

- 5. Board President Report. *SCLLN - Santa Fe Springs
Chandra Meier - attended
will attend Breakfast.*

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

- 6. Trustee Reports *Sanders - attended birthday party for Jim Adams.
Jan Pappas - Notated.*

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

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

Presentation: President, Friends of Placentia Library

*send recognition ad
send ← waiter*

CLAIMS (Items 8 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 11 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director and Library Board in the amount of \$5,823.91.

- 10. Current Claims and Payroll. (Approve)

Current Claims of \$39,734.31; and Payrolls 3581 and 3582 for \$39,852.00.
Combined total of Current Claims and Payroll of \$79,586.31.

- 11. FY1997-1998 Cash Flow Analysis with no recommendation for inter fund transfers.

*Sandy - Transfer \$39,000 to Fund 202.
Sandy / Ray.*

FINANCIAL REPORTS (Items 12 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 -17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

12. Financial Reports for December 1997 (Receive & File)
13. Office General Ledger & Check Registers for December 1997 (Receive & File)
14. Acquisitions Report for December 1997 (Receive & File)
15. Overdue Collection Report for December 1997 (Receive & File)
16. Debit Card System Reimbursement Report for December 1997 (Receive & File)
17. Gifts Report for December 1997 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 - 29)

Presentation: Library Director
Recommendation: Approve by Motion



Items 18 - 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for December 1997 (Receive & File)
19. Personnel Report for December 1997 (Receive, File, and Ratify Appointments)
20. Volunteer Report for December 1997 (Receive & File)
21. Circulation Report for December 1997 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
24. Notification of change of date for Independent Special Districts of Orange County (ISDOC) Quarterly Luncheon Meeting from Thursday, January 29 to Thursday, February 26 at 11:30 A.M. at the offices of Municipal Water District of Orange County (MWDOC) at 10500 Ellis Avenue, Fountain Valley. (Receive & File)
25. Proposed by-laws revision for Special Districts Advisory Committee for the Local Agency Formation Commission of Orange County. (Receive & File)

26. Legislative update from the California Library Association. (Receive & File)
27. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 2, 1997. (Receive & File)
28. Orange County Investment Pool (OCIP) information from Patrick Shea, Pillsbury Madison & Sutro, LLP. (Receive & File)
29. Summary of California Assembly Committee on Local Government Interim Hearing on LAFCO held on November 17, 1997. (Receive & File)

CONTINUING BUSINESS

30. Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue, including consideration of the proposal by Pat Irot to establish a Study Committee to review the impact on the community of the library's service reductions.

Presentation: Library Director

Recommendation: Determine whether to renew contract with California Advocates; determine whether to establish a Study Committee; and give direction for future action.

31. Review Policy Handbook, Section I, Item C: Board of Trustees Handbook, Article IV: Board Organization and Procedures.

Presentation: Library Director

Recommendation: Review and Revise

NEW BUSINESS

32. Travel Authorizations

Presentation: Library Director

Recommendation: Determine who will attend the SRRMA Education Day in Ontario on February 19, 1998; and Ratify payment of \$112 for Library Volunteer Pat Irot to attend the California Studies Conference X, February 5-7, 1998 in Los Angeles.

- 32a. Determine Reinvestment of Certificates of Deposit

Presentation: Administrative Assistant

Recommendation: Leave Certificates at California State Bank; and Purchase additional Certificate of Deposit in the amount of \$2,500 from savings account.

STAFF REPORTS (Items 33 - 37)

Presentation: Library Director

Recommendation: Approve by Motion

Items 33 - 37 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 33. Program Committee Report for December 1997. (Ammar)
- 34. Children's Services Report for December 1997. (Smith)
- 35. Publicity Materials produced for December 1997. (Willauer)
- 36. Placentia Library Literacy Services Report for December 1997. (Matas)
- 37. Safety Committee Minutes for December 1997. (Matas)

ADJOURNMENT

- 38. Agenda Preparation for the February Regular Meeting which will be held on February 17, 1998.
- 39. Review of Action Items.

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

- 40. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 20, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 15, 1998.

1998

Yearly Planner

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

January

- 5** 7:00 PM Friends Board Meeting, Dinsmore
7:00 PM Friends Board Meeting, Evans
- 9** ALA Midwinter, New Orleans
- 20** 7:00 PM - 7:30 PM Library Board Worksession on Budget Process
7:30 PM Library Board Meeting
- 22** 11:30 AM - 1:00 PM Foundation Board Meeting
- 27** 7:00 PM - 9:00 PM Gold Rush Discussion Group

February						
S	M	T	W	T	F	S
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February

- 9** 7:00 PM Friends Board Meeting, Masters
- 10** 7:00 PM - 9:00 PM Gold Rush Discussion Group
- 17** 7:30 PM Library Board Meeting
- 24** 7:00 PM - 9:00 PM Gold Rush Discussion Group
- 26** ISDOC Membership Luncheon Meeting

March						
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22	23	24	25	26	27	28
29	30	31				

March

- 2** 7:00 PM Friends Board Meeting, Pappas
- 3** 7:00 PM - 9:00 PM Gold Rush Discussion Group
- 7** 10:30 AM - 12:30 PM Friends Author's Brunch
- 10** PLA National Conference, - Kansas City

April						
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April

- 6** 7:00 PM Friends Board Meeting, Stark
- 17** 7:30 PM Library Board Meeting
- 24** 7:00 PM - 9:00 PM Gold Rush Discussion Group
- 19** National Library Week

May						
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31						

April

- 21** 7:30 PM Library Board Meeting

June						
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28	29	30				

April

- 30** ISDOC Membership Luncheon Meeting

May

- 4** 7:00 PM Friends Board Meeting, Dinsmore
7:00 PM Friends Board Meeting, Dinsmore

May

- 19** 7:30 PM Library Board Meeting
- 21** 11:30 AM - 1:00 PM Foundation Board Meeting

June

- 1** 7:00 PM Friends Board Meeting, Evans

June

- 16** 7:30 PM Library Board Meeting
- 25** ALA Conference, Washington D.C.

July

- 21** 7:30 PM Library Board Meeting

July

- 30** ISDOC Membership Luncheon Meeting
- 18** 7:30 PM Library Board Meeting

September

- 14** 7:00 PM Friends Board Meeting, Masters

September

- 15** 7:30 PM Library Board Meeting
- 17** 11:30 AM - 1:00 PM Foundation Board Meeting

October

- 5** 7:00 PM Friends Board Meeting, Pappas

October

- 20** 7:30 PM Library Board Meeting
- 29** ISDOC Membership Luncheon Meeting

November

- 2** 7:00 PM Friends Board Meeting, Stark

November

- 17** 7:30 PM Library Board Meeting

July						
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September						
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October						
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November						
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29	30					

December						
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25	26	27	28	29	30	31

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Budget Worksession
DATE: January 20, 1998

Placentia Library District budgets are prepared by the Library Director and staff, using service priorities established by the Library Board.

Current service priorities were established subsequent to a survey of Library clients, and a public hearing, at the time of the second year of the ERAF property tax shifts in 1994. The direction to staff at that time was to maximize the hours of service and to pursue alternative private funding for the popular reading collection. These priorities were discussed again after the failure of Measure W in 1996, and used in the budget reduction process of January, 1997.

Each year the budget is prepared with a set of assumptions made by the Library Director based upon available political and property tax information. These assumptions are included as part of the Library Director's memo at the time the Budget is presented.

Preliminary budgets are shared with the Board at least once prior to the preparation of the final proposed budget.

While the budget is supposed to be adopted by June 30th each year, firm property tax estimates are not available until the end of August. In addition, during four of the past five years the State has been late adopting its budget.

