

**AGENDA**

**REGULAR MEETING**

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

December 20, 2000

7:30 P.M.

Library Conference Room

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

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

1. Roll Call Administrative Assistant

1:32P

2. Adoption of Agenda

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

Presentation: Library Director  
Recommendation: Adopt by Motion

M1 - GB  
M2 - GW GB

S.S. Ament

3. Introduce and Welcome Trustee Geoff Braun whose Oath of Office was sworn on December 1, 2000; and Trustees Gaeten Wood and Peggy Dinsmore who were re-elected and also sworn on December 1, 2000.

1:50P M

4. Minutes of the November 15, 2000 Regular Meeting and the November 29, 2000 Special Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

M1 - P.D.  
M2 - G.W.

AD - Geoff Braun

Item 4  
recommend delete  
res. raised  
M1 - P.D.  
M2 - G.W.

5. 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).*

6. Board President Report

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

Presentation of retirement recognition to Trustee Robin Masters.

7. Trustee Reports

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

8. Library Director Report

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

9. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

10. Placentia Library Foundation Board of Directors Report

Presentation: Trustee Wood

*Print minutes for  
minutes for  
G.D. to sign*

**CLAIMS (Items 11 - 14)**

Presentation: Library Director  
Recommendation: Approve by Motion

*M1 - P.D.  
M2 - G.W.*

*Items 11 - 14 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.*

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

No Nonstandard Claims were processed during this report period.

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

Claim 3998 for Fund 702, and Claims 3996, 3997, 3999, 4000, 4001 and 4002 for Fund 707, forwarded by Library Director for a total of \$13,565.35 during this report period.

13. Current Claims and Payroll (Approve)

Current Claims 4005, 4006, 4007, 4008, 4009 and 4010 for \$60,104.60; and Payrolls 4003 for \$24,513.00 and 4004 for \$24,513.00, for a combined total of Current Claims and Payroll of \$109,130.60.

14. FY2000-2001 Cash Flow Analysis through December 20, 2000 and recommendation that no funds be transferred at this time. (Receive & File)

**FINANCIAL REPORTS** (Items 15 - 20)

Presentation: Library Director  
Recommendation: Approve by Motion

M1 - G.W.  
M2 - P.D.

*Items 15 – 20 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.*

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

**GENERAL CONSENT CALENDAR** (Items 21 – 39)

Presentation: Library Director  
Recommendation: Approve by Motion

M1 - P.D.  
M2 - G.B.

*Items 21 – 39 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.*

21. Building Maintenance Report for November 2000 (Receive & File)
22. Personnel Report for November 2000 (Receive, File, and Ratify Appointments)
23. Volunteer Reports for November 2000 (Receive & File)
24. Circulation Report for November 2000 (Receive & File)
25. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 6, 2000. (Receive & File)
26. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
27. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)

- 28. Fiscal Year 1999-2000 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller. (Receive & File)
- 29. Fiscal Year 1999-2000 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 2000 (Receive & File)
- 30. Certification to Receive Funds from the Public Library Fund, Fiscal Year 2000-2001, submitted to the State Library of California on November 21, 2000. (Receive & File)
- 31. California Library Literacy Services Plan of Service for Fiscal Year 2000-2001, as submitted to the State Library of California. (Receive & File)
- 32. Status Report on selection of Library Security System. (Receive & File)
- 33. Report on Organizational Meeting of the Arroyo Seco Library System (Library of California, Region IV) held on December 4, 2000. (Receive & File)
- 34. Report on Selection Process for replacement library system for Tri-City Library Network (fka Anaheim Library Consortium). (Receive & File)
- 35. Library of California Board Actions taken November 9-10, 2000 (Receive & File)
- 36. Notification from the Orange County Local Area Formation Commission (LAFCO) concerning the timetable for allocating Placentia Library District's share of the LAFCO budgetary costs pursuant to AB 2838 (Hertzberg), known as the *Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000*. (Receive & File)
- 37. Annual Return of Employee Benefit Plan, IRS Form 5500, for the year ending June 30, 2000. (Receive & File)
- 38. Annual Report on the District's Pension Plan from First American Trust to the Staff and the Staff's authorization to change the balance of the investment from "Balanced" to "Growth" and to change the stock portion from mutual funds to individual stocks. (Receive & File)
- 39. Amendment of Premium Conversion Plan for unpaid leave of absence under the Family and Medical Leave Act of 1993 ("FMLA Leave") as requested by Woodman Accident and Life Company, the District's 125 Plan (employee tax-exempt benefits) administrator. (Receive & File and Adopt Amendment)

**CONTINUING BUSINESS**

- 40. Report on Civic Center Authority Special Meetings, November 28, 2000 and December 13, 2000, to discuss exterior renovation plans for the Civic Center and the District's plans for financing its share of the project. City of Placentia Mayor Chris Lowe will be present to discuss this issue with the Library Board.

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

*P.O. left  
 message  
 8:17 p.m.*

*Get to Community Center  
 at 10:30 AM  
 to give some*

*Civic Center  
 11/16/00  
 @ 5:30 p.m.*



- 41. Review of Placentia Library Board of Trustee Handbook, Section III, Board Organization and Procedures, Page 9, as Revised April 10, 1998. This item was initially discussed at the Library Board Meeting on November 15, 2000.

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

**NEW BUSINESS**

- 42. Election of Board Officers:

*Incumbents are indicated in parentheses.*

President (Shkoler)

Secretary (Vacant)

*MIGW P.D. 6.W. Nominate*  
*MZ P.*  
*Geoff B. P.D. - G.W. MZ - P.D.*

- 43. Appointment of Library Board Representatives by the Board President:

*Incumbents are indicated in parentheses.*

Two Representatives to the Placentia Library Foundation Board of Directors (Stark & Wood)

Representative to the Special District Workers Compensation Authority (Stark)

Representative to the Independent Special Districts of Orange County (Wood)

Representative to the ~~Special District Workers Compensation Authority Board of Directors~~ (Stark)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (Wood)

*Geoff B. P.D.*  
*Dinsmore*  
*alternate wood*

- 44. Authorization of signatures for District accounts at Sanwa Bank, Wells Fargo Bank, Bank of America and the Orange County Auditor.

Presentation: Library Director  
 Recommendation: Read Resolution 00-4 by Title only; and  
 Adopt Resolution 00-4

*MIGW*  
*MZ G.B.*  
*M1 G.W.*  
*MZ P.D.*

- 45. Selection of Date and Time for Regular Board Meetings for 2000

Presentation: Library Board President

*W.D.W.*  
*M1 = P.D.*  
*MZ G.B.*

46. Request by Librarian II Cyrise Smith for forty (40) hours of professional leave and permission to use fifty (50) hours of vacation prior to its being earned so that she may participate in the Rotary International Group Study Exchange visit to Australia in March 2001.

Presentation: Library Director

Recommendation: Grant Librarian II Cyrise Smith forty (40) hours of Administrative Leave to be used for visits to public libraries in Australia; and

M1 P.D.  
M2 - 6W

Grant Librarian II Cyrise Smith permission to use up to fifty (50) hours of vacation time in advance of accrual on condition that the hours are earned before any additional vacation time is taken.

47. Request by Public Services Manager Jim Roberts to reorder the "Read and Grow @ Placentia Library" polo shirts

Presentation: Library Director

Recommendation: To approve purchasing forty-eight (48) "Read and Grow @ Placentia Library" polo shirts, not to exceed \$1,410.00, funded from the State Library Literacy matching grant; and

M1 56W  
M2 P.D

Give one shirt at no cost to staff and trustees who have never received a shirt; and

Permit staff and trustees to purchase one additional shirt each at a cost of \$20.00.

M1 - 6W  
M2 - P.D

**STAFF REPORTS** (Items 48 - 53)

*Items 48 – 53 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.*

- 48. Program Committee Report for November 2000 (Roberts)
- 49. Children's Services Report for November 2000 (Smith)
- 50. Placentia Library Literacy Services Report for November 2000 (Roberts)
- 51. Placentia Library Web Site Report for November 2000 (Roberts)
- 52. Publicity Materials produced for November 2000 (Willauer)
- 53. Safety Committee Minutes for November 2000 (Matas)

**ADJOURNMENT**

54. Agenda Preparation for the January Regular Meeting which will be held on Wednesday, January 17, 2001.

- Ⓐ Discussion of Children's Department Holiday Exhibits for ethnic/religious groups (Stark)
- Ⓐ Library Director's response to evaluation questions

55. Review of Action Items.

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

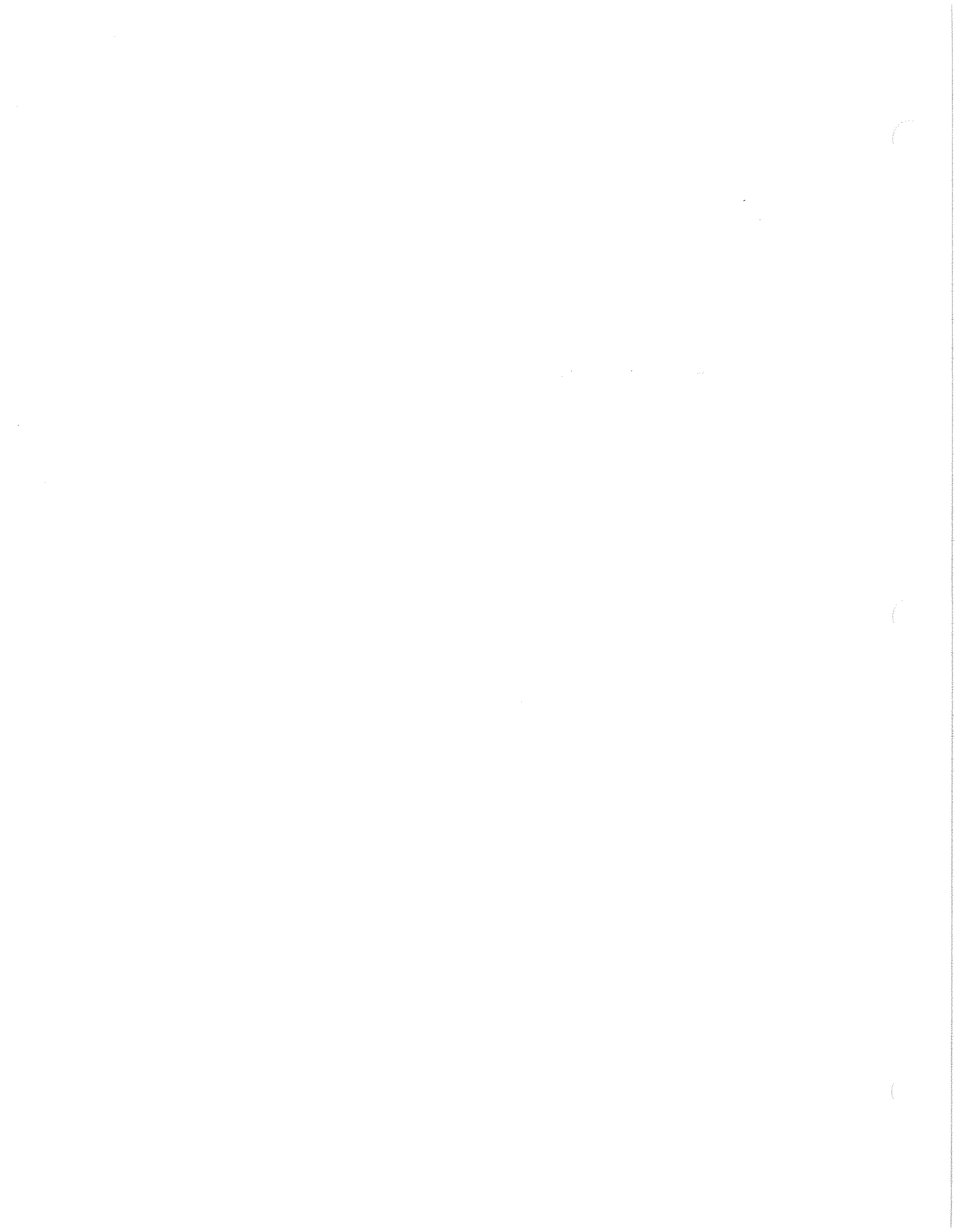
56. Adjourn

8:50 P.M.

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the December 20, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 14, 2000.





# Placentia Library Board Calendar

December 2000 - November 2001

Dec 2000

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## December

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

## January

- 8 7:00 PM Friends Board Meeting, Wood
- 12 ALA Midwinter Meeting, Washington, D.C., through Jan 17
- 14 1:00 PM Friends Book Sale
- 16 5:30 PM Joint Meeting, Library Board and City Council to Discuss Civic Center Renovations and Financing
- 17 7:30 PM Library Board Meeting

- 20 5:30 PM Chamber Mixer
- 25 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 9:00 AM -4:30 PM Library Fundraising Day Conference, Glendale Public Library

## February

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

## March

- 3 10:30 AM Author's Luncheon featuring Diane Leslie, Alta Vista Country Club, 10:30 AM
- 5 7:00 PM Friends Board Meeting, Shkoler
- 10 9:00 AM CALTAC Workshop, location to be announced
- 11 9:00 AM NSFRE Int'l. Conference, San Diego, through Mar 14
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

## April

- 2 6:00 PM Friends Annual Meeting and Volunteer Recognition featuring Live at the Library author Earlene Fowler
- 7:00 PM Friends Board Meeting, Stark
- 8 1:00 PM Friends Book Sale
- 18 7:30 PM Library Board Meeting

Jun 2001

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# Placentia Library Board Calendar

December 2000 - November 2001

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## April

- 18 5:30 PM -7:00 PM Library Sponsors Chamber Mixer
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

## May

- 7 7:00 PM Friends Board Meeting, Braun
- 13 1:00 PM Friends Book Sale

16 7:30 PM Library Board Meeting

24 7:15 AM Placentia Chamber of Commerce Breakfast

27 3:36 PM Library Closed for Monday Holiday

28 Library Closed for Memorial Day

## June

4 7:00 PM Friends Board Meeting, Wood

10 1:00 PM Friends Book Sale

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

20 7:30 PM Library Board Meeting

28 7:15 AM Placentia Chamber of Commerce Breakfast

## July

4 Library Closed for Independence Day

18 7:30 PM Library Board Meeting

26 7:15 AM Placentia Chamber of Commerce Breakfast

## August

15 7:30 PM Library Board Meeting

## September

2 Library Closed for Monday Holiday

3 Library Closed for Labor Day

10 7:00 PM Friends Board Meeting, Dinsmore

19 7:30 PM Library Board Meeting

27 7:15 AM Placentia Chamber of Commerce Breakfast

## October

1 7:00 PM Friends Board Meeting, Shkoler

13 9:00 AM Heritage Parade

17 7:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

Jun 2001						
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Cheryl Willauer, Library Assistant  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** December 20, 2000

The Board of Directors of the Friends of the Library met on Monday December 4, 2000. Library Director Elizabeth Minter, Library Trustee Geoff Braun, Public Services Manager Jim Roberts and Library Assistant Cheryl Willauer, attended the meeting.

Treasurer Camille Himes reported the balance on hand is 5,989.76. Also reported the Friends made \$441.35 on their first 2<sup>nd</sup> Sunday book sale held on November 12. The next four book sales are scheduled for December 10, January 14, February 11, and March 11.

The Board approved a budget of \$200. to host the Placentia Chamber of Commerce mixer. This event will be held in the Library April 18, 2001. The Board also approved \$625. to purchase tables and a table cart to be used by the Friends during their book sales and other events. The Friends have applied for a grant from Supervisor Coad's office, and if they receive this money they voted to purchase a special unit to house the children's books on tape collection.

The Friends Annual meeting, to be held April 2<sup>nd</sup> was discussed. They approved holding it in the City Council Chambers to accommodate the anticipated large audience. Refreshments will be served in the Library Community Room following the program.

The next Friends Board meeting is scheduled for January 8, 2001 at 7:00 P.M. Library Trustee Gaeten Wood is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 20, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
December 20, 2000

	DATE	REPORT NUMBER	AMOUNT
<b>DIRECTOR FUND 702</b>	November 22, 2000	3998	10,345.16
	<b>SUBTOTAL</b>		\$10,345.16
<b>DIRECTOR FUND 707</b>	November 22, 2000	3996	5,756.59
	November 22, 2000	3997	2,420.58
	December 7, 2000	3999	2,047.17
	December 7, 2000	4000	1,218.50
	December 14, 2000	4001	1,659.44
	December 14, 2000	4002	463.07
	<b>SUBTOTAL</b>		\$13,565.35
		<b>TOTAL</b>	23,910.51

Prepared by : Wendy Goodson

pd 11-30-00

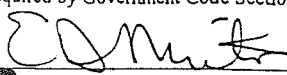
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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 of California File 55331 Los Angeles CA 90074-5331	Dec 00 VH1181		0300	00		3,642.50		
N19932 Ameritas Life Insurance 5900 O Street PO Box 81889 Lincoln NE 68501-1889	Dec 00 010-19000-05435		0300	00		577.20		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	11/7/00 253-2062		0700	01		328.33		
	11/2/00 223-1698		0700	02		255.78		
	11/4/00 524-8408		0700	08		30.76		
	TOTAL						614.87	
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	11/3/00 223-1698		0700	00		14.69		
	11/1/00 524-8408		0700	08		15.52		
	TOTAL						30.21	
N15508 Cosmoslink 3030 Saturn Street Suite 204 Brea CA 92821	11/11/00 200011-58		0700	02		19.95		
	11/11/00 200011-91		0700	02		15.00		
	TOTAL						34.95	
N03651 Waxie Sanitary Supply PO Box 81006 San Diego CA 92138-1006	11/7/00 44901858		1000	00		766.86		
N06638B Certified Termite & Pest Control 1860 Miraloma Avenue Suite F Placentia CA 92870	10/6/00 2000-001462		1400	00		90.00		

The claims listed above (totaling \$5,756.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/22/00  
REPORT NO 3997

pd 11-30-00

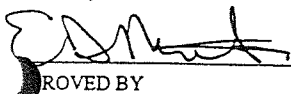
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

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

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
N06898A NSFRE 1101 King Street Suite 700 Alexandria VA 22314-2967	10/20/00 Membership		1600	00		340.00		
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	11/20/00 157035		1800	00		145.57		
N20388 PFPC Global Fund Services PO Box 860638 Orlando FL 32886-0638	11/13/00 58038		1900	00		1,645.00		
N01074 Southern California Gas PO Box C Monterey Park CA 91756	11/21/00 053 911 8800 9		2800	00		290.01		

The claims listed above (totaling \$2,420.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/22/00  
REPORT NO 3998

*pd 11-3000*

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 702 (MAJOR EQUIPMENT)

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

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
Artistic Uphostery 327 N. Harbor Blvd La Habra CA 90631	11/17/00 102725 Reuph chairs					10,345.16		
<b>PLEASE PAY IMMEDIATELY. THANK YOU</b>								

The claims listed above (totaling \$10,345.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/07/00  
REPORT NO 3999

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Dec 00 12 099603 0001 0001		0300	00		230.74		
N06556A C N A Group Benefits 75 Remittance Dr Ste 1641 Chicago IL 60675-1641	Dec 00 0000005182		0300	00		208.54		
N20042 Fortis Benefits PO Box 27-644-1 Kansas City MO 64180-0644	12/1/00 4027912-1		0300	00		84.70		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	11/17/00 528-1906 11/17/00 528-8236		0700	00		97.63		
			0700	01		31.88		
			TOTAL			129.51		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	11/16/00 528-8236		0700	00		43.68		
N03684B Specialty "T" Water Systems 11934 Washington Blvd Whittier CA 90606	12/1/00 040508		1800	00		26.00		
N09110 SDWCA 1030 15 th Street Ste 300 Sacramento CA 95814	11/30/00 3rd Qtr 00-01		0350	00		1,289.00		
N06557 Care Resources 9550 Warners Ave Ste 228 Fountain Valley CA 92708	12/1/00 EAP		1900	00		35.00		

The claims listed above (totaling \$2,047.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 12  
Page 6 of 8  
DATE 12/07/00  
REPORT NO 4000

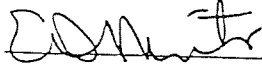
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N03659F Southern California Water 500 Cameron Street Placentia CA 92870	12/00 312083-9		2800	00		220.86		
California Literacy 2028 East Villa Street Pasadena CA 91107	Dec 00 Membership dues		1600	08		75.00		
N06965 Paychex 200 E Sandpointe Suite 100 PO Box 25159 Santa Ana CA 92799-5159	11/30/00 20001130		1900	00		291.45		
N03653 Bear State 3548 Enterprise Drive Anaheim CA 92807-1640	12/5/00 0011-1418		1400	00		273.26		
N06686D Office Depot Dept 56-6183976509 PO Box 9020 Des Moines IA 50368-9020	11/21/00 6011566183976509		1800	00		357.93		

The claims listed above (totaling \$1,218.50) 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 12/14/00  
REPORT NO 4001

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	12/2/00 223-1698		0700	02		254.40		
	12/4/00 524-8408		0700	08		24.45		
	<b>TOTAL</b>							
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	12/3/00 223-1698		0700	00		14.69		
	12/1/00 524-8408		0700	00		25.42		
	<b>TOTAL</b>							
N15508 Cosmoslink 3030 Saturn Street Suite 204 Brea CA 92821	12/9/000 200012-45		0700	02		19.95		
	12/9/00 200012-81		0700	02		15.00		
	<b>TOTAL</b>							
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia CA 92870	12/13/00 83675		1400	00		13.47		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia CA 92870	12/7/00 096848		1400	00		950.00		
N09163A Manwill Plumbing PO Box 1597 Brea CA 92822-1597	12/12/00 28853		1400	00		95.67		
N03833 Brodart PO Box 3488 Williamsport PA 17705	11/9/99 130530		1800	00		246.39		

The claims listed above (totaling \$1,659.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,659.44

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/14/00  
REPORT NO 4002

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	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	12/12/00 158477		1800	00		31.36		
Kroy PO Box 901934 Cleveland OH 44190-1934	11/15/00 60555		1800	00		100.24		
N03654 Library Store 112 E South ST PO Box 964 Tremont IL 61568	11/9/00 6189		1800	00		31.05		
N06569 Demco PO Box 8048 Madison WI 53708-8048	11/8/00 006423		1800	00		120.47		
N03738B Pitney Bowes PO Box 856390 Louisville KY 40285-6390	12/16/00 845267		1800	00		142.24		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	11/30/00 Nov		1900	00		37.71		

The claims listed above (totaling \$463.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

463.07

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
December 20, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	4005	39,300.94
	4006	15,219.99
	4007	3,511.45
	4008	1,163.02
	4009	751.52
	4010	157.68
	Subtotal for Regular	
Payroll	4003	24,513.00
	4004	24,513.00
Subtotal for Payroll		49,026.00
TOTAL CURRENT CLAIMS		109,130.60

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/20/00  
REPORT NO 4003

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	December 20, 2000 Pay period #14 December 29, 2000 January 11, 2001		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, JANUARY 11, 2001								

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 \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/20/00  
REPORT NO 4004

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	December 20, 2000 Pay period #15 January 12, 2001 January 25, 2001		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
<b>PLEASE WIRE ON THURSDAY, JANUARY 25, 2001</b>								

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 12/20/00  
REPORT NO 4005

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
N03833 Brodart PO Box 3488 Williamsport PA 17705	11/22/00 A32730		0700	05		215.50		
N03912A California Special Districts Assoc 1215 K Street Suite 930 Sacramento CA 95814	11/21/00 2001 Dues		1600	00		1,036.00		
N20855 NCPG 233 McCrea St Ste 400 Indianapolis IN 46225	12/1/00 2001 Dues		1600	00		155.00		
N22558 Nancy Mory 1136 Moro Circle Placentia CA 92870-3078	Nov 00 Storytimes		1900	00		180.00		
N20388 PFPC Global Fund Services 3030 Old Ranch Pkwy Ste 400 Seal Beach CA 90740	11/1/00 Pension Contribution		1900	00		36,449.18		
N19647 Unique Management Servies 515 Michigan Avenue Jeffersonville IN 47130	11/30/00 6673		1900	00		90.26		
N23030 Linda Baesler 150 Anned Dr Placentia CA 92870	Nov 00 Musictime		1900	00		270.00		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	11/30/00 Storyteller - Weds 11/30/00 Storytimes - Wed/Thurs		1900	08		500.00		
			1900	00		405.00		
	<b>TOTAL</b>					<b>905.00</b>		

The claims listed above (totaling \$39,300.94) 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 12/20/00  
REPORT NO 4006

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
N01035 City of Placentia 401 East Chapman Ave Placentia CA 92870	12/7/00 54093 12/7/00 54094		2800 1400 1800	00 00 00		2,608.81 2,791.00 2,283.00		
<b>TOTAL</b>						<b>7,682.81</b>		
N03738B USPS, CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Dec 00 Postage		1803	00		250.00		
N06189A American Library Assn 155 North Wacker Drive Chicago IL 60606	11/8/00 8418114		1800	00		98.95		
Donars Spanish Books PO Box 808 Lafayette CO 80026-0808	11/13/00 4477		2400	01		200.68		
N14997 Bernan 4611-F Assembly Drive Lanham MD 20706-4391	10/20/00 2091859		2400	01		42.00		
N23459 Thomas Beeler Publishing PO Box 659 Hampton Falls NH 03844-0659	10/18/00 25968 110/30/00 27139		2400 2400	01 01		79.21 121.39		
<b>TOTAL</b>						<b>200.60</b>		
N09111A EBSCO PO Box 92901 Los Angeles CA 90009-2901	12/2/00 0206475 12/2/00 0206221		2400 2400	04 04		171.64 6,031.11		
Marqus Who's Who PO box 7247-0449 Phila PA 19170-0449	11/20/00 334612		2400	01		542.20		

The claims listed above (totaling \$15,219.99) 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

15,219.99

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/20/00  
REPORT NO 4007

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
N03832 Books on Tape PO Box 7900 Newport Beach CA 92658	11/14/00 4187608P		2400	05		351.16		
	11/24/00 4212327P		2400	05		75.86		
	12/4/00 4223579P		2400	05		288.77		
	<b>TOTAL</b>					<b>715.79</b>		
N22268 Midwest Tape PO Box 820 Holland OH 43528	10/26/00 286095		2400	02		9.99		
	11/16/00 292333		2400	02		19.99		
	<b>TOTAL</b>					<b>29.98</b>		
N06579 Gale Group PO box 95501 Chicago IL 60694-5501	12/4/00 10407708		2400	01		1,509.61		
	10/31/00 0021084-IN		2400	01		77.50		
Fondo de Cultura Economica 2293 Verus Street San Diego CA 92154	11/20/00 0000148-IN		2400	01		292.06		
Libromex.com 2354 Eastridge Loop Chula Vista CA 91915	11/9/00 00026541		2400	01		886.51		

The claims listed above (totaling \$3,511.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

3,511.45

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/20/00  
REPORT NO 4008

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	11/20/00		2400	01		132.85		
	72280572							
	11/27/00		2400	01		79.20		
	72378257							
	11/27/00		2400	01		25.32		
	72378258							
	12/4/00		2400	01		19.28		
	72500839							
	12/4/00		2400	01		23.96		
	72500838							
	12/4/00		2400	01		35.70		
	72500836							
	12/4/00		2400	01		14.22		
	72500834							
	12/4/00		2400	01		33.52		
	72511205							
	12/4/00		2400	01		133.78		
	72500833							
	12/4/00		2400	01		7.15		
	72500835							
	12/4/00		2400	01		174.77		
	72500837							
	12/4/00		2400	01		149.94		
	72511204							
	10/30/00		2400	01		57.85		
	71968862							
	10/30/00		2400	01		16.37		
	71968861							
10/30/00		2400	01		21.72			
71968863								
10/30/00		2400	01		17.91			
71968864								
10/30/00		2400	01		40.33			
71968865								
11/6/00		2400	01		127.59			
72074213								
11/6/00		2400	01		36.02			
72074214								
11/3/00		2400	01		15.54			
72050846								
						<b>1,163.02</b>		

The claims listed above (totaling \$1,163.02) 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 12/20/00  
REPORT NO 4009

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	10/30/00		2400	01		77.33		
	71968860							
	10/30/00		2400	01		30.49		
	71972021							
	11/3/00		2400	01		115.81		
	72050847							
	11/9/00		2400	01		41.40		
	72138413							
	11/9/00		2400	01		35.79		
	72138414							
	11/13/00		2400	01		19.40		
	72177374							
	11/13/00		2400	01		11.45		
	72177375							
	11/10/00		2400	01		20.25		
	72147005							
	11/10/00		2400	01		18.97		
	72147007							
	11/10/00		2400	01		18.15		
	72147008							
	11/10/00		2400	01		13.28		
	72147006							
	11/17/00		2400	01		17.09		
	72248451							
	11/17/00		2400	01		76.14		
	72248452							
	11/17/00		2400	01		17.56		
72248453								
11/17/00		2400	01		16.59			
72248454								
11/17/00		2400	01		35.76			
72248455								
11/20/00		2400	01		36.17			
72276922								
11/20/00		2400	01		16.35			
72280571								
11/20/00		2400	01		44.41			
72280573								
11/20/00		2400	01		89.13			
72276925								
	<b>TOTAL</b>					<b>751.52</b>		

The claims listed above (totaling \$751.52) 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 12/20/00  
REPORT NO 4010

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
Geoff Braun 115 Primrose Placentia CA 92870	Mileage Reimb Nov 00		2700	03		16.25		
N02861 Beatrice Quintanar c/o Placentia Library District 411 East Chapman Ave Placentia CA 92870	Mileage Reimb Jun 00 - Dec 00		2700	01		24.70		
N02858 Wendy Goodson c/o Placentia Library District 411 East Chapman Ave Placentia CA 92870	Mileage Reimb Nov - Dec 00		2700	01		17.23		
N15075 Cyrise Smith c/o Placentia Library District 411 East Chapman Ave Placentia CA 92870	Mileage Reimb Nov 00		2700	01		45.50		
N06946 CALTAC c/o Denise Surber, Mbshp Co Chair 507 18th Street Paso Robles CA 93446	Dec 00 Membership dues		1600	00		54.00		

The claims listed above (totaling \$157.68) 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.

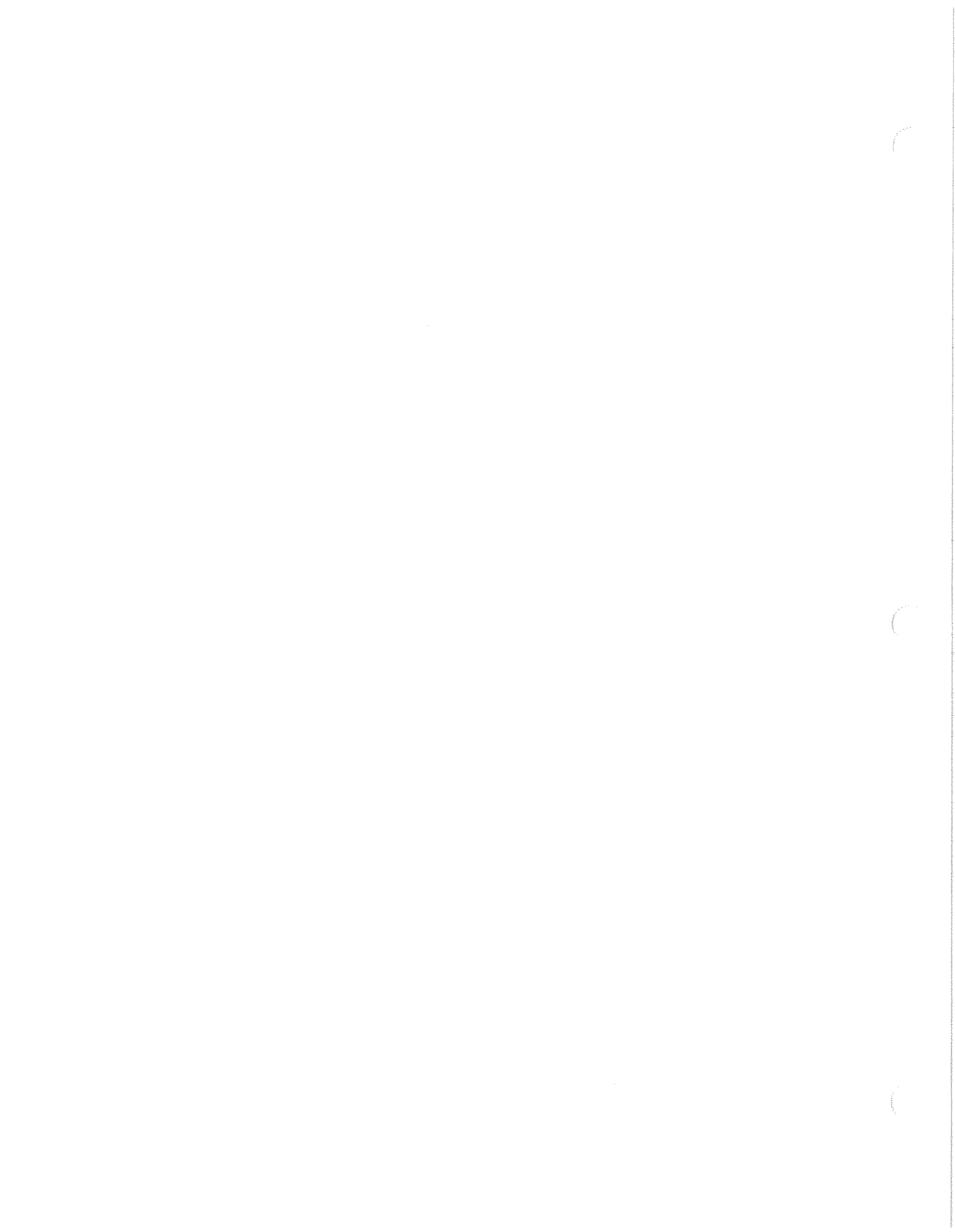
APPROVED BY \_\_\_\_\_

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

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

Page Total

157.68



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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:** December 20, 2000

**BACKGROUND:**

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

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

The second Secured Property Tax distribution on December 13, 2000 provided \$69,851.74. The third distribution (20% - 24% of the year's total, approximately \$220,000) is scheduled for December 21.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through December 20, 2000.





