive for the project.

## pacific clippings

post office box 11789  
santa ana, calif. 92711

SEP 23 2000

# FILTERING FLIP-FLOP?

## County librarian now touts CyberPatrol

BY DANIEL C. TSANG

TWO YEARS AFTER STANDING FIRM against attempts to censor Internet content in the county's public libraries, county librarian John Adams stood up at a press briefing at El Toro Library in Lake Forest

described the county as being "kind of trendsetting in this regard."

But by implementing such software, Adams goes squarely against the policies of the American Library Association

provide one terminal in each building. It's not viable to propose any filtering or editing" on a terminal that would be shared by adults and children.

But now that the county has allocated more money for more terminals, Adams has changed his tune—and obviously found his metaphorical *Register*-cutting scissors. When the *Weekly* asked about this apparent flip-flop, he explained that when adopting its Internet policy in 1998, the county library decided there should be no computer filters but that something had to be done to prevent "bad stuff" on an unfiltered Internet from getting to children. So he recommended that minors seeking open access to the Internet in county libraries must first get written permission from their parents or guardians. That's been the policy since July 1, 1998.

"The problem we recognized was that in many cases when the librarian told a kid that they needed to get their parents' or guardians' permission to use the thing, there would be a sign, downcast kiddie eyes, and an 'Oh, okay. Never mind,' and the kid would just walk away," Adams said. "Whether this is because the kid thinks their parents want them to not see live nude girls or if it's because the kid knows their parents are reluctant to sign pieces of paper for the government, I can't say."

Now flush with terminals in kiddie and non-kiddie areas of the libraries, filtered computers are now available to anyone under 17—no note needed—while the unfiltered versions are open to adults and everyone else with parental permission.

But my own test with the El Toro Library's CyberPatrol exposed the software's shortcomings. For instance, Adams insists that CyberPatrol screens out "objectionable" online chat-room discussions as well as "sex, violence [and] hate-group propaganda." But I was allowed access to the website for the Costa Mesa-based Institute for Historical Review ([www.ihr.org](http://www.ihr.org)), which denies the reality of the Holocaust, and a

site dedicated to Holocaust denier Eric Zündel ([www.zundelsite.org](http://www.zundelsite.org)).

Adams told assembled press and concerned citizens that gay sites should not be blocked unless they are "sexually oriented." But I was unable to access sites for Planet.Out ([www.planetout.com/news](http://www.planetout.com/news)), a gay news service, and the GuideMag ([www.guidemag.com](http://www.guidemag.com)), an international circulating gay travel magazine from Boston; neither site contains sexual material. I was also denied access to the archive of Crusader's Column ([home.earthlink.net/~mrcrusader](http://home.earthlink.net/~mrcrusader)), authored by the activist formerly known as Andrew Exler, who successfully sued Disneyland several years ago over same-sex dancing. Crusader (his legal name today) told the *Weekly*, "I assure my page is blocked by CyberPatrol and possibly other filtering software because of the controversial content of my website, which includes our discussion about gay activism."

Inexplicably, my recent *Weekly* article on the explicit sex talk at the Orange Unified School District board meeting ("Fisting, But Not Fistfights," Sept. 17) popped up on the screen despite CyberPatrol. Which points to a dilemma: no one outside the firms that manufacture filtering software knows what criteria are used to block certain sites. An Adams, public librarians and library patrons are unable to get access to a list of banned sites to see what has been blocked. Adams says he hasn't even tried to get the list, since he believes it is treated as a trade secret.

Does he trust CyberPatrol to block the correct sites?

"We have no choice," he conceded.

"As we've all recognized for some time, this is a thorny issue and no solution fully satisfies all the concerns that Internet in government libraries raises," Adams says, "but I am comfortable that we are providing full unfiltered access for everyone who walks in who is either over 17 or has cool parents." **DC**



ADAMS: HOPE FOR COOL PARENTS

essentially to announce that he's changed his mind.

Under the watchful eyes of county Supervisor Todd Spitzer, Sheriff Mike Carona and District Attorney Tony Rackauckas, Adams announced that he now embraces the use of commercially available censorware, as opponents of filtering software call it, on 54 Internet terminals in children's areas in the 27 branch libraries he manages.

Adams was the proud host of the Sept. 11 coming-out party for CyberPatrol, an Internet blocking software he vowed will "filter out the firm" on computers in the libraries' kids' areas. He beamed as he

(ALA), the professional group for U.S. librarians. The ALA's position is that parents—not the state—should dictate what children should read, and it opposes even the filtering of selected computers in publicly supported libraries.