Budget Calendar

February

Medical insurance determination

March

Determine collective bargaining assumptions, goals and instructions to the Library Director.

(every 3rd year)

Set Library Director's salary

April

→ Pursue budget by percentages
→

May

Collective bargaining contract

Review Preliminary Budget & make recommendations for changes

June

Adopt Budget

Adopt Wage & Salary Schedule

Adopt Fines & Fees Schedule

Adopt Holiday & Library Closing Schedule

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 16, 1997

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 16, 1997 at 7:35 P. M. by Secretary Ray Evans.

ROLL CALL **Members Present:** Secretary Ray Evans; Trustees Robin Masters, Sandra Stark and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; League of Women Voters Representative Marion Harloe.

ADOPTION OF AGENDA It was moved by Trustee Stark, seconded by Trustee Masters to adopt the Agenda as presented.

AYES: Evans, Masters, Pappas, Stark
 NOES: None
 ABSTAIN: None
 ABSENT: Dinsmore

MINUTES It was moved by Trustee Stark, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of November 18, 1997 as presented.

AYES: Evans, Masters, Pappas, Stark
 NOES: None
 ABSTAIN: None
 ABSENT: Dinsmore

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

TRUSTEE REPORTS Trustee Stark reported that the Special District Workers Compensation Authority (SDWCA) has altered the initiation requirements and will no longer charge an initiation fee to join. This will go into effect in April of 1998; however Trustee Stark requested that the SDWC waive the fee for the Buena Park Library District as they joined the organization during the interim period.

FRIENDS OF THE LIBRARY Library Director Minter reviewed the Friends budget issues as presented in the material in the board packets. She reported that the Friends are making preparations for the annual Author's Luncheon to be held on March 7, 1998.

Library Director Minter also called attention to the report from the Placentia History Room Committee in the board packets.

President Dinsmore arrived at 7:37 P. M.

**PRESIDENT'S
REPORT**

President Dinsmore discussed a request she had received from Friends President Pat Irot regarding the budget cuts in staff and services enacted in January 1997 and the effect on the collection and patron satisfaction. President Dinsmore reported that President Irot suggested a study group be formed to advise on future allocation of funds. She stated that such a study group could be beneficial in planning future fund raising efforts toward a campaign for a tax initiative to benefit the Library District.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$4,706.73
Current Claims and Payroll in the amount of \$69,884.07
FY1997-1998 Cash Flow Analysis with no recommendation for inter fund transfers.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None
ABSENT: None

**FINANCIAL
REPORTS**

Regarding Agenda Item 18, the Board requested that a ticket to the Author's Luncheon be given to Volunteer Joan Fitzgerald in appreciation of her volunteer service.

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

Financial Reports for November, 1997
Office General Ledger & Check Registers for November, 1997
Acquisitions Report for November, 1997
Overdue Collection Report for November, 1997
Debit Card System Reimbursement Report for November, 1997
Gifts Report for November, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 19 through 35:

Building Maintenance Report for November, 1997
Personnel Report for November, 1997 (Receive, File and Ratify Appointments)

Volunteer Report for November, 1997 (Receive & File)
Circulation Report for November, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority (Receive & File)
Action taken at the California Library Services Board (CLSB)
November 13-14, 1997 Meeting (Receive & File)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
California Library Literacy Services Plan of Service for Fiscal Year
1997-1998, as submitted to the State Library of California
(Receive & File)
California Library Literacy Services 1st Quarter Report for Fiscal
Year 1997-1998, as submitted to the State Library of California
(Receive & File)
Building Community Support for CA Public Libraries Direct Mail
Campaign Grant Final Report, as submitted to the California
State Library (Receive & File)
Summary of Input Received from the Public Forums on the
California State Library's Convocation of Providing Public
Library Service to California's 21st Century Population, as
distributed by the State Library of California (Receive & File)
Minutes of the Executive Committee of the Independent Special
Districts of Orange County (ISDOC) of November 4, 1997
(Receive & File)

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Discussion of the feasibility of a Library Parcel Tax ballot issue was continued to the January Regular Meeting.

**POLICY
HANDBOOK
REVIEW**

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 2 through 7 to read:

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.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 10 through 11 to read:

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

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

Discussion of Section I, Item C: Board of Trustees Handbook, Article IV: Board Organization and Procedures, will continue at the January Regular Meeting

**BUDGET FISCAL
YEAR 1997-1998
AMENDMENT OF
FUND 703**

It was moved by Trustee Masters, seconded by Trustee Stark to read Resolution 97-5, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Fiscal Year 1997-1998 Budget for Fund 703 for the Placentia Library District, by Title only.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Trustee Masters to adopt Resolution 97-5. Motion was approved by roll call vote:

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**BOARD
PROCEDURES**

It was moved by Trustee Stark, seconded by Trustee Masters to schedule a Work Session to review Board Policies prior to each Regular Meeting of the Board of Trustees with a limit of ½ hour on each Work Session.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

The Board determined that the Work Session for January will address the process by which the Board approves the Annual Budget.

ELECTION OF OFFICERS

President Dinsmore turned the meeting over to Library Director Minter for purposes of conducting the annual election of Board President.

Library Director Minter called for nominations for the office of President. Trustee Pappas nominated Trustee Stark. There was no second to the nomination. Trustee Stark declined the nomination.

Trustee Stark nominated Trustee Masters. The nomination was seconded by Trustee Pappas. Trustee Masters declined the nomination.

Trustee Stark nominated Trustee Pappas. There was no second to the nomination.

Trustee Masters nominated President Dinsmore. There was no second to the nomination.

Library Director Minter called for a Roll Call vote:

DINSMORE:	Dinsmore, Evans, Masters
PAPPAS:	Stark, Pappas
ABSTAIN:	None
ABSENT:	None

Library Director Minter declared that President Dinsmore will retain the office of President for the next year by a three to two majority vote.

Library Director Minter turned the Meeting back to President Dinsmore.

President Dinsmore called for nominations for Secretary.

Trustee Stark nominated Secretary Evans. Trustee Masters seconded the nomination.

AYES:	Dinsmore, Evans, Masters, Pappas, Stark
NOES:	None
ABSTAIN:	None
ABSENT:	None

President Dinsmore made the following appointments:

Representatives to the Placentia Library Foundation will be Trustees Stark and Pappas.

Representative to Independent Special Districts of Orange County (ISDOC) will be President Dinsmore.

Representative to the Selection Committee for Independent Special District
Representatives to the Orange County Local Agencies Formation
Commission (LAFCO) will be Trustee Masters.

Representatives to Placentia Civic Center Authority will be Secretary Evans
and Trustee Stark

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Trustee Masters to approve
Agenda Items 36-40:

Program Committee Report for November, 1997
Children's Services Report for November, 1997
Publicity Materials produced for November, 1997
Placentia Library Literacy Services Report for November, 1997
Safety Committee Minutes for November, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**AGENDA
PREPARATION**

1. Work Session on Board Procedures regarding approval of Fiscal Year Budget.
2. Proposal for Study Group on allocation of funds.
3. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article IV: Board Organization and Procedures
4. Feasibility of a Library Parcel Tax Measure

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:20 P.M.

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Friends of Placentia Library Report
DATE: January 20, 1998

The Board of Directors of the Friends of the Library met on Monday, January 5, 1998. Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of \$5,836.92 as of December 1, 1997. Most of the balance is committed to projects previously approved by the Board.

The color printer for the Library's local area network reference system has been purchased and installed. The cost of color prints is \$1 per page.

The Friends membership campaign is underway. An issue of *Notations* that highlights Friends activities and the Author's Brunch will be mailed in mid-January.

Kay Suiter and Virginia Walker are the chairs for the framing project for the new wall hanging in honor of Nita Godwin.