Placentia Library District  
 FY2000-2001 General Fund Cash Flow

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

Placentia Library District  
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/28/00		Interest Aug			
			1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24
10/19/00		Supplemental #3	299.84		6,681.08
10/20/00		State Library Family Literacy Grant	10,000.00		16,681.08
10/20/00		Library Passport Revenue, Oct	2,669.00		19,350.08
10/20/00		Library Revenue, Oct	2,179.94		21,530.02
10/25/00	3982	General by Library Director		2,967.55	18,562.47
10/25/00	3983	General by Library Director		4,672.42	13,890.05
10/26/00		Interest Sep	536.65		14,416.62
11/02/00	3984	General by Library Director		941.78	13,474.84
11/02/00	3985	General by Library Director		1,353.28	12,121.56
11/15/00	3986	Payroll to wire November 2, 2000		24,513.00	-12,391.44
11/15/00	3987	Payroll to wire December 14, 2000		24,513.00	-36,904.44
11/15/00	3988	Payroll to wire December 28, 2000		24,513.00	-61,417.44
11/15/00	3989	General (Immediately)		10,886.44	-72,303.88
11/15/00	3990	General (Transmit November 29, 2000)		995.60	-73,299.48
11/15/00	3991	General (Transmit November 29, 2000)		2,629.55	-75,929.03
11/15/00	3992	General (Transmit November 29, 2000)		1,409.69	-77,338.72
11/15/00	3993	General (Transmit November 29, 2000)		603.81	-77,942.53
11/15/00	3994	General (Transmit November 29, 2000)		945.40	-78,887.93
11/15/00	3995	General (Transmit November 29, 2000)		645.64	-79,533.57
11/17/00		Library Passport Revenue, Oct/Nov	2,986.25		-76,547.32
11/17/00		Library Revenue, Oct/Nov	2,014.61		-74,532.71
11/17/00		State Library OCLC	65.00		-74,467.71
11/21/00		Orange County Treasurer		1,977.96	-76,445.67
11/29/00		Secured #1	98,335.17	245.84	21,643.66
11/29/00		Supplemental #4	1,481.23		23,124.89
11/30/00		Interest Oct	753.41		23,864.16
11/22/00	3996	General by Library Director		5,756.59	18,107.57
11/22/00	3997	General by Library Director		2,420.58	15,686.99
11/22/00	3998	General by Library Director (FUND 702)			15,686.99
12/07/00	3999	General by Library Director		2,047.17	13,639.82
12/07/00	4000	General by Library Director		1,218.50	12,421.32
12/14/00	4001	General by Library Director		1,659.44	10,761.88
12/14/00	4002	General by Library Director		463.07	10,298.81
12/20/00	4003	Payroll to wire January 11, 2001		24,513.00	-14,214.19
12/20/00	4004	Payroll to wire January 25, 2001		24,513.00	-38,727.19
12/20/00	4005	General		39,300.94	-78,028.13
12/20/00	4006	General		15,219.99	-93,248.12
12/20/00	4007	General		3,511.45	-96,759.57
12/20/00	4008	General		1,163.02	-97,922.59
12/20/00	4009	General		751.52	-98,674.11
12/20/00	4010	General		157.68	-98,831.79

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2000-2001

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 December 20, 2000

	Fiscal Year 2000-2001						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37
31-Dec-00						0.00	0.00
31-Jan-01						0.00	0.00
2/29/2001						0.00	0.00
31-Mar-01						0.00	0.00
30-Apr-01						0.00	0.00
31-May-01						0.00	0.00
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

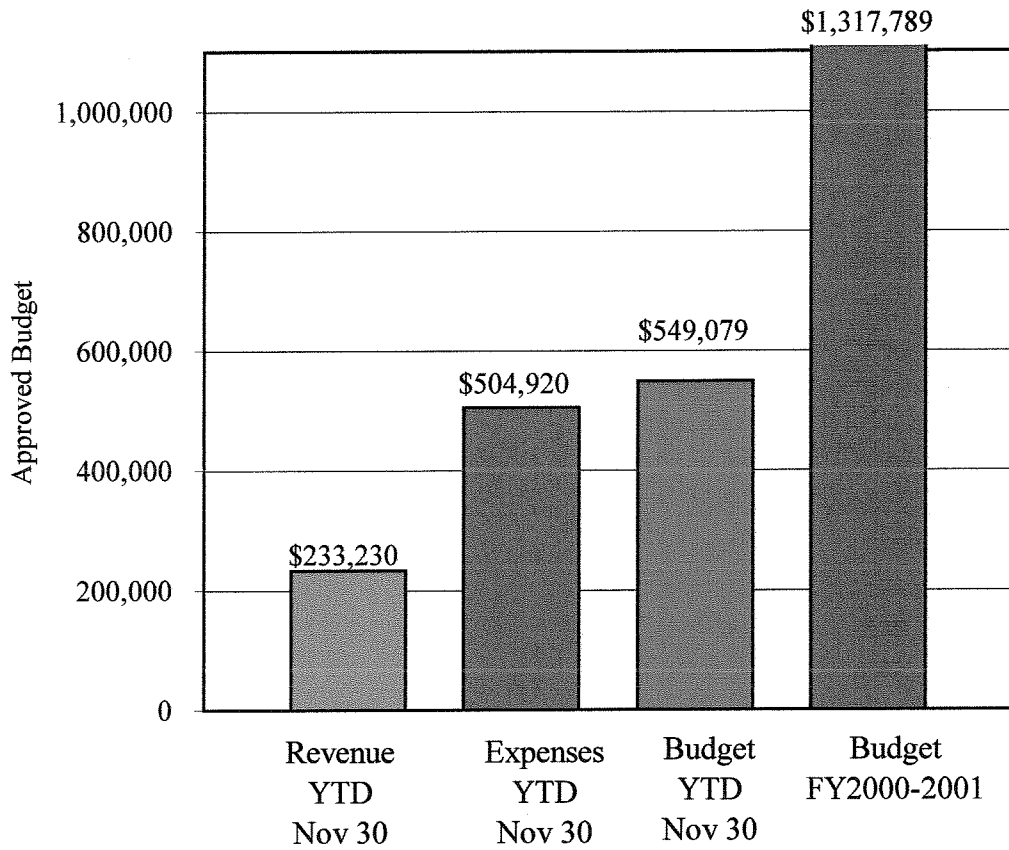
	Fiscal Year 1999-2000						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67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



# 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)  
December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	98,335.17	0.00	98,335.17	0.00	10.82%
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	110,666.29	0.00	98,335.17	0.00	11.85%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	48,209.51	0.00	0.00	0.00	89.61%
6230-00	Prop. Taxes - Prior Secured						
6230-01	Prior year's secured final apportionment	20,000	12,028.08	11,120.83	0.00	0.00	
6230-02	Secured prior years	0	0.00	106,631.55	0.00	97,819.34	
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	117,752.38	0.00	97,819.34	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	40,853.61	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental						
6280-01	Final supplemental for prior years	25,000	8,887.58	1,144.03	1,481.23	105.75	35.55%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	25,000	10,479.84	6,694.44	1,481.23	105.75	41.92%
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	182,472.26	166,269.76	99,816.40	97,925.09	17.47%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % REV BUD
6610-00	Interest	17,500	3,879.93	1,021.44	753.41	417.81	22.17%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	17,500	3,879.93	1,021.44	753.41	417.81	22.17%
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	4,009.38	3,783.14	65.00	897.18	40.09%
6970-01	State - CA Foundation Funds	88,450	0.00	8.77	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	10,000	15,000.00	1,988.16	0.00	0.00	
6970-05	State - Project Grants	5,000	0.00	10,000.00	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	19,009.38	15,780.07	65.00	897.18	11.63%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	10,064.22	10,497.57	2,014.61	2,430.69	35.31%
7670-01	Local Revenue -- Passport	47,500	17,800.70	15,404.40	2,986.25	2,619.50	37.48%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	15,763.00	0.00	0.00	
	TOTAL LOCAL REVENUE	76,000	27,864.92	41,664.97	5,000.86	5,050.19	36.66%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	79.68	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	233,226.49	224,815.92	105,635.67	104,290.27	17.70%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 %EXP BUD
0100	Salaries & Wages	592,047	259,516.00	218,769.00	68,310.00	39,904.00	43.83%
0200	Retirement (Social Security & Pension Contribution)	82,885	19,947.00	16,716.00	5,229.00	3,029.00	24.07%
	Health & Life Insurance/Blue Shield CA	36,837	17,057.31	10,633.16	6,346.89	2,113.20	46.31%
	Long Term Disability/CNA	2,960	1,017.91	744.57	208.54	10.13	34.39%
	Life Insurance/Fortis & Protective Life	1,950		0.00	84.70	0.00	0.00%
	Vision Service Plan/VSP	2,465	1,136.95	980.65	230.74	196.13	46.12%
	Dental/Ameritas	5,474	3,410.10	2,312.50	1,154.40	462.50	62.29%
0300	Total Employee Insurance	49,686	22,622.27	14,670.88	8,025.27	2,781.96	45.53%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	2,207.00	918.00	1,289.00	0.00	40.87%
	TOTAL SALARIES & EMPLOYEE BENEFITS	730,018	304,292.27	251,073.88	82,853.27	45,714.96	41.68%
0700-00	Communications - Telephone	2,300	778.43	927.53	209.01	158.06	33.84%
0700-01	Communications - Modem/Fax	4,400	2,605.26	1,428.13	697.74	493.10	59.21%
0700-02	Communications - Internet/Database	5,000	1,192.03	4,212.91	325.68	223.06	23.84%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	1,077.50	862.00	431.00	0.00	38.48%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	141.66	203.17	70.60	0.00	17.71%
	Total Communications	15,300	5,794.88	7,633.74	1,734.03	874.22	37.88%
0900-00	Food - General Fund	50	54.55	0.00	54.55	0.00	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	66.10	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	120.65	0.00	54.55	0.00	48.26%
1000-00	Household Expense	4,500	951.32	1,865.74	773.35	123.80	21.14%
1100-00	Insurance - Liability	5,070	5,068.57	6,820.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	4,057.02	843.73	0.00	0.00	135.23%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	6,263.16	8,591.63	0.00	0.00	52.19%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,320.18	9,435.36	0.00	0.00	68.80%
	HVAC						
	Carpet Cleaning	2,500	228.00	1,634.97	0.00	117.42	9.12%
	Groundskeeping, City of Placentia	3,500	0.00	1,741.00	0.00	1,741.00	0.00%
	Plumbing	30,000	7,475.30	17,282.09	693.87	1,942.64	24.92%
	Electrical	1,200	237.93	807.01	0.00	0.00	19.83%
	Cleaning Service	1,500	0.00	1,222.29	0.00	0.00	0.00%
	Locksmith	11,700	4,900.00	4,750.00	1,100.00	950.00	41.88%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	146.82	58.66	0.00	0.00	73.41%
1400-00	Total Maintenance of Building & Grounds	14,800	3,554.21	219.50	298.72	170.00	24.01%
		65,400	16,542.26	27,715.52	2,092.59	4,921.06	25.29%
	Memberships - General Fund	3,400	593.00	777.00	340.00	92.00	17.44%
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	593.00	777.00	340.00	92.00	15.61%
	Miscellaneous Expense - General Fund						
1700-00	Miscellaneous Expense - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
1700-09	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)  
December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % EXP BUD
	Library Supplies	10,000	3,156.03	3,191.61	1,174.00	199.05	31.56%
	Printing	9,500	3,001.44	3,011.38	82.97	0.00	31.59%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	422.99	103.46	0.00	103.46	56.40%
	Paper	1,700	639.99	535.74	174.99	177.78	37.65%
	Drinking Water Service	300	129.00	75.00	26.00	0.00	43.00%
	Other Office Supplies	6,000	4,334.82	4,269.70	921.54	121.99	72.25%
1800-00	Total Office Supply Expense - General Fund	28,250	11,684.27	11,186.89	2,379.50	602.28	41.36%
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	475.00	0.00	0.00	
	Paper	50	0.00	50.74	0.00	0.00	
	Other Office Supplies	425	1,685.49	0.00	661.82	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,100	1,685.49	1,228.97	661.82	0.00	54.37%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
	Total Office Expense	32,050	13,369.76	12,415.86	3,041.32	602.28	41.72%
1803-00	Postage Expense - General Fund	4,800	887.72	1,760.60	268.20	267.64	18.49%
1803-01	Postage Expense - LSCA II Grant	0	250.00	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	1,137.72	1,760.60	268.20	267.64	23.22%

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	105.00	35.00	0.00	41.67%
	Pension Contribution & Operating Expenses	7,500	4,127.32	4,205.57	1,645.00	1,333.62	55.03%
	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	188.55	138.84	75.42	34.71	44.89%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	103.45	421.62	14.14	254.40	6.90%
	Advertising (Including WEB Site)	2,500	345.80	0.00	0.00	0.00	13.83%
	Medical Exams	500	210.00	52.50	0.00	52.50	42.00%
	Collection Services - Accounts Receivable	2,200	1,116.46	855.17	237.86	168.88	50.75%
	Audit & Accounting Services	4,000	4,425.00	3,775.00	450.00	0.00	110.63%
	Payroll Preparation	2,750	1,143.25	1,035.87	208.55	194.70	41.57%
	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	5,198.60	4,498.59	1,177.50	3,588.59	69.31%
1900-00	Total Specialized Services - General Fund	77,290	17,033.43	15,088.16	3,843.47	5,627.40	22.04%
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	1,010.00	0.00	535.00	0.00	505.00%
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	2,357.66	0.00	2,223.80	0.00	26.20%
	Total Specialized Services	91,490	20,401.09	15,088.16	6,602.27	5,627.40	22.30%
2000-00	Legal Notices - General Fund	500	457.92	0.00	0.00	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	0.00	0.00	91.58%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	52,875.50	35,900.00	0.00	0.00	48.60%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense - Books	150,000	12,886.07	22,064.28	2,465.32	2,701.50	8.59%
2400-02	Special Department Expense - Video	0	1,129.45	1,006.05	945.40	910.98	
2400-03	Special Department Expense - Electronic	0	23,500.88	14,109.49	208.58	9,566.49	
2400-04	Special Department Expense - Periodicals	0	68.04	19,781.31	0.00	176.04	
2400-05	Special Department Expense - Audio	0	563.43	2,132.25	0.00	1,521.38	
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	3,779.96	1,800.76	864.37	659.54	114.54%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	41,927.83	60,894.14	4,483.67	15,535.93	27.00%
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	595.00	0.00	188.50	10.93%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	1,796.50	1,048.75	129.04	239.05	59.88%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	0.00	124.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	42.00	56.00	0.00	0.00	8.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	375.93	92.64	0.00	0.00	37.59%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,800	2,378.43	1,916.39	129.04	427.55	34.98%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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December 20, 2000

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 NOV 2000	FY1999-2000 NOV 1999	FY2000-2001 % EXP BUD
2800-00	Electricity	30,000	19,570.17	22,190.46	4,215.65	4,392.31	65.23%
	Gas	3,500	1,024.34	438.48	290.01	11.06	29.27%
	Water	3,750	1,580.10	1,909.05	242.41	404.89	42.14%
	Total Utilities	37,250	22,174.61	24,537.99	4,748.07	4,808.26	59.53%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>546,410</b>	<b>194,113.72</b>	<b>206,761.01</b>	<b>24,267.09</b>	<b>33,280.14</b>	<b>35.53%</b>
3700-00	Taxes, Assessments (Sales Tax)	3,750	0.00	1,927.24	0.00	1,927.24	0.00%
4000-00	Equipment - General Fund	30,000	5,532.93	4,553.01	1,428.60	0.00	18.44%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	557.59	0.00	557.59	0.00	55.76%
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	31,000	6,090.52	4,553.01	1,986.19	0.00	19.65%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>31,000</b>	<b>6,090.52</b>	<b>4,553.01</b>	<b>1,986.19</b>	<b>0.00</b>	<b>19.65%</b>
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	
	<b>TOTAL EXPENSES</b>	<b>1,317,789</b>	<b>504,496.51</b>	<b>464,315.14</b>	<b>109,106.55</b>	<b>80,922.34</b>	<b>38.28%</b>



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

12/12/00

	<u>Nov 30, '00</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,563.57
County Exempt - Savings	3,097.05
General Fund - Checking	7,965.97
General Fund - Savings	3,854.77
Literacy Fund - Savings	4,875.42
Payroll Checking	27,934.80
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)	4,875.90
Total Checking/Savings	<u>89,032.26</u>
Total Current Assets	<u>89,032.26</u>
<b>TOTAL ASSETS</b>	<b><u>89,032.26</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	15,848.57
Total Capital	67,222.37
Net Income	5,961.32
Total Equity	<u>89,032.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>89,032.26</u></b>

Placentia Library District  
Profit & Loss by Class  
November 2000

12/12/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Bankcard Deposit	0.00	1,180.34	0.00	0.00	1,180.34
Cash Register - Copy Cards	458.65	1.05	0.00	0.00	459.70
Cash Register - Fines	0.00	1,812.91	0.00	0.00	1,812.91
Cash Register - Lost Items	0.00	107.20	0.00	0.00	107.20
Cash Register - Misc.	0.00	10.00	0.00	0.00	10.00
Cash Register - Reserves	0.00	95.50	0.00	0.00	95.50
Children's Dept Income	35.00	0.00	0.00	0.00	35.00
County Reimbursements	0.00	478.59	0.00	0.00	478.59
Interest Inc - Savings	5.45	12.95	8.20	0.00	26.60
Life Insurance Supplement(EDM)	19.94	0.00	0.00	0.00	19.94
Meeting Room Income	210.00	0.00	0.00	0.00	210.00
Miscellaneous Income	0.00	280.00	0.00	0.00	280.00
Passport Check Reimbursement	2,240.44	0.00	0.00	0.00	2,240.44
Passport Revenue	0.00	2,918.75	0.00	0.00	2,918.75
Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
Transfers from County	0.00	0.00	0.00	73,539.00	73,539.00
Typewriter Income	0.00	4.00	0.00	0.00	4.00
<b>Total Income</b>	<b>2,989.48</b>	<b>6,901.29</b>	<b>8.20</b>	<b>73,539.00</b>	<b>83,437.97</b>
<b>Expense</b>					
Bank Fees	11.00	0.00	0.00	0.00	11.00
Children's Camp Library	485.04	0.00	0.00	0.00	485.04
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	1,820.50	521.60	0.00	0.00	2,342.10
Debit Card Usage Bank Expense	0.00	63.95	0.00	0.00	63.95
Employee Benefits	0.00	0.00	0.00	2,041.40	2,041.40
Employee Insurance	0.00	0.00	0.00	880.64	880.64
Employer Payroll Taxes	0.00	0.00	0.00	14,555.33	14,555.33
Friend's Director's Fund	242.10	0.00	0.00	0.00	242.10
Library Board Expenses	70.49	0.00	0.00	0.00	70.49
LVA Expenses	80.00	0.00	0.00	0.00	80.00
Miscellaneous	75.43	0.00	0.00	0.00	75.43
Office Expense	0.00	32.87	0.00	0.00	32.87
Passport Expenses	1,171.75	0.00	0.00	0.00	1,171.75
Printing	0.00	254.29	0.00	0.00	254.29
Salaries	0.00	0.00	0.00	34,649.72	34,649.72
Transfers to County	0.00	8,167.59	0.00	0.00	8,167.59
Transportation & Travel	0.00	54.00	0.00	0.00	54.00
<b>Total Expense</b>	<b>4,632.30</b>	<b>9,094.30</b>	<b>0.00</b>	<b>52,127.09</b>	<b>65,853.69</b>
<b>Net Income</b>	<b>-1,642.82</b>	<b>-2,193.01</b>	<b>8.20</b>	<b>21,411.91</b>	<b>17,584.28</b>

Placentia Library District  
Profit & Loss by Class  
July through November 2000

12/12/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
Bankcard Deposit	0.00	1,180.34	0.00	0.00	1,180.34
Cash Register - Audio Visual	0.00	69.00	0.00	0.00	69.00
Cash Register - Copy Cards	1,575.00	4.85	0.00	0.00	1,579.85
Cash Register - Fines	0.00	9,029.00	0.00	0.00	9,029.00
Cash Register - Lost Items	0.00	843.30	0.00	0.00	843.30
Cash Register - Misc.	0.00	241.60	0.00	0.00	241.60
Cash Register - Reserves	0.00	438.75	0.00	0.00	438.75
Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	5,500.00
Children's Dept Income	35.00	0.00	0.00	0.00	35.00
County Reimbursements	0.00	3,484.11	0.00	0.00	3,484.11
Debit Card Income	618.20	3,446.45	0.00	0.00	4,064.65
Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	879.24	879.24
Interest Inc - Savings	23.26	70.50	40.72	0.00	134.48
Life Insurance Supplement(EDM)	159.52	0.00	0.00	0.00	159.52
Meeting Room Income	1,010.00	0.00	0.00	0.00	1,010.00
Miscellaneous Income	125.27	395.49	0.00	0.00	520.76
Passport Check Reimbursement	13,140.05	110.00	0.00	0.00	13,250.05
Passport Revenue	-30.00	18,635.20	0.00	0.00	18,605.20
Staff Appreciation Reimbursment	120.00	0.00	0.00	0.00	120.00
State Library Grants	0.00	5,000.00	0.00	0.00	5,000.00
State Library Reimbursements	0.00	14,009.38	0.00	0.00	14,009.38
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfer to raise minimum balan	700.00	0.00	0.00	0.00	700.00
Transfers from County	0.00	0.00	0.00	279,463.00	279,463.00
Typewriter Income	0.00	4.00	0.00	0.00	4.00
<b>Total Income</b>	<b>24,016.30</b>	<b>56,961.97</b>	<b>1,040.72</b>	<b>280,342.24</b>	<b>362,361.23</b>
<b>Expense</b>					
Bank Fees	42.50	0.00	0.00	15.15	57.65
Chair Reupholstery Project Exp	5,500.00	0.00	0.00	0.00	5,500.00
Children's Camp Library	485.04	0.00	0.00	0.00	485.04
Children's Summer Reading Prgm	892.36	0.00	0.00	0.00	892.36
Copier Lease Payments	2,015.01	0.00	0.00	0.00	2,015.01
Copier Maintenance Contract	1,364.94	0.00	0.00	0.00	1,364.94
credit card transactions	1,820.50	4,446.94	0.00	0.00	6,267.44
Debit Card Transfers for Passpo	1,301.25	647.00	0.00	0.00	1,948.25
Debit Card Usage Bank Expense	37.93	178.56	0.00	0.00	216.49
Employee Benefits	0.00	0.00	0.00	11,270.58	11,270.58
Employee Insurance	0.00	84.70	0.00	4,633.57	4,718.27
Employer Payroll Taxes	0.00	0.00	0.00	77,548.92	77,548.92
Equipment (400)	0.00	7.50	0.00	0.00	7.50
Friend's Director's Fund	358.48	0.00	0.00	0.00	358.48
Household Expenses	105.49	87.78	0.00	0.00	193.27
Library Board Expenses	70.49	0.00	0.00	0.00	70.49
Life Insurance payment	0.00	0.00	0.00	159.52	159.52
LVA Expenses	80.00	0.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	70.00
Miscellaneous	112.93	0.00	0.00	0.00	112.93
Office Expense	13.00	277.56	0.00	0.00	290.56
Passport Expenses	9,724.50	0.00	0.00	0.00	9,724.50
Petty Cash Reimbursement	-125.00	0.00	0.00	0.00	-125.00
Postage	1.97	62.47	0.00	0.00	64.44
Printing	0.00	254.29	0.00	0.00	254.29
Return Check Item & Fees	0.00	39.00	0.00	0.00	39.00
Salaries	0.00	0.00	0.00	179,879.12	179,879.12
Special Dept Expense	0.00	79.93	0.00	0.00	79.93
Staff Appreciation	820.00	0.00	0.00	0.00	820.00
Transfers to County	0.00	49,976.03	0.00	0.00	49,976.03
Transfers to Raise Minimum Bala	700.00	0.00	0.00	0.00	700.00
Transportation & Travel	0.00	1,168.53	0.00	0.00	1,168.53
Tutor Training Expense	0.00	66.10	0.00	0.00	66.10
Vending Machine Supplies	125.27	0.00	0.00	0.00	125.27
<b>Total Expense</b>	<b>25,516.66</b>	<b>57,376.39</b>	<b>0.00</b>	<b>273,506.86</b>	<b>356,399.91</b>
<b>Net Income</b>	<b>-1,500.36</b>	<b>-414.42</b>	<b>1,040.72</b>	<b>6,835.38</b>	<b>5,961.32</b>

### Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2000

#### Cleared Transactions

Previous Balance		1,594.25
Cleared Checks and Payments	23 Items	-1,453.64
Cleared Deposits and Other Credits	12 Items	2,295.38
Cleared Balance		2,435.99

#### Uncleared Transactions

Uncleared Checks and Payments	13 Items	-922.67
Uncleared Deposits and Other Credits	2 Items	50.25

#### New Transactions

Account Balance as of 11/30/2000 (statement closing date)		1,563.57
New Checks and Payments	7 Items	-496.75
New Deposits and Other Credits	6 Items	396.69
Ending Account Balance		1,463.51

## Placentia Library District

Register: County Exempt - Checking

From 11/01/2000 through 11/30/2000

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/01/2000	2453	Target	Friend's Director's Fund	Hangers for tab...	45.42	X		1,278.58
11/02/2000	2455	Robinson's May	Friend's Director's Fund	13-7889-6813	100.19	X		1,178.39
11/02/2000	2456	Passport Services	Passport Expenses	Brandon Christ...	80.00	X		1,098.39
11/03/2000	2454	Sam's Club	Friend's Director's Fund	VOID: Donor ...		X		1,098.39
11/06/2000			Passport Check Reimb...	Deposit		X	90.00	1,188.39
11/06/2000	2457	Passport Services	Passport Expenses	Sav Thi Nguy...	45.00	X		1,143.39
11/06/2000	2458	Passport Services	Passport Expenses	Loc Tien Nguy...	45.00	X		1,098.39
11/07/2000	1295	Passport Services	Passport Expenses	Richard David ...	45.00	X		1,053.39
11/07/2000	2459	Elizabeth D Minter	Friend's Director's Fund	Reimbursemen...	61.50	X		991.89
11/07/2000	2460	S&S Worldwide	Children's Camp Library	Inv 3465040 1...	87.55	X		904.34
11/08/2000			Passport Check Reimb...	Deposit		X	45.00	949.34
11/08/2000	2461	Passport Services	Passport Expenses	Robert Jerome ...	45.00	X		904.34
11/09/2000			Life Insurance Supple...	Deposit		X	19.94	924.28
11/09/2000			-split-	Deposit		X	70.00	994.28
11/09/2000	1296	Passport Services	Passport Expenses	Salcedo, Betha...	70.00	X		924.28
11/12/2000	1297	Passport Services	Passport Expenses	VAn Buskirk 2...	160.00	X		764.28
11/12/2000	1298	Passport Services	Passport Expenses	Sevilla 3-30-57	45.00	X		719.28
11/13/2000			Passport Check Reimb...	Deposit		X	45.00	764.28
11/14/2000			Children's Dept Income	Deposit		X	25.00	789.28
11/14/2000	2462	All Star Awards	Library Board Expenses	Inv 73078 dtd ...	18.82	X		770.46
11/14/2000	2468	Buena Park Plaque ...	Miscellaneous	Friends to reim...	75.43	X		695.03
11/14/2000	2469	Passport Services	Passport Expenses	Vera Stenner, ...	45.00	X		650.03
11/14/2000	2470	Passport Services	Passport Expenses	Helen Hamilto...	10.00	X		640.03
11/15/2000			Passport Check Reimb...	Deposit		X	1,820.50	2,460.53
11/15/2000	2464	Smart & Final	Children's Camp Library	Camp Library	77.63	X		2,382.90
11/15/2000	2466	Placentia Library Dis...	Children's Camp Library	Petty Cash for ...	50.00			2,332.90
11/16/2000	2471	Passport Services	Passport Expenses	Lauren Marie ...	80.00	X		2,252.90
11/17/2000	2467	Storytellers & Troub...	Children's Camp Library	Camp Library ...	200.00			2,052.90
11/17/2000	2472	Pizza Hut	Children's Camp Library	Camp Library	40.61	X		2,012.29
11/18/2000	2465	AK's Donuts	Children's Camp Library	Camp Library ...	29.25			1,983.04
11/20/2000			Children's Dept Income	Deposit		X	10.00	1,993.04
11/20/2000	2473	Christopher's Flowers	Library Board Expenses	Board Fund	51.67			1,941.37
11/21/2000			Passport Check Reimb...	Deposit		X	19.94	1,961.31
11/22/2000	2474	Von's	Friend's Director's Fund	Director's Fund	34.99	X		1,926.32
11/22/2000	2484	Passport Services	Passport Expenses	James Joseph ...	80.00			1,846.32
11/27/2000			Passport Check Reimb...	Deposit		X	45.00	1,891.32
11/27/2000	2475	Passport Services	Passport Expenses	Trisha Lee Wa...	45.00			1,846.32
11/27/2000	2476	Passport Services	Passport Expenses	Andrea Rubino...	120.00			1,726.32
11/28/2000			Passport Check Reimb...	Deposit		X	60.00	1,786.32

**Placentia Library District**

Register: County Exempt - Checking  
From 11/01/2000 through 11/30/2000  
Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/28/2000	2477	Passport Services	Passport Expenses	Edward Young...	80.00			1,706.32
11/28/2000	2478	Passport Services	Passport Expenses	Christina Bao ...	60.00			1,646.32
11/29/2000	2479	Passport Services	Passport Expenses	Niel Kirit Patel...	71.75			1,574.57
11/30/2000			Passport Check Reimb...	Deposit		X	45.00	1,619.57
11/30/2000			Bank Fees	Service Charge	11.00	X		1,608.57
11/30/2000	2480	Passport Services	Passport Expenses	Dat Van Phan ...	45.00			1,563.57

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2000

### Cleared Transactions

Previous Balance		3,077.89
Cleared Checks and Payments	2 Items	-675.99
Cleared Deposits and Other Credits	21 Items	695.15
Cleared Balance		3,097.05

### Uncleared Transactions

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

### New Transactions

Account Balance as of 11/30/2000 (statement closing date)		3,097.05
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	171.45
Ending Account Balance		3,268.50

## Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2000

### Cleared Transactions

Previous Balance		9,308.24
Cleared Checks and Payments	8 Items	-2,868.21
Cleared Deposits and Other Credits	18 Items	1,658.93
 Cleared Balance		 8,098.96

### Uncleared Transactions

Uncleared Checks and Payments	7 Items	-222.99
Uncleared Deposits and Other Credits	2 Items	90.00

### New Transactions

Account Balance as of 11/30/2000 (statement closing date)		7,965.97
New Checks and Payments	3 Items	-268.95
New Deposits and Other Credits	1 Items	357.06
 Ending Account Balance		 8,054.08