That once seemed to be Adams' view, too. He told *OC Weekly's* Wynn Hilty ("Wotta Guy! Why we love OC librarian John Adams," July 3, 1998) that "using filtering software would be like if I took *The Orange County Register*, cut out all the articles I didn't like, and put the rest out for patrons." Besides, Adams added, such software would be impractical "because we have been funded only to

SAFETY COMMITTEE MEETING  
SEPTEMBER 28, 2000  
MINUTES

- I. Call to Order: 9:00 A.M.
- II. Members Attending: Wendy Goodson  
Katie Matas  
Cindy McClain  
Cyrise Smith
- Members Absent: Esther Guzman
- III. Old Business
1. Bids are being prepared for the repair of the loose ceiling tiles and roof leaks.
  2. Safety covers will be purchased for all exposed electrical outlets.
  3. The location of the safety kit will be evaluated and the kit restocked.
  4. The missing cover on the vending machine drink dispenser was replaced.
  5. There are no lights around the patio fountain for evening patrons. The city was contacted about this need.
- IV. New Business
1. The janitor closet needs to be straightened to make supplies accessible.

The next meeting will be October 26, 2000 at 9:15 A.M.

Respectfully submitted,



Katie Matas



# Board & Administrator

FOR BOARD MEMBERS

October 2000 Vol. 17, No. 2

Editor: Jeff Stratton

## Controlling your passion for a single issue is key to effective board service

**Doing your homework on the issues you care about**

I've never been a big fan of the board member who serves on a board solely because he or she is interested in a single issue. These folks generally find that their interest in a nonprofit's mission dwindles quickly when their issue is dealt with.

But there's a world of difference between serving solely for a single issue or representing a single constituency, and caring deeply, but appropriately, about certain issues.

Board members who bring a passion for an issue to board service, and handle it appropriately, make an important contribution.

The key is to keep everything out in the open—no hidden agendas.

"On this board, our hot-button issues are all out in the open," says an Iowa board chairperson. Board members make their desires and concerns open and public and that lends itself to board stability.

"When you bring a passion for an issue to board service, that's important. You also need to do your homework, know the issues and ask questions. You work through the executive director and the structure we have in place. That's how a board member should approach each issue they're interested in." ■

## One of these factors generally motivates a nonprofit to change

John Bennett (Mooresville, NC) speaks from experience when he talks about change and nonprofits. The consultant, trainer and author is a former nonprofit executive director.

He has interesting insights into what motivates an organization to make changes. The concepts might shed some light on change-related issues your nonprofit is wrestling with—or needs to tackle.

1) *An organization needs to move away from fire.* "When change is

taking place, to use a simple metaphor, an organization may be moving away from fire because it's too hot and not a good place to be," says Bennett.

2) *It's attracted to the cookie jar.* "On the other hand, sometimes you make a change to move toward something you like, like what's inside a cookie jar."

Point: When an organization is

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making a change, the board should understand which situation it is reacting to. If the board recognizes this, it's more likely to see the need for and support any change efforts. Just as important, the board will be able to give its executive director clear direction on where it wants the nonprofit to go.

John Bennett is the author of *Leading the Edge of Change*, published by Paw Print. The book helps others prepare for, deal with and make the best of organizational change. For information, Internet, [www.Lawton-Assoc.com](http://www.Lawton-Assoc.com); e-mail, [LawtonBenn@aol.com](mailto:LawtonBenn@aol.com). ■

## Walking the fine line when handling constituents' requests

**B**ecause you're on a board, friends, clients and sometimes nonprofit staff will naturally call your attention to problems they perceive with the organization. The trick, and it's a fine line you have to walk here, is to be responsive

to a concern—without interfering in the day-to-day management of the nonprofit.

A Minnesota board member recalls when a parent brought to her attention some playground equipment used by children at the nonprofit that was in need of repair.

"Our board has an approach to these kinds of issues that we've all agreed to follow.

"We notify our administrator of a problem and then let him handle it. When the parent contacted me, I acknowledged her concern and then passed it on to the administrator, who got the equipment fixed."

This board uses an Inquiry/Request Form to help board members convey constituent concerns/issues to the administrator, and then receive a reply from the administrator when the issue is resolved. You'll find a copy at left.

Board members complete the section describing a complaint and then forward it to their administrator. The administrator passes it along to the appropriate department, where the response to the problem is described. When action has been taken, the form is returned to the board member who initiated it.

"This approach lets us be responsive to the concerns we hear, and get back to people with a resolution of their issue, without damaging the chain of command," says the Minnesota board member. ■

### Inquiry/Request Form

Board member concern:

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Describe issue/problem about which you are inquiring or requesting action: \_\_\_\_\_  
\_\_\_\_\_

Department response:

Assessment of concern/complaint: \_\_\_\_\_

Action taken: \_\_\_\_\_

Administrator's response:

Department involved: \_\_\_\_\_

Policy reference: \_\_\_\_\_

Specific action taken: \_\_\_\_\_  
\_\_\_\_\_

# WEINGART FOUNDATION

1055 WEST SEVENTH STREET, SUITE 3050  
LOS ANGELES, CALIFORNIA 90017-2305  
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October 13, 2000

Mr. Gaeten Wood  
President  
Placentia Library Foundation  
411 East Chapman Avenue  
Placentia, CA 92870-6198

Dear Mr. Wood:

Thank you for the letter of inquiry you submitted to Weingart Foundation. After review, we regret to inform you that despite the potential merit of your proposal, the subject matter referred to does not meet the Foundation's interests and priorities under current grant-making policies.