President Irot requested that Friends Board members assist her with attendance at community meetings. Camille Himes volunteered to attend the Foundation meeting with Pat on January 22.

The next Friends Board meeting is scheduled for Monday, February 2 at 7:00 P.M. Trustee Robin Masters is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 20, 1998

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	\$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 20, 1998

DATE	REPORT NO.	AMOUNT
01/08/98	3574	3,818.97
01/08/98	3575	2,004.94
TOTAL		\$5,823.91

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/98
REPORT NO 3574

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Dec. 22, 1997		2800	00		985.01		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	January 27, 1998		0300	00		87.80		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Avenue Woodland Hills, CA 91367-2555	January 1998		0300	00		2,254.68		
N03648A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	Dec 30, 1997		1800	00		24.95		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	Dec 24, 1997		2800	00		87.76		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 17, 1997		528-1906	0700	00	37.67		
			528-8236	0700	00	19.29		
	Dec 19, 1997		996-2865	0700	01	19.13		
			996-4983	0700	01	91.65		
	Dec 4, 1997		524-9784	0700	01	17.54		
	Dec 7, 1997		253-0470	0700	01	145.43		
	Dec 17, 1997		528-6022	0700	07	17.86		
	Dec 4, 1997		524-8408	0700	08	30.20		
						378.77		

The claims listed above (totaling \$ 3,818.97) 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

3,818.97

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Dec 16, 1997		0700	00		120.24		
N06555A Principal Mutual Dept. 900 P.O. Box 7657 Philadelphia, PA 19101-7657	Dec 22, 1997		0300	00		381.89		
N06686E Dept. 56 - 6183976509 Office Depot Credit Plan P.O. Box 30292 Salt Lake City, UT 84130-0292	Dec 19, 1997		1800	00		346.36		
N06785 Hector Vargas 318 Capistrano Street Placentia, CA 92870	January 7, 1998		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Dec 26, 1997		1900	00		165.00		
N09141 Dick's Lock & Safe 602 W. Chapman #F Placentia, CA 92870	Dec 23, 1997		1400	00		41.45		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$ 2,004.94) 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

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 20, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3576	2,954.29
Subtotal for Immediately		2,954.29
Regular	3577	1,730.83
	3578	32,298.27
	3579	2,232.75
	3580	518.17
Subtotal for Regular		36,780.02
TOTAL CURRENT CLAIMS		39,734.31
Payroll	3581	19,926.00
	3582	19,926.00
Subtotal for Payroll		39,852.00
	TOTAL	79,586.31

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03645 CareAmerica Accounts Receivable 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	February 1998		0300	00		2,254.68		
Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 28, 1997 ISDN 572-1609		0700	02		78.68		
Kinkos Administratives Services P.O. Box 672085 Dallas, TX 75267-2085	Dec 18, 1997 030200083223		1800	00		3.23		
N06556 Continental Casualty Special Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	January, 1998		0300	00		171.25		
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	January, 1998		1900	00		35.00		
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	Dec. 22, 1997		1400	00		411.41		

The claims listed above (totaling \$ 2,954.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01833-A Christenson Electric 111 S.W. Co.umbia, STE 480 Portland, ORE 97201-5886	Dec 19, 1997 61552		1400	00		285.00		
N01856 Munson, Cronick & Assoc. 2501 E. Chapman, STE 220 Fullerton, CA 92831	Dec 31, 1997 6719		1900	00		550.00		
N03653 Bear State Air Conditioning Services 3548 Enterprise Drive Anaheim, CA 92807-1640	Jan 7, 1998 98-01-73		1400	00		117.42		
N03656 Pacific Clippings P. O. Box 11789 Santa Ana, CA 92711	Dec 31, 1997		1900	00		34.71		
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	January 15, 1998		1800 2700 2700	00 01 07		75.52 151.00 6.00 232.52		
N03660A Elizabeth Minter 539 Gardenia Placentia, CA 92870	Dec, 1997-Jan, 1998		2700	01		86.00		
N03742 MobileComm P.O. Box 4308 Carol Stream, IL 60197-4308	Dec 25, 1997 g9121561L		0700	01		1.36		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Dec 31, 1997		0700	05		423.82		

The claims listed above (totaling \$ 1,730.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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 Acc	Rev			Doc Number	SC
N06697 Blanning & Baker Associates 505 N. Brand Blvd, STE 780 Glendale, CA 91203-1925	November 10, 1997		1800	00		180.00		
N06573C First American Trust Co. Attn: Joann Jordon 421 Main Street Santa Ana, CA 92702	January 7, 1998		1900	00		1074.22		
N06573C First American Trust Co. Attn: Joann Jordon 421 Main Street Santa Ana, CA 92702	August 20, 1997 Pension Contribution		0200	00		29,994.34		
N06819A American Library Assoc. 50 East Huron St. Chicago, IL 60611	Dinsmore Minter Ammar		1600	00		145.00		
			1600	00		245.00		
			1600	00		<u>235.00</u>		
						625.00		
N06820 California Library Assoc 717 "K" St, STE 300 Sacramento, CA 95814-3477	Dinsmore		1600	00		35.00		
N06896 Accounts Receivable Dept. Aspen Publishers P.O. Box 911 Frederick, MD 21705-0911	Dec 13, 1997 12179906		1800	00		68.29		
N06898 NSFRE 1101 King Street, STE 700 Alexandria, VA 22314-2967	Minter 143700		1600	00		245.00		
N06901A Margaret Dinsmore 2108 N. Rosemont Placentia, CA 92870	November, 1997		2700	02		76.42		

The claims listed above (totaling \$ 32,298.27) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06931 D & S Systems 611-H South Palm Street La Habra, CA 90631	Dec 29, 1997 11876		1400	00		678.00		
N09109 Library Hotline Subscription Department P.O. Box 6457 Torrance, CA 90502			1800	00		87.00		
N09213 VSE Electrical Contractors 440 W. Crowther Ave. Placentia, CA 92870	Dec 15, 1997 - 686 Dec 22, 1997 - 693 Dec 24, 1997 - 694		1400 1400 1400	00 00 00		104.00 52.00 52.00 208.00		
N014905 Lucy Johnson-Sims/SCLLN Membership Beaumont District Library 125 E. Eighth Street Beaumont, CA 92223	November 18, 1997		2700	07		50.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., STE 204 Brea, CA 92821	January 3, 1998 9801-48 January 6, 1998 9801-58		0700 0700	02 07		14.95 14.95 29.90		
N016840 Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	January 1, 1998 140225		0700	02		250.00		
AsianPacific American Legal Center 1010 South Flower, STE 302 Los Angeles, CA 90015-1428	Dec 22, 1997		1800	08		59.85		
University College & Extension Svc 6300 State University Dr., STE 104 Long Beach, CA 90815	Dec 9, 1997 1243		2700	01		795.00		
California Literacy, Inc. 339 S. Mission Dr. San Gabriel, CA 91776	Jan 10, 1998		1600	07		75.00		

The claims listed above (totaling \$ 2,232.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,232.75

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833C Brodart Co. 500 Arch Street Williamsport, PA 17705	Dec 15, 1997 U651655		2400	01		18.67		
	Nov 21, 1997 U616227		2400	01		22.64 41.31		
Jeffrey Norton Publishers, Inc. 96 Broad St. Guilford, CT 06437	Dec 2, 1997 396038		2400	01		466.50		
Yerba Seca Publiscation P.O. Box 975 Agoura, CA 91376	Dec 17, 1997		2400	01		10.36		

The claims listed above (totaling \$ 518.17) 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

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 20, 1998 Pay period #03 Jan 16, 1998 Jan 29, 1998		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JAN 29, 1998								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

19,926.00

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 20, 1998 Pay period #04 Jan 30, 1998 Feb 12, 1998		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, FEB 12, 1998								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edz*
SUBJECT: Cash Flow Analysis
DATE: January 20, 1998

While the cash flow and budget expenditures from Fund 707 are on target it is my recommendation that the transfer of \$30,000 to Fund 702 and \$101,000 be deferred until the April property tax revenues have been received.