**Placentia Library District**

Register: General Fund - Checking

From 11/01/2000 through 11/30/2000

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/01/2000			Bankcard Deposit	Deposit		X	5.00	9,139.25
11/01/2000	4252	All Star Awards	Printing	Printing (1800-...	254.29	X		8,884.96
11/03/2000		Sanwa Bank	Debit Card Usage Ban...	credit card usa...	63.95	X		8,821.01
11/06/2000			Bankcard Deposit	Deposit		X	96.00	8,917.01
11/06/2000	4253	Smart & Final	Office Expense	1800-00	32.87	X		8,884.14
11/07/2000			Bankcard Deposit	Deposit		X	87.70	8,971.84
11/08/2000			Bankcard Deposit	Deposit		X	15.00	8,986.84
11/08/2000	4256	Miss Placentia Schol...	LVA Expenses	Lit Expense (1...	80.00			8,906.84
11/09/2000			County Reimbursements	Deposit		X	478.59	9,385.43
11/09/2000			Bankcard Deposit	Deposit		X	35.80	9,421.23
11/10/2000			Bankcard Deposit	Deposit		X	61.00	9,482.23
11/12/2000	4255	Budget Rent A Car	Transportation & Travel	Confirmation #...				9,482.23
11/13/2000			Bankcard Deposit	Deposit		X	9.00	9,491.23
11/14/2000			Bankcard Deposit	Deposit		X	243.80	9,735.03
11/14/2000	4260	Placentia Chamber o...	Transportation & Travel	Mixer: Minter...	10.00	X		9,725.03
11/15/2000			Bankcard Deposit	Deposit		X	23.40	9,748.43
11/15/2000	4257	Placentia Library Ge...	credit card transactions	revenue transfe...	521.60	X		9,226.83
11/15/2000	4258	PLAcentia Library D...	credit card transactions	transfer for cre...	1,820.50	X		7,406.33
11/16/2000			Bankcard Deposit	Deposit		X	96.95	7,503.28
11/17/2000			Bankcard Deposit	Deposit		X	6.60	7,509.88
11/20/2000			Bankcard Deposit	Deposit		X	158.40	7,668.28
11/22/2000			Bankcard Deposit	Deposit		X	17.40	7,685.68
11/22/2000	4261	ISDOC	Transportation & Travel	Elizabeth Mint...	24.00			7,661.68
11/24/2000			Bankcard Deposit	Deposit		X	59.09	7,720.77
11/27/2000			Bankcard Deposit	Deposit		X	18.20	7,738.97
11/28/2000			Bankcard Deposit	Deposit		X	151.00	7,889.97
11/28/2000	4262	PGRT-So Cal	Transportation & Travel	Registration fe...	20.00			7,869.97
11/29/2000			Bankcard Deposit	Deposit		X	96.00	7,965.97

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 11/30/2000

### Cleared Transactions

Previous Balance		6,781.05
Cleared Checks and Payments	1 Items	-5,065.86
Cleared Deposits and Other Credits	25 Items	5,241.31
 Cleared Balance		 6,956.50

### Uncleared Transactions

Uncleared Checks and Payments	1 Items	-3,101.73
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 11/30/2000 (statement closing date)		3,854.77
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	979.90
 Ending Account Balance		 4,834.67

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2000

### Cleared Transactions

Previous Balance		4,867.22
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	8.20
Cleared Balance		4,875.42

### 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 11/30/2000 (statement closing date)		4,875.42
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,875.42

## Reconciliation Report

Payroll Checking account reconciled for the period ending 11/30/2000

### Cleared Transactions

Previous Balance		7,729.81
Cleared Checks and Payments	39 Items	-52,102.91
Cleared Deposits and Other Credits	3 Items	73,539.00
Cleared Balance		29,165.90

### Uncleared Transactions

Uncleared Checks and Payments	6 Items	-1,231.10
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 11/30/2000 (statement closing date)		27,934.80
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		27,934.80

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

Adult Fiction	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
	5,334.30	370	322	3,003.73	162	162	8,338.03	532	484	1,102.35	55	55	9,440.38	587	539
Adult Circulating Non-Fiction	2,205.44	144	132	8,813.22	406	403	11,018.66	550	535	2,529.82	121	117	13,548.48	671	652
Adult Reference	4,053.16	38	29	40.72	1	1	4,093.88	39	30	350.00	17	17	4,443.88	56	47
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	22,800.90	187	166	8,853.94	407	404	31,654.84	594	570	2,879.82	138	134	34,534.66	732	704
TOTAL ADULT PRINT MATERIALS	28,135.20	557	557	11,857.67	569	566	39,992.87	1,126	1,054	3,982.17	193	189	43,975.04	1,319	1,243
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	1,563.15	43	41	0.00	0	0	1,563.15	43	41	350.00	15	15	1,913.15	58	56
Total Adult Audio	1,563.15	43	41	0.00	0	0	1,563.15	43	41	420.00	21	21	1,983.15	64	62
Adult Video Educational	76.95	4	3	0.00	0	0	76.95	4	3	375.00	29	28	451.95	33	31
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	405.00	23	23	405.00	23	23
Total Adult Video	76.95	4	3	0.00	0	0	76.95	4	3	780.00	52	51	856.95	56	54
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	1,640.10	47	44	0.00	0	0	1,640.10	47	44	1,200.00	73	72	2,840.10	120	116
TOTAL ADULT MATERIALS	29,775.30	604	601	11,857.67	569	566	41,632.97	1,173	1,098	5,182.17	266	261	46,815.14	1,439	1,359
Juvenile Fiction	2,650.10	324	199	3,108.94	220	167	5,759.04	544	366	748.22	74	74	6,507.26	618	440
Juvenile Circulating Non-Fiction	1,258.93	88	64	113.39	5	5	1,372.32	93	69	770.54	77	75	2,142.86	170	144
Juvenile Reference	786.76	5	5	0.00	0	0	786.76	5	5	20.00	1	1	806.76	6	6
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	2,045.69	93	69	113.39	5	5	2,159.08	98	74	790.54	78	76	2,949.62	176	150
TOTAL JUVENILE PRINT MATERIALS	4,695.79	417	268	3,222.33	225	172	7,918.12	642	440	1,538.76	152	150	9,456.88	794	590
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	57.46	3	3	1,767.46	76	76	1,824.92	79	79	0.00	0	0	1,824.92	79	79
Total Juvenile Audio	57.46	3	3	1,767.46	76	76	1,824.92	79	79	0.00	0	0	1,824.92	79	79
Juvenile Video Educational	0.00	0	0	488.72	47	47	488.72	47	47	15.00	1	1	503.72	48	48
Juvenile Video Entertainment	0.00	0	0	209.95	19	19	209.95	19	19	294.00	19	19	503.95	38	38
Total Juvenile Video	0.00	0	0	698.67	66	66	698.67	66	66	309.00	20	20	1,007.67	86	86
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	57.46	3	3	2,466.13	142	142	2,523.59	145	145	309.00	20	20	2,832.59	165	165
TOTAL JUVENILE MATERIALS	4,753.25	420	271	5,688.46	367	314	10,441.71	787	585	1,847.76	172	170	12,289.47	959	755
Total Fiction	7,984.40	694	521	6,112.67	382	329	14,097.07	1,076	850	1,850.57	129	129	15,947.64	1,205	979
Total Non-Fiction	24,846.59	280	235	8,967.33	412	409	33,813.92	692	644	3,670.36	216	210	37,484.28	908	854
Total Audio	1,620.61	46	44	1,767.46	76	76	3,388.07	120	120	420.00	21	21	3,808.07	143	141
Total Video	76.95	4	3	698.67	66	66	775.62	70	69	1,089.00	72	71	1,864.62	142	140
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	34,528.55	1,024	803	17,546.13	936	880	52,074.68	1,960	1,683	7,029.93	438	431	59,104.61	2,398	2,114

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 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	533.65	31	26	1,372.75	75	75	1,926.40	106	101	0.00	0	0	1,926.40	106	101
Adult Circulating Non-Fiction	104.51	16	15	4,341.59	199	197	4,446.10	215	212	0.00	0	0	4,446.10	215	212
Adult Reference	42.00	1	1	40.72	1	1	82.72	2	2	0.00	0	0	82.72	2	2
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	146.51	17	16	4,382.31	200	198	4,528.82	217	214	0.00	0	0	4,528.82	217	214
TOTAL ADULT PRINT MATERIALS	700.16	48	42	5,755.06	275	273	6,455.22	323	315	0.00	0	0	6,455.22	323	315
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	351.16	9	7	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	351.16	9	7	0.00	0	0	351.16	9	7	0.00	0	0	351.16	9	7
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	351.16	9	7	0.00	0	0	351.16	9	7	0.00	0	0	351.16	9	7
TOTAL ADULT MATERIALS	1,051.32	57	49	5,755.06	275	273	6,806.38	332	322	0.00	0	0	6,806.38	332	322
Juvenile Fiction	312.99	43	31	0.00	0	0	312.99	43	31	0.00	0	0	312.99	43	31
Juvenile Circulating Non-Fiction	134.65	9	6	0.00	0	0	134.65	9	6	0.00	0	0	134.65	9	6
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	134.65	9	6	0.00	0	0	134.65	9	6	0.00	0	0	134.65	9	6
TOTAL JUVENILE PRINT MATERIALS	447.64	52	37	0.00	0	0	447.64	52	37	0.00	0	0	447.64	52	37
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	57.46	3	3	1,767.46	76	76	1,824.92	79	79	0.00	0	0	1,824.92	79	79
Total Juvenile Audio	57.46	3	3	1,767.46	76	76	1,824.92	79	79	0.00	0	0	1,824.92	79	79
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	57.46	3	3	1,767.46	76	76	1,824.92	79	79	0.00	0	0	1,824.92	79	79
TOTAL JUVENILE MATERIALS	505.10	55	40	1,767.46	76	76	2,272.56	131	116	0.00	0	0	2,272.56	131	116
Total Fiction	866.64	74	57	1,372.75	75	75	2,239.39	149	132	0.00	0	0	2,239.39	149	132
Total Non-Fiction	281.16	26	22	4,382.31	200	198	4,663.47	226	220	0.00	0	0	4,663.47	226	220
Total Audio	408.62	12	10	1,767.46	76	76	2,176.08	88	86	0.00	0	0	2,176.08	88	86
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	1,556.42	112	89	7,522.52	351	349	9,078.94	463	438	0.00	0	0	9,078.94	463	438

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2000

General Fund	Amount	Adopt-A-Book	TOTAL
	\$8,479.06	Amount	Amount
		\$6,601.44	\$15,080.50

Agenda Item 18

TO: Elizabeth D. Minter, Library Director

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

DATE: December 20, 2000

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

This report was received from Unique Management on December 12, 2000.  
Attachment A is enclosed.

A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	16	56	12	797.39	9
November	7	51	7	369.60	11
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	81	300	43	2,692.72	55

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 12/05/00

Time Run: 05:05PM  
Date Run: DEC 05 2000

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	376	Dollars Submitted	:	32,707.79	Dollars Received	:	8,076.48
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	6,941.09
Incorrect Addresses	:	53	Dollars in Skips	:	3,583.12	Dollars Waived	:	1,290.39
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	.00	Total Activated	:	20,937.92
Accounts in Process	:	322	Dollars in Process	:	28,402.53	% of Dollars Activated	:	73.72%
# of Accounts Activated	:	222						
% of Accounts Activated	:	68.94%						



TO: Library Board of Trustees *EDM*  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: December 20, 2000  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT NOVEMBER , 2000**

SUMMARY OF PRINTER/COPIER ACCOUNTS NOVEMBER, 2000

Beginning Balance 11/30/00 (\$6,592.92)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	458.65	
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 November		446.34
Total Copier Maintenance Payment in November		229.65
Debit Card System Loan Payback		0.00
	458.65	675.99

Ending Balance 11/30/00 (\$6,810.26)

November payment \$ 0.00

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

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 11/30/00	(8,565.48)
Loan Amount as of 11/30/00 (Literacy Fund)	7,700.00
November Payment (Fund 702)	0.00
November Payment (Literacy Fund)	0.00
Balance 11/30/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



TO: Placentia Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EDM*  
DATE: December 20, 2000

**SUBJECT: GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

The Anderson Family	Rod Jimenez
Joseph & Voiza Arnold	Stephen Lyon
Dale & Colleen Bartley	John & Shirley Mignot
Jud Brown	Alice Miller
Michael Cardwell	JoAnn Nelson
Anna Lee ave	Valerie & Howard Paulson
Elizabeth Clarke	Richard & Rae Beverage
Elder Family	Del & Peggy Sevre
Jim & Faley	Dennis J. Spiro, O.D., Ph.D
Alfred Gobar	Bud & Carole Steffen
Edward Hartmann	Kay Suiter
Pat Irot	Rachel Sweet
Steve & Cathy Janowicz	Marie Tourne
	Debbie Vincent

TOTAL AAB DONATIONS \$1,038.00

**GENERAL FUND DONATIONS**

Elizabeth & Fred Minter

TOTAL GF DONATIONS \$100.00

**TOTAL ALL DONATIONS** \$1,138.00



TO: Library Board of Trustees

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

DATE: December 20, 2000

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

1. **Seismic Retrofit** – SPS and the City of Placentia completed the project on November 17, 2000.
2. **Roofing** – The roof contract was awarded to Pro-Tech Weatherproofing, Inc. at the Special Meeting of the Placentia Library Board of Trustees on November 29, 2000. Start date of project is still to be determined.
3. **Plumbing** – Manwill Plumbing serviced the men's staff restroom.
4. **History Room** – The shelving is completed. Dozens of boxes have been removed from the storage container and put into the Library storage area. The storage container will be removed in December 2000 when it is empty.

Prepared by: Wendy Goodson



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *elm*  
DATE: December 20, 2000  
**SUBJECT: PERSONNEL REPORT FOR NOVEMBER, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson





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

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY00/01 November	FY00/01 YTD	Starting	Cumulative
Andrade, Linda	6.00	36.00	9/95	485.50
Backes, Theresa	7.50	29.50	6/98	185.50
Chou, Tzu-Shiu	0.00	3.00	2/00	33.50
Clugston, Patricia	12.25	37.00	6/98	166.50
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	11.75	55.00	8/98	457.75
Fioroni, Pete	4.00	22.00	3/97	204.00
Fioroni, Ruth	4.00	22.00	3/97	180.00
Fitzgerald, Joan	12.00	63.00	10/93	1,874.75
Godwin, Nita	6.00	38.00	2/96	267.25
Hemmerling, Barbara	9.25	37.25	9/95	353.25
Hochman, Sue	1.00	13.75	1/98	199.50
Horrocks, Marjorie	2.00	16.00	10/95	251.00
Hyams, Rose	12.00	50.75	7/98	410.75
Irot, Pat	23.50	127.00	2/96	1,620.75
Jertberg, Pat	8.50	47.00	4/98	478.75
Livezey, Jane	9.25	45.75	4/96	479.75
Lord, Audrey	13.00	63.50	Jul-00	63.50
Mignot, Shirley	5.50	25.50	9/95	444.25
Myers, Claire	18.00	71.50	10/95	908.50
Olson, Bob	2.00	18.00	9/95	299.00
Pence, Carol	2.25	2.25	Nov-00	2.25
Pence, Thomas	4.00	23.50	1/99	132.25
Project Independence	22.25	141.50		649.00
Rodriguez, Carmen	2.00	22.00	2/00	47.00
Salem, Rose	8.25	10.25	Oct-00	10.25
Schlichter, Allan	6.00	38.00	10/93	668.50
Schmidt, Marie	8.50	57.50	4/98	416.50
Shaw, Dixie	1.50	7.00	5/94	168.50
Tapia, Jerry	0.00	8.50	Oct-00	8.50
Vaughn, Judy	5.75	29.00	8/99	98.75
Walker, Virginia	4.50	4.50	Mar-99	116.00
Wymer, Betty	12.75	51.00	1/96	634.00
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Pro	0.00	25.00		6,727.75
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TOTAL	245.25	1,243.50		20,260.00

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY00/01 November	FY00/01 YTD	Cumulative		FY00/01 November	FY00/01 YTD	Cumulative
Agrazsanchez, Rafael	-	15.00	30.00	Kumagai, Regina	14.00	85.00	149.00
Aiama, Antara	6.00	19.00	19.00	Lagow, Cassie	6.00	12.00	12.00
Alcantara, Carmelita	12.00	79.00	125.00	Larson, Li	10.00	50.00	208.50
Anderson, Susan	3.00	21.00	144.00	Lee, Anyika	4.00	20.00	180.00
Andreyeva, Anna A.	6.50	10.50	10.50	Li, Stephanie	3.00	31.00	31.00
Barrera, Karen	6.00	49.00	49.00	Malle, Patty	6.00	33.00	33.00
Bauernfiend, Ida	10.00	42.00	42.00	McCartney, Shannon	2.00	18.00	18.00
Belsher, Kristin	9.00	24.00	24.00	McMahon, Kelly	6.00	12.00	12.00
Bereiter, Gretchen	16.00	32.00	75.00	Mitchell, Cheryl	6.00	24.00	186.00
Blanco, Ramon	4.00	26.00	26.00	Mohan, Kshema	2.00	29.50	29.50
Bolkovatz, Alta	8.00	16.50	16.50	Moore, Kim	6.00	21.00	103.00
Cacho, Rosario	2.00	2.00	2.00	Moyer, Disa	6.00	30.00	78.00
Cantwell, Kenneth	23.00	114.00	221.00	Murray, Edward	6.00	18.00	18.00
Carlson, Grace	18.00	18.00	18.00	Ngo, Sandy	-	4.00	10.00
Chakraborty, Sujata	6.00	17.00	17.00	Nguyen, Anthony	-	36.00	36.00
Chen, April	3.00	19.00	19.00	Ornstein, Mary	6.00	30.00	288.50
Coffee, Nancy	6.00	60.00	180.00	Ozsuath, Geoff	-	18.00	94.00
Colenso, Bill	6.00	9.00	9.00	Patel, Deepa	6.00	37.00	40.00
Counts, Courtney	6.00	12.00	12.00	Paulson, Valerie	8.00	36.00	381.00
Croom, Carolyn	6.00	32.00	154.00	Pham, An	5.00	10.00	10.00
Del Angel, Laura	15.00	46.00	59.00	Pham, Thuy	3.50	7.00	7.00
Duffie, Pat	14.00	26.00	26.00	Piatt, April	6.00	12.00	12.00
Eckert, Thomas	12.00	82.00	229.00	Reyes, Mary Lou	12.00	34.00	87.00
Ekelund, Lynsie	8.00	16.00	16.00	Risso, Edith	6.00	39.00	65.00
Elinsky, Janet	12.00	72.00	72.00	Rodriguez, Carmen	6.50	31.00	50.00
Fartash, Arian	12.00	75.00	75.00	Roth, Howard	6.00	6.00	6.00
Favaro, Lee	6.00	48.00	81.50	Rowe, Edana	9.00	13.00	13.00
Fenwick, Randy	17.00	87.00	87.00	San Jose, Elaine	3.00	3.00	3.00
French, Susan	5.00	20.00	20.00	Sanchez, Margo	6.00	42.00	94.00
Fukuda, Lynn	6.00	52.00	55.00	Sciaini, Matthew	4.00	8.00	8.00
Fuller, Janice	3.00	18.00	29.50	Shah, Krishna	6.00	12.00	12.00
Gast, Polly	12.00	173.50	600.00	Shepherd, Kathy	6.00	17.00	17.00
Ghosh, Deepa	8.00	26.50	26.50	Skimizu, Ken	-	64.00	64.00
Goebel, Trang	15.00	15.00	15.00	Skinner, Courtney	4.00	22.00	22.00
Gonzalez, Lizeth	11.00	18.50	30.00	Smith, Jeff	4.00	4.00	4.00
Gonzalez, Veronica	4.00	10.50	21.00	Stalnaker, Linda	6.00	30.00	125.50
Goodfriend, Louise	6.00	19.00	139.00	Stichter, Julie	4.00	14.00	14.00
Goodman, Dale	13.00	103.00	1,164.00	Sun Jose, Elaine	3.00	3.00	3.00
Graves, David	6.00	12.00	12.00	Tooley Marita	6.00	35.00	44.00
Gwatney, Aimee	6.00	40.50	125.50	Tran, Duyen	-	-	-
Hawk, John	6.00	50.00	70.00	Tras, Erin	3.00	3.00	3.00
Heer, Kim	13.00	16.00	16.00	Van Zee, Karin	6.00	77.00	182.00
Hernandez, Rosy	6.00	32.00	155.50	Vert, Joann	6.00	12.00	12.00
Hutton, Katherine (Kate)	8.00	38.00	42.00	Vue, Kia	5.50	17.00	17.00
Johnson, Nicole	7.50	24.00	24.00	Westfall, Carolyn	8.00	12.00	12.00
Karbaum, Isabel	4.00	24.00	24.00	Wiegman, Karin	6.00	30.00	33.00
Keller, Christina	8.00	33.00	33.00	Wilburn, Anthony J	-	2.00	2.00
Khuu, Michelle	6.00	12.00	12.00	Zweigart, Erin	16.00	16.00	16.00
Kramer, Bill	14.00	84.00	84.00				
Krause, Matt	6.00	23.50	23.50				
Kuisum, Khako	6.00	6.00	6.00				
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Total	432.00	1,920.00	4,566.00	Total	253.50	1,119.50	2,845.00

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

	FY00/01			FY00/01	
	November	YTD		November	YTD
Aaron, Darryl	0.00	7.75	McCustian, Nicole	0.00	5.50
Arellano, Jonathan	0.00	3.00	Muranaha, Amber	14.50	14.50
Barrera, Karen	0.00	5.00	Murphy, Jimmy	0.00	6.50
Bone, Shawnda	0.00	8.00	Nguyen, Don	0.00	54.00
Carey, Kim	0.00	8.00	Nguyen, Paul	0.00	32.00
Chan, Stephanie	4.00	8.00	Noble, Luciano	0.00	34.00
Chavez, Alfredo	0.00	7.00	Nwanezi, Ama	0.00	21.00
Choi, Nathan	14.50	14.50	Oswal, Alok	4.25	4.25
Cohen, Darleen	0.00	4.5	Padilla, Eric	0.00	5.00
Cohma, Milessa	0.00	10.25	Patel, Bhavik	0.00	18.50
Cravotta, Brian	0.00	32.00	Piha, Richard	0.00	2.00
Davis, Ken	0.00	5.75	Pineda, Juanita	0.00	5.00
De Hart, Desiree	0.00	16.75	Plinski, Sara	0.00	18.00
Fartash, Arian	0.00	7.75	Rabadan, Jessica	0.00	11.50
Flores, Norma	0.00	2.00	Robinson, Shawn	0.00	16.00
Garcia, Elizabeth	0.00	15.75	Rorex, Jamie	3.00	16.00
Gupta, Sameer	3.00	12.00	Ruffin, Marlana	0.00	2.00
Harnett, Tom	0.00	2.50	Runyon, Beth	0.00	7.50
Harris, Jennifer	0.00	3.75	Serrano, Celine	0.00	5.00
Hernandez, Mia	0.00	23.75	Shah, Hardik	4.75	14.50
Hernandez, Ricardo	0.00	2.50	Shah, Soham	0.00	20.25
Herzog, Einav	3.00	7.50	Sobien, Lisa	0.00	36.00
Ho, Evelyn	5.75	47.50	Tapia, Mark	0.00	12.50
Ho, Irene	0.00	2.25	Vasquez, Joel	0.00	5.50
Hung, Yang	7.00	24.00	Vidhyarkorn, Tammy	14.50	14.50
Lam, Phung	2.00	7.00	Vu, Elizabeth	0.00	29.00
Laub, Jennifer	0.00	1.00	Vue, Kia	0.00	5.00
Lee, Jaclyn	0.00	32.25	Waller, Jennifer	27.75	27.75
Lee, James	0.00	9.50	Walsh, Cheyanne	0.00	3.00
Lim, Michelle	2.00	4.25	Yada, Julie	0.00	7.25
Lin, Cheng	11.00	29.00	Zhou, Charles	0.00	15.75
Maru, Sid	0.00	23.50			
Matta, Manal	3.00	15.50			
Montes, Eric	0.00	16.00			
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<b>TOTAL</b>	<b>55.25</b>	<b>412.00</b>	<b>TOTAL</b>	<b>68.75</b>	<b>463.75</b>

**TOTAL Library Volunteer Hours** 369.25  
**TOTAL Literacy Volunteer Hours** 685.50  
**TOTAL VOLUNTEERS HOURS** 1,054.75

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	385.00	332.00	458.50	614.00
November	443.75	368.00	369.25	345.00	425.00	685.50
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  
DECEMBER 20, 2000

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 NOVEMBER 00	FY99-00 NOVEMBER 99
1st Time Checkouts	57,922	58,555	-1.08%	11,792	12,874
Phone Renewals	8,538	8,180	4.38%	1,666	2,074
In-Building Renewals	1,853	1,641	12.92%	423	408
Total Renewals	10,391	9,821	5.80%	2,089	2,482
TOTAL CHECKOUTS	68,313	68,376	-0.09%	13,881	15,356
On-Time Checkins	57,576	57,087	0.86%	10,900	11,532
Late Checkins	10,054	9,457	6.31%	2,126	2,201
TOTAL CHECKINS	67,630	66,544	1.63%	13,026	13,733
Holds Placed	1,320	1,422	-7.17%	241	291
Holds Cancelled	267	287	-6.97%	38	52
Holds Filled	1,331	1,308	1.76%	248	258
Holds Expired	16	5	220.00%	1	1
Overdue Items	3,529	3,394	3.98%	800	983
Overdue Notices	1,576	1,558	1.16%	357	441
Billing Notices	1,715	1,789	-4.14%	350	451
Patrons Registered	1,383	1,566	-11.69%	251	386
Titles Added	5,419	4,327	25.24%	1,102	891
Volumes Added	6,950	8,789	-20.92%	1,332	1,453
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	29,525	31,295	-5.66%	5,657	6,694
Juvenile Print	32,963	32,799	0.50%	6,849	7,509
Total Print	62,461	64,094	-2.55%	12,506	14,203
Audio	2,961	2,565	15.44%	572	565
Visual	4,270	2,861	49.25%	468	407
Equipment	1	0	100.00%	1	0
Total Audio Visual	7,232	5,426	33.28%	1,041	972
TOTAL CIRCULATION	68,313	68,376	-0.09%	13,881	15,356
Placentia Circulation	42,501	43,469	-2.23%	8,206	9,258
% Placentia Circulation	60.98%	62.53%	-2.48%	60.57%	61.01%
Anaheim/Yorba Linda Circulation	12,923	12,832	0.71%	2,893	3,236
% Anaheim/Yorba Linda Circulation	18.54%	18.46%	0.43%	24.98%	21.32%
TYPES OF ACTIVE BORROWERS					
Adult	46,705	45,821	1.93%	9,355	9,735
Young Adult	1,970	1,665	18.32%	401	412
Juvenile	15,268	15,855	-3.70%	3,098	3,657
New Borrower	5,760	6,181	-6.81%	1,027	1,552
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	69,703	69,522	0.26%	13,881	15,356
TOTAL REGISTERED BORROWERS	20,438	21,154	-3.38%	20,438	21,154
ATTENDANCE	139,038	132,184	5.19%	29,648	28,150
Adult Reference - -In Building	5,907	4,371	35.14%	1,216	958
Adult Reference - Telephone	1,722	1,028	67.51%	180	210
Children's Reference - In Building	3,870	3,065	26.26%	643	599
Children's Reference - Telephone	122	170	-28.24%	35	29
Total Adult Reference	7,629	5,399	41.30%	1,396	1,168
Total Children's Reference	3,992	3,235	23.40%	678	628
Total In Building Reference	9,777	7,436	31.48%	1,859	1,557
Total Telephone Reference	1,844	1,198	53.92%	215	239
TOTAL REFERENCE	11,621	8,634	34.60%	2,074	1,796



SOUTH COAST



WATER DISTRICT

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

November 13, 2000

**TO:** Ron Kennedy  
Secretary**FROM:** Michael Dunbar**SUBJECT:** ISDOC  
MINUTES OF NOVEMBER 6, 2000

- I. Call of Order
  - A. Members
    - 1. Mary Eileen Mathis was absent
    - 2. Arlene Schaffer conducted the meeting until Keith Coolidge arrived.
- II. Minutes
  - A. Corrections
    - 1. Arlene Schaffer provided the LAFCO report rather than Doug Reinhart as reported.
    - 2. Arlene Schaffer provided the CSDA report with various handouts rather than as reported.
  - B. Adoption
    - 1. The minutes were adopted as corrected.
- III. Financial Report
  - A. Statement
    - 1. There is \$4,721.96 in the ISDOC checking account.
- IV. November 30, 2000 Quarterly Meeting
  - A. Noticing for Meeting
    - 1. The telephone trees appear to be out of date and should not be used.
    - 2. After some discussion, the best method to notify individuals of the meeting would be through flyers.
    - 3. The flyers should include a deadline date for making reservations. (\$12.00 with a reservation and \$15.00 without a reservation).

**B. Nominating Committee**

1. The nominating committee (Phil Anthony, absent; Bob Hanson and Russ Paris) proposed the following slate of officers.
  - a. Mary Eileen Mathis – President
  - b. Arlene Schaffer – 1<sup>st</sup> Vice President
  - c. Larry Dick – 2<sup>nd</sup> Vice President
  - d. Trudy Ohlig-Hall – 3<sup>rd</sup> Vice President
  - e. Joan Finnegan – Treasurer
  - f. Mike Dunbar – Secretary
2. The slate of officers would be presented at the 11/30/00 meeting. Other nominees would be accepted from the floor. The President of each Board of Directors or his/her designee is the only eligible voter.

**C. Program**

1. Several ideas/issues were suggested for the program.
2. A recap of the election results and the energy deregulation issue were most prevalent issues.
3. State Senator/Assembly Member Bill Campbell would be invited to speak. He may be in line for a leadership position next term. He could also provide an update on the Little Hoover Commission Report.
4. Assemblymember Ken Maddox could also be invited as he is on the energy deregulation commission.
5. Energy deregulation issues may have similar undertones for the water industry in the future.

**V. LAFCO Report****A. Special District Representative**

1. Doug Reinhart has indicated that he will be relocating to Irvine and thus not be eligible for the El Toro Water District Board and a LAFCO representative.
2. If Doug Reinhart were to resign by December 2, 2000 (day after new directors would be sworn in), then ISDOC would need to fill that position.
3. The vote on a new LAFCO representative would be at a later date (after November 30, 2000 meeting) due to election representation bylaws. The bylaws will be distributed to the member agencies for review of the requirements.
4. During the coming year, the Vice Chair of LAFCO is scheduled during to be one of the special district representatives.

**B. El Toro Water District**

1. LAFCO will be proposing a study of various alternatives related to El Toro Water District.



2. Affected agencies and cities have been given notice of the proposed study.

#### C. Unincorporated Inlands

1. LAFCO staff will be heavily involved with the unincorporated island issue.
2. A sphere of influence update would be conducted for the City of Yorba Linda and the City of Laguna Beach, among others.

#### D. November 8, 2000 Meeting

1. The El Toro Water District scope of study is on the agenda.
2. A subcommittee (Arlene Schaffer is a member) has been formed to study the impacts of AB2838 (Hertzberg Bill).
3. The O.C. LAFCO staff will be attending a workshop at Cal LAFCO on AB2838. A workshop would then be held in Orange County, probably in the spring of 2001. It was requested that the workshop be conducted before agencies adopt their budgets for 2001/2002.

### VI. CSDA

#### A. Planning/Board Meeting

1. A planning/board meeting is scheduled for December 7, 2000 in Napa, CA.

#### B. Conference 2001

1. Arlene Schaffer has been selected to serve as conference chairperson for 2001.

### VII. Legislation

#### A. AB2838 Hertzberg

1. There will be several workshops held over the next few months to discuss the impacts of AB2838. This is the latest LAFCO reform legislation.
2. Cal LAFCO will hold a workshop for LAFCO staff at the end of November. O.C. LAFCO is scheduling a workshop for the spring of 2001.
3. Special districts need to stay involved as the funding mechanism changes under AB2338: 1/3 county, 1/3 cities and 1/3 special districts.

#### B. Proposed Cleanup to AB2338

1. Keith Coolidge discussed several areas that would be reviewed for cleanup to AB2838.
2. These areas would include the following:
  - a. LAFCO could not change the boundaries of a special district without its consent.
  - b. The water rights of a special district would remain with the State Water Resources Control Board and not LAFCO.