Thank you for your interest in Weingart Foundation.

Sincerely,



Fred J. Ali  
President and Chief Administrative Officer

FJA:vj







## The Crisis That Isn't

A CASUAL READER, OR EVEN A casual illiterate, could be forgiven for assuming that illiteracy presents a huge national problem. Coming at us from all directions are authority figures proclaiming that it is a grave threat. George W. Bush has called it a "national emergency." Surveys find that 30% of the adults in Appalachia are "functionally illiterate." The figure for Dallas is said (by the National Institute for Literacy) to be 29%. One learns from the U.S. Department of Education Web site that between 40 million and 44 million people "read at a level less than necessary for full participation in society"--whatever that is. Most of these folks are possibly among the 60 million people who could, according to Time Warner, benefit from more literacy education, like the company's own Time to Read program. Several years ago the National Center for Education Statistics (NCES) was encouraging you to worry about the fact that 70% of the U.S. prison population is illiterate.

You have possibly never read an article stating that the country's illiteracy problem is much overblown. Until now, that is.

Anybody trying to get up to speed on literacy instantly hits a discouraging speed bump: There is no agreed-upon definition of literacy. Instead, as you have possibly already intuited from the examples above, there are infinite data based on endlessly shifting standards. Take that 70% prison figure, for example. It comes with a rather daunting footnote, which states: "About seven in ten prisoners ... are apt to experience difficulty in performing tasks that require them to integrate or synthesize information from complex or lengthy texts or to perform quantitative tasks that involve two or more sequential operations and that require the individual to set up the problem." This raises two questions: One is whether we really want our bank robbers and drug dealers to become more proficient in dealing with life's complexities. (The NCES answer is a resounding yes: "Literacy programs for inmates cannot afford to be shortchanged.") The other question is: On that rather demanding definition of literacy, what proportion of the *non*prison population is illiterate? Answer: almost 50%.

Severely criticizing the arbitrariness of all these measures is an excellent entry on illiteracy in the *Encyclopedia of Human Intelligence*, published by Macmillan in 1994. The entry notes that differing popular definitions have yielded illiteracy estimates for American adults ranging from less than 1% (when the standard is an ability to sign your name) to more than 90% (when the standard is an ability to delineate the difference between two employee fringe benefits after reading a detailed description of each). A cherished detail from the encyclopedia is the figure on ability to comprehend a *New York Times* editorial. Of this challenging task the encyclopedia states: "More than 60% could not understand the main idea." My heart goes out to them.

Perhaps your biggest surprise in exploring all these data will be the revelation that "illiteracy" nowadays does not refer merely to reading ability. When you see references to "functional illiteracy," you can generally assume that what's being gauged is a whole range of mental abilities. The most recent national sample of literacy is a 1992 study, done under contract for the NCES by Educational Testing Service (ETS)--the out?t best known for SATs and other college placement tests. The study, based mainly on written examinations and interviews conducted with a nationally representative group of 13,600 adults, looked at "prose literacy" (ability to comprehend different kinds of writing), "document literacy" (ability to deal with timetables, read maps, fill out forms, etc.) and "quantitative literacy" (e.g., ability to calculate monthly mortgage payments, given some information about annual percentage rates). In each of these categories the ETS ranked individuals in one of five groups.

But note that what's being measured here is not what you've been thinking of all your life as "literacy." The cluster of abilities being examined is obviously a proxy for plain old "intelligence." The tests for literacy have increasingly come to look like IQ tests, and there is every reason to believe that the test-score distributions look very much like that familiar old bell curve--the one made famous a few years back, when it was the title of a bestseller by Richard J. Herrnstein and Charles Murray. All of which means, inevitably, that there is a continuum of abilities from the bottom to the top and that the population of people with inadequate abilities can be made arbitrarily large by the placement of the cutoff line on that curve.

Just as it always has been, life is tougher for those in the left tail. But that's hardly anything new. And it's hardly a crisis. If you want to say that 34 million adult Americans are illiterate, feel free. But please do not tell us that government or any other institution is going to transform this situation. It will forever be true that those in the



lower percentiles are not contributing as much as we are, and they and millions of employers would wish them to. If your figure is 34 million, then you are implicitly telling us that the lowest one-sixth of the population do not meet your standards for literacy. But it will take more than an act of Congress to get them up to the 17th percentile.