The reasons for this recommendation are a desire to increase the amount of interest generated to Fund 707, and to eliminate the need to transfer any funds in March.

It is my recommendation that no funds be transferred at this time.

RECOMMENDATION:

Receive & File cash flow analysis of January 20, 1998.

Placentia Library District
FY1997-1998 General Fund Cash Flow

Agenda Item 11

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/12/97		July Local Revenue	899.70		71,488.16
08/19/97	3535	General - PPI		4,222.37	67,265.79
08/19/97	3536	General		2,716.27	64,549.52
08/19/97	3537	General		9,942.37	54,607.15
08/19/97	3538	General		2,135.78	52,471.37
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	32,545.37
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	12,619.37
08/19/97	3541	General - Bond Payment to wire 9/10/97		33,015.00	(20,395.63)
08/26/97		Commingled Interest Allocation	765.06	20.12	(19,650.69)
09/05/97		Transfer from Fund 706	36,000.00		16,349.31
09/05/97		Grant for Direct Mail	8,861.00		25,210.31
09/05/97		August Local Revenue	2,383.21		27,593.52
09/16/97	3542	General - PPI		1,551.99	26,041.53
09/16/97	3543	General - PPI		2,081.12	23,960.41
09/16/97	3544	General		12,569.21	11,391.20
09/16/97	3545	General		493.38	10,897.82
09/16/97	3546	Payroll to wire 9/25/97		19,926.00	(9,028.18)
09/16/97	3547	Payroll to wire 10/9/97		19,926.00	(28,954.18)
09/16/97	3548	Payroll to wire 10/23/97		19,926.00	(48,880.18)
09/16/97	3549	Payroll to wire 11/6/97		19,926.00	(68,806.18)
09/16/97	3550	Payroll to wire 11/20/97		19,926.00	(88,732.18)
09/22/97		Transfer from Fund 706	65,000.00		(23,732.18)
09/22/97		Transfer from Fund 702	30,000.00		6,267.82
09/22/97		Unsecured 1st Actual	34,899.83	87.25	41,080.40
09/23/97		Local Revenue, August	1,033.75		42,114.15
09/24/97	3551	PPI by Library Director		3,581.83	38,532.32
09/24/97	3552	PPI by Library Director		2,124.18	36,408.14
09/30/97		Commingled Interest Allocation	442.33	11.63	36,838.84
10/02/97	3553	PPI by Library Director		1,625.18	35,213.66
10/02/97	3554	PPI by Library Director		9,590.61	25,623.05
10/02/97	3555	General by Library Director		4,812.47	20,810.58
10/22/97		Commingled Interest Allocation	317.22	8.26	21,119.54

Placentia Library District
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)
11/21/97		State TBR	2,104.18		(52,070.18)
11/21/97		321 Grant - Dept. of Educ.	3,426.00		(48,644.18)
11/21/97		Local Revenue, September & October	3,979.21		(44,664.97)
11/24/97		Commingled Interest Allocation	437.94	11.49	(44,238.52)
11/25/97		Current Secured 1st	67,903.18	169.76	23,494.90
12/05/97	3566	General by Library Director		3,125.17	20,369.73
12/05/97	3567	PPI by Library Director		1,581.56	18,788.17
12/09/97		Homeowners Property Tax Relief	2,277.07		21,065.24
12/11/97		Current Secured 2nd	113,707.74	284.27	134,488.71
12/15/97		Current Supplemental 1st	5,339.85		139,828.56
12/16/97	3568	General - PPI		7,736.78	132,091.78
12/16/97	3569	General		15,230.98	116,860.80
12/16/97	3570	General		4,284.83	112,575.97
12/16/97	3571	General		2,779.48	109,796.49
12/16/97	3572	Payroll to wire 1/5/98		19,926.00	89,870.49
12/16/97	3573	Payroll to wire 1/15/98		19,926.00	69,944.49
12/17/97		Current Secured 3rd	175,507.48	438.77	245,013.20
12/22/97		Commingled Interest Allocation	316.48	8.21	245,321.47
12/22/97		State TBR	2,026.63		247,348.10
12/22/97		State Humanities Grant	500.00		247,848.10
12/22/97		Local Revenue, November	1,458.13		249,306.23
12/18/98		Interest on Impounds	176.98		249,483.21
12/22/98		State Dept. Educ 321 Grant	1,522.00		251,005.21
01/08/98	3574	PPI by Library Director		3,818.97	247,186.24
01/08/97	3575	PPI by Library Director		2,004.94	245,181.30
01/20/98	3576	General - PPI		2,954.29	242,227.01
01/20/98	3577	General		1,730.83	240,496.18
01/20/98	3578	General		32,298.27	208,197.91
01/20/98	3579	General		2,232.75	205,965.16
01/20/98	3480	General		518.17	205,446.99
01/20/98	3581	Payroll to wire 1/29/98		19,926.00	185,520.99
01/20/98	3582	Payroll to wire 2/12/98		19,926.00	165,594.99



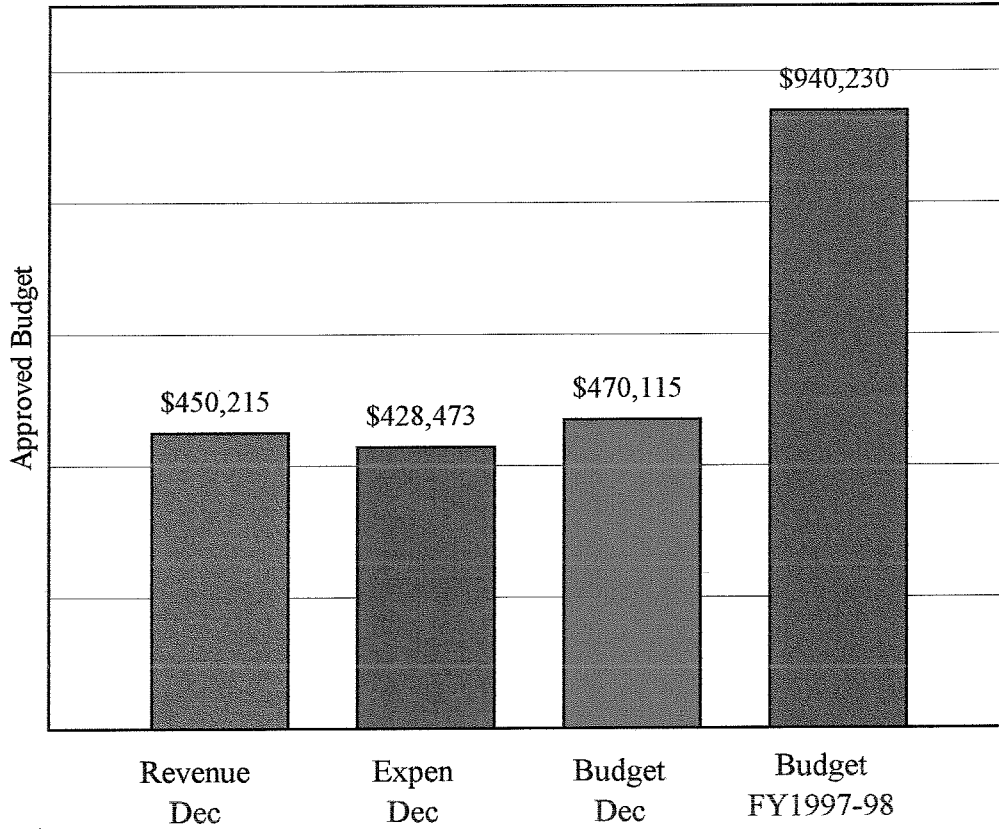
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 January 20, 1998