VIII. Other Matters

A. Water Wheeling

1. Santa Margarita Water District completed a 2000 acre foot water wheeling proposal with mixed results.
2. Of the 2000 acre foot, approximately ½ was "lost" due to a Delta carrying charge (water allocated to the environment).
3. The remaining water was not actually delivered due to the unavailability of capacity in the State Water Project. There was a very short three day window that was missed.

B. Public Relations

1. A suggestion was made to send out a congratulatory note to the successful candidates of the November 7, 2000 election.

C. MWD Rate Structure

1. MWD is in the process of developing a new rate structure.
2. There would be a basic two-tier system. The actual components that would constitute the rate are approximately nineteen.
3. The MWD Board will be discussing these components the next several months.

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
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Certification for Partnerships for Change Implementation Grant from the State Library of California. These funds are directed to support the Spanish Literacy project in collaboration with the City of Placentia and Head Start

**DATE:** January 17, 2001

**BACKGROUND**

Placentia Library District was awarded \$10,000 for a Partnerships for Change Implementation Grant.

The Certification forms are required for all State Library of California Grants.

**RECOMMENDATIONS**

Receive & File



LSTA GA Certification

LSTA GRANT AWARD #40-5318

California State Library  
Budget Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

Project Title: Partnerships for Change Implementation Grant  
System/Agency: Placentia Library District

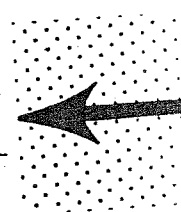
**PLEASE COMPLETE AND RETURN THIS PAGE**

**CERTIFICATION**

- I. I affirm that the subgrantee named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- II. I affirm that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge; that as the authorized representative of the subgrantee, I have the legal authority to commit my organization to the conditions of this award.
- III. I affirm that any or all other subgrantees participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application.

SIGNED ED Minter  
Authorized representative

DATE 12/11/00



Elizabeth D. Minter, Library Director

Type or print name and title, of authorized representative

Placentia Library District of Orange County

Legal name of local subgrantee

Partnerships for Change Implementation Grant

Project name as listed on the application

411 East Chapman Avenue

Street address of named subgrantee

Placentia

City

Orange

County

92870

Zip Code

714-528-1925 x.203

Telephone of authorized rep.

Jim Roberts, Public Services Manager

Coordinator/Director of program if different

714-528-1925 x.213

Telephone

Jim Roberts, Public Services Manager, 714-528-1925 x.213

**WHO SHOULD RECEIVE NOTIFICATION OF APPROVAL OR DENIAL OF LSTA AWARD:**

Jim Roberts, Public Services Manager, 714-528-1925x.213 411 E.Chapman Ave Pla CA 92870

**WHO SHOULD RECEIVE INSTRUCTIONS FOR PREPARING REQUIRED REPORTS:**

(Provide name, address and telephone number. Use back if needed.)



CALIFORNIA STATE LIBRARY  
Library Services and Technology Act  
**FINANCIAL CLAIM**  
**1ST PAYMENT**

FY: 00/01  
VP: 99  
VENDOR CODE: M692  
SCHEDULE NO:

Date: Dec 11, 2000

Claim of: Placentia Library District

Address: 411 East Chapman Avenue Placentia CA 92870

For: Placentia Library District  
(Name of System or Agency)

Project Title: Partnerships for Change Implementation Grant


Amount Claimed: \$5,000 Grant Award I.D. Number: 40-5318

For Period From: upon execution to September 30, 2001

Type of Payment: PROGRESS FINAL IN FULL  
Payable Upon Execution of Agreement 11/29/00

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the contract; and that payment has not previously been received for the amount claimed herein.

by   
(Signature of the authorized officer of the Fiscal Agency)  
Library Director  
(Title)

State of California  
State Library Budget Office

by \_\_\_\_\_ date \_\_\_\_\_

MAIL ONE ORIGINAL SIGNATURE TO:  
  
California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001





## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying, and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

### I. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82 Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -278 "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all awards at all levels (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subcontractors shall certify and disclose accordingly.

### II. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public

(Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### III. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and describing the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about -

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (dX2) from an employee or otherwise receiving actual notice of such conviction. Employees of



convicted employees must provide notice including position title to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington D.C. 20506.

**DRUG FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 35, Subpart F, for grantees, as defined at 34 CFR Part 35, Section 35.605 and 35.610 -

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;


(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

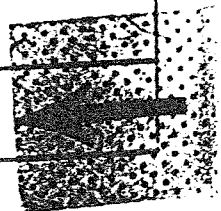
B. The grantees may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870

Check  if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

Name of Applicant	PR/Award Number and/or Project Name
Placentia Library District	Library Services and Technology Act (LSTA) Partnerships for Change Implementation Grant
Printed Name and Title of Authorized Representative	
Elizabeth D. Minter, Library Director	
Signature	Date
	Dec 11, 2000





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

Agenda Item 27  
Page 1 of 1

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

**ROLL CALL:**

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

Absent: Robin Masters, Commissioner  
Saundra Stark, Commissioner

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

**ORAL COMMUNICATIONS:**

None.

**MINUTES:**

Minutes of the October 3, 2000 meeting were approved.

**OLD BUSINESS:**

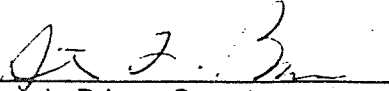
Public Works Director, Chris Becker, distributed a report titled "Civic Center Master Plan Update and Capital Improvement Projects." All present agreed that the Civic Center renovations should not be put off any longer and would like to explore ways to fund this project. It was decided that City staff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

**NEW BUSINESS:**

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

**ADJOURNMENT:**

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

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



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
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		15,390.53	4,121.68	2,375.09	430.00	0.00	0.00	22,317.30
AVG		3,847.63	1,030.42	593.77	107.50			5,579.33

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
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	930.48	998.72	236.72	0.00	1,741.44	3,907.36
AVG	232.62	249.68	59.18	0.00	435.36	976.84



DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
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	930.48	998.72	236.72	0.00	1,741.44	3,907.36
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		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99	8.00	10.00	2.00	0.00	30.00	50.00
Jun-99	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	120.00	22.00	2.00	360.00	600.00
AVG	8.00	10.00	1.83	0.17	30.00	50.00

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
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	24.00	32.00	8.00	0.00	64.00	128.00
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:** December 20, 2000

Steve Peters, Construction Manager, HQT Homes, and a cabinet subcontractor they use visited the History Room on in late November to measure for the counters and cabinets. It is anticipated that this work will be completed by the end of December 2000.

Staff has emptied the storage unit in the parking lot and is unpacking the boxes. It is anticipated that this work will also be completed by the end of December.




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Fiscal Year 1999-2000 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller  
**DATE:** December 20, 1998

**BACKGROUND:**

Munson, Cronick & Associates has completed work on the District's Fiscal Year 1999-2000 Annual Report of Financial Transactions and submitted it to the State Controller. The Report is Attachment A.

**RECOMMENDATION:**

Receive and File the Fiscal Year 1999-2000 Annual Report of Financial Transactions for the State Controller as prepared by Munson, Cronick & Associates.



**PLACENTIA LIBRARY DISTRICT**

**Annual Report of Financial Transactions  
Of Special Districts**

**Fiscal Year Ended June 30, 2000**

PAGE 02

PAGE 02

ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

NUMBER OF ERRORS IN REPORT = 0

TO: State Controller  
Division of Accounting  
and Reporting  
Local Government Reporting Section  
P. O. Box 942850  
Sacramento, CA 94250  
(916) 445-5153

VERIFY that your District ID listed below  
is correct. (must be the full 11 digits)

District ID: 17300400000

Fiscal Year Ended  
Date: JUNE 30, 2000

This report is due within 90 days  
after the end of the fiscal year.

Pursuant to Government Code Section  
26909, an audit is to be filed with  
the State Controller within 12 months  
of the end of the fiscal year.     

Principal County:

Other Counties:

District Name  
PLACENTIA LIBRARY DISTRICT  
Street Address or P.O. Box  
411 E. CHAPMAN AVE.  
City, State, Zip Code  
PLACENTIA, CA 92870

Place an 'X' in the box if your  
mailing address has changed >

Phone                      Ext.  
(714)528-1925

Location (if different from above)  
Street Address

Report prepared by (contact person)

First M.I. Last  
1 MERRIALYCE MCHENRY, CPA  
Phone                      Ext.

2 (714)449-9909  
Address  
3 2501 E. CHAPMAN AVE., #220  
City (Please do not use commas)

4 FULLERTON  
Submitted by (signature)

Title  
CPA  
Date

**COPY**

MEMBERS OF GOVERNING BODY

Please do not abbreviate ---  
Name                      | 2 | Title                      | 3

1 AL SHKOLER	PRESIDENT
2 ROBIN J MASTERS	SECRETARY
3 GAETEN M WOOD	BOARD MEMBER
4 MARGARET V DINSMORE	BOARD MEMBER
5 SAUNDRA M STARK	BOARD MEMBER
6 ELIZABETH MINTER	DIRECTOR
7	
8	
9	

GOVERNING BODY

County Board of Supervisors

City Council

Other

OTHER OFFICIALS

Independent Auditor

5 MUNSON CRONICK & ASSOCIATES  
Contact Person

6 MERRIALYCE MCHENRY, CPA  
Phone                      Ext.

7 (714)449-9909  
Address

8 2501 E. CHAPMAN AVE, #220  
City (Please do not use commas)

9 FULLERTON

Secretary

Mgr/Supt/Chief

Attorney

Fiscal Officer

STATE USE ONLY

Reviewed by

Date

Cleared by

Date



SUMMARY OF FINANCIAL TRANSACTIONS IN THE  
ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS"

PLACENTIA LIBRARY DISTRICT	Total Memorandum Only
	=====
1. TOTAL ASSETS:	3246265
2. TOTAL LIABILITIES:	437472
3. FUND EQUITY :	2808793
	-----
4. TOTAL REVENUES:	1442550
5. TOTAL EXPENDITURES/EXPENSES:	1271456
6. TOTAL OTHER FINANCING SOURCES (USES):	0

COPY

ASSETS	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Cash and cash equivalents	1 \$ 684998	\$ 0	0 \$	0			\$ 684998
Taxes receivable	2 66327	0	0	0			66327
Interest receivable	3 9016	0	0	0			9016
Accounts receivable	4 0	0	0	0			0
Loans notes & contracts rec	5 0	0	0	0			0
Due from other funds	6 34017	0	0	0			34017
Inv of materials & supplies	7 0			0			0
Other current assets	8			0			0
Lease payments receivable	9	0					0
Unearned finance charge	10 (	0 )				(	0 )
Investments	11 32500	0	0	0			32500
Restricted assets	12			0			0
Deferred charges	13			0			0
Unamortized disc on L/T debt	14			0			0
Other assets	15 35587	0	0	0			35587
Fixed Assets:							
Land	16			0 \$	81498		81498
Buildings & improvements	17			0	1383219		1383219
Equipment	18			0	589103		589103
Construction in progress	19			0	0		0
Total fixed assets (pg 56)	20			\$ 0	\$ 2053820		\$ 2053820
Accumulated depreciation (pg 56)	21			(	0 )	(	0 )
Net fixed assets (pg 56)	22			\$ 0	\$ 2053820		\$ 2053820
Other Debits							
Amt avail in debt service funds	23					\$ 0	0
Amount to be provided	24					330000	330000
<b>TOTAL ASSETS (lines 1.0 thru 24.0)</b>	<b>25 \$ 862445</b>	<b>\$ 0</b>	<b>0 \$</b>	<b>0 \$</b>	<b>0 \$ 2053820</b>	<b>\$ 330000</b>	<b>\$ 3246265</b>

Page 05 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Part B

Part B

PLACENTIA LIBRARY DISTRICT

LIABILITIES & EQUITY	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Accounts/warrants payable	26 \$ 28654 \$	0 \$	0 \$	0		\$	28654
Loans & notes payable	27 0	0	0	0			0
Int payable - matured/accrued	28 4702	0	0	0			4702
Other current liabilities	29 21396	0	0	0			21396
Compensated absences payable	30 52720			0		\$ 0	52720
Due to other governments	31 0	0	0	0			0
Due to other funds	32 0	0	0	0			0
Long-Term Debt - Include							
current & long-term portion:							
G O bonds (pg 59)	33			0		0	0
Revenue bonds (pg 62)	34			0		0	0
C O P's (pg 65)	35			0		0	0
Sp Assmt Bd (pg 68, col 2 only)	36			0		0	0
Federal (pg 71)	37			0		0	0
State (pg 74)	38			0		0	0
Time warrants (pg 77)	39			0		0	0
Other long-term liab (pg 80)	40			0		330000	330000
Unamortized premium on L/T debt	41			0			0
Advance for construction	42			0			0
Deferred revenue	43 0	0		0			0
All other non-current liab	44			0			0
Total liabilities							
(lines 26.0 thru 44.0)	45 \$ 107472 \$	0 \$	0 \$	0		\$ 330000 \$	437472
Fund Equity:							
Contributed capital	46			0			0
Investments in gen fixed assets	47				\$ 2053820		2053820
Retained earnings	48			0			0
Fund balances:							
Reserved	49 35587	0	0				35587
Unreserved designated	50 179499	0	0				179499
Unreserved undesignated	51 539887	0	0				539887
Total Fund Equity							
(lines 46.0 thru 51.0)	52 \$ 754973 \$	0 \$	0 \$	0	2053820	\$	2808793
Total Liabilities & Fund Equity							
(lines 45.0 + 52.0)	53 \$ 862445 \$	0 \$	0 \$	0 \$	2053820 \$	330000 \$	3246265

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

PAGE 10 GENERAL & SPECIAL REVENUE FUNDS

Part A PLACENTIA LIBRARY DISTRICT

REVENUES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify): LIBRARY					
Taxes & Assessments:					
Current secured					
(Include supplemental roll)	1 \$	930099 \$	0 \$	0 \$	0
Current unsecured					
(Include supplemental roll)	2	53647	0	0	0
Prior Year					
(Include supplemental roll)	3	21592	0	0	0
Special district augmentation fund	4	9782	0	0	0
Property assessments					
(Service type assessments go on line 19.0)	5	0	0	0	0
Special assessments					
(Not 1911 or 1915 Bonds, include Mello/ Roos, Mark/ Roos Bonds only)					
	6	0	0	0	0
Penalties & cost on delinquent tax and assessments					
	7	0	0	0	0
Licenses, permits & franchises	8	0	0	0	0
Fines, forfeits & penalties	9	249	0	0	0
Revenue from use of money & property:					
Interest					
(Includes gain (loss) on investments)	10	36468	0	0	0
Rents, concessions & royalties	11	0	0	0	0
Intergovernmental:					
STATE					
Aid for construction					
	12	0	0	0	0
Homeowner's property tax relief					
	13	16224	0	0	0
Spcl supplemental subv. (repealed)					
	14				
Other - i.e. Timber Yield, State Water (specify): (here)					
	15	335832	0	0	0
FEDERAL					
Aid for construction					
	16	0	0	0	0
Other (specify): (here)					
	17	0	0	0	0
Other governmental agencies					
	18	0	0	0	0
Charges for current services					
(Include service type assessments)	19	0	0	0	0
Other revenues	20	38657	0	0	0
Total Revenues					
	21 \$	1442550 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS  
Part B PLACENTIA LIBRARY DISTRICT

EXPENDITURES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify): LIBRARY					
Salaries & wages	22 \$	540439 \$	0 \$	0 \$	0
Employee benefits	23	110915	0	0	0
Services & supplies (include contractual services)	24	565102	0	0	0
Contributions to outside agencies	25	0	0	0	0
Debt Service:					
Retirement of long-term debt	26	55000	0	0	0
Interest on long-term debt	27	0	0	0	0
Interest on short-term notes & warrants	28	0	0	0	0
Other (specify):(here)	29	0	0	0	0
Fixed Assets:					
Land (include on Page 56, line 2.0) (include on Page 56, line 2.0)	30	0	0	0	0
Structures and improvements (include on Page 56, line 2.0)	31	0	0	0	0
Equipment (include on Page 56, line 2.0)	32	0	0	0	0
Total Expenditures	33 \$	1271456 \$	0 \$	0 \$	0
Excess (Deficiency) Revenues Over (Under) Expenditures (21.0 less 33.0)	34 \$	171094 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS  
Part C PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify): LIBRARY				
Proceeds of long-term debt	35 \$	0 \$	0 \$	0 \$
Inception of lease purchase agreements	36	0	0	0
Other (specify):(here)	37	0	0	0
Operating transfers in (intra-district)	38	0	0	0
Operating transfers out (intra-district)	39 (	0 )(	0 )(	0 )
Total Other Financing Sources (Uses)	40 \$	0 \$	0 \$	0

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures		
Other Financing Uses		
(Total column, line 34.0 + 40.0)	41 \$	171094
Fund Equity Beginning Of Period (Must agree with prior year General & Special Revenue Fund Equity - line 46.0)	42 \$	583879
Prior period adjustments	43	0
Residual equity transfers	44	0
Other - (specify): (here)	45	0
Fund Equity End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Fund Equity line 52.0)	46 \$	754973

FIXED ASSETS & DEPRECIATION SCHEDULE

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

PAGE 56 PLACENTIA LIBRARY DISTRICT

	Col A	Col B	Col C	Col D
Activity Code (See instructions)	9	0	0	0
-----				
FIXED ASSETS	Activity (specify): LIBRARY			
-----				
Balance beginning of year (Must agree with prior year Page 56, line 5.0)	1 \$ 2013402 \$	0 \$	0 \$	0
Additions (include construction in progress)	2 40418	0	0	0
Less retirements	3 0	0	0	0
Adjustments - increase (decrease)	4 0	0	0	0
-----				
Balance end of year	5 \$ 2053820 \$	0 \$	0 \$	0
-----				
ACCUMULATED DEPRECIATION				
-----				
Balance beginning of year (Must agree with prior year Page 56, line 10.0)	6 \$ 0 \$	0 \$	0 \$	0
Depreciation accruals	7 0	0	0	0
Less net charges for plant retired	8 0	0	0	0
Adjustments - increase (decrease)	9 0	0	0	0
-----				
Balance, end of year	10 \$ 0 \$	0 \$	0 \$	0
-----				
NET FIXED ASSETS	11 \$ 2053820 \$	0 \$	0 \$	0
=====				
ENTERPRISE ONLY				
-----				
Total depreciation + amortization (from income statement)	12.0 \$ 0 \$	0 \$	0 \$	0
Less amortization included	13.0 ( 0 )(	0 )(	0 )(	0
Add/Subtract capitalized depreciation	14.0 0	0	0	0
Other	15.0 0	0	0	0
-----				
TOTAL (should agree with Line 7)	16.0 \$ 0 \$	0 \$	0 \$	0
=====				

OTHER LONG-TERM INDEBTEDNESS SCHEDULE

(\*Include current and long-term portion of principal)

Report debt by activity (i.e., Fire, Water, Waste, etc.)

PAGE 80 PLACENTIA LIBRARY DISTRICT

Activity Code (See instructions)	Col A	Col B	Col C	Col D	Col E
	9	0	0	0	0
Activity (specify): LIBRARY					
Principal amount unmatured, beginning of fiscal year (Should agree with year Page 80, line 15.0)	1 \$ 385000 \$	0 \$	0 \$	0 \$	0
Adjustments - increase (decrease) (Explain):(here)	2 0	0	0	0	0
	3 0	0	0	0	0
Principal amount received during fiscal year	4 0	0	0	0	0
Principal amount matured during fiscal year	5 55000	0	0	0	0
Principal amount unmatured, end of fiscal year (List payees and amounts):	6 330000	0	0	0	0
	7 0	0	0	0	0
	8 0	0	0	0	0
	9 0	0	0	0	0
	10 0	0	0	0	0
	11 0	0	0	0	0
	12 0	0	0	0	0
	13 0	0	0	0	0
	14 0	0	0	0	0
Total (6.0 thru 14.0)	15 \$ 330000 \$	0 \$	0 \$	0 \$	0



APPROPRIATIONS LIMIT (GANN) SCHEDULE

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B.  
 PAGE 89

PLACENTIA LIBRARY DISTRICT

Appropriations limit as of the end of fiscal year	1	2149603
Total annual appropriations subject to the limit as of the end of the fiscal year	2	1200614
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3	948989

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4	0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5	0
District is totally funded by sources other than "proceeds of taxes"	6	0
Other (explain) (here)	7	0



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 1999-2000 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 2000  
**DATE:** December 20, 2000

**BACKGROUND:**

The transmittal of the Management Letter for the Fiscal Year 1999-2000 Audit prepared Munson, Cronick & Associates completes the audit process. The Audit Management Letter is Attachment A.

**RECOMMENDATION:**

Receive and File the Audit Management Letter for Fiscal Year 1999-2000 as prepared by Munson, Cronick & Associates.



**M**unson,  
**C**ronick &  
**A**ssociates, LLP  
CERTIFIED PUBLIC ACCOUNTANTS

The Board Of Trustees  
Placentia Library District  
Placentia, California

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 2000, and have issued our report thereon dated September 20, 2000.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 2000, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Fixed Asset Account Group

Absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*Munson, Cronick & Associates, LLP*

MUNSON, CRONICK & ASSOCIATES, LLP  
Certified Public Accountants

Fullerton, California  
September 20, 2000

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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:** Certification to Receive Funds from the Public Library Fund, 2000-2001, submitted to the State Library of California on November 21, 2000

**DATE:** December 20, 2000

**BACKGROUND:**

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 2000-2001. It was mailed to the State Library on November 20, 2000.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive \$88,450 (\$1.68476 per capita) for Fiscal Year 2000-2001. The allocation, if PLF had been fully funded, would have been approximately \$105,000.

**RECOMMENDATION:**

Receive and File





**CALIFORNIA STATE LIBRARY**  
**Public Library Fund Act**  
**Signature Authorization Form**

The following individual(s) have signature authority for Certification of the Public Library Fund  
(see definitions of the law below)

NAME: Elizabeth D. Minter

TITLE: Library Director

SIGNATURE: 

TELEPHONE: 714-528-1925 x.203

ADDRESS: 411 East Chapman Avenue Placentia CA 92870

**PUBLIC LIBRARY FINANCE**  
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

**ARTICLE 2. DEFINITIONS**

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

**PLEASE RETURN THIS FORM ALONG WITH YOUR CERTIFICATION BY DECEMBER 1, 2000 TO:**

**PUBLIC LIBRARY FUND**  
**California State Library**  
**ATTN: Budget Office**  
**P.O. Box 942837, Sacramento, CA 94237-0001**

**NOTE: (for FEDERAL EXPRESS/HAND DELIVERY: 900 N Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814)**

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2000-01

FILING DATE: December 1, 2000

1. Library jurisdiction Placentia Library District of Orange County.
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 52, Statutes of 2000 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2000-01 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2000."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which **may be** included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Homeowner and business inventory exemption reimbursements for the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
  - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements which **may not** be included as local revenue are:
  - California Library Services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Technology Act (LSTA)
  - Library of California Act (LoC) funds
  - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)
6. Certification. Complete both entries.
 

	FY 1999-00	FY 2000-01
a. Local revenue appropriated (see para. 4 above)	1,344,094	1,443,149

A 100% maintenance of effort has been authorized for the 2000-01 year.  
 If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the cl  
data for the report are all true, correct and in accordance with law and that payment l  
been received for fiscal year 2000-01.

Signature of Fiscal Officer: Elizabeth D. Minter Date: Nov 20, 2000  
Print Name and Title: Elizabeth D. Minter, Library Director Telephone: 714-528-1925 x.203  
Address: 411 East Chapman Avenue  
Placentia CA 92870

**\*MAIL TO: PUBLIC LIBRARY FUND**  
**California State Library**  
**ATTN: Budget Office**  
**P.O. Box 942837, Sacramento, CA 94237-0001**

**NOTE:** *(for FEDERAL EXPRESS/HAND DELIVERY: 900 N Street, 3rd Floor, Sacramento, CA 95814)*

**\*NOTE:** **DUE TO THE STRICT GUIDELINES OF THE DECEMBER 1 SUBMISSION DATE, IT IS VERY IMPORTANT TO PREPARE ALL CORRESPONDENCE AND MAILING LABELS WITH THE ABOVE ADDRESS. FAILURE TO DO SO MAY JEOPARDIZE TIMELY RECEIPT OF YOUR CERTIFICATION FORM BY THE BUDGET OFFICE.**

**PUBLIC LIBRARY FINANCE**  
**(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)**

**ARTICLE 2. DEFINITIONS**

**Section 18015. Definitions.**

As used in this chapter:

a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.



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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:** California Library Literacy Services Plan of Service for Fiscal Year 1999-2000, as submitted to the State Library of California

**DATE:** December 20, 2000

**BACKGROUND:**

Attachment A is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 1999-2000.

Filing the Plan of Service with the State Library of California is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

**RECOMMENDATION:**

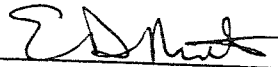
Receive and File



CLSA Program Budget Request for California Library Literacy Service Programs  
Fiscal Year 2000/01

Placentia Library District

Name of Library



Library Director's Signature

November 9, 2000

Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CSL)
1. Personnel (Including Benefits)	3,000	85,742	88,742	Dr. Kevin Starr
2. Library Materials				
3. Operations Total (3a-3g)	14,818	14,151	28,969	
3a. Contract Services				
3b. Travel	1,000	1,000	2,000	
3c. Office Supplies	7,618		7,618	
3d. Printing				
3e. Instructional Resources	5,000		5,000	
3f. Communications	1,200	10,500	11,700	
3g. Other		2,651	2,651	
4. Equipment	1,000	3,789	4,789	
5. Indirect				
6. TOTAL	18,818	103,682	122,500	

CLSA-46D  
10/00

CLLS Plan of Service Narrative, Matching Funds

Library Name Placentia Library District

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Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 2000/2001.

1. Funds for the California Library Literacy Services Matching Grants will be used to support a variety of activities.
  - A. Recruit volunteers.

The overall objective for the Placentia Library Literacy Services (PLLS) is to recruit, train, and match more than 100 volunteer tutors during FY 2000-2001. To do this, PLLS will

    - Continue to use flyers, the local cable, and the library activity calendar to encourage participation in the literacy program.
    - Conduct tutor training workshops monthly.
    - List tutor training workshops in the Placentia City quarterly newsletter and in the Placentia Chamber of Commerce quarterly newsletter.
    - Present literacy at local community service organizations.
    - Update volunteer job descriptions with the Volunteer Center of Orange County.
  - B. Register and test adult learners.

PLLS does not have to recruit adult learners because there is usually a waiting list of learners and more learners than tutors. PLLS does register and test all learners so they are placed and ready to start when matched.
  - C. Matching.

The PLLS objective for FY 2000-2001 is to match more than 100 volunteer tutors with more than 100 learners. PLLS also plans to

    - Continue to match pairs based on schedules, geography, and the expressed preferences of tutors/learners.
    - Attempt to match each student within 45 days of his/her application.
    - Conduct monthly learner list review for updating priority matching.
  - D. Support of tutors and learners.

PLLS plans to support tutors and learners by

    - Sending tutors to the SCLLN Tutor Conference.



- Updating curriculum and acquiring new material, as needed, such workbooks, books-on-tape, and computer software.
- Participating in the Annual Meeting of the Friends of the Library, and recognizing tutors and learners.

E. Community Outreach.

PLLS's objective is to be extremely visible in the community and to encourage community participation in the literacy program. PLLS plans to

- Participate in local community events, such as Placentia Heritage Day (October), the Placentia Chamber Business Expo (April), and the Placentia Open House (May).
- Provide programs to local community service organizations and other groups.
- Submit regular press releases regarding PLLS events and achievements.
- Participate in joint ventures with SCLLN, such as the Orange County Fair.

F. Planning and evaluation.

PLLS's main objective is to provide a literacy program in FY 2000-2001 that is relevant and efficient. PLLS will

- Provide tutor training workshop evaluations and use them to assess the validity of the training.
- Monitor the tutor matches and tutoring hours through monthly volunteer reports and by telephone. Submit a monthly report to the Placentia Library District Board of Trustees.
- Complete a CALPEP form on all adult students. PLLS will periodically check to see how learners are achieving their goals.
- Complete and submit a semi-annual and an annual CLC report.

2. The following is a breakout of the line items in the budget summary.

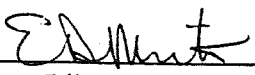
- A. Line 1., Personnel: \$3,000. These funds will be used for staff to outreach at local community centers.
- B. Line 3b, Travel: \$1,000. These funds will be used for the annual SCLLN Conference and for travel to other literacy meetings.
- C. Line 3c, Office Supplies: \$7,618. These funds will be used for a variety of office supplies and to purchase office furniture for the literacy tutoring area.
- D. Line 3e, Instructional Resources: \$5,000. These funds will be used to purchase workbooks for learners.
- E. Line 3f, Communications: \$1,200. These funds will be used for computers, telephones and postage.
- F. Line 4, Equipment: \$1,000. These funds will be used for computer equipment.

### California Library Literacy Service

#### PLAN OF SERVICE ABSTRACT (CLSA-46 page 1)

1. Library Name: Placentia Library District
2. Address: 411 E. Chapman Ave.  
Placentia, CA 92870-6198
3. Contact Person: Jim Roberts
4. Telephone No: (714) 524-8408, ext. 213
5. Electoral District(s): Assembly: 72  
State Senate: 33
6. # of literacy FTE: 2.5
7. Principal Outcomes:

	<u>Goals</u>
Number of Adult Learners To Be Served	<u>200</u>
Number of Tutors To Be Trained	<u>100</u>
Number of Library Branches To Be Included	<u>NA</u>
8. Proposed Program Operating Budget

CLSA Request:	<u>\$ 18,818</u>
Other Revenues:	<u>\$ 103,682</u>
<b>TOTAL:</b>	<b><u>\$ 122,500</u></b>
9. Signature   
Library Director
10. Date: November 9, 2000

**Agenda Item 32**

**TO:** Elizabeth Minter, Library Director  
**FROM:** Jim Roberts, Public Services Manager *JR*  
**DATE:** December 7, 2000  
**SUBJECT:** Status Report on selection of Library Security/Surveillance.

1. In late November, the Public Services Manager sent out a fax broadcast message to all MCLS libraries requesting information on those libraries who have existing surveillance systems or who had recently acquired one. To date, we have received only one response, the Glendale Library, and I left a phone message with the company they used, Ocean Park Telecomm, with no return call.
2. We received information from Pelikan Industry, Inc., in Brea, in November about a surveillance system, and we plan to research at least one additional surveillance/security company prior to the holidays. We hope to have the selection completed by the middle of January 2001.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Report on Organizational Meeting of the Arroyo Seco Library System  
(Library of California, Region IV) held on December 4, 2000**  
**DATE:** December 20, 2000

The formal organizational meeting of the Arroyo Seco Library System (Library of California, Region IV) was held at the Norwalk Marriott Hotel on December 4, 2000. There is a list of member libraries in the Library of California Board report in Agenda Item 35.

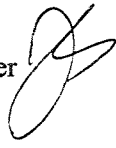
The System is organized as a California Non-Profit Corporation. The By-Laws were adopted and the first Board of Directors was seated. The Orange County Law Librarian is serving as the Chair.

The members of Arroyo Seco Library System will now qualify for grants from State and Federal funds allocated to the System.

Santiago Library System will continue to exist until the Library of California is fully funded by the State of California. This is not going to happen in the foreseeable future.



TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Technical Services Manager 

DATE: December 20, 2000

**SUBJECT: Report on Selection Process for replacement library system for Tri-City Library Network (aka Anaheim Library Constorium)**

For the past six months I have been attending various meetings at Anaheim Library, concerning the forthcoming change of the Library's Automation System. The Request for Proposal (RFP) was issued by the City of Anaheim in September, and six proposals were received in November.

On December 4 & 5, representatives from Anaheim, Placentia and Yorba Linda libraries met and narrowed the selection down to two.

For the next two months the group will be interviewing libraries who are currently running these systems, planning visits to some of these sites, and having the vendors come out for two days of demonstrations each. The selection of the top vendor will be made on February 12, 2001, with contract negotiations the following month.





LIBRARY OF  
CALIFORNIA  
BOARD

November 14, 2000

To: Members, Library of California Board

From: Diana Paque, Director  
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board actions November 9-10, 2000

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.  
*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Santa Clara on November 9-10, 2000:

**Adoption of Agenda**

1. It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopts the agenda as modified.

**Approval of Minutes**

2. The draft minutes of the August 16-18, 2000 Library of California Board meeting were approved as modified.

**Election of Board Officers for 2001**

3. It was moved, seconded (Tuttle/Purucker) and carried unanimously that the Library of California Board elects James R. Dawe as President of the Library of California Board for the year 2001.
4. It was moved, seconded (Wang/Calderon) and carried unanimously that the Library of California Board elects Victoria F. Fong as Vice-President of the Library of California Board for the year 2001.

900 N Street, Suite 500  
P.O. Box 942837  
Sacramento, CA 94237-0001

(916) 653-6033 phone  
(916) 653-8443 fax  
www.library.ca.gov  
csloc.ca.gov



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850



Board Actions, November 9-10, 2000

**Regional Library Network Development continued**

11. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 70 institutions included in Table 3 revised, Tierra del Sol Completed Charter Member Applications, and that the Board makes the determinations related to the exceptions for the Pomona Valley Hospital Medical Center as required under Regulations Section 20313 (b), and that these institutions be approved as charter members of the Tierra del Sol Regional Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001. (See Attachment B)
12. It was moved by the Support Services Committee (Kallenberg) and carried by a vote of 9 yeas and 1 abstention (Kallenberg) that the Library of California Board accepts the application of the Heartland Regional Library Network, as it meets all the legal requirements of the Library of California Act and Regulations, that the Network Area for this Network be established for the same geographical area as Planning Region 6, and that the Heartland Regional Library Network be established immediately and be approved to begin operations no sooner than January 1, 2001.
13. It was moved by the Support Services Committee (Kallenberg) and carried by a vote of 9 yeas and 1 abstention (Kallenberg) that the Library of California Board approves the 33 institutions included in Table 4 revised, Heartland Completed Charter Member Applications, as charter members of the Heartland Regional Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001. (See Attachment B)
14. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 35 institutions included in Table 5 revised, Cascade Pacific Completed Charter Member Applications, as charter members of the Cascade Pacific Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001. (See Attachment B)
15. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 29 institutions included in Table 6 revised, Golden Gateway Completed Charter Member Applications, as charter members of the Golden Gateway Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001. (See Attachment B)
16. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 19 institutions included in Table 7 revised, Gold Coast Completed Charter Member Applications, as charter members of the Gold Coast Library Network effective immediately, and that state-funded member benefits for their participating libraries commence no sooner than January 1, 2001. (See Attachment B)

Board Actions, November 9-10, 2000

### **Regional Library Network Membership**

17. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board authorizes that membership applications that are completed and received by the Board by December 31, 2000 are eligible to receive member benefits and services during the current fiscal year upon approval of their applications at the February 2001 Library of California Board meeting, and that membership applications received after this date be considered for membership benefits during the following fiscal year.

### **Telecommunications Infrastructure**

18. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate Library of California funds not to exceed \$75,000 to continue the Z39.50 Server Software grant program for 2000/2001.

### **CLSA Statewide Data Base Program**

19. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board directs its Chief Executive Officer to use up to \$148,140 of the remaining funds from the 2000/2001 CLSA Statewide Data Base allocation for grants to public libraries for enrichment or enhancement of catalog records.

### **Multitype Pilot Interlibrary Loan Program**

20. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate 2000/2001 Library of California funds not to exceed \$300,000 to support the extension of the current interlibrary loan pilot program through June 30, 2001.
21. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board requires all libraries enrolled in the interlibrary loan pilot program to be a member or a participating library of a member of the Library of California, effective July 1, 2001.

### **CLSA Program Transitioning**

22. It was moved by the CLSA Transition Committee (Spence) and carried unanimously that the Library of California Board directs its Chief Executive Officer to request an opinion from the Attorney General's Office on transition issues concerning CLSA Systems as identified in the Library of California Act and the California Library Services Act, to prepare reports to the Board on the progress of this request and the outcomes resulting from it; and that a subcommittee of the Board be charged to develop and submit specific questions on which an opinion will be sought.

**Library of California Funding**

23. It was moved, seconded (Spence/Purucker) and carried unanimously that Library of California Board authorizes the expenditure of \$2,527,000 to support partial implementation of LoC Regional Library Network Plans of Service. Expenditure of funds will be limited to the following program categories:

- ◆ Reference and Information Services (Sect. 18846)
- ◆ Delivery (Sect. 18842(c))
- ◆ Training (Sect. 18845)
- ◆ Administration including development and support of the network council (Sect. 18841)
- ◆ Public Relations (Sect. 18847)
- ◆ Telecommunications
- ◆ Intraregional communications

Each regional library network shall receive the same base level of funding, \$361,000, in accordance with Article 7, section 18862 of the Library of California Act. Regional library networks shall allocate their funding so that all program categories are addressed and may not allocate their funding to any other program categories.

DP/TA:wg  
Attachments A-C



## Exhibit 1

### A. THREE YEAR GOAL: ACHIEVE FULL IMPLEMENTATION AND FUNDING OF THE LIBRARY OF CALIFORNIA ACT AND COMPLETE THE TRANSITION FROM CLSA

---

#### SIX MONTH STRATEGIC OBJECTIVES:

1. At the November 10, 2000 Board meeting, the Legislative Committee (Susan Steinhauser, Chair), with input from the Board and Bureau Chief Mark Parker, will present to the Board for consideration an education strategy for legislators, with supporting materials, to be used by Board members in legislative districts.
2. At the November 10, 2000 Board meeting, the Board, upon recommendation of the Library of California Support Services Committee (John Kallenberg, Chair) will decide upon a compensation model for the Regional Library Networks.
3. At the February 2001 Board meeting, the LoC Support Services (John Kallenberg, Chair) and LoC Access Services (Victoria Fong, Chair) committees will recommend to the Board for its consideration a compensation model for all programs included in the proposed funding for 2001-2002.
4. By February 28, 2001, each Board member will make at least one legislative contact, coordinated by the Legislative Committee, using the Library of California educational strategy.

### B. THREE YEAR GOAL: PROMOTE PUBLIC AWARENESS AND SUPPORT OF THE LIBRARY OF CALIFORNIA

---

#### SIX MONTH STRATEGIC OBJECTIVES:

1. By the November 10, 2000 Board meeting, Robert Daseler as lead and with Al Bennett, working with regional leaders, will send to statewide news services stories about LoC services which benefit patrons of the library.
2. By the February 2001 Board meeting, Jane Lowenthal and Bureau Chief Mark Parker will propose to the Board a process (including consideration of certificates of appreciation) for recognizing organizations and individuals for their achievements.
3. At the February 2001 Board meeting, Jane Lowenthal will explore the pros and cons and report to the Board on the creation of a Friends of the Library of California.
4. By the February 28, 2001, Jane Lowenthal, working with a region, will create an event/program which publicizes the LoC.

### C. THREE YEAR GOAL: IMPLEMENT REGIONAL AND STATEWIDE PROGRAMS AND SERVICES

---

#### SIX MONTH STRATEGIC OBJECTIVES:

1. By November 10, 2000, the Board will establish policies to implement programs and services through the end of the 2000-2001 fiscal year.

Exhibit 1

2. At the November 10, 2000 Board meeting, the Board will allocate 2000-2001 funds for expenditure to implement programs and services.
3. By February 28, 2001, the Board, upon recommendation of the LoC Support Services Committee (John Kallenberg, Chair) will establish operating Regional Library Networks.

**D. THREE YEAR GOAL: ESTABLISH AN EFFECTIVE BOARD**

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**SIX MONTH STRATEGIC OBJECTIVES:**

1. By September 30, 2000, each Board member will give to the Board President recommendations, based on qualifications in the LoC Act, for appointments to the Board.
2. By October 15, 2000, the Board President will meet with the appointing authorities or their representatives to encourage the prompt appointment of members to fill Board vacancies.
3. By the November 2000 Board meeting, each Board member will identify what training will be needed/helpful to become a more effective Board member and be prepared to discuss his/her needs at the meeting.
4. By the November 2000 Board meeting, the LoC Director will identify funds available for Board training.
5. At the November 2000 Board meeting, each committee chair will conduct a discussion with his/her committee on ways to improve communication at and between meetings, and between Board members and staff, and each chair will report the results at the Board meeting.
6. By December 15, 2000, the Board President will appoint, if needed, a working group of Board and staff to develop recommendations based on information from the committee/Board discussions for improved communications.
7. By December 15, 2000, each Board member will provide to the Board President and Vice President written comments on Board Committee structure.
8. By January 15, 2001, the Board President will appoint committee members to meet at the February 2001 Board meeting.
9. By the February 2001 Board meeting, the LoC Director will develop a training plan and present it to the Board for discussion.

The planning group decided to forward the draft objectives to all Board Members prior to formal adoption at the November 2000 Board meeting. The draft objectives were distributed to all Board Members with a request for their review, comment, and suggestions. A response was received from Board Member Susan Steinhauer and is included as Exhibit 2 below.



**TABLE 1 REVISED**  
**Sierra Valley Completed Charter Member Applications**

Alpine County Library	Mono County Free Library
Amador County Library	Natomas Unified School District
Atwater Elementary School District	Nevada County Library
Auburn Placer County Library	Nevada Joint Union High School District
California Air Resources Board Library	Non-Profit Resource Center Library
California Department of Water Resources/Law Library	Placer County Law Library
California Integrated Waste Management Board Library	Roseville Public Library
California State Library	Sacramento City School District
California State University, Sacramento	Sacramento Country Day School
California State University, Stanislaus	Sacramento County Law Library
Calaveras County Library	Sacramento County Office of Education LRC
Columbia College	Sacramento Public Library
Commission on POST	Saint Francis High School
Deuel Vocational Institution	San Joaquin Delta College
Dixon Public Library	Sierra Community College District
E & J Gallo Winery	Sierra Conservation Center
El Dorado County Library	Stanislaus County Library
El Dorado Union High School District	State of California. Department of the Youth Authority-OH Close Youth Correctional Facility
Folsom Public Library	Stockton San Joaquin County Library
Jesuit High School	Sutter County Library
Lincoln Public Library	Sutter Resource Library
Lodi Public Library	Tuolumne County Library
Loretto High School	University of California, Davis
Memorial Hospitals Association Library Department	University of the Pacific
Merced City School District	University of the Pacific-McGeorge School of Law
Merced College	Wheatland School District
Merced County Law Library	Woodland Public Library
Merced County Library	Yolo County Library
Merced Union High School District	Yuba Community College
Mercy Healthcare Sacramento	Yuba County Library

**TABLE 2 REVISED**  
**Arroyo Seco Completed Charter Member Applications**

Alhambra Public Library	Calabasas Public Library
Alhambra School District	California State University, Northridge
Alliant University	California State Polytechnic University, Pomona
Altadena Library District	California State University, Long Beach
American Intercontinental University	California State University, Los Angeles
Anaheim Public Library	Cerritos Community College
Arcadia Public Library	Chadwick School
Art Institute of Los Angeles	Chapman University
Azusa City Library	Charles R. Drew University of Medicine and Science
Azusa Pacific University	Claremont University Consortium
Beverly Hills Public Library	Coastline Community College District
Beverly Hills Unified School District	Commerce Public Library
Bruggemeyer Memorial Library	Concordia University
Buena Park Library District	County of Los Angeles Public Library
Burbank Public Library	Covina Public Library

Devry Institute of Technology  
 Diocese of Orange  
 Downey City Library  
 El Segundo Public Library  
 El Camino College  
 El Segundo Unified School District  
 Fairview Developmental Center  
 Fullerton Joint Union High School District  
 Fullerton Public Library  
 Glendale Public Library  
 Glendale Community College  
 Glendora Public Library  
 Glendale Unified School District  
 Hope International University  
 Huntington Beach Public Library  
 Inglewood Public Library  
 Irvine Unified School District  
 Kaiser Permanente  
 LaSalle High School  
 Long Beach Public Library  
 Long Beach Unified School District  
 Los Angeles Public Library  
 Los Angeles Unified School District  
 Mission Viejo Library  
 Monrovia Public Library  
 Montgomery Watson Americas  
 Mount St. Mary's College  
 Mount San Antonio College  
 North Orange County Community College District  
 Notre Dame High School  
 Oakwood School  
 Orange County Public Library  
 Orange Public Library  
 Orange County Law Library  
 Otis College of Design  
 Oxnard Public Library  
 Pacific Oaks College  
 Palmdale City Library  
 Palos Verdes Library District

Pasadena Public Library  
 Pasadena City College  
 Pasadena Historical Museum  
 Placentia - Yorba Linda USD  
 Placentia Library District  
 Providence Health System  
 Rancho Santiago Community College District  
 Redondo Beach Public Library  
 Rio Hondo College  
 Sacred Heart High School  
 Saddleback Valley Unified School District  
 San Marino Public Library  
 San Marino Unified School District  
 Santa Monica College  
 Santa Monica Public Library  
 Santa Monica-Malibu Unified School District  
 Santa Ana Unified School District  
 Santa Fe Springs City Library  
 Sierra Madre Public Library  
 Signal Hill Public Library  
 Simon Wiesenthal Center  
 South Pasadena Unified School District  
 South Orange County Community District  
 South Pasadena Public Library  
 Southern California Center for Nonprofit Management  
 Southern California Library for Social Studies and Research  
 Southern Youth Correctional Reception Center & Clinic  
 Library  
 Southwestern University School of Law  
 Torrance Public Library  
 University of California, Los Angeles  
 University of Sarasota - California Campus  
 University of California, Irvine  
 Valley Beth Shalom Day School  
 Westchester Neighborhood School  
 Western University of Health Sciences  
 Whittier Public Library  
 Woodbury University  
 Yorba Linda Public Library

**TABLE 3 REVISED**  
**Tierra del Sol Completed Charter Member Applications**

A.K. Smiley Public Library  
 Alliant University  
 Arrowhead Regional Medical Center  
 Banning Unified School District Library District  
 Beaumont Library District  
 Burnham Institute  
 California Baptist University  
 California Institution for Women  
 California State University at San Bernardino  
 California State University San Marcos  
 California Western School of Law  
 Camarena Memorial Library

Carlsbad City Library  
 Central Union High School District  
 Children's Hospital  
 Chula Vista Public Library  
 Colton Public Library  
 Corona Public Library  
 Coronado Public Library  
 Desert Regional Medical Center  
 Escondido Public Library  
 Francis Parker School  
 Grossmont Hospital  
 Imperial Valley College

Inyo County Free Library  
Julian High School District  
La Sierra University  
Loma Linda University  
Loma Linda University Medical Center  
MiraCosta College  
Moreno Valley Public Library  
Murrieta Public Library  
Naval Hospital  
Oceanside Public Library  
Ontario City Library  
Palm Springs Public Library  
Palo Verde Valley District Library  
Patton State Hospital  
Point Loma Nazarene University  
Pomona Valley Hospital Medical Center  
Rancho Cucamonga Public Library  
Rancho Mirage Public Library  
Redlands Unified School District  
Richard J. Donovan Correctional Facility  
Rim of the World Unified School District  
Riverside Community College District  
Riverside County Law Library

Riverside Public Library  
Riverside Unified School District  
Riverside, County Library System  
Salk Institute for Biological Studies  
San Bernardino City Unified School District  
San Bernardino County Library  
San Bernardino Public Library  
San Bernardino Valley College  
San Diego Community College District  
San Diego County Public Law Library  
San Diego Natural History Museum  
San Diego Public Library  
Sharp Memorial Hospital  
Southwestern College  
SPAWAR Systems Center  
Temecula Valley Unified School District  
United States International University  
University of California, Riverside  
University of California, San Diego  
University of Redlands  
Upland Public Library  
Veterans Administration Medical Center, Loma Linda  
Yucaipa Calimesa Joint Unified School District

**TABLE 4 REVISED**  
**Heartland Completed Charter Member Applications**

Alliant University (Fresno)  
Caruthers Unified School District  
Cerro Coso Community College District  
Coalinga Huron Library District  
College of the Sequoias  
Community Medical Centers  
Corcoran Unified School District  
Fresno City College  
Fresno County Free Library  
Fresno County Law Library  
Hanford Joint Unified High School District  
Immanuel High School  
Kaiser Permanente Medical Center (Fresno)  
Kerman Unified School District  
Kern County Law Library  
Kern County Library  
Kern County Superintendent of Schools Office

Kings Canyon Unified School District  
Kings County Library  
Lemoore Union High School District  
Mariposa County Library System  
Panama-Buena Vista School District  
Saint Agnes Medical Center  
San Joaquin College of Law  
Sierra Unified School District  
State of California, Department of Developmental Services (Porterville)  
Taft College  
Tulare County Public Library  
Tulare Joint Union High School District  
Tulare Public Library  
Valley Children's Hospital  
Yosemite Joint Union High School District

**TABLE 5 REVISED**  
**Cascade Pacific Completed Charter Member Applications**

Anderson Union High School District  
Butte County Law Library  
Butte County Library  
Butte County Office of Education  
Butte Glenn Community College  
California State University, Chico, Meriam Library  
Chico Unified School District  
City of Orland Library

Colusa County Free Library  
Del Norte County Library District  
Eureka City Schools  
Feather River College  
Humboldt County Library  
Humboldt County Office of Education/HERC  
Humboldt State University  
Lassen Community College District

Mercy Medical Center Redding  
 Modoc County Library  
 Northern Humboldt Unified High School District  
 Oroville Hospital  
 Oroville Union High School District  
 Paradise Unified School District  
 Plumas County Library  
 Redwoods Community College District  
 Shasta College  
 Shasta County Library

Shasta Regional Community Foundation/ Grants &  
 Resource Center of Northern California  
 Shasta Union High School District  
 Simpson College Library  
 Susanville Library District  
 Trinity County Library  
 Trinity County Office of Education  
 Willows Public Library  
 Yreka Union Elementary School District

**TABLE 6 REVISED**  
**Golden Gateway Completed Charter Member Applications**

Academy of Art College Library  
 City of Alameda  
 Alameda County Library  
 Bethany College Library  
 Contra Costa Community College District  
 Contra Costa County Health Services/ Degnan  
 Medical Library  
 Cotati-Rohnert Park Unified School District  
 Fairfield-Suisun Unified School District  
 Hillsborough City School District  
 Kaiser Permanente Medical Center/ Golden Gate  
 Service Area  
 Mendocino County Library  
 Mill Valley Public Library  
 Monterey County Free Libraries  
 Moreau Catholic High School Library

Morgan Hill Unified School District  
 Napa Valley Community College District  
 Napa City County Library  
 Nueva Day School  
 Pacific Union College/Nelson Memorial Library  
 Palma High School/ Cislini-Palma Library Media  
 Center  
 Pleasanton Unified School District  
 Santa Clara County Office of Education Library  
 Santa Cruz County Law Library  
 Santa Rosa City Schools  
 Sausalito Public Library  
 Sonoma Developmental Center/Staff Library  
 Tamalpais High School District  
 University of California at Santa Cruz  
 ValleyCare Health System Library

**TABLE 7 REVISED**  
**Gold Coast Completed Charter Member Applications**

Allan Hancock College  
 Archdiocese of Los Angeles/St. Joseph High  
 School  
 Atascadero State Hospital  
 Blanchard/Santa Paula Public Library  
 District  
 California Polytechnic State University,  
 San Luis Obispo  
 California Lutheran University  
 California Men's Colony  
 Cottage Health System/ Santa Barbara  
 Cottage Hospital

Information International Associates/  
 Vandenberg Air Force Base Library  
 Lompoc Public Library  
 Pacifica Graduate Institute  
 Paso Robles Public Library  
 St. John's Regional Medical Center  
 San Luis Obispo City-County Library  
 San Luis Obispo County Law Library  
 Santa Barbara Public Library  
 Ventura County Community College District  
 Ventura County Law Library  
 Ventura County Library

## LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2000

February 14-16, 2001	Riverside, Mission Inn
April 25-27, 2001	Sacramento
June 27-29, 2001	Fresno
August 15-17, 2001	San Diego
November 5-7, 2001	Long Beach

## CALENDAR OF UPCOMING EVENTS/DEADLINES FOR 2000-2001

November 5-18, 2000	2 <sup>nd</sup> 2000/01 CLSA Direct Loan Sample Period
November 17, 2000	CLLS Plans of Service and Budgets for Matching Funds postmarked to State Library
December 1, 2000	2 <sup>nd</sup> 2000/01 CLSA Direct Loan Sample Data due at State Library
December 5, 2000	Workshop for new Literacy Coordinators (Northern California)
December 7, 2000	Workshop for new Literacy Coordinators (Southern California)
January 7-20, 2001	3 <sup>rd</sup> 2000/01 CLSA Direct Loan Sample Period
January 15, 2001	2 <sup>nd</sup> Quarter 2000/01 ILL Claims due at State Library
January 29, 2001	3 <sup>rd</sup> 2000/01 CLSA Direct Loan Sample Data due at State Library
January 30, 2001	2000/01 Midyear reports for CLLS postmarked to State Library
February 14-16, 2001	Library of California Board Meeting, Riverside
February 15, 2001	2000/01 Midyear reports for FFL postmarked to State Library



# LAFCO

Orange County

Local Agency Formation Commission

November 14, 2000

CHAIR  
CHARLES V. SMITH  
SUPERVISOR  
FIRST DISTRICT

**TO:** All Orange County Independent Special District General Managers

**FROM:** Dana M. Smith, Executive Officer

VICE-CHAIR  
SUSAN WILSON  
REPRESENTATIVE OF  
GENERAL PUBLIC

**SUBJECT:** Shared Funding of LAFCO Budget by County, Cities, and Special Districts Under New Law (AB 2838 – Hertzberg)

RANDAL J. BRESSETTE  
COUNCILMAN  
CITY OF LAGUNA HILLS

AB 2838 (Hertzberg) was signed by the Governor last month and will become statutory law effective January 1, 2001 as the *Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000*. (A “blue-line” version of the Act can be downloaded in PDF format from OPR’s website: [www.opr.ca.gov](http://www.opr.ca.gov).) A major provision of the new law affecting Orange County independent special districts is the shared funding of LAFCO’s budgetary costs by the County, all Orange County cities, and all Orange County independent special districts.

CYNTHIA P. COAD  
SUPERVISOR  
FOURTH DISTRICT

PETER HERZOG  
COUNCILMAN  
CITY OF LAKE FOREST

For your review, a brief summary of the shared funding provisions is provided below. (Also refer to the attached printout of Government Code §56381 from the above-mentioned “blue-line” document.)

DOUG J. REINHART  
DIRECTOR  
EL TORO WATER DISTRICT

N. B. WITHERS  
DIRECTOR  
IRVINE RANCH WATER  
DISTRICT

- A. **By May 1**, LAFCO adopts a proposed budget following a noticed public hearing.
- B. **By June 15**, LAFCO adopts a final budget following a noticed public hearing.
- C. LAFCO transmits its proposed and final budgets to:
  - the Board of Supervisors;
  - each city, and to the clerk and chair of the city selection committee;
  - each independent special district, and to the clerk and chair of the independent special district selection committee.
- D. After LAFCO adoption of a final budget, the auditor apportions the net operating expenses as follows:
  1. The County, cities, and independent special district provide a one-third share of LAFCO’s operational costs.
  2. **The auditor apportions the independent special districts’ share amongst the districts in proportion to each district’s revenues for general purpose transactions, as reported in the most recent edition of the “Financial Transactions Concerning Special Districts” published by the Controller, OR by an alternative method approved by a majority of the agencies representing a majority of their combined populations.**

ALTERNATE  
TOM HARMAN  
COUNCILMAN  
CITY OF HUNTINGTON  
BEACH

ALTERNATE  
RHONDA McCUNE  
REPRESENTATIVE OF  
GENERAL PUBLIC

ALTERNATE  
ARLENE SCHAFFER  
DIRECTOR  
COSTA MESA  
SANITARY DISTRICT

ALTERNATE  
JAMES W. SILVA  
SUPERVISOR  
SECOND DISTRICT

DANA M. SMITH  
EXECUTIVE OFFICER

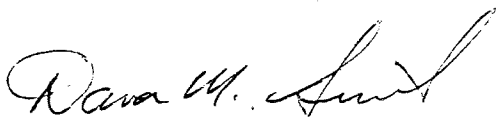
November 14, 2000  
Independent Special Districts – Shared Funding  
Page 2

- E. After apportioning the costs, the auditor requests payment from the Board of Supervisors, each city, and each independent special district *by no later than July 1* for the amount that entity owes and the actual administrative costs incurred by the auditor in apportioning costs and requesting payment from each entity.
- F. If the County, a city, or independent special district does not remit its required payment within 60 days, LAFCO may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the County, city, or district.
  - 1. The auditor must provide written notice to the County, city, or district before appropriating a share of the property tax or revenue to LAFCO for the payment due.
  - 2. Any expenses incurred by LAFCO or the auditor in collecting late payments or successfully challenging nonpayment will be added to the payment owed to LAFCO.

LAFCO staff has met and is engaged in discussions with the County Auditor-Controller regarding procedural requirements and issues within the above outline. I will keep you informed of any new information we find as part of those discussions.

If you have any questions or concerns, please contact me at either [dsmith@oclafco.ca.gov](mailto:dsmith@oclafco.ca.gov) or (714) 834-2556.

Sincerely,



Dana M. Smith  
Executive Officer

Attachment

DSM:KGL



Form **5500**

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

**Annual Return/Report of Employee Benefit Plan**  
This form is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6039D, 6047(e), 6057(b), and 6058(a) of the Internal Revenue Code (the Code).

▶ Complete all entries in accordance with the instructions to the Form 5500.

Official Use Only  
OMB Nos. 1210 - 0110  
1210 - 0089

**1999**

This Form is Open to  
Public Inspection

**Part I Annual Report Identification Information**

For the calendar plan year 1999 or fiscal plan year beginning 07/01/1999 , and ending 06/30/2000 ,

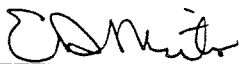
- A** This return/report is for: (1)  a multiemployer plan; (3)  a multiple-employer plan;  
 (2)  a single-employer plan (other than a multiple-employer plan); (4)  a DFE (specify) \_\_\_\_\_
- B** This return/report is: (1)  the first return/report filed for the plan; (3)  the final return/report filed for the plan;  
 (2)  an amended return/report; (4)  a short plan year return/report (less than 12 months).
- C** If the plan is a collectively-bargained plan, check here \_\_\_\_\_
- D** If you filed for an extension of time to file, check the box and attach a copy of the extension application \_\_\_\_\_

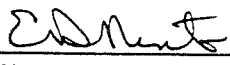
**Part II Basic Plan Information** - enter all requested information.

<b>1a</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION PLAN	<b>1b</b> Three-digit plan number (PN) ▶ 001
	<b>1c</b> Effective date of plan (mo., day, yr.) 07/01/1973
	<b>2a</b> Plan sponsor's name and address (employer, if for a single-employer plan) (Address should include room or suite no.) PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  411 EAST CHAPMAN AVENUE  PLACENTIA CA 92670
<b>2b</b> Employer Identification Number (EIN) 95-3197792	
<b>2c</b> Sponsor's telephone number 714-528-1906	
<b>2d</b> Business code (see instructions) 611000	

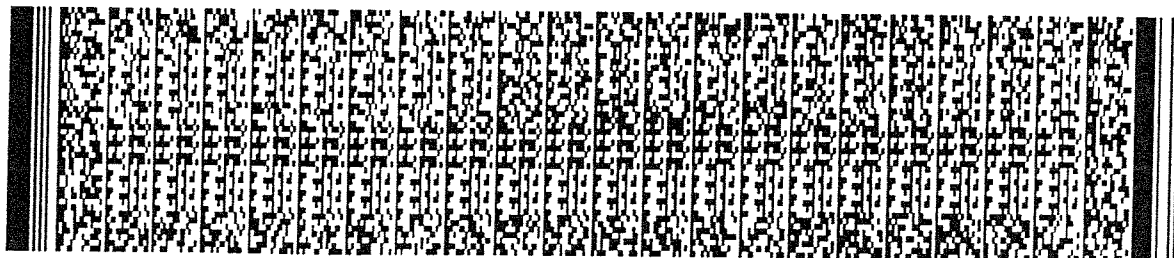
**Caution:** A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, and to the best of my knowledge and belief, it is true, correct, and complete.

 11/29/00 Elizabeth Minter  
 Signature of plan administrator Date Typed or printed name of individual signing as plan administrator

 11/29/00 Elizabeth Minter  
 Signature of employer/plan sponsor/DFE Date Typed or printed name of individual signing as employer, plan sponsor or DFE as applicable

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v2.3 Form 5500 (1999)



0 2 9 9 1 8 0 1 4 Y



**3a** Plan administrator's name and address (If same as plan sponsor, enter "Same")  
SAME

**3b** Administrator's EIN

**3c** Administrator's telephone number

**4** If the name and/or EIN of the plan sponsor has changed since the last return/report filed for this plan, enter the name, EIN and the plan number from the last return/report below:

**b** EIN

**a** Sponsor's name

**c** PN

**5** Preparer information (optional) **a** Name (including firm name, if applicable) and address

**b** EIN

**c** Telephone no.

<b>6</b> Total number of participants at the beginning of the plan year	<b>6</b>	22
<b>7</b> Number of participants as of the end of the plan year (welfare plans complete only lines <b>7a, 7b, 7c, and 7d</b> )		
<b>a</b> Active participants	<b>7a</b>	17
<b>b</b> Retired or separated participants receiving benefits	<b>7b</b>	0
<b>c</b> Other retired or separated participants entitled to future benefits	<b>7c</b>	11
<b>d</b> Subtotal. Add lines <b>7a, 7b, and 7c</b>	<b>7d</b>	28
<b>e</b> Deceased participants whose beneficiaries are receiving or are entitled to receive benefits	<b>7e</b>	0
<b>f</b> Total. Add lines <b>7d</b> and <b>7e</b>	<b>7f</b>	28
<b>g</b> Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	<b>7g</b>	26
<b>h</b> Number of participants that terminated employment during the plan year with accrued benefits that were less than 100% vested	<b>7h</b>	0
<b>i</b> If any participant(s) separated from service with a deferred vested benefit, enter the number of separated participants required to be reported on a Schedule SSA (Form 5500)	<b>7i</b>	2

**8** Benefits provided under the plan (complete **8a** through **8c**, as applicable)

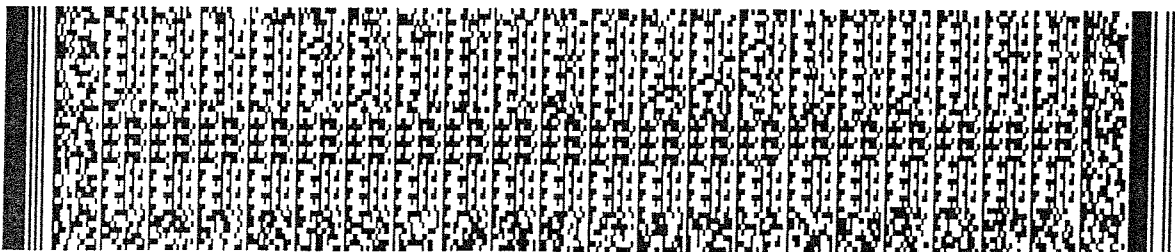
- a**  Pension benefits (check this box if the plan provides pension benefits and enter the applicable pension feature codes from the List of Plan Characteristics Codes (printed in the instructions)):  2C  3E
- b**  Welfare benefits (check this box if the plan provides welfare benefits and enter the applicable welfare feature codes from the List of Plan Characteristics Codes (printed in the instructions)):
- c**  Fringe benefits (check this box if the plan provides fringe benefits)

**9a** Plan funding arrangement (check all that apply)

- (1)  Insurance  
 (2)  Section 412(i) insurance contracts  
 (3)  Trust  
 (4)  General assets of the sponsor

**9b** Plan benefit arrangement (check all that apply)

- (1)  Insurance  
 (2)  Section 412(i) insurance contracts  
 (3)  Trust  
 (4)  General assets of the sponsor



0 2 9 9 1 8 0 2 4 2



10 Schedules attached (Check all applicable boxes and, where indicated, enter the number attached. See instructions.)

**a Pension Benefit Schedules**

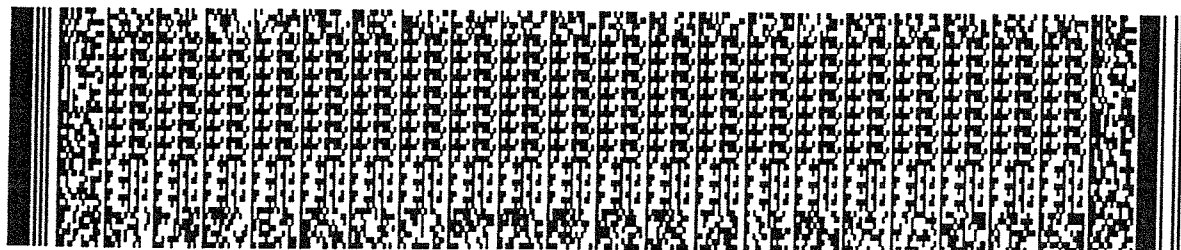
- (1)  R (Retirement Plan Information)
- (2)  1 T (Qualified Pension Plan Coverage Information)  
If a Schedule T is not attached because the plan is relying on coverage testing information for a prior year, enter the year .....
- (3)  B (Actuarial Information)
- (4)  E (ESOP Annual Information)
- (5)  SSA (Separated Vested Participant Information)

**b Financial Schedules**

- (1)  H (Financial Information)
- (2)  I (Financial Information – Small Plan)
- (3)  A (Insurance Information)
- (4)  C (Service Provider Information)
- (5)  D (DFE/Participating Plan Information)
- (6)  G (Financial Transaction Schedules)
- (7)  1 P (Trust Fiduciary Information)

**c Fringe Benefit Schedule**

- F (Fringe Benefit Plan Annual Information)



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**SCHEDULE I  
(Form 5500)**

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

**Financial Information -- Small Plan**

This schedule is required to be filed under Section 104 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

► File as an attachment to Form 5500.