	Fiscal Year 1997-1998						TOTAL	TOTAL
	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-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42	
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50	
31-Jan-98						0.00	0.00	
28-Feb-98						0.00	0.00	
31-Mar-98						0.00	0.00	
30-Apr-98						0.00	0.00	
31-May-98						0.00	0.00	
30-Jun-98						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 1996-1997						TOTAL	TOTAL
	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-96	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
31-Jul-96	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20	
31-Aug-96	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20	
30-Sep-96	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45	
31-Oct-96	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98	
30-Nov-96	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43	
31-Dec-96	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85	
31-Jan-97	72,613.02	2,769.64	108,898.63	189,430.57	6,694.14	380,406.00	190,975.43	
28-Feb-97	72,947.32	2,782.54	109,054.27	102,554.20	6,725.32	294,063.65	191,509.45	
31-Mar-97	73,236.00	2,793.54	109,495.24	76,622.14	6,751.93	268,898.85	192,276.71	
30-Apr-97	75,067.73	2,806.19	109,991.22	245,943.83	6,782.51	440,591.48	194,647.65	
31-May-97	75,432.98	2,836.65	110,559.27	228,652.08	6,815.57	424,296.55	195,644.47	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
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 1997-1998 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 20, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY1997 YTD % REV BUD
6210-00	Prop. Taxes - current secured	705,381	357,118.40	346,081.84	289,215.22	268,666.83	50.63%
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	357,118.40	346,081.84	289,215.22	268,666.83	48.99%
6220	PROP. TAXES - CURRENT UNSECURED	47,500	34,899.83	25,067.82	0.00	0.00	73.47%
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	4.54	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	10,291.73	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	28,818.43	0.00	0.00	60.63%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	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	11,500	5,341.47	3,667.37	5,339.85	1,130.96	46.45%
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	5,712.07	4,150.82	5,339.85	1,130.96	49.67%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00	89.37%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00	
	TOTAL TAXES	821,137	417,281.70	405,633.17	294,555.07	269,797.79	50.82%



REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 January 20, 1997

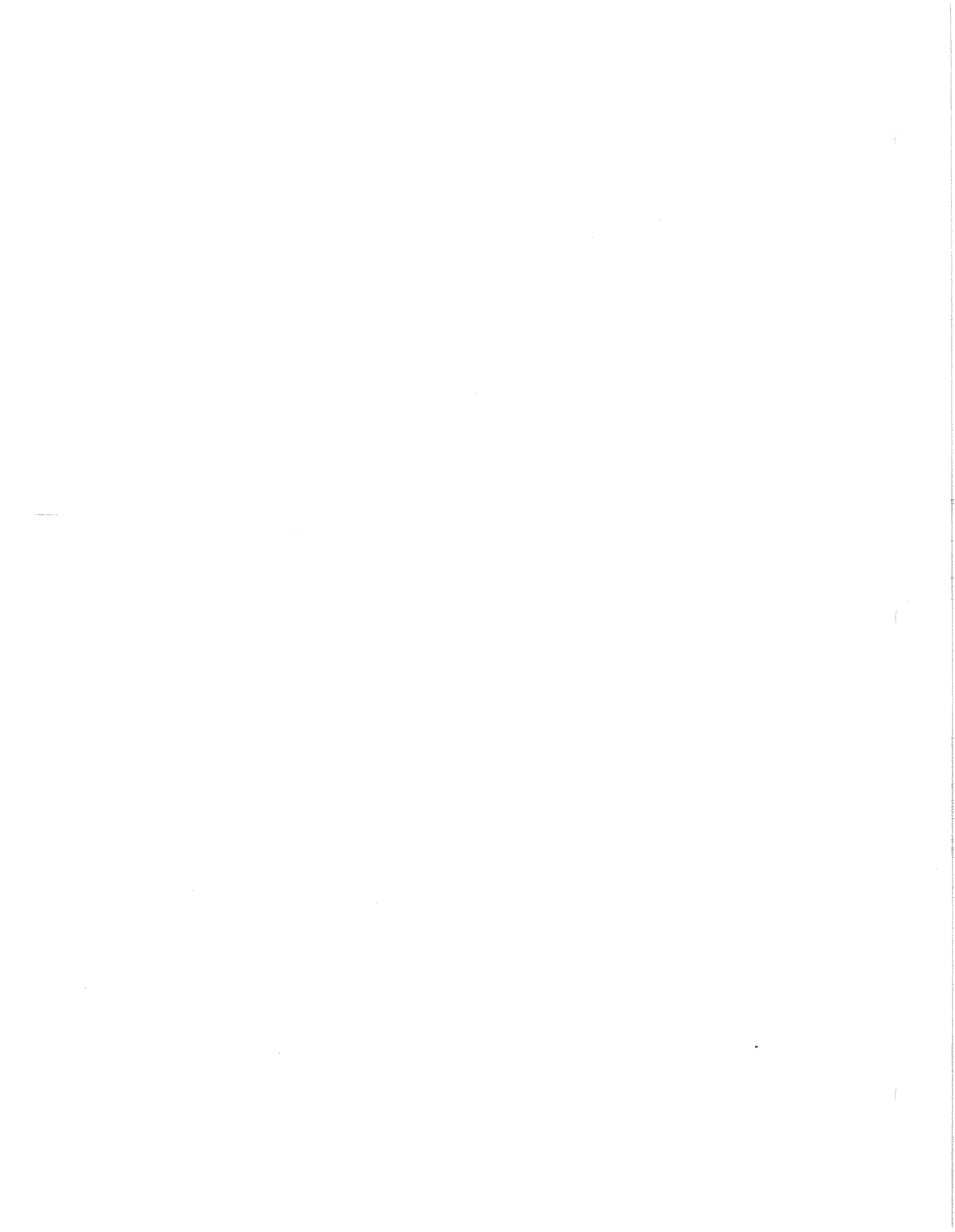
OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 DEC 1997	FY 1996-97 DEC 1996	FY 97 YTD % REV BUD
6610-00	Interest	11,000	2,279.03	5,956.90	316.48	556.11	20.72%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	176.98	3,649.59	176.98	0.00	
	TOTAL INTEREST	11,000	2,456.01	9,606.49	493.46	556.11	22.33%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	2,277.07	2,250.93	2,277.07	2,231.54	14.60%
6970-00	State - ILL & Direct Loan Reimbursement	12,500	4,130.81	5,738.36	2,026.63	0.00	33.05%
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Educaition 321 Grant	3,500	4,948.00	3,511.00	1,522.00	0.00	141.37%
6970-05	State - Project Grants	9,000	9,361.00	0.00	500.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	18,439.81	9,249.36	4,048.63	0.00	28.37%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	27,500	9,754.00	10,120.42	1,458.13	0.00	35.47%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	90,000.00	0.00	0.00	
	FUND 707 TOTAL	940,230	450,214.79	526,867.33	302,832.36	272,585.44	47.88%
	FUND 707 TOTAL LESS INTERFUND TRANSFER	940,230	450,214.79	436,867.33	302,832.36	272,585.44	



**PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071**

(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	240,630.00	296,027.00	37,020.00	65,414.00	50.00%
0200	Retirement	70,591	18,408.00	22,613.00	2,832.00	4,986.00	26.08%
	Health Insurance/Care America	21,324	8,207.08	10,405.92	1,435.12	(532.64)	38.49%
	Long Term Disability	2,072	856.25	929.77	171.25	353.48	41.32%
	Vision Service Plan	937	444.00	497.50	175.60	99.50	47.37%
	Dental	3,715	2,185.95	2,142.88	381.89	353.90	58.84%
0300	Total Employee Insurance	28,049	11,693.28	13,976.07	2,163.86	274.24	41.69%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	1,962.00	4,079.00	0.00	1,523.00	32.70%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	272,693.28	336,695.07	42,015.86	72,197.24	46.54%
0700-00	Communications - Telephone	2,000	1,170.08	856.40	250.71	145.50	58.50%
0700-01	Communications - Modem/Fax	900	1,117.17	2,046.38	292.05	327.25	124.13%
0700-02	Communications - Internet/Database	3,500	1,866.97	0.00	474.23	0.00	53.34%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	2,119.10	2,119.10	847.64	423.82	41.07%
0700-07	Communications - 321 Grant	150	364.56	187.86	19.27	100.79	243.04%
0700-08	Communications - Adult Literacy	250	38.97	149.43	38.97	0.00	15.59%
	Total Communications	11,960	6,676.85	5,359.17	1,922.87	997.36	55.83%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,743.57	1,274.16	0.00	541.03	49.82%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	0.00	47.62%



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

January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD %REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	8,700.26	9,221.88	5,231.36	5,743.88	43.50%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	21,000	8,700.26	9,221.88	5,231.36	5,743.88	41.43%
	HVAC	6,000	2,812.48	4,757.07	986.82	1,414.58	46.87%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	10,417.12	8,395.61	3,046.27	1,704.68	55.56%
	Plumbing	1,200	531.14	821.20	0.00	0.00	44.26%
	Electrical	3,000	1,511.96	1,277.44	615.96	0.00	50.40%
	Cleaning Service	11,700	4,750.00	4,750.00	950.00	0.00	40.60%
	Locksmith	200	52.50	0.00	0.00	0.00	26.25%
	Other	1,500	417.19	819.00	(662.00)	0.00	27.81%
1400-00	Total Maintenance of Building & Grounds	42,850	20,492.39	21,370.32	4,937.05	3,119.26	47.82%
1600-00	Memberships - General Fund	2,400	1,444.00	980.00	986.00	930.00	60.17%
1600-07	Memberships - 321 Grant	200	0.00	170.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	2,750	1,539.00	1,245.00	986.00	930.00	55.96%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	20.00	0.00	0.00	

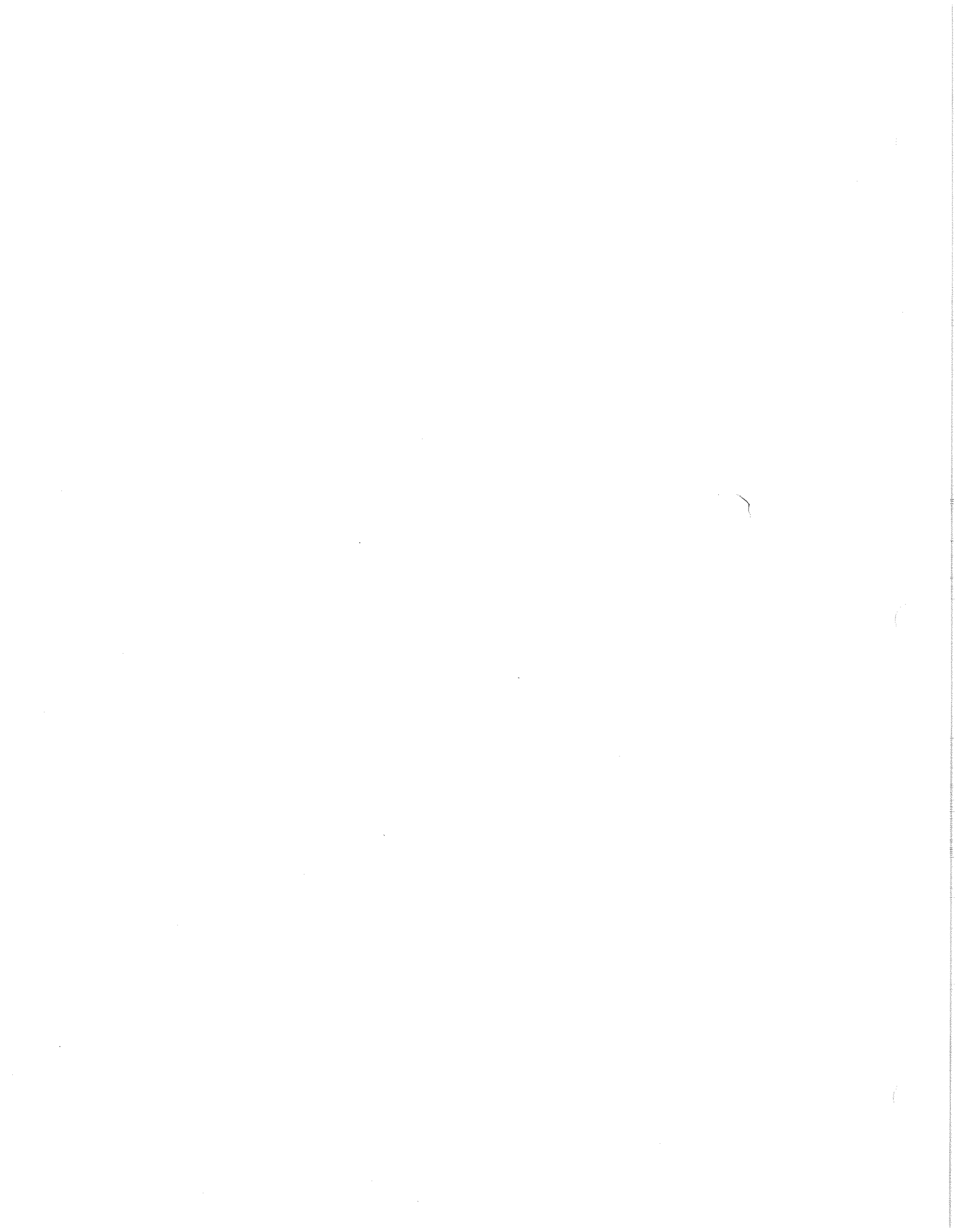


PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
1800-00	Library Supplies	4,500	2,083.72	470.38	727.03	247.02	46.30%
	Printing	7,000	3,245.79	4,552.31	(1,249.02)	122.37	46.37%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,151.55	180.00	0.00	180.00	115.16%
	Paper	600	1,025.59	294.39	21.75	0.00	170.93%
	Drinking Water Service	300	124.75	149.70	24.95	24.95	41.58%
	Other Office Supplies	3,500	1,039.97	1,632.11	(471.27)	49.51	29.71%
	Total Office Supply Expense - General Fund	16,900	8,671.37	7,278.89	(946.56)	623.85	51.31%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	571.00	20.00	0.00	0.00	
	Printing	3,000	333.04	1,225.25	251.63	0.00	11.10%
	Publications	2,750	1,026.56	0.00	929.36	0.00	37.33%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
	Total Adult Literacy Office Supply Expense	7,300	1,560.87	1,225.25	1,180.99	0.00	21.38%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	0.00	0.00	
	Total Office Expense	24,200	15,984.44	8,524.14	234.43	623.85	66.05%
1803-00	Postage Expense - General Fund	750	117.00	121.61	0.00	0.00	15.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	32.00	96.00	0.00	0.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	0.00	0.00	
	Total Postage Expense	1,150	1,212.44	217.61	0.00	0.00	105.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	140.00	175.00	0.00	70.00	33.33%
	Pension Contribution & Operating Expenses	5,000	3,519.63	1,693.55	1,073.27	857.75	70.39%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	171.55	196.26	34.71	65.42	40.85%
	Tax Collection Services & Fees by Orange County	450	107.22	292.44	8.21	17.59	23.83%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	367.50	314.50	157.50	52.00	73.50%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	2,810.00	3,050.00	0.00	0.00	74.93%
	Payroll Preparation	2,300	1,141.99	1,033.67	169.10	0.00	49.65%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	3,700.03	589.98	1,863.08	298.51	
1900-00	Total Specialized Services - General Fund	55,540	12,927.92	7,345.40	3,305.87	1,361.27	23.28%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	980.05	953.60	723.04	671.66	51.58%
	Total Specialized Services	60,565	18,082.96	8,299.00	4,028.91	2,032.93	29.86%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	



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

January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,015.00	0.00	0.00	0.00	49.95%
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	10,000	1,110.23	5,131.38	147.08	3,380.54	11.10%
2400-02	Special Department Expense - Video	500	569.85	0.00	0.00	0.00	113.97%
2400-03	Special Department Expense - Electronic	10,000	12,226.50	6,911.32	0.00	4,072.00	122.27%
2400-04	Special Department Expense - Periodicals	26,000	3,965.03	4,842.01	3,835.87	0.00	15.25%
2400-05	Special Department Expense - Audio	1,000	158.46	0.00	40.41	0.00	15.85%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	13.80	0.00	13.80	0.00	2.76%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	18,043.87	16,884.71	4,037.16	7,452.54	37.59%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	367.88	687.60	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	682.00	341.38	413.14	65.41	34.10%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	275.00	250.00	275.00	0.00	27.50%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	239.38	148.00	0.00	0.00	15.96%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	9.67	0.00	9.67	
	Total Transportation/Travel - Meetings	6,750	1,564.26	1,436.65	688.14	75.08	23.17%



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

January 20, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 DEC 1997	FY1996-97 DEC 1996	FY97 YTD % REV BUD
2800-00	Electricity	43,500	22,060.78	19,426.50	8,736.22	4,534.17	50.71%
	Gas	3,500	125.23	580.76	24.32	463.65	3.58%
	Water	3,000	1,739.10	2,054.34	237.90	426.65	57.97%
	Total Utilities	50,000	23,925.11	22,061.60	8,998.44	5,424.47	47.85%
	TOTAL SUPPLIES & SERVICES	349,967	156,004.89	102,340.02	31,064.36	26,940.40	44.58%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	0.00	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRIC	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	940,230	428,698.17	439,249.51	73,080.22	99,137.64	45.60%

Placentia Library District
Balance Sheet

December 31, 1997

Assets		
General Fund - Checking	6,571.48	
Literacy Fund-Checking	0.00	
County Exempt-Checking	5,570.26	
Payroll Account	16,483.87	
Savings (P/R Support)	4,877.86	
Savings (P/R Fees)	2,274.87	
Certificates of Deposit	27,500.00	
General Fund - Savings	2,979.49	
Literacy Fund - Savings	5,010.75	
County Exempt - Savings	3,876.64	
Total Assets		75,145.22 =====
 Liabilities		
Manual Payroll Checks	0.00	
Payroll Taxes Payable	(411.74)	
Deferred Comp Payable	892.45	
Insurance Payable	(846.65)	
Credit Union Payable	146.78	
Union Dues Payable	119.90	
Other Employee Deductions	656.41	
Total Liabilities		557.15
 Capital		
Fund Balance	74,588.07	
Total Capital		74,588.07 -----
Total Liabilities and Capital		75,145.22 =====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

December 1997

Prepared 1/12/98

DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance			2,979.49
Checks Out			
TOTALS	0.00	0.00	
CHECKBOOK BAL			2,979.49

20 minutes
1/12/98

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2657-00860
General Fund Petty Cash Checking Account

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,666.31
Checks Out	4413	19.31		
	4415	75.52		
TOTALS		94.83	0.00	
CHECKBOOK BAL				6,571.48

20 minutes
1/12/98

12/31/97

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1997

Page 1
Part 1 of 1 Parts

	Total	12/31/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	1.00	1.00
Cash Register-Fines	1,403.24	1,403.24
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	58.90	58.90
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	81.50	81.50
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	42.71	42.71
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,026.63	2,026.63
State Library Grants	1,522.00	1,522.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	9.50	9.50
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5,145.48	5,145.48
Cost of Sales		
	-----	-----
Gross Profit (Loss)	5,145.48	5,145.48
Expenses		
Transfers to County	5,506.76	5,506.76
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	94.83	94.83
Postage (183)	129.00	129.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	167.00	167.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

12/31/97

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1997

	Total	12/31/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	5,897.59	5,897.59
	-----	-----
Operating Income (Loss)	(752.11)	(752.11)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(752.11)	(752.11)
	=====	=====

12/31/97

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

	12/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	44.32
Cash Register-Fines	8,903.48
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	668.13
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	198.00
Cash Register-Publications	0.00
Cash Register-Reserves	561.60
Cash Register-Computer Rental	0.90
Typewriter Income	24.05
Telephone Income	71.48
Copy Machine Income	0.00
State Library Reimbursements	4,130.81
State Library Grants	14,309.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,879.64
Interest Income - checking	0.00
Interest Income - savings	43.58
Miscellaneous Income	0.00

Total Income	30,834.99
Cost of Sales	

Gross Profit (Loss)	30,834.99
Expenses	
Transfers to County	28,193.81
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	529.01
Postage (183)	464.90
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,463.58
Utilities (280)	0.00
Equipment (400)	0.00

12/31/97

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

Part 1 of 1 Parts

	12/31/97
Taxes and Fees (370)	8.50
Funds in Transit	0.00
Total Expenses	<u>30,688.41</u>
Operating Income (Loss)	146.58
Other Income	
Other Expenses	<u>-----</u>
Net Income (Loss)	<u>146.58</u>

12/31/97

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 98 Period 6
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1038	12/16/97	O.C. Auditor	5,506.76
		0-5102-01 Transfers to County	5,506.76
		Checkbook 5 Total	5,506.76

12/31/97

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 98 Period 6
General Account

Page 1

Check	Date	Payee	Amount
4410	12/05/97	Placentia Chamber 0-5122-01 Transportation & Travel (270)	36.00
4411	12/10/97	U.S. Postmaster 0-5116-01 Postage (183)	149.00
4412	12/10/97	Placentia Chamber 0-5122-01 Transportation & Travel (270)	6.00
4413	12/11/97	Calif Voter Foundati 0-5114-01 Office Expense (180)	19.31
4414	12/11/97	Burea of Education 0-5122-01 Transportation & Travel (270)	125.00
4415	12/30/97	Target 0-5114-01 Office Expense (180)	75.52
Checkbook 1 Total			410.83

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0935-19338
Literacy Fund Petty Cash Savings Account

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,010.75
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,010.75

ED Munk
1/12/98

12/31/97

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending December 31, 1997

Page 1
Part 1 of 1 Parts

	Total	12/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	5.09	5.09
Interest Income - savings	10.89	10.89
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	105.00	105.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	60.00	60.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	180.98	180.98
Cost of Sales	-----	-----
Gross Profit (Loss)	180.98	180.98
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	180.98	180.98
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	180.98	180.98
	=====	=====

12/31/97

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

Page 1
Part 1 of 1 Parts

	12/31/97
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	5.09
Interest Income - savings	79.07
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	560.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	80.00
Loan Repayment from C.E.	0.00

Total Income	844.16
Cost of Sales	

Gross Profit (Loss)	844.16
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00