Official Use Only

OMB No. 1210-0110

**1999**

This Form is Open  
to Public Inspection.

For calendar year 1999 or fiscal plan year beginning 07/01/1999 and ending 06/30/2000

<b>A</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P	<b>B</b> Three-digit plan number 001
<b>C</b> Plan sponsor's name as shown on line 2a of Form 5500 PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY	<b>D</b> Employer Identification Number 95-3197792

Complete Schedule I if the plan covered fewer than 100 participants as of the beginning of the plan year. You may also complete Schedule I if you are filing as a small plan under the 80-120 participant rule (see instructions). Complete Schedule H if reporting as a large plan or DFE.

**Part I Small Plan Financial Information**

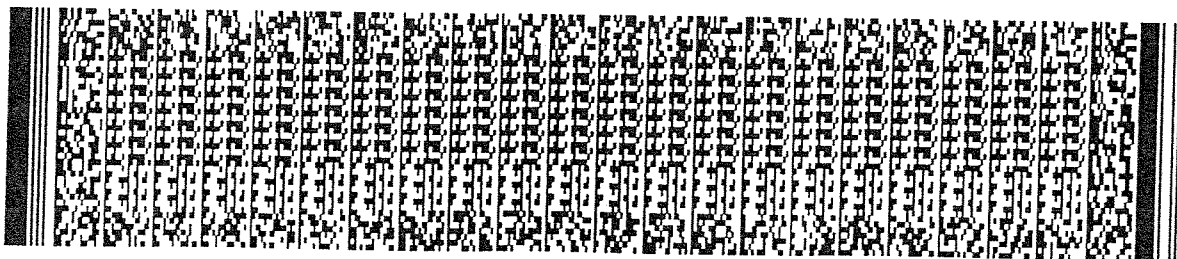
Report below the current value of assets and liabilities, income, expenses, transfers and changes in net assets during the plan year. Combine the value of plan assets held in more than one trust. Do not enter the value of the portion of an insurance contract that guarantees during this plan year to pay a specific dollar benefit at a future date. Include all income and expenses of the plan including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar.

<b>1 Plan Assets and Liabilities:</b>		(a) Beginning of Year	(b) End of Year
<b>a</b> Total plan assets	<b>1a</b>	723,710	661,636
<b>b</b> Total plan liabilities	<b>1b</b>	0	0
<b>c</b> Net plan assets (subtract line 1b from line 1a)	<b>1c</b>	723,710	661,636
<b>2 Income, Expenses, and Transfers for this Plan Year:</b>		(a) Amount	(b) Total
<b>a</b> Contributions received or receivable			
(1) Employers	<b>2a(1)</b>	34,453	
(2) Participants	<b>2a(2)</b>	0	
(3) Others (including rollovers)	<b>2a(3)</b>	0	
<b>b</b> Noncash contributions	<b>2b</b>	0	
<b>c</b> Other income	<b>2c</b>	24,361	
<b>d</b> Total income (add lines 2a(1), 2a(2), 2a(3), 2b, and 2c)	<b>2d</b>		
<b>e</b> Benefits paid (including direct rollovers)	<b>2e</b>	120,888	
<b>f</b> Corrective distributions (see instructions)	<b>2f</b>	0	
<b>g</b> Certain deemed distributions of participant loans (see instructions)	<b>2g</b>	0	
<b>h</b> Other expenses	<b>2h</b>	0	
<b>i</b> Total expenses (add lines 2e, 2f, 2g, and 2h)	<b>2i</b>		120,888
<b>j</b> Net income (loss) (subtract line 2i from line 2d)	<b>2j</b>		-62,074
<b>k</b> Net transfers	<b>2k</b>		0

**3 Specific Assets:** If the plan held any assets in one or more of the following specific categories, check yes and enter the current value as of the end of the plan year. Allocate the value of the plan's interest in a commingled trust containing the assets of more than one plan on a line-by-line basis unless the trust meets one of the specific exceptions described in the instructions.

	Yes	No	Amount
<b>a</b> Partnership/joint venture interests		X	
<b>b</b> Employer real property		X	

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v2.3 Schedule I (Form 5500) 1999



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	Yes	No	Amount
<b>3c</b> Real estate (other than employer real property) .....		X	
<b>d</b> Employer securities .....		X	
<b>e</b> Participant loans .....		X	
<b>f</b> Loans (other than to participants) .....		X	
<b>g</b> Tangible personal property .....		X	

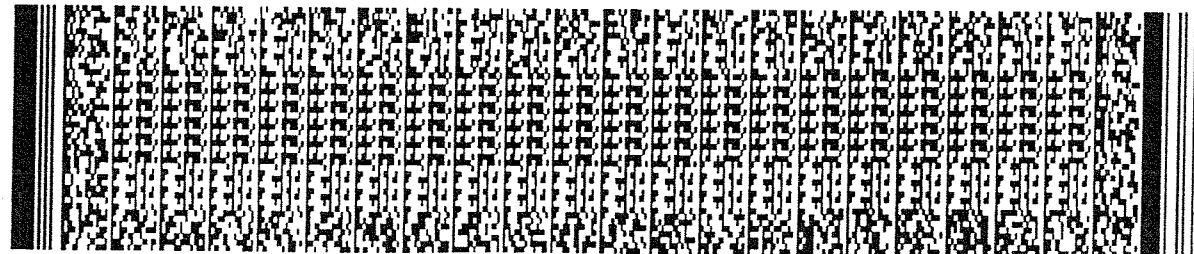
**Part II Transactions During Plan Year**

	Yes	No	Amount
<b>4</b> During the plan year:			
<b>a</b> Did the employer fail to transmit to the plan any participant contributions within the maximum time period described in 29 CFR 2510.3-102? (See instructions) .....		X	
<b>b</b> Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by the participants' account balance .....		X	
<b>c</b> Were any leases to which the plan was a party in default or classified during the year as uncollectible? .....		X	
<b>d</b> Did the plan engage in any nonexempt transaction with any party-in-interest? .....		X	
<b>e</b> Was the plan covered by a fidelity bond? .....		X	
<b>f</b> Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty? .....		X	
<b>g</b> Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser? .....		X	
<b>h</b> Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser? .....		X	
<b>i</b> Did the plan at any time hold 20% or more of its assets in any single security, debt, mortgage, parcel of real estate, or partnership/joint venture interest? .....		X	
<b>j</b> Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC? .....		X	

**5a** Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? If yes, enter the amount of any plan assets that reverted to the employer this year  Yes  No **Amount** \_\_\_\_\_

**5b** If during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

<b>5b(1)</b> Name of plan(s)	<b>5b(2)</b> EIN(s)	<b>5b(3)</b> PN(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Official Use Only

OMB No. 1210-0110

1999

This Form is Open to  
Public Inspection.

**SCHEDULE R  
(Form 5500)**

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Pension and Welfare Benefits  
Administration

Pension Benefit Guaranty Corporation

**Retirement Plan Information**

This schedule is required to be filed under sections 104 and 4065 of the  
Employee Retirement Security Act of 1974 (ERISA) and section 6058(a) of the  
Internal Revenue Code (the Code).

▶ **File as an Attachment to Form 5500.**

For calendar year 1999 or fiscal plan year beginning 07/01/1999 and ending 06/30/2000

<b>A</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P	<b>B</b> Three-digit plan number 001
<b>C</b> Plan sponsor's name as shown on line 2a of Form 5500 PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY	<b>D</b> Employer Identification Number 95-3197792

**Part I Distributions**

All references to distributions relate only to payments of benefits during the plan year.

- 1** Total value of distributions paid in property other than in cash, annuity contracts, or publicly traded employer securities .....
- 2** Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits). 33-6002913

<b>1</b>	\$	0
<b>3</b>		

Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.

- 3** Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year .....

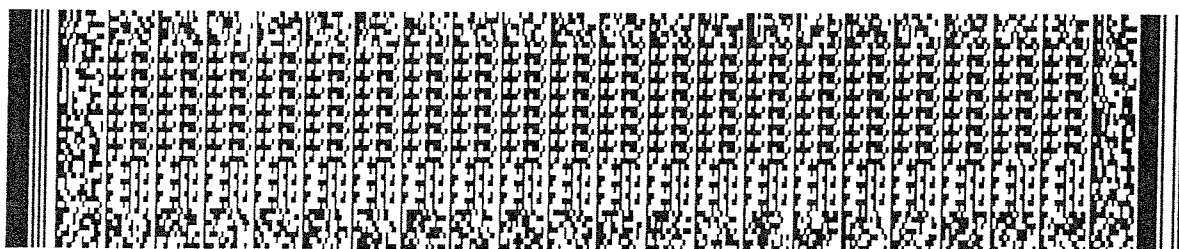
**Part II Funding Information** (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part)

- 4** Is the plan administrator making an election under Code section 412(c)(8) or ERISA section 302(c)(8)? .....  Yes  No  N/A  
If the plan is a defined benefit plan, go to line 7.
- 5** If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions, and enter the date of the ruling letter granting the waiver ..... ▶ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
If you completed line 5, complete lines 3, 9, and 10 of Schedule B and do not complete the remainder of this schedule.
- |           |    |   |
|-----------|----|---|
| <b>6a</b> | \$ | 0 |
| <b>6b</b> | \$ | 0 |
| <b>6c</b> | \$ | 0 |
- If you completed line 6c, do not complete the remainder of this schedule.
- 7** If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure providing automatic approval for the change, does the plan sponsor or plan administrator agree with the change? .....  Yes  No  N/A  
Do not complete line 8, if the plan is a multiemployer plan or a plan with 100 or fewer participants during the prior plan year (see inst.).
- 8** Is the employer electing to compute minimum funding for this plan year using the transitional rule provided in Code section 412(l)(11) and ERISA section 302(d)(11)? .....  Yes  No  N/A

**Part III Amendments**

- 9** If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased the value of benefits? (see instructions) .....  Yes  No

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v2.3 Schedule R (Form 5500) 1999



**SCHEDULE SSA  
(Form 5500)**

**Annual Registration Statement Identifying Separated  
Participants With Deferred Vested Benefits**

Under Section 6057(a) of the Internal Revenue Code

▶ File as an attachment to Form 5500.

Department of the Treasury  
Internal Revenue Service

Official Use Only

OMB No. 1210-0110

**1999**

**This Form is NOT Open  
to Public Inspection**

For the calendar year 1999 or fiscal plan year beginning 07/01/1999 and ending 06/30/2000

**A** Name of plan  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P

**B** Three-digit  
plan number ▶ 001

**C** Plan sponsor's name as shown on line 2a of Form 5500  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

**D** Employer Identification Number  
95-3197792

**1**  Check here if additional participants are shown on attachments. All attachments must include the sponsor's name, EIN, name of plan, plan number, and column identification letter for each column completed for line 4.

Check here if plan is a government, church or other plan that elects to voluntarily file Schedule SSA. If so, complete lines 2 through 3c, and the signature area. Otherwise, complete the signature area only.

**2** Plan sponsor's address (number, street, and room or suite no.) (If a P.O. box, see the instructions for line 2.)

City or town, state, and ZIP code

**3a** Name of plan administrator (if other than sponsor)

**3b** Administrator's EIN

**3c** Number, street, and room or suite no. (If a P.O. box, see the instructions for line 2.)

City or town, state, and ZIP code

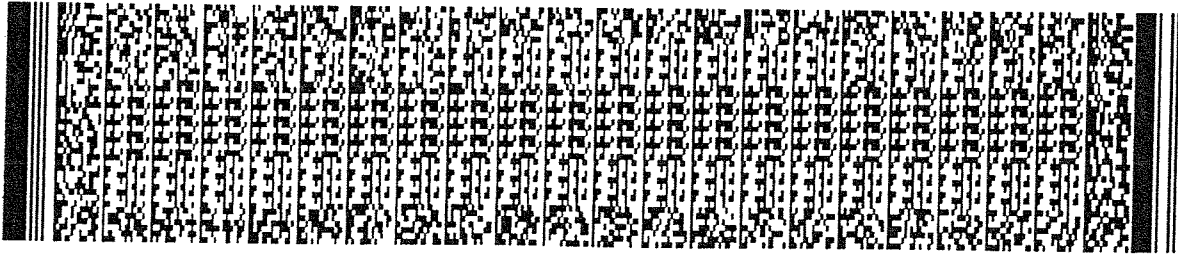
Under penalties of perjury, I declare that I have examined this report, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of plan administrator ▶ *Ed M...*

Phone number of plan administrator ▶ 714-528-1906

Date ▶ 11/29/00

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v2.3 Schedule SSA (Form 5500) 1999

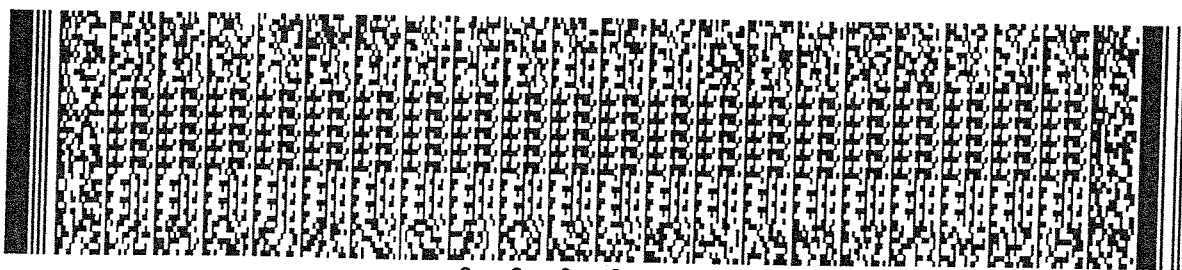


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- 4 Enter one of the following Entry Codes in column (a) for each separated participant with deferred vested benefits that:
- Code A – has not previously been reported.
  - Code B – has previously been reported under the above plan number but requires revisions to the information previously reported.
  - Code C – has previously been reported under another plan number but will be receiving their benefits from the plan listed above instead.
  - Code D – has previously been reported under the above plan number but is no longer entitled to those deferred vested benefits.

(a) Entry Code	(b) Social Security Number	Use with entry code "A", "B", "C", or "D"		Use with entry code "A" or "B"	
		(c) Name of Participant	Enter code for nature and form of benefit		Amount of vested benefit
			(d) Type of annuity	(e) Payment frequency	(f) Defined benefit plan – periodic payment
A	561-79-3672	G. P. CONN	A	A	
A	563-68-3709	CHARLENE DUMITRU	A	A	

(a) Entry Code	Use with entry code "A" or "B"			Use with entry code "C"	
	Amount of vested benefit			(i) Previous sponsor's employer identification number	(j) Previous plan number
	Defined contribution plan				
(g) Units or shares	Share indicator	(h) Total value of account			
			24,768.00		
			26,835.00		





Official Use Only

OMB No. 1210-0110

1999

This Form is Open  
to Public Inspection.

**SCHEDULE T  
(Form 5500)**

**Qualified Pension Plan Coverage Information**

This form is required to be filed under section 6058(a) of the  
Internal Revenue Code (the Code).

Department of the Treasury  
Internal Revenue Service

▶ **File as an attachment to Form 5500.**

For calendar year 1999 or fiscal plan year beginning 07/01/1999 and ending 06/30/2000

<b>A</b> Name of plan PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE P	<b>B</b> Three-digit plan number ▶ 001
<b>C</b> Plan sponsor's name as shown on line 2a of Form 5500 PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY	<b>D</b> Employer Identification Number 95-3197792

**Note:** If the plan is maintained by:

More than one employer and benefits employees who are not collectively-bargained employees, a separate Schedule T may be required for each employer (see the instruction for line 1).

An employer that operates qualified separate lines of business (QSLOBs) under Code section 414(r), a separate Schedule T may be required for each QSLOB (see the instruction for line 2).

**1** If this schedule is being filed to provide coverage information regarding the noncollectively bargained employees of an employer participating in a plan maintained by more than one employer, enter the name and EIN of the participating employer:

<b>1a</b> Name of participating employer	<b>1b</b> Employer identification number
--	--

**2** If the employer maintaining the plan operates QSLOBs, enter the following information:

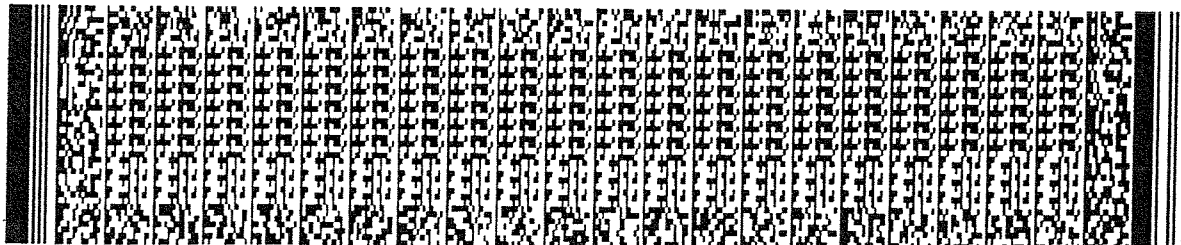
- a** The number of QSLOBs that the employer operates is \_\_\_\_\_.
- b** The number of such QSLOBs that have employees benefiting under this plan is \_\_\_\_\_.
- c** Does the employer apply the minimum coverage requirements to this plan on an employer-wide rather than a QSLOB basis? ...  Yes  No
- d** If the entry on line 2b is two or more and line 2c is "No," identify the QSLOB to which the coverage information given on line 3 or 4 relates.  
▶

**3** Exceptions – Check the box before each statement that describes the plan or the employer.

If you check any box, do not complete the rest of this Schedule.

- a**  The employer employs only highly compensated employees (HCEs).
- b**  No HCEs benefited under the plan at anytime during the plan year.
- c**  The plan benefits only collectively bargained employees.
- d**  The plan benefits all nonexcludable nonhighly compensated employees of the employer (as defined in Code sections 414(b), (c), and (m)), including leased employees and self-employed individuals.
- e**  The plan is treated as satisfying the minimum coverage requirements under Code section 410(b)(6)(C).

For Paperwork Reduction Act Notice and OMB Control Numbers, see the instructions for Form 5500. v2.3 Schedule T (Form 5500) 1999



2 8 9 9 1 8 0 1 4 %



4 Enter the date the plan year began for which coverage data is being submitted. Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

a Did any leased employees perform services for the employer at any time during the plan year?  Yes  No

b In testing whether the plan satisfies the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4), does the employer aggregate plans?  Yes  No

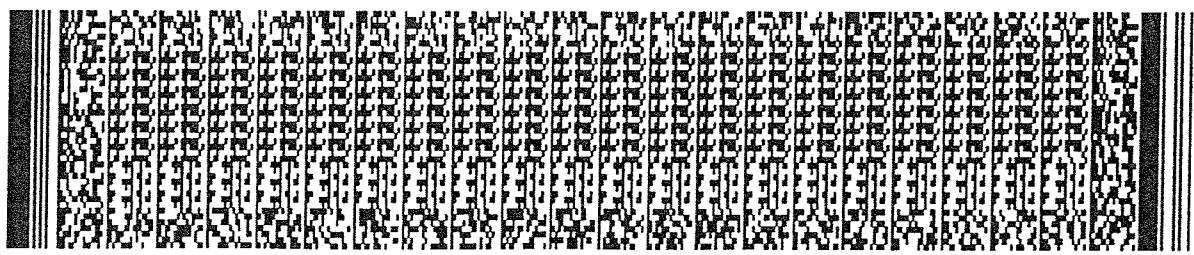
c Complete the following:

(1) Total number of employees of the employer (as defined in Code section 414(b), (c), and (m)), including leased employees and self-employed individuals	c(1)	
(2) Number of excludable employees as defined in IRS regulations (see instructions)	c(2)	
(3) Number of nonexcludable employees. (Subtract line 4c(2) from line 4c(1))	c(3)	
(4) Number of nonexcludable employees (line 4c(3)) who are HCEs	c(4)	
(5) Number of nonexcludable employees (line 4c(3)) who benefit under the plan	c(5)	
(6) Number of benefiting nonexcludable employees (line 4c(5)) who are HCEs	c(6)	

d Enter the plan's ratio percentage and, if applicable, identify the disaggregated part of the plan to which the information on lines 4c and 4d pertains (see instructions)  \_\_\_\_\_ %

d		%
(1) Disaggregated part: _____	Ratio Percentage: e(1)	%
(2) Disaggregated part: _____	Ratio Percentage: e(2)	%
(3) Disaggregated part: _____	Ratio Percentage: e(3)	%

f This plan satisfies the coverage requirements on the basis of (check one):  the ratio percentage test  average benefit test



**SCHEDULE P  
(FORM 5500)**

**Annual Return of Fiduciary  
of Employee Benefit Trust**

This schedule may be filed to satisfy the requirements under section 6033(a) for an annual information return from every section 401(a) organization exempt from tax under section 501(a).

Filing this form will start the running of the statute of limitations under section 6501(a) for any trust described in section 401(a) that is exempt from tax under section 501(a).

▶ File as an attachment to Form 5500 or 5500-EZ.

Department of the Treasury  
Internal Revenue Service

Official Use Only

OMB No. 1210-0110

**1999**

**This Form is Open to  
Public Inspection.**

For trust calendar year 1999 or fiscal year beginning 07/01/1999 and ending 06/30/2000

**1a** Name of trustee or custodian

FIRST AMERICAN TRUST CO

**b** Number, street, and room or suite no. (If a P.O. box, see the instructions for Form 5500 or 5500-EZ.)

P. O Box 267

**c** City or town, state, and ZIP code

Santa Ana CA 92702

**2a** Name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION TRU

**b** Trust's employer identification number 33-6002913

**3** Name of plan if different from name of trust

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY MONEY PURCHASE PENSION

**4** Have you furnished the participating employee benefit plan(s) with the trust financial information required to be reported by the plan(s)?

Yes  No

**5** Enter the plan sponsor's employer identification number as shown on Form 5500 or 5500-EZ

95-3197792

Under penalties of perjury, I declare that I have examined this schedule, and to the best of my knowledge and belief it is true, correct, and complete.

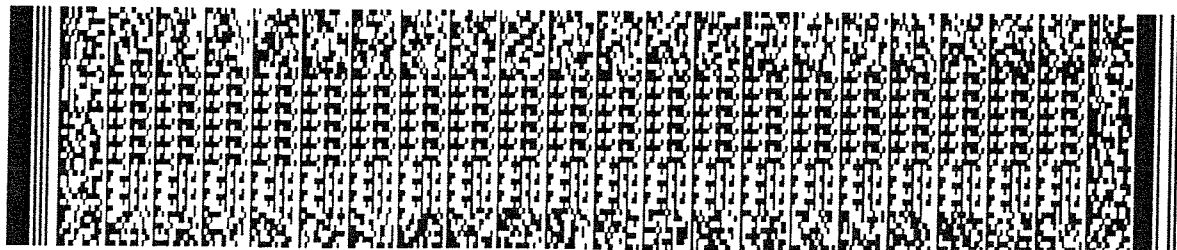
Signature of fiduciary ▶ *William Shearab*

Date ▶ November 30, 2000

For the Paperwork Reduction Notice and OMB Control Numbers, see the instructions for Form 5500 or 5500-EZ.

v2.3

Schedule P (Form 5500) 1999



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**PLACENTIA LIBRARY MPPP TRUSTEE**

**Report Period: 2/1/94 to 10/31/00**

**Fiscal Year End: 12/31**

**Account 60107600**

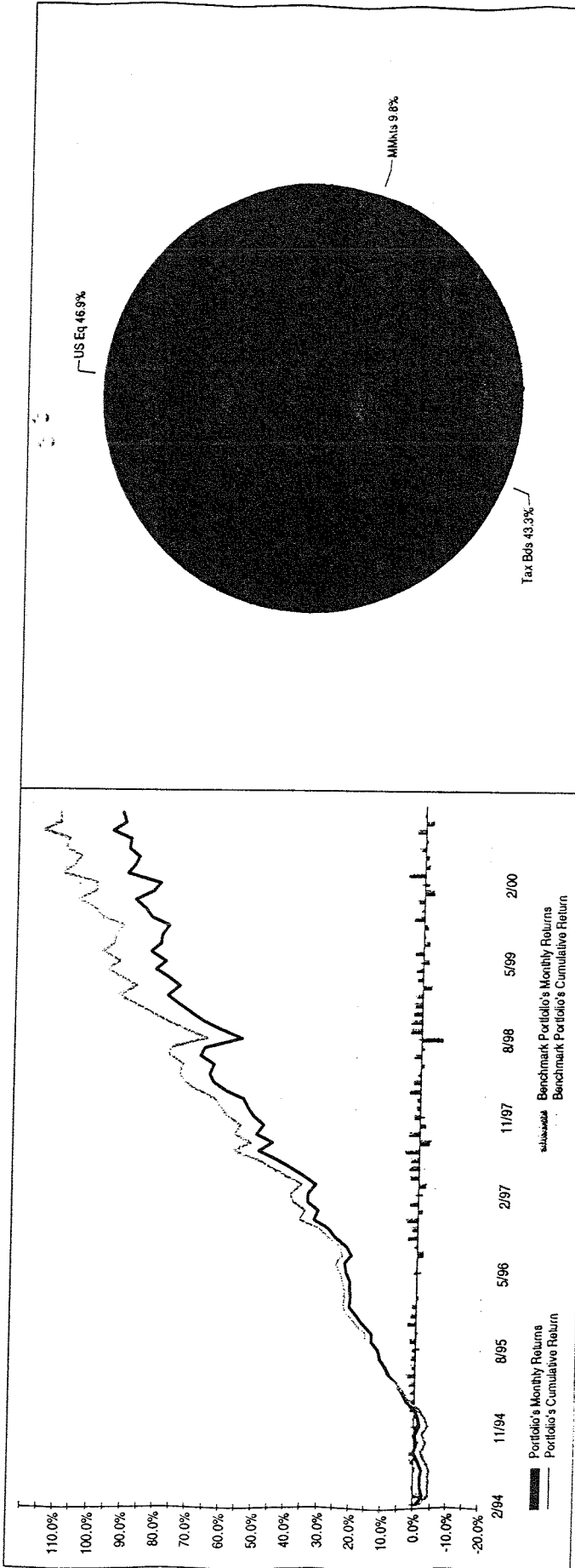
The information in this report is believed to be reliable but is not guaranteed.  
INVESTMENT SCORECARD™, Copyright 2000, Investment Scorecard, Inc. 103-88376-2000-M10  
Investment Scorecard, Inc. incorporates the AIMR-PPS™ standards into its calculation methodology.

PORTFOLIO TOTALS - Report Period: 2/1/94 to 10/31/00

PLACENTIA LIBRARY MPPP TRUSTEE

ENDING MARKET VALUE	LAST MONTH INVESTMENT GAIN/LOSS	CONTRIBUTIONS/ WITHDRAWALS	FISCAL YTD INVESTMENT GAIN/LOSS	CONTRIBUTIONS/ WITHDRAWALS	REPORT PERIOD INVESTMENT GAIN/LOSS	CONTRIBUTIONS/ WITHDRAWALS
633,416 <sup>1</sup>	2,622	0	13,638	29,280	321,387	-45,989

ASSET CLASS PERFORMANCE



ASSET CLASS	BENCHMARK	PORTFOLIO ALLOCATION	LAST MONTH		FISCAL YTD		REPORT PERIOD <sup>1</sup>	
			ASSET CLASS RETURN	BENCHMARK RETURN	ASSET CLASS RETURN	BENCHMARK RETURN	ASSET CLASS RETURN	BENCHMARK RETURN
Cash	Not Applicable	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Money Mkts & Equivalents	Lipper Money Market Index	9.8%	0.5%	0.5%	5.0%	4.9%	5.2%	4.9%
Taxable Bonds	Lehman Bros Govt / Credit Index	43.3%	0.5%	0.6%	6.9%	7.8%	5.7%	6.0%
Utility Mutual Funds	Standard & Poors Utility Index	0.0%	NA	NA	NA	NA	NA	NA
US Equities	Standard & Poors 500 Stock Index	46.9%	0.3%	-0.4%	-2.3%	-1.8%	16.8%	19.8%
International Equities	MSCI EAFE Index	0.0%	NA	NA	NA	NA	NA	NA
<b>PORTFOLIO RETURNS</b>		<b>100.0%</b>	<b>0.4%</b>	<b>0.1%</b>	<b>2.1%</b>	<b>2.7%</b>	<b>10.2%</b>	<b>11.8%</b>
Inflation	Consumer Price Index		0.5%	0.5%	3.3%	3.3%	2.6%	2.6%
<b>RETURNS AFTER INFLATION</b>			<b>-0.1%</b>	<b>-0.4%</b>	<b>-1.2%</b>	<b>-0.6%</b>	<b>7.6%</b>	<b>9.1%</b>

<sup>1</sup> Total Portfolio Ending Market Value Includes Total Accrued Income of \$1,105.  
<sup>2</sup> Annualized Return

Account 60107600

**ASSET CLASS REVIEW - Report Period: 2/1/94 to 10/31/00**

**PLACENTIA LIBRARY MPPP TRUSTEE**

ASSET CLASS/BENCHMARK	PORTFOLIO ALLOCATION	LAST 3 MONTHS	LAST 6 MONTHS	FISCAL YTD	LAST 12 MONTHS	LAST 3 YEARS <sup>1</sup>	LAST 5 YEARS <sup>1</sup>	REPORT PERIOD
Cash	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Not Applicable		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Money Mkts & Equivalents	9.8%	1.6%	3.1%	5.0%	5.9%	5.4%	5.4%	5.2%
Lipper Money Market Index		1.5%	3.1%	4.9%	5.8%	5.2%	5.0%	4.9%
Taxable Bonds	43.3%	2.6%	5.1%	6.9%	6.7%	5.3%	5.6%	5.7%
Lehman Bros Govt / Credit Index		2.4%	5.5%	7.8%	7.1%	5.5%	6.1%	6.0%
Utility Mutual Funds	0.0%	NA	NA	NA	NA	NA	NA	NA
Standard & Poors Utility Index		NA	NA	NA	NA	NA	NA	NA
US Equities	46.9%	0.0%	-0.9%	-2.3%	3.5%	14.1%	18.1%	16.8%
Standard & Poors 500 Stock Index		0.2%	-1.0%	-1.8%	6.1%	17.6%	21.7%	19.8%
International Equities	0.0%	NA	NA	NA	NA	NA	NA	NA
MSCI EAFE Index		NA	NA	NA	NA	NA	NA	NA
<b>TOTAL PORTFOLIO</b>	<b>100.0%</b>	<b>1.2%</b>	<b>2.0%</b>	<b>2.1%</b>	<b>5.0%</b>	<b>9.1%</b>	<b>11.1%</b>	<b>10.2%</b>
<b>BENCHMARK PORTFOLIO</b>		<b>1.3%</b>	<b>2.2%</b>	<b>2.7%</b>	<b>6.6%</b>	<b>10.9%</b>	<b>12.8%</b>	<b>11.8%</b>

## Proposed Changes

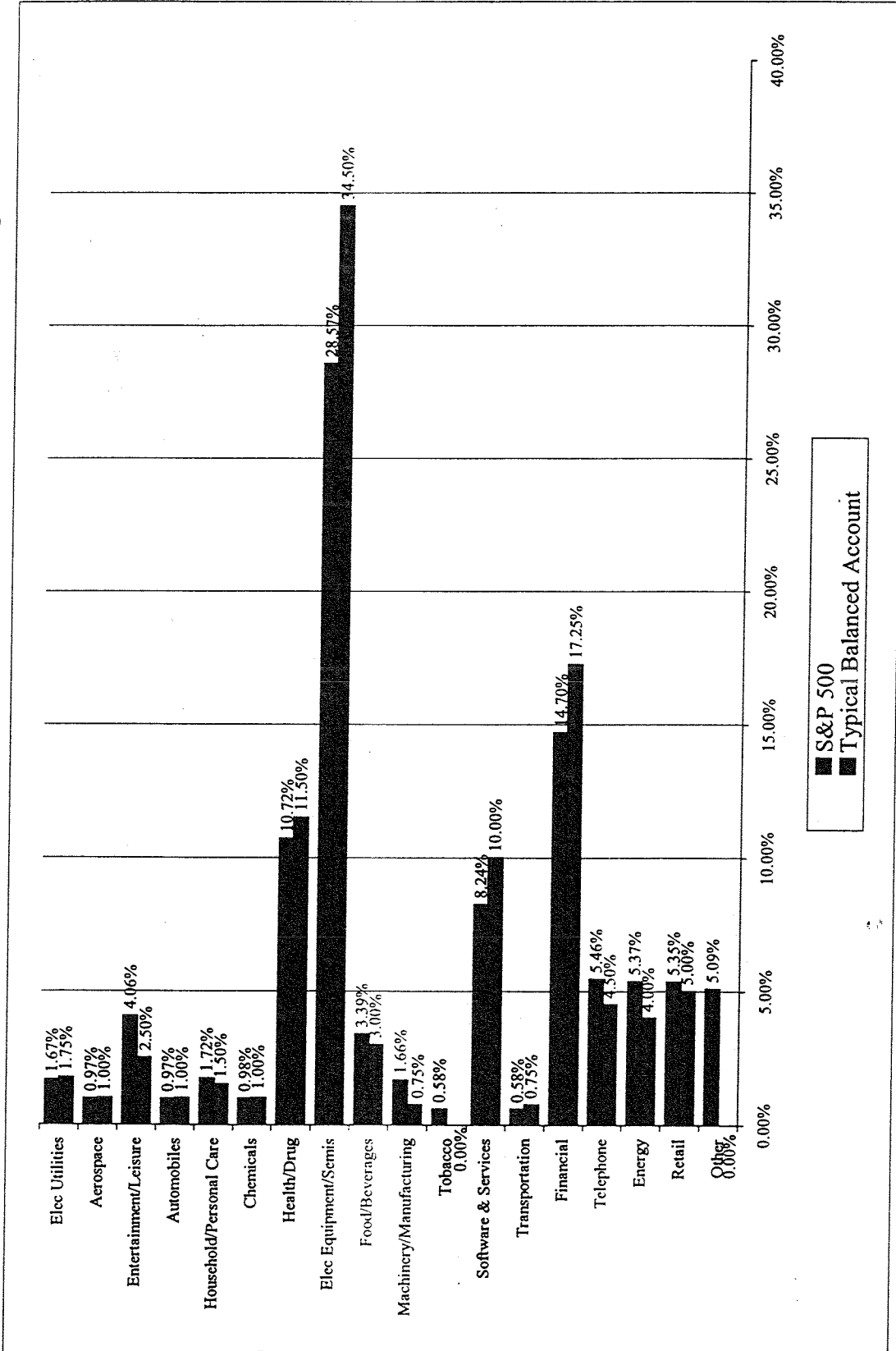
<b>Deletions:</b>	<b>Type of Fund</b>
Vanguard Windsor II	Equity
Performance Equity	Equity
Fidelity Growth & Income	Equity Income
T.Rowe Price U.S Treasury	Bond
Goldman Sachs Adjustable Rate	Bond

<b>Additions</b>	<b>Type of Fund</b>
Vanguard Growth & Income	Equity Income
Goldman Sachs Capital Growth	Equity
Invesco Dynamics	Equity
Putnam International Growth	International
Strong Government Securities	Bond
Vanguard Short-Term Corporate	Bond



### Typical Equity Industry Weightings vs. S&P 500 Index Industry Weightings



*S&P 500 Industry allocations are as of August 11, 2000. FACM Industry allocations are as of August 11, 2000. Actual purchases may vary at time of initial investment.*

## Current Buy List (by Industry)

<u>Automobiles:</u>	Ford Motor*	<u>Retail Store:</u>	Home Depot Wal-Mart Stores*
<u>Financial:</u>	American Int'l Group* Chase Manhattan Corp. FleetBoston Financial MBIA MBNA Corp Merrill Lynch* Morgan Stanley Dean Witter* Bank of America* Wells Fargo*	<u>Telephone:</u>	AT&T Verizon Communications BellSouth Qwest Communications Int'l SBC Communications Worldcom, Inc.
<u>Software:</u>	Computer Sciences Corp. Compuware Corp. First Data Corp. Microsoft* Oracle	<u>Utilities:</u>	Duke Energy FPL Group
<u>Chemicals:</u>	Dow Chemical DuPont	<u>Tobacco:</u>	Philip Morris
<u>Household:</u>	Procter & Gamble*	<u>Transportation:</u>	Burlington No. Santa Fe Southwest Airlines
		<u>Machinery/Manufacturing:</u>	Caterpillar United Technologies
		<u>Other:</u>	BRE Properties McGraw-Hill
		<u>Electric Equipment/Semis:</u>	Cisco Systems* General Electric* Hewlett-Packard* IBM* Intel* Lucent Technologies Sollectron Texas Instruments
		<u>Food/Beverages:</u>	Coca-Cola* Pepsico Sara Lee
		<u>Entertainment/Leisure:</u>	Disney (Walt) McDonald's
		<u>Health &amp; Drug:</u>	Abbott Laboratories American Home Products Bristol-Myers Squibb Johnson & Johnson* Lilly (Eli) & Co. Merck & Co.* Pfizer*
		<u>Energy:</u>	Chevron Exxon Mobil Corp.* Royal Dutch Petroleum

Industry holdings as of November 20, 2000.

\* Indicates core holdings.

This is an investment work product of First American Capital Management, Inc. in accordance with the investment policies of First American Trust FSB. These holdings are subject to change.

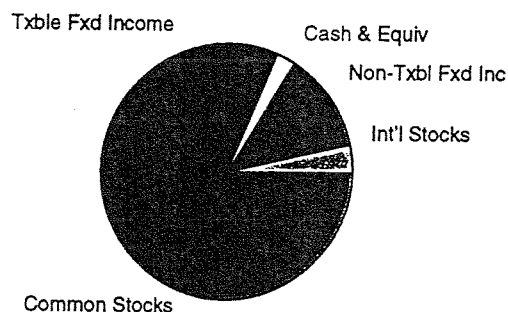
## Composite of Individually Managed Accounts

Fund ID: **CMP-INDIV**  
 Report Period: **12/31/1993 to 06/30/2000**  
 Fiscal Year Ends: **December**

### Executive Summary

#### Portfolio Composition

	Market Value	% of Total
Total Fund	535,488,227	100.00
Common Stocks	314,055,593	58.65
Txble Fxd Income	121,763,845	22.74
Cash & Equiv	12,018,271	2.24
Non-Txbl Fxd Inc	68,689,901	12.83
Int'l Stocks	18,961,024	3.54



#### Time Weighted Returns

	Latest Quarter	Fiscal Year to Date	Latest 1 Year	Latest 3 Years	Latest 5 Years	Since 12/31/93
Total Fund	-0.29	4.54	11.47	15.64	17.07	14.59
ProForma Index	-1.13	0.92	6.50	12.93	14.29	12.61
Common Stocks	-1.17	5.50	15.31	24.42	29.57	25.28
S&P 500 Compos	-2.66	-0.42	7.24	19.67	23.80	21.48
Txble Fxd Income	1.58	2.78	3.69	5.62	5.75	5.69
LB Gvt/Corp Intm	1.69	3.21	4.21	5.62	5.81	5.61
Cash & Equiv	1.33	2.56	5.01	4.91	4.86	4.68
Lipper Money Mkt	1.43	2.80	5.33	5.10	5.11	4.94
Non-Txbl Fxd Inc	1.47	3.85	4.16	4.55	5.05	4.59
LB Muni (5 Yrs)	1.57	2.79	3.76	4.42	4.90	4.60
Int'l Stocks	-5.11	-0.30	43.71	20.72	19.39	N/A
Lipper Intl Eqty	-4.70	-4.11	23.63	11.91	14.43	11.22

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis

07/20/00

Fund returns are gross of management fees

Returns for longer than one year are annualized

All returns include reinvestment of income

ProForma Index: Month by month average asset mix allocations. Report period average asset mix allocation detailed below.

12/31/93 - 06/30/00 45% S&P 500 Compos, 29% LB Gvt/Corp Intm, 9% Lipper Money Mkt,  
15% LB Muni (5 Yrs), 0% Consumer Prices, 2% Lipper Intl Eqty

June, 2000 - Portfolios in comp: 144; comp assets are 32.5% of firm's assets; tot mkt val: \$535,488,227. Min acct size incl'd: \$1,000,000. Restricted assets over \$1MM have been excl from the perf. Annual Std. Dev. (FACM/Proforma or Index): Total Fund: 7.87/6.65, Common Stk: 14.01/13.47, Txble Fxd Income: 3.64/3.00, Non-Txbl Fxd: 3.12/2.73, Int'l Stocks 16.56/14.72. See reverse side for additional disclosures.



# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Sandra M. Stark

Gaeten M. Wood

November 30, 2000

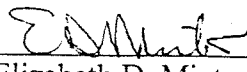
First American Trust  
Vilma Acevedo, Vice President  
Retirement Plan Services  
421 North Main Street  
Santa Ana CA 92701

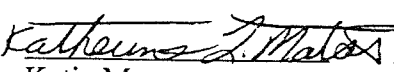
SUBJECT: Authorization of Placentia Library District Pension Plan Modifications

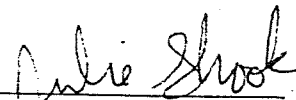
1. The Placentia Library District Pension Plan Committee authorizes First American Trust to change the Pension Plan from the Balanced Investment Plan to the Growth Investment Plan.
2. The Placentia Library District Pension Plan Committee authorizes First American Trust to change equity portions of the Pension Plan from Mutual Funds to Individual Managed Stocks.
3. The Placentia Library District Pension Plan Committee authorizes First American Trust to maintain the current equity allocation for International Mutual Funds.

If you have any questions, please call me at (714) 528-1925, Ext. 203.

Sincerely,

  
Elizabeth D. Minter  
Pension Plan Committee

  
Katie Matas  
Pension Plan Committee

  
Julie Shook  
Pension Plan Committee

## Plan Amendments For Premium Conversion Plan

The Premium Conversion Plan is amended effective for plan years beginning on or after January 1, 2001, in the following manner:

Article 2 Definitions is amended by adding the following:

“Dependent” means a person whose relationship to participant is described in Code Section 152, except that for purposes of health coverage, any child to whom Code Section 152(e) applies shall be treated as a dependent of both parents.

Article 3.5 is amended to 3.6.

Article 3.5 is amended to read: FMLA Leave.

A Participant who takes an unpaid leave of absence under the Family and Medical Leave Act of 1993 (“FMLA Leave”) may revoke his or her election to participate under any group health insurance benefit offered under this Plan, for the remainder of the Plan Year in which such leave of absence commences. Such revocation shall be effected in accordance with such procedures as prescribed by the Plan Administrator. Upon such Participant’s return from his or her FMLA Leave, the Participant may elect to be reinstated in the Plan, on the same terms that applied to the Participant prior to his or her taking the FMLA Leave, and with such other rights to revoke or change elections as are provided to other Participants under the Plan. Notwithstanding the foregoing, a Participant on FMLA Leave shall have no greater rights to benefits for the remainder of the Plan Year in which the FMLA Leave commences as other Plan Participants.

Article 4 Election of Benefits is amended by deleting in entirety Section 4.4 entitled Change in Family Status and substituting the following:

Once an Employee has elected Benefits and the Plan year has started, the Employee cannot amend or revoke the election unless there is a "Change in Status".

Change in Status means:

- A change in a Participant's legal marital status, including marriage, divorce, legal separation, annulment, or death of the Participant's spouse.
- An event affecting the number of Participant's Dependents, including birth, death, adoption, and placement for adoption.
- A change in employment status of the Participant, his spouse or Dependents, including termination or commencement of employment (as determined under the Code Section 125 regulations); a strike or lockout; a commencement of or return from and unpaid leave of absence; a change in worksite; or a change in the employment status of the Participant, his spouse or dependent (e.g., hourly to salary, union to non-union, or full-time to part-time), that affects that person's rights under this Plan or an underlying benefit program (e.g., changing from salaried to hourly-paid, union to non-union or part-time from full-time).
- An event that causes a Participant's Dependent to satisfy or cease to satisfy the eligibility requirements for a particular benefit, such as attaining a specified age or the Dependent's status as a student.
- A change in the residence of the Participant, his spouse or Dependent.
- Any other events included under Code Section 125 or regulations or other guidance promulgated thereunder relating to changes in status.

Revocation of a designation of Benefits and election of new Benefits may be made by an Employee, effective prospectively only for the remainder of the Plan Year, if both the revocation of existing designation of Benefits and election of new Benefits are made on account of the consistent with the previously described Change in Status. The revocation and/or new election must be made by the

Employee within 30 days of the Change in Status. Before the Plan Year has begun, an Employee may amend or revoke his or her designation of Benefits to the extent that the Employer may provide. Any new election shall be effective at such time as the Employer shall prescribe, but not later than the first pay period beginning after the modified election form is completed and returned to the Employer.

The Plan Administrator or a designated representative will review all requests for a change in a Employee's elections due to Change in Status and determine (a) if the indicated Change in Status is consistent with the definitions and guidelines and (b) if the request for such a change is accompanied by all required documentation.

Under all circumstances, the Plan Administrator reserves the right to request additional documentation.

Article 4.5 is amended to 4.6.

Article 4.5 is amended to read:

Revocation and Modification of Benefit Election. (a) Except as provided in this Section 4.5, before the Plan Year has begun, a Participant may modify or revoke his designation of Benefits to the extent that the Employer may provide. Any new election under this Section 4.5 shall be effective at such time as the Employer shall prescribe, but not later than the first pay period beginning after the modified election form is completed and returned to the Employer. Once an Eligible Employee has elected Benefits under the plan and the Plan Year has begun, he may not modify or revoke his election of Benefits, except on account of, and consistent with a Change in Status, or as otherwise provided in this Section 4.5.

(b) Change in Coverage.

- If benefit coverage under this Plan is significantly curtailed (as determined by the Plan Administrator in its sole discretion) or ceases during a plan year, the Participant may revoke his or her election under the Plan with respect to that coverage and may prospectively elect coverage under another plan that provides similar coverage. Coverage under a benefit plan is deemed "significantly curtailed" only if there is an overall reduction in coverage provided to Participants under the Plan so as to constitute reduced coverage to Participants in general.

- If during a Plan Year the Plan adds or eliminates a benefit, an affected Participant may elect a newly-added benefit, or elect another benefit where a benefit option has been eliminated, prospectively on a pre-tax basis by making corresponding election changes with respect to coverage with respect to the benefit option providing similar coverage.
- A Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the employer of the Participant's spouse, former spouse, or Dependent's employer, if (a) the cafeteria plan or benefit plan in which the spouse, former spouse, or Dependent participates permits its participants to make an election change that would be permitted under Treasury regulation 1.125-4(b) through (g); or (b) the Participant's plan year period of coverage is different from the plan year period of coverage under the cafeteria plan or benefit plan of the plan in which the spouse, former spouse or Dependent participates.
- If the Participant's share of premium increases or decreases during a Plan Year by a significant amount, then the appropriate benefit elections of the Participant shall be prospectively increased or decreased to reflect such change. If the Participant's share of the premium increases significantly during a Plan Year, then the participant may either make a corresponding prospective increase in his or her contributions or may revoke his or her election and in lieu thereof, receive coverage under another Plan option which provides similar coverage. Whether an increase or decrease in cost is significant or insignificant shall be determined by the Plan Administrator, on a reasonable and consistent basis, in accordance with prevailing IRS guidance, and based upon all the surrounding facts and circumstances (including, but not limited to, the dollar amount or percentage of the cost change).
- Where there is a judgement, decree, or order (including a qualified medical child support order described in ERISA Section 609) ("Order") resulting from a Participant's divorce, annulment, legal separation, or change in custody, (a) a Participant's election under an accident and health plan may be changed to provide coverage for a Dependent who is the Participant's child if the Order requires such coverage, and (b) coverage of the Dependent who is the Participant's child may be revoked or changed if the Order requires someone other than the Participant to provide such coverage.



- If a Participant, his spouse or Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), then the Participant may prospectively reduce or cancel the accident or health coverage of the person becoming entitled to Medicare or Medicaid. If a Participant, spouse, or Dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, then the Participant may prospectively elect to commence or increase the health or accident coverage.
- Where the Participant takes leave under the Family and Medical Leave Act of 1993, the provisions of Section 3.5 shall apply.

A Participant entitled to make a new election under this Section 4.5 must do so within 30 days of the event described above. Any election shall apply for the balance of the Plan Year in which the election is made unless a subsequent event (described in this Section 4.5) occurs.

Delete Article 5.6. This is now covered in Article 4.5.

This Premium Conversion Plan as amended is adopted as of the Effective Date.

By: \_\_\_\_\_

Title: \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Report on Civic Center Authority Special Meeting, December 13, 2000, to discuss exterior renovation plans for the Civic Center.

**DATE:** December 20, 2000

**BACKGROUND**

A Civic Center Authority Special Meeting was held on December 13, 2000 to discuss financing the exterior renovation plans for the Civic Center.

City Finance Director Steve Brisco presented several financing options for the District through the City. City staff has raised the starting point for the District's share of the project from \$271,170 to \$285,000. The additional \$13,830 has been added to Provision for Contingency, raising that percentage from 15% to 21% of the total project. The revised Civic Center Authority Cost Estimate is Attachment A.

No one from the City acknowledged or responded to the District's financing proposal, Attachment B, sent to the City Administrator on November 29, 2000.

If the City were to finance the District's share of the Civic Center Authority improvements it would charge 6.5%, the same amount that it earns on its investments. The cost of borrowing for the City is estimated to be 5.5%.

The District reported to the Civic Center Authority at its meeting on November 28, 2000 that it is not in a position to make major debt service payments until after the Library construction bonds are retired in Fiscal Year 2004-2005. This memo is Attachment C. (The District is planning to make balloon payments on the Energy Lease through Fiscal Year 2006-2007 but those payments, approximately \$24,000 per year, may be extended until the end of the lease period in 2114.)

If the District finances its share through the City, and if the District waits to begin repayment until the Energy Lease is repaid, and if the District repays the City loan at a rate of \$109,504.70 per year from Fiscal Year 2007-2008 through Fiscal Year 2010-2011, the total amount paid in interest would be:

Interest growth before repayment begins	\$ 99,737
<u>Interest during principal repayment period</u>	<u>108,034</u>
<b>TOTAL INTEREST</b>	<b><u>\$ 207,771</u></b>



I have asked Mr. Brisco to prepare an illustration based on a ten-year loan with both the City and District paying their pro-rata shares of the interest during the first five years of the loan, with the City repaying its share of the principal in the first five years, and the Library repaying its share of the principal (and 100% of the interest) in the second five years.

I am also asking the Special District Finance Authority for information on financing the District's portion with the first principal payment due in Fiscal Year 2006-2007. The principal repayment rate would be approximately \$100,000 per year since the District will also be paying on the Energy Lease.

The next meeting will be a joint meeting of the Library Board of Trustees and the City Council with the Civic Center Authority on Tuesday, January 16, 2001 at 5:30 P.M. at City Hall.

**RECOMMENDATION**

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



CIVIC CENTER AUTHORITY COST ESTIMATE

Item	City Share	Cost Library Share	Total
<b>1. Common Area Plaza Renovation Project</b>			
Mobilization	2500	2500	5000
Demolition-concrete and 2 fountains (25,000sf)	6250	6250	12500
Interlocking Pavers w/ base,grading, drains (25,000sf)	100,000	100,000	200,000
Building ID signage (6)	1500	1500	3000
Upgrade bench bases (16)	3000	3000	6000
Drinking Fountain Replacement (1)	1000	1000	2000
New trees (48 )	21,500	21500	43000
New Shrub/turf area (13,700sf)	14000	14000	28000
Irrigation system adds and upgrades (13700sf)	10250	10250	20500
Irrigation Controller Replacement (1)	4000	4000	8000
Electrical Upgrades/lighting	15000	15000	30000
Design fees	2300	2300	4600
<b>Subtotal Item 1</b>	<b>181300</b>	<b>181300</b>	<b>362600</b>
<b>2. Structural Maintenance Project</b>			
City Hall/PD Facia Replacements	5000	0	5000
Painting of building exteriors	20000	20000	40000
Trellis vine removal and painting	2500	2500	5000
Flagpole base upgrade (new tile)	2000	2000	4000
Main fountain tile R and R and upgrade	10000	10000	20000
<b>Subtotal Item 2</b>	<b>39500</b>	<b>34500</b>	<b>74000</b>
<b>3. Capital Improvements</b>			
Corner Monument sign and planters	20000	20000	40000
Building Additions			TBD
Amphitheater			TBD
PD Northeast corner			TBD
Caucus Room covered patio			TBD
City Hall /PD Master Plan Space Assessment	25000	0	25000
<b>Subtotal Item 3</b>	<b>45000</b>	<b>20000</b>	<b>65000</b>
<b>Total 1,2 and 3</b>	<b>265800</b>	<b>235800</b>	<b>501600</b>
<b>15% Contingency</b>	<b>39870</b>	<del>35370</del> <b>49,700</b>	<b>75240</b>
<b>TOTAL</b>	<b>305670</b>	<del>271170</del> <b>285,000</b>	<b>576840</b>





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## PLACENTIA LIBRARY DISTRICT MEMO

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**TO:** Robert D'Amato, City Administrator  
**FROM:** Elizabeth D. Minter, Library Director *EB*  
**DATE:** November 29, 2000

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

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

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

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



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## PLACENTIA LIBRARY DISTRICT MEMO

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

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

**DATE:** November 28, 2000

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

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

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

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

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



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

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

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

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

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

Agenda Item 40  
 Attachment C  
 Page 3 of 3

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

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** December 20, 2000

**BACKGROUND**

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

Trustees Dinsmore and Wood requested that the Board review this policy at the November 15, 2000 Regular Board Meeting. Following discussion at that meeting it was the consensus that the item be included on the Agenda for the December 20, 2000 Regular Board Meeting.

**RECOMMENDATION**

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





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

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

THE PURPOSE OF THE PLACENTIA LIBRARY DISTRICT IS TO:

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

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

I. DEFINITION AND HISTORY

A. Definition of an Independent Special District

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

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

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

B. History

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

Placentia Library District Board of Trustees Handbook, Revised April 10, 1998, Page 3.

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

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

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

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

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

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

### C. Administration

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

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

## II. BOARD MEMBERS ARE TRUSTEES

### A. Qualification of Library Trustees

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

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

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

B. Authority

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

C. Selection and Appointment

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

D. Duties and Responsibilities

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

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

The following duties and responsibilities are prescribed by law:

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

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

E. Rules for Library Trustees

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

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



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

### III. BOARD ORGANIZATION AND PROCEDURES

#### A. Officers

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

The term of office shall be one year.

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

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

#### B. Duties of Officers

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

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

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

C. Meetings

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

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

D. Duties of the Director

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

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

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

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

E. The Library Board and the Director

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

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

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

F. Miscellaneous

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

IV PLACENTIA LIBRARY SUPPORT ORGANIZATIONS

A. Definition and Purpose

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

## B. Friends of Placentia Library

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

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

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

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

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

## C. Placentia Library Foundation

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

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

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

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

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EMM*  
**SUBJECT:** Election of Board Officers  
**DATE:** December 20, 2000

**BACKGROUND:**

The following positions need to be elected:

President (Incumbent is Shkoler, 2 years)

Secretary (Vacant)





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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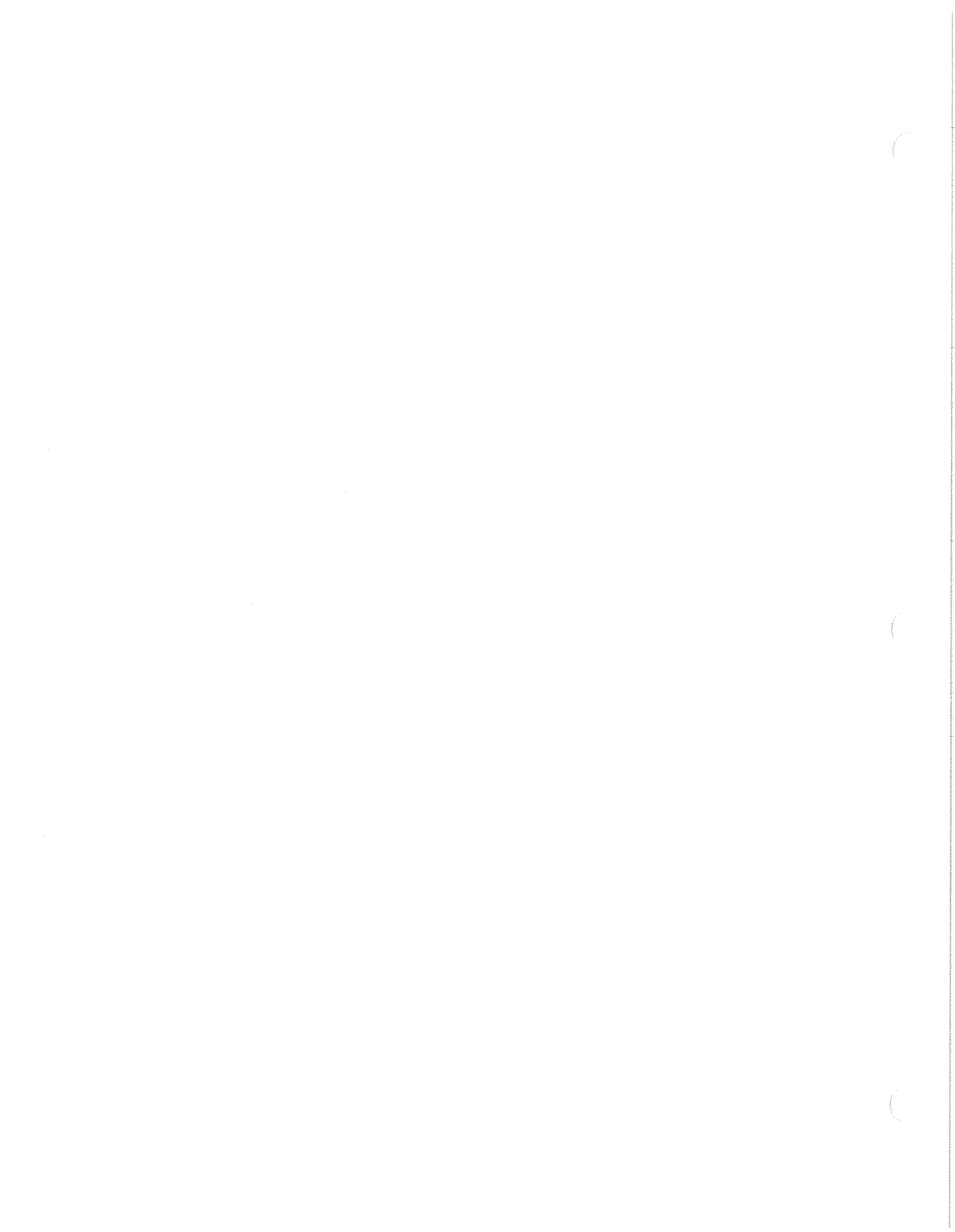
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Appointment of Library Board Representatives by the Board President  
**DATE:** December 20, 2000

**BACKGROUND:**

The following positions need to be appointed:

- Placentia Library Foundation (2 positions – incumbents are Stark and Wood)
- Special District Workers Compensation Authority (Incumbent is Stark)
- Independent Special Districts of Orange County (Incumbent is Wood)
- Independent Special District Local Area Formation Commission (LAFCO) Selection Committee (Incumbent is Wood)
- Placentia Civic Center Authority (2 positions – incumbents are Shkoler and Wood)



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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:** Authorization of signatures for District accounts at Sanwa Bank, Wells Fargo Bank, Bank of America and the Orange County Auditor

**DATE:** December 20, 2000

**BACKGROUND**

Bank and Orange County Auditor signature authorizations need to be updated for all accounts in order to reflect the changes in Board membership.

**RECOMMENDATION**

1. Read Resolution 00-4 by Title only.
2. Adopt Resolution 00-4.



RESOLUTION 00-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO GRANT SIGNATURE AUTHORITY  
TO LIBRARY TRUSTEES, THE LIBRARY DIRECTOR AND DESIGNATED STAFF  
WITH THE ORANGE COUNTY AUDITOR, SANWA BANK CALIFORNIA,  
BANK OF AMERICA, AND WELLS FARGO BANK

WHEREAS, the Placentia Library District of Orange County is governed by the California Education Code, Section 19658, which states: "*The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district.. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest.*"; and

WHEREAS, the Placentia Library District of Orange County has established petty cash accounts for its General Fund, County Exempt Fund and Literacy Gift Fund at Sanwa Bank California; and

WHEREAS, the Placentia Library District of Orange County has established a payroll account at Bank of America; and

WHEREAS, the Placentia Library District of Orange County has established an emergency payroll account at Wells Fargo Bank; now

THEREFORE BE IT RESOLVED, that the Board of Trustees of Placentia Library District of Orange County authorizes any three of the Library Board of Trustees may sign any authorization for any transaction of District funds on deposit with the Orange County Treasurer; and

BE IT FURTHER RESOLVED, that the Library Director has the authority to designate Staff and/or Trustees to pick-up checks or other materials from the Office of the Orange County Auditor or Orange County Treasurer; and

BE IT FURTHER RESOLVED, that any Trustee or the Library Director may sign any check up to \$150.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$150.00 for accounts 2657-00860, 0937-19337, 0933-19339, 2658-00932, and 0935-19338 at Sanwa Bank California; and

BE IT FURTHER RESOLVED, that any Trustee or the Library Director may sign any check up to \$150.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$150.00, and authorize any other transactions, for account 07605-80156 at Bank of California; and

BE IT FURTHER RESOLVED, that any two Trustees, or any Trustee and the Library Director, may authorize any transactions for accounts 007001118, 174445017, 174445018,

174445019, 174445020, 174445021, 174445022, 174445055, 174448482, and 174448483 at Wells Fargo Bank.

AYE: TRUSTEES: None

NO: TRUSTEES: None

ABSTAIN: TRUSTEES: None

ABSENT: TRUSTEES: None

State of California )  
                          ) ss.  
County of Orange    )

I, XXXXXXX, Secretary of the Board of Trustees of Placentia Library District of Orange County, hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of December 2000.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of December, 2000.

\_\_\_\_\_  
XXXXXX, Secretary  
Placentia Library District Board of Trustees

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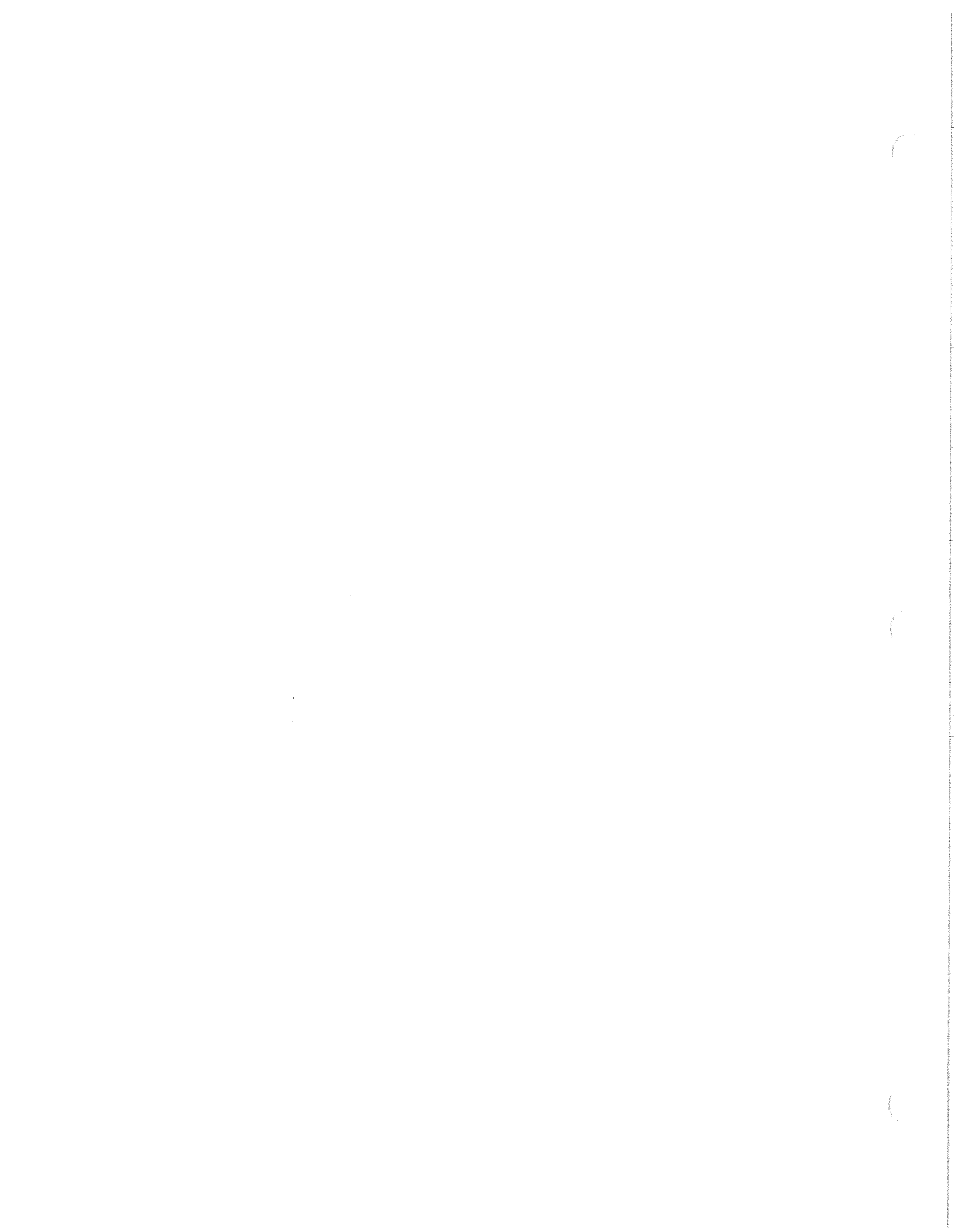
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Selection of Date and Time for Regular Board Meetings for 2001  
**DATE:** December 20, 2000

The current date and time is the third Wednesday at 7:30 P.M.





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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:** Request by Librarian II Cyrise Smith for forty (40) hours of professional leave and permission to use sixty (60) hours of vacation prior to its being earned so that she may participate in the Rotary International Group Study Exchange visit to Australia in March 2001.

**DATE:** December 20, 2000

**BACKGROUND**

Attachment A is a request from Librarian II Cyrise Smith for an advance of vacation time to accommodate her participation in the the Rotary International Group Study Exchange Team (GSE) visit to New South Wales, Australia in March 2001.

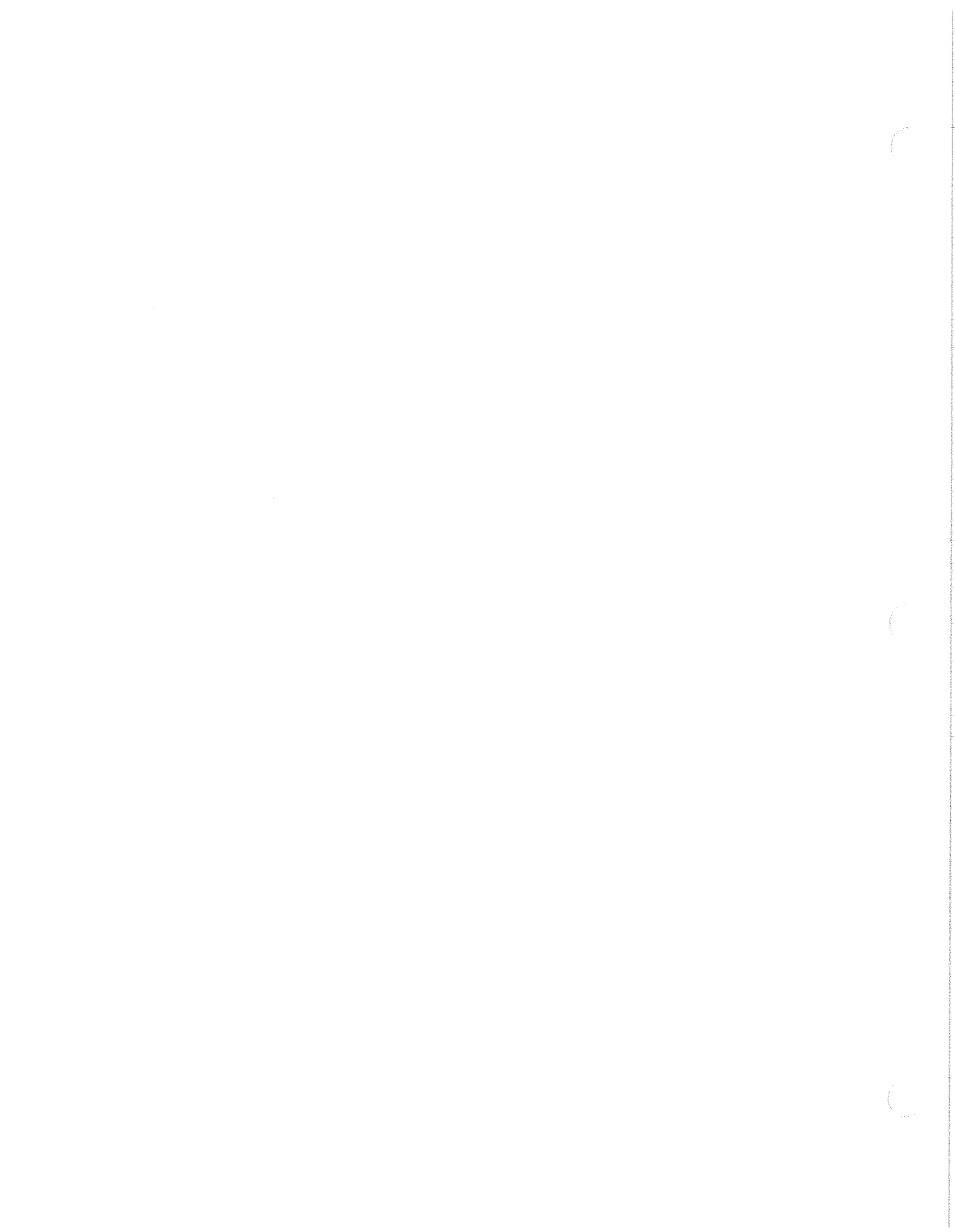
Ms. Smith's time in Australia will consist of four weeks with GSE and one week in Sydney. A minimum of three days of library visits will be included in the GSE schedule and a minimum of two days in Sydney. I am arranging for Ms. Smith to visit with several Sydney area librarians who are long-time friends of mine and who have toured library systems in the United States, including my previous system in Iowa.

Ms. Smith has recently changed from a two-week annual vacation accrual to a three-week annual vacation accrual with the District. She will need 200 vacation or administrative hours for her trip. When she is ready to leave for Australia she will have a vacation balance of approximately 110 hours.

I am recommending that Ms. Smith be permitted to take 40 Administrative Leave Hours to cover her days of professional visits to libraries. I am also recommending that she be permitted to take 50 hours of vacation in advance of accrual with the understanding that these hours must be "repaid" before any additional vacation hours are used. At an accrual rate of 10 hours per month these hours will be "repaid" by the end of July 2001.

**RECOMMENDATION**

1. Grant Librarian II Cyrise Smith forty (40) hours of Administrative Leave to be used for visits to public libraries in Australia.
2. Grant Librarian II Cyrise Smith permission to use up to fifty (50) hours of vacation time in advance of accrual on condition that the hours are earned before any additional vacation time is taken.



TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian




DATE: December 11, 2000

**SUBJECT: Vacation Time**

I am proud to announce that I have been accepted as a Rotary Group Study Exchange team member to Australia in 2001. This will entail my being gone for approximately five weeks, beginning in March of 2001 and going through the first week or two in April. Unfortunately, I will not have enough vacation time available in March to cover this five-week period. It is my understanding that it may be possible to use future vacation time, and "pay it back" as it were over time. This would allow me to represent the Placentia Library District, the City of Placentia and Rotary District 5320 without causing me undue hardship due to lost pay and insurance benefits. I hope this request for an adjustment to my normal vacation accrual schedule can be accommodated.



## Agenda Item 47

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager   
DATE: December 7, 2000  
SUBJECT: Request to reorder the "Read and Grow @ Placentia Library" polo shirts.

### BACKGROUND

The Library is presently out of all of the "Read and Grow @ Placentia Library" polo shirts previously available to the staff.

Since then, we have added new staff, particularly with our Federal Work Study staff, a staff that will be more fluid than our regular staff.

We would like to provide one shirt at no cost to trustees and staff who have never received a shirt. We would like to make one additional shirt available to staff and trustees who have not previously had the opportunity to purchase the shirts at 50% of the total purchase price, and make one additional shirt available to staff and trustees at \$20.00.


This projected would be funded from the State Library Literacy matching grant at a cost not to exceed \$1,410.00.

### RECOMMENDATION

1. To approve purchasing forty-eight (48) "Read and Grow @ Placentia Library" polo shirts, not to exceed \$1,410.00, funded from the State Library Literacy matching grant.
2. Give one shirt at no cost to staff and trustees who have never received a shirt.
3. Permit staff and trustees to purchase one additional shirt each at a cost of \$20.00.



Agenda Item 48

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: December 7, 2000  
 SUBJECT: Program Committee Report for the month of November

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 50	
<i>CHILDREN'S SERVICES</i>		
Community Center		
Story Times	5	27
Headstart Story Times	5	700
Lapsits	4	158
Story Times A.M.	4	37
Story Times P.M.	5	83
Music Times	4	109
Class Visits	11	266
El Dorado H.S. Drama	1	30
Production		
Camp Library	1	65
<b>TOTAL FOR NOV</b>	<u>35</u>	<u>1,475</u>
<b>YTD TOTAL</b>	<u>123</u>	<u>4,952</u>





TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian



DATE: December 20, 2000

**SUBJECT: November Activities in the Children's Department**

**Programming-** Programming continued through November. There were 4 lapsits, 9 storytimes and 4 musictimes with a total attendance of 387.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	81 children / 77 adults
3 - 6 year old storytimes (a.m.)	4	22 children / 15 adults
3 - 6 year old storytimes (p.m.)	5	53 children / 30 adults
MusicTime 3 - 6 year olds	4	59 children / 50 adults
<b>Totals</b>	17	215 children / 172 adults

**Offsite Programming-** Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 4 storytimes at the community centers with a combined attendance of 27. Five storytimes were performed for each of the seven Head Start classes with a combined attendance of 700.

**School Visits-** School visits have continued. Eleven classes, with a combined student count of 266, visited the library. They received tours, a short storytime, and book bags.

**Community events** - The library hosted a serial book talk by Placentia resident David Baumann. 16 people attended the book talk discussing such serial books as the Hardy Boys, Nancy Drew, Tom Swift, and many others. The El Dorado High School Drama group again presented a collection of short plays adapted from this year's California Young Reader Medal Nominees. Thirty people attended this entertaining yearly event.

**Camp Library** - This year Children's Department held the 14<sup>th</sup> Annual Camp Library. Sixty-five children and adults attended. This year's featured performer was a Native American dancer. Once again Camp Library received rave reviews from many attendees.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: December 7, 2000

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

**Tutor Training.** The Literacy Coordinator conducted a tutor training workshop on Sunday, November and eight tutors were trained, four adults and four teens. An accelerated training was also conducted in November, and two additional high school students were trained. All ten new tutors are matched and tutoring in the Library. The next tutor training is scheduled for December 17.

**New Families for Literacy (FFL) Program Grows and Experiences a First.** The FFL Program had two new families begin in November, for a total now of three families participating in the FFL component. The Literacy Staff was really excited when both the mother and father of one of our new families came into the program. They brought their two children, ages six and three, and it was a true family experience. The two new families found out about our FFL program from the flyers we took to the Placentia Head Start. We are still in the process of recruiting additional tutors and families for our new FFL Program.

**Federal Work Study (FWS) Program.** In November, we welcomed our fourth and fifth FWS staff members, Reza Khanjan and Charis Medina, and both can work up to twenty hours a week. Reza will be trained as a tutor and tutor children, but the majority of his time will be dedicated to working for Cyrise Smith in the Children's Department. Charis, who is Spanish bilingual, will be our interface with the Placentia Head Start School to recruit more FFL families. She will also tutor, and she plans to start an ESL class targeted at low-level Hispanic students. The Library is very fortunate to have so much high quality talent coming to us from the FWS Program.

**First Phase of the Spanish Literacy Class ends.** The first phase of the Spanish literacy class ended on Monday, November 27, and five students received certificates of completion. The next phase is scheduled to begin in early February, 2001.

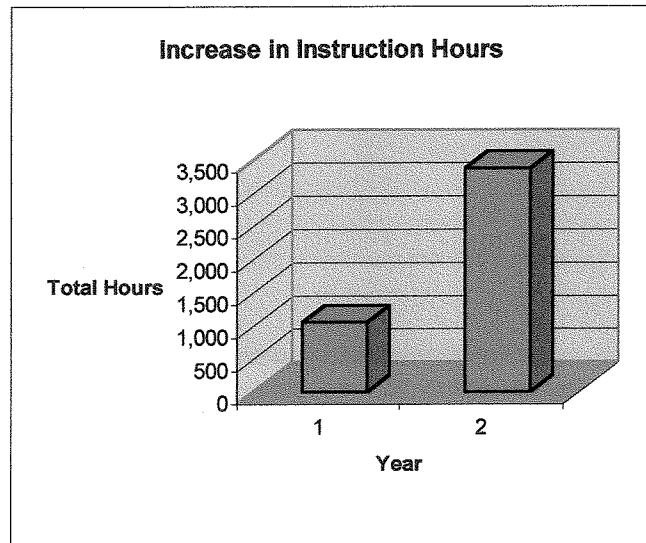
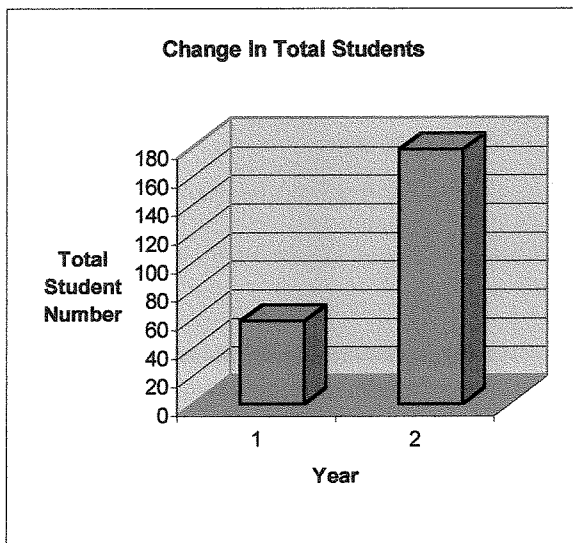
**Literacy statistics.** See Agenda Item 50 page 2 of 2.



## Placenta Library Literacy Services

Report of Growth and Progress

	Nov 1999-00	Nov 2000-01	YTD FY1999-00	YTD FY2000-01
<b>Tutors:</b>				
Adult	45	78	51	81
Teen	NA	27	NA	32
Hours Instruction	337	637	1,048	3,366
Other Volunteer Hours	89	38	479	220
<b>Total Hours</b>	<b>426</b>	<b>675</b>	<b>1,527</b>	<b>3,586</b>
<b>Training Workshops</b>				
Workshops Held	0	2	0	10
Tutors Trained	0	10	0	59
<b>Students</b>				
With Adult Tutors	49	93	58	115
With Teen Tutors	NA	38	NA	42
In Groups	NA	8	NA	16
<b>Families for Literacy</b>				
Family Students	NA	7	NA	7
Family Tutors	NA	6	NA	6
Hours of Instruction	NA	16	NA	19
<b>Total Tutors</b>	<b>46</b>	<b>105</b>	<b>51</b>	<b>149</b>
<b>Total Students</b>	<b>50</b>	<b>140</b>	<b>58</b>	<b>178</b>
<b>Total Instruction Hours</b>	<b>213</b>	<b>734</b>	<b>1,048</b>	<b>3,366</b>





Agenda Item 51

Agenda Item 51

TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager *JR*  
DATE: December 7, 2000  
SUBJECT: **Placentia Library Web Site Development Report for the month of November.**

In November, the Placentia Library District had 9,542 "hits" on the Web Site, an average of 318 a day. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting the most hits.

Pages Visited	Jun-00	July-00	Aug-00	Sep-00	Oct-00	Nov-00
Borrowers	333	639	495	482	530	552
Friends	332	639	494	485	543	804
Hours	333	642	493	481	546	562
Information	330	637	500	475	540	561
Foundation	331	633	494	478	543	534
History Room	335	641	496	481	543	535
Literacy/CLC Logo	511	985	766	739	836	831
Passports	330	632	489	483	543	586
Total Views Most Hits	3,637	3,467	5,934	4,710	4,647	5,210





TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: December 20, 2000  
SUBJECT: **Publicity materials produced for November 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. Learning basics in city's first literacy lessons – in conjunction with Placentia Library.
2. Thanks to Placentia Library for helping students complete their volunteer hours.
3. Children's storytime & toddler lapsits held at Placentia Library.
4. Literacy tutor training.
5. MusicTime held on Tuesday evenings at the Library.
6. Camp Library to be held in conjunction with Children's Book Week.
7. Literacy tutors needed.



# Learning basics in city's first literacy lessons

One Spanish-speaking graduate of program can finally write letters to her mother.

By **John Robes**  
Placentia News-Times

There are five Spanish-speaking 30-year-olds in town who are a step closer to being better communicators, thanks to the city's new Spanish Literacy program.

"They're so excited," Spanish Literacy instructor Nancy Mory said. "I have one gal who can't wait to write to her mother in Mexico."

The program — sponsored by the Human Services Divi-

sion — is the first of its kind for an Orange County city.

The classes are designed to teach Spanish-speaking residents a basic level of literacy, so they can better understand what's going on in the community.

And, now that the graduates are reading, their next step will be lessons in English as a second language.

The recently wrapped-up literacy class met twice weekly since September, focusing on basic reading, writing and

phonic skills in Spanish.

"In some cases, (the students) don't know if they need to read from left to right," Mory said. "They can't tell the difference between lowercase and capital letters. They don't know how to write them."

Besides not speaking English, more than 300 people in the city are illiterate in their native language, said Jim Roberts, Placentia Library District public services manager.

Mory said the adults in her class have had little or no schooling in any language.

"Going to school was a real hardship for them," she said. "They couldn't afford pencils

and papers. School was only for those who had enough money to go."

To help set up the reading program, the Placentia/Yorba Linda branch of Altrusa International Inc. — which promotes literacy, community and economic well-being — gave \$700 to pay for teacher and school supplies.

Altrusa President Carol Ebbinghouse said Marisa Cordova, the city's human services manager, led the charitable group about the program.

"People will be able to understand each other better and come together more when

they're speaking the same language. We're hoping it will make teaching ESL classes easier," Ebbinghouse said.

Meanwhile, Mory hopes her students will continue their education. "They need so much help, but I'm very optimistic," she said.

"It's given them so much confidence. Knowing that they are able to learn makes them feel good, that they can just go right into learning."

Placentia's next Spanish Literacy classes are expected to begin in February. Call the Human Services Division at 986-2333.

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Placentia News  
Weekly NOV 9 - 2000

## Teaching the teachers



CORINNE GRIFFITHS

It's not just the students who are learning at **TYNES ELEMENTARY SCHOOL**.

Nine teachers have been trained in the California Reading and Literacy Program to assess students. The program being implemented this year will determine a student's awareness of phonics and skills in phonics, reading and spelling. It also will show how to apply teaching strategies to meet the specific needs uncovered by these assessments.

The goal, of course, is for all students to be reading at

grade level by the end of third-grade. Teachers **Jodie Hawkins, Carol Heath, Jana Howard, Mary Kay McMahon, Barbara Peterson, Mary Smith and Cheri Workman** participated in the program.

**EL DORADO HIGH SCHOOL:** The second annual Community Service Volunteer Fair is upon us! El Dorado High is helping students connect with volunteer opportunities in Placentia and surrounding communities, as they prepare to complete their graduation requirement of 40 community service hours. Thanks go to the Placentia Library; the city's Adopt-a-Park program, Human Services department and Cultural Arts Commission; Villa de Palma Retirement Home, Habitat for Humanity, St. Jude Medical Center, Bower's Kidseum and



Photo courtesy of CORINNE GRIFFITHS

Tynes Elementary School teachers, from left, Jana Howard, Cheri Workman, Mary Kay McMahon, Barbara Peterson, Carol Heath and Jodie Hawkins took part in a reading and literacy program.

the Placentia Head Start program.

Drama Director **Gai Jones** was honored by the California Educational Theatre Association for her outstanding ser-

vice and consideration to theater education in California. There were six awards presented this year. For the first time in its history, the association presented an award to a

person who has organized and administered a very special event. Jones received the Specific to the Occasion Award, presented by **Kaleta Brown**, president of the organization. Jones' efforts for theater students gave us the California Youth in Theatre Day, when more than 300 teen actors perform for and meet with their legislators in the state Capitol. El Dorado's staff and students are thankful to have Jones as part of their excellent Golden Hawk family!

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Placentia News  
Weekly NOV 9 - 2000

### **WEDNESDAY 332**

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

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

**Children's story times:** Held from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. All programs are free. Reservations are not required. Call 528-1906, Ext. 212

NOV. 16

**Toddler Lapsits:** Held from

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

**Children's Story times:** Are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chap-

man Ave. All programs are free. Reservations are not required. Call 528-1906, Ext. 212.

**Historical Committee:** Meets at the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

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The Register  
Daily NOV 28 2000

**PLACENTIA 332**  
**Anniversary preparations:** Saturday marks the one-year countdown to Placentia's 75th anniversary as a city. To prepare, city groups are assembling a calendar of events, staging a logo contest and working to complete major community projects, such as the Placentia Library historical room. For information on the calendar of events, call (714) 993-8232.

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

### **TUESDAY 332**

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

**Musictime:** Held from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. All

programs are free.

Reservations are not required. Call 528-1906, Ext. 212.

**Cultural Arts Commission:** Meets at 7 p.m. in the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

**Wood Carvers:** Meets 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's Room 106, 4221 Rose Drive. Call 528-6496.

**Huggin' Hearts Square Dance Club:** Meets for square dance lessons from 7:30 to 10 p.m. at the Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call 777-5639.

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Weekly

NOV 9 - 2000

### **Signups due for library campout**

To celebrate Children's Book Week, the Placentia Library Children's Department will host its 14th annual over-

night Camp Library on Nov. 17-18

Activities will include crafts, a movie and performances.

Children may bring their sleeping bags, pillows and pajamas.

The registration fee is \$5 per person. Space is limited and

participants will be accepted on a first-come, first-served

basis.

The event is scheduled from 7:30 p.m. Nov. 17 to 9 a.m. Nov. 18 at the library, 411 E. Chapman Ave. For more information, call 528-1906, Ext. 212.

### **TUESDAY 332**

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

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

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The Register  
Daily

NOV 30 2000

**PLACENTIA 332**  
**Tutors needed:** Library officials are seeking volunteers to tutor students in English, reading and school homework. The Placentia Library tutoring program, which adopted shorter and more frequent tutor training sessions after January, has about 100 tutors helping 130 students. To sign up for tutor training at 1:30 p.m. Dec. 17, call (714) 524-8408, Ext. 213.

— William Diepenbrock  
(714) 704-3761  
bdiepenbrock@notes.freedom.com

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Placentia News

Weekly

NOV 16 2000

### **Signups due for library campout**

To celebrate Children's Book Week, the Placentia Library Children's Department will host its 14th annual overnight Camp Library on Friday and Saturday.

Activities will include crafts, a movie and performances.

Children may bring their sleeping bags, pillows and pajamas.

The registration fee is \$5 per person.

Space is limited and participants will be accepted on a first-come, first-served basis.

The event is scheduled from 7:30 p.m. Friday to 9 a.m. Sat-

urday at the library, 411 E. Chapman Ave.



TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Library Assistant *KM*  
DATE: December 19, 2000  
**SUBJECT: Safety Committee report for November**

There was no safety committee meeting in November. The next meeting is scheduled for Thursday, December 21, 2000 at 9:00 A.M.





To: "eminter@placentialibrary.org" <eminter@placentialibrary.org>  
Cc: "D'Amato, Bob" <BDAmato@placencia.org>  
Subject: Library Maintenance Financing

Elizabeth,

Attached is a summary of your financing plan. As you can see, it saves you a considerable amount of interest expense. This is good progress but is not a "sure thing." For this to work it must satisfy, at least, the following:

1. All governing bodies must approve this plan.
2. The lender must permit prepayments (so the City only finances for five years).
3. The lender must be willing to restructure the payments beginning in year six.
4. Other unknowns.

This is only an estimate and in no way is binding on the City.

This is very creative, good thinking!

Steve



	Interest only paid to lender	Principal paid to lender	Accrued interest due to City	Accrued principal due to City	Accrued P & I paid to City
Year 1 - 5	63,249				
Year 2 - 10	23,045	159,576	21,642	125,424	175,496

**Summary of Financing**

Year 1 -5:	Interest	Principal
Paid to lender	\$ 63,249	\$ -
Year 2 - 10:		
Paid to lender	23,045	159,576
Paid to City (Year 1 - 5 accrual)	21,642	125,424
Paid to City (Year 6 - 10 accrual)	30,425	
Total Interest	<u>\$ 138,361</u>	<u>\$ 285,000</u>




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Tuesday December 19 08:15 AM EST

## Congress ignites Net filter fight

By Lisa M. Bowman, [ZDNet News](#)

**The feds want to find out who's naughty or nice with new legislation requiring most schools and libraries to filter Net content.**

**Schools and libraries that receive federal funds will find new strings attached to the money -- they'll have to filter Internet content.**

An amendment attached to a sweeping appropriations bill that Congress passed Friday would require most of the nation's public schools to block visual depictions of child pornography, obscenity, or other material deemed inappropriate for children.



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But free speech advocates already are planning lawsuits to challenge the measure, which they say violates the First Amendment.

"It's a violation by censoring what adults can view in a library," said Ann Beeson, an ACLU staff attorney, who said the measure was similar to "Congress asking for an entire type of book removed from a library, which it hasn't done before."

In the past, the ACLU has successfully blocked free-speech threatening amendments that had been attached to appropriations bills, including the Communications Decency Act.

Broad-brush approach

The legislation that passed Friday is the culmination of two years of negotiations by proponents of filtering mandates and others who fear they might be overly restrictive.

David Crane, an aide to Sen. John McCain (R.-Ariz.), one of the measure's sponsors, said the bill is intentionally broad, leaving local communities and schools to pick their own technology and define terms such as "obscenity."



The FCC, charged with enforcing the law, cannot force its definitions of inappropriate materials on others, according to Crane. "It is entirely up to local authorities. You decide what you want blocked and how you want it blocked."

The Labor, Health and Human Services, and Education Appropriations Bill (HR 4577), now headed to the president's desk for signature, gives schools and libraries 120 days to present their filtering plans to the federal government.

### Software limitations

Filtering software is designed to block material deemed inappropriate for children, such as sites containing violent or pornographic images. However, critics complain the software often goes too far, unintentionally banning sites that are neither offensive nor controversial.

In recent months, free speech group [Peacefire.org](http://Peacefire.org) has shown that some software blocks content that many educators probably would want children to see, including the Web sites of some Congressional candidates and pages of Amnesty International.

Even filtering companies -- which stand to make millions if the new measure stands -- have reservation about the new bill.

Nika Herford, a spokesman for Net Nanny Software International Inc., said the new rules will require that some filtering products be revamped, since it specifically applies to visual depictions.

What's naughty, what's nice?

"That right there is somewhat problematic," said Herford, who explained that while Net Nanny software can block images, singling out pornographic images will be a challenge. "And then what do you do about fine art?"

What's more, she said it would be difficult for companies to design products that can adapt to meet the standards of communities as diverse as California and, say, the Bible Belt.

"The legislation is well-meaning, but may not necessarily have the outcome the people who wrote it hoped it would have," Herford said.

Already several communities have rejected mandatory blocking software. Two years ago, in Loudoun County, Va., a judge ruled that a plan to install filtering software in the county's public library violated free speech.

Let the courts decide

Last February, residents of conservative Holland, Mich., voted against mandatory filtering in the nation's first referendum on the issue.

Rob Courtney, a policy analyst at the Center for Democracy and Technology, said citizens there will now have to use filtering technology, like it or not.





Many parents find filtering software packages useful, Courtney said, "But to mandate them in every community is to mandate their strengths as well as their shortcomings."

Courtney said his group also might consider joining cases filed by groups such as the ACLU.

"Once the legislative options have come up dry, litigation is the way to go," he said.


*ZDNet's Ben Charny also contributed to this report.*


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**Tuesday December 19 2:09 PM ET**

## ACLU Fighting Internet Filtering

*By D. IAN HOPPER, Associated Press Writer*

WASHINGTON (AP) - Schools and libraries must begin using Internet filtering software next year to protect children from pornography or risk losing federal money - thanks to a mandate approved by lawmakers before they left town.

The requirement is raising concerns among free speech advocates who say it violates the Constitution and, perhaps ironically, from software makers worried that filtering technology is not a cure-all for protecting kids.

"This is a mandated censorship system by the federal government," said Chris Hansen, a lawyer for the American Civil Liberties Union, which plans to sue in an effort to block the law.

After the law takes hold, "no adult anymore can read what they want at the library," Hansen said Tuesday.

Supporters believe the law will withstand a court challenge and provide a reasonable way to protect children from Internet smut.

"We drafted it to make sure it was constitutional," said John Albaugh, chief of staff for Rep. Ernest Istook, R-Okla. who helped push the measure.

At issue is the Children's Internet Protection Act, which was unexpectedly attached to a \$450 billion federal spending bill Congress passed last Friday before recessing for the year. President Clinton ([news web sites](#)) is expected to sign the bill into law.

Any school or library that refused to install filtering software on its computers would lose vital federal funds for technology upgrades.

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The measure's appearance in the larger spending bill surprised those who had been following the issue - some of whom didn't discover it until Monday. Several versions of the mandatory-filtering plan had floated through Congress in recent months.

The ACLU has made successful challenges to similar laws passed to keep kids from seeing objectionable material online, including the Communications Decency Act, Children's Online Protection Act and several state measures.

But the censorship argument is only part of opponent's attack.

Opponents also say the filtering programs don't work, blocking more Web sites than they should while letting some pornography sites through.

Recently, anti-filtering groups have shown top filtering programs to block out sites belonging to human rights group Amnesty International, House Majority Leader Dick Armey, R-Texas, and a digitized copy of the novel "Jane Eyre."

Supporters of the bill, including the office of Sen. Rick Santorum, R-Pa., acknowledge the programs aren't perfect but say that any protection is better than nothing at all.

The ACLU's Hansen disagreed.

"The First Amendment doesn't have a 'good enough' requirement as part of it," Hansen said. "Suppose we said it would be better than nothing for someone to go into Barnes and Noble and burn every tenth book. That sort of casual insensitivity to censorship is disturbing."

The legislation states that the filtering software can be disabled by a library administrator for adult use only for "bona fide research or other lawful purpose."

A representative from the filtering industry leader also disagreed with the bill.

"Things that mandate specific technologies probably aren't the best solution here. Let the free market decide, and let us improve these products all the time," said Susan Getgood, a SurfCONTROL vice president, in an interview.

SurfCONTROL owns the two most-used filtering tools, CyberPatrol and SurfWatch. Its technology also powers America Online's Web filter.

"My chief criticism is that I don't think it's necessary because schools are already doing what they need to do to protect their students," Getgood said.

Some conservative groups also object to the bill because it takes local control away from communities who run schools and libraries and doesn't provide new money to buy or maintain the software.

Last year, the town of Holland, Mich., decided in a local referendum not to use filters in their library. The federal legislation would override that vote.

The Clinton administration tried to soften the measure, offering more choice to communities, but faced



stiff resistance in Congress. Presidential aides decided the concerns weren't worth jeopardizing the entire spending bill.

The ACLU plans to file its suit next year after President-elect Bush is in office. But another filtering opponent, Peacefire, is offering a different solution.

It has released a program it says ``can disable all popular Windows blocking programs with the click of a button."

The bill is H.R. 4577.

On the Net: American Civil Liberties Union: <http://www.aclu.org>

Sen. Rick Santorum: [http://www.senate.gov/\(tilde\)santorum](http://www.senate.gov/(tilde)santorum)

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