Total Expenses	6,200.00

Operating Income (Loss)	(5,355.84)
Other Income	
Other Expenses	

Net Income (Loss)	(5,355.84)
	=====

Placentia Library District

12/31/97

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 1

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name

Total

* * N O A C T I V I T Y * *

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0933-19339
County Exempt Fund Petty Cash Savings Account

December 1997

Prepared 1/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,876.64
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,876.64

Sanwa
1/12/98

12/31/97

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending December 31, 1997

	Total	12/31/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	1.25	1.25
Meeting Room Income	230.00	230.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	0.00	0.00
Debit Card Income	349.20	349.20
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	1,000.00	1,000.00
Lobbyist Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.02	8.02
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	1,648.47	1,648.47
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,648.47	1,648.47
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	450.00	450.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	98.00	98.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	215.00	215.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	500.00	500.00

12/31/97
Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending December 31, 1997

Page 2
Part 1 of 1 Parts

	Total	12/31/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	0.00	0.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
Total Expenses	<u>1,263.00</u>	<u>1,263.00</u>
Operating Income (Loss)	385.47	385.47
Other Income		
Other Expenses		
Net Income (Loss)	<u>385.47</u>	<u>385.47</u>

12/31/97

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

Page 1
Part 1 of 1 Parts

	12/31/97
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	1.25
Meeting Room Income	1,760.00
Test Proctoring Income	140.00
Vending Machine Income	0.00
Debit Card Income	2,715.00
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	1,000.00
Lobbyist Income	0.00
Interest Income - checking	22.51
Interest Income - savings	62.24
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	1,100.00
Loan from Literacy	6,200.00
	<hr/>
Total Income	13,276.45
Cost of Sales	<hr/>
Gross Profit (Loss)	13,276.45
Expenses	
Copy Cards Purchase	491.11
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	284.23
Children's Storytime (Friends)	1,740.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	317.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	652.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	500.00

12/31/97

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

Page 2
Part 1 of 1 Parts

	12/31/97
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,871.34
Copier Lease Payments	8,480.66
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	16,253.59

Operating Income (Loss)	(2,977.14)
Other Income	
Other Expenses	

Net Income (Loss)	(2,977.14)
	=====

12/31/97

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 1

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name Total

* * N O A C T I V I T Y * *

12/31/97

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 98 Period 6
 Courty Exempt

Check	Date	Payee	Amount
1121	12/10/97	Siana 0-5314-03 Friend's-Director's Fund	98.00
1122	12/09/97	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	215.00
1123	12/09/97	Donna Bass 0-5311-03 Children's Storytime (Friends)	450.00
1124	12/28/97	Marsally Spicer 0-5322-03 Miscellaneous	500.00
1125	12/28/97	VOID void	0.00
Checkbook 3 Total			1,263.00

12/31/97

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending December 31, 1997

	Total	12/31/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	368.94	368.94
Interest-Savings-Landmark	7.85	7.85
Interest-Savings-B of A	11.57	11.57
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40,240.36	40,240.36
Cost of Sales	-----	-----
Gross Profit (Loss)	40,240.36	40,240.36
Expenses		
Salaries	39,172.39	39,172.39
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,588.62	2,588.62
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	41,761.01	41,761.01
Operating Income (Loss)	(1,520.65)	(1,520.65)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(1,520.65)	(1,520.65)
	=====	=====

12/31/97

Page 1

Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1997

	12/31/97
Income	
Transfers from County	259,038.00
Interest Income-CD's	733.88
Interest-Savings-Landmark	30.05
Interest-Savings-B of A	23.08
Miscellaneous Income	0.00

Total Income	259,825.01
Cost of Sales	

Gross Profit (Loss)	259,825.01
Expenses	
Salaries	236,222.82
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	17,135.15
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	253,357.97

Operating Income (Loss)	6,467.04
Other Income	
Other Expenses	

Net Income (Loss)	6,467.04
	=====

12/31/97

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 1

For Fiscal Year 98, Period 6 through Fiscal Year 98, Period 6

Account Name

Total

* * N O A C T I V I T Y * *



ACQUISITIONS REPORT FOR THE MONTH OF DECEMBER 1997
 Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	0.00	0	0.00	0	486.75	27	486.75	27
Adult Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	1,178.50	62	1,178.50	62
Adult Reference	0.00	0	0.00	0	0.00	0	63.00	3	63.00	3
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	0.00	0	0.00	0	1,241.50	65	1,241.50	65
TOTAL ADULT PRINT MATERIALS	0.00	0	0.00	0	0.00	0	1,728.25	92	1,728.25	92
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	18.00	1	18.00	1
Total Adult Audio	0.00	0	0.00	0	0.00	0	18.00	1	18.00	1
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	18.00	1	18.00	1
TOTAL ADULT MATERIALS	0.00	0	0.00	0	0.00	0	1,746.25	93	1,746.25	93
Juvenile Fiction	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	186.65	0	186.65	0
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	9	0.00	9
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	0.00	0	0.00	0	186.65	9	186.65	9
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0.00	0	0.00	0	186.65	9	186.65	9
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	0.00	0	0.00	0	0.00	0	186.65	9	186.65	9
Total Fiction	0.00	0	0.00	0	0.00	0	486.75	27	486.75	27
Total Non-Fiction	0.00	0	0.00	0	0.00	0	1,428.15	74	1,428.15	74
Total Audio	0.00	0	0.00	0	0.00	0	18.00	1	18.00	1
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	0.00	0	0.00	0	0.00	0	1,932.90	102	1,932.90	102

OUTSTANDING ORDERS AS OF DECEMBER 31, 1997

General Fund Amount	\$1,025.99
Adopt-A-Book Amount	\$670.46
TOTAL Amount	\$1,696.45

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF DECEMBER
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	12.48	1	1	2,267.24	128	125	2,279.72	129	126	4,752.80	222	222	7,032.52	351	348
Adult Circulating Non-Fiction	20.05	1	1	2,708.73	134	133	2,728.78	135	134	9,119.54	535	519	11,848.32	670	653
Adult Reference	1,882.81	35	2	0.00	0	0	1,882.81	35	2	63.00	3	3	1,945.81	38	5
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	1,133.69	1	1	0.00	0	0	1,133.69	1	1	0.00	0	0	1,133.69	1	1
Total Adult Non-Fiction	3,036.55	37	4	2,708.73	134	133	5,745.28	171	137	9,182.54	538	522	14,927.82	709	659
TOTAL ADULT PRINT MATERIALS	3,049.03	38	38	4,975.97	262	258	8,025.00	300	263	13,935.34	760	744	21,960.34	1,060	1,007
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	1,577.00	95	91	1,577.00	95	91
Adult Audio Books	450.00	28	28	214.45	5	5	664.45	33	33	18.00	1	1	682.45	34	34
Total Adult Audio	450.00	28	28	214.45	5	5	664.45	33	33	1,595.00	96	92	2,259.45	129	125
Adult Video Educational	119.85	3	3	0.00	0	0	119.85	3	3	370.00	19	19	489.85	22	22
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	1,085.00	55	52	1,085.00	55	52
Total Adult Video	119.85	3	3	0.00	0	0	119.85	3	3	1,455.00	74	71	1,574.85	77	74
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	569.85	31	31	214.45	5	5	784.30	36	36	3,050.00	170	163	3,834.30	206	199
TOTAL ADULT MATERIALS	3,618.88	69	69	5,190.42	267	263	8,809.30	336	299	16,985.34	930	907	25,794.64	1,266	1,206
Juvenile Fiction	0.00	0	0	1,404.12	93	60	1,404.12	93	60	487.00	66	64	1,891.12	159	124
Juvenile Circulating Non-Fiction	0.00	0	0	1,737.86	77	73	1,737.86	77	73	536.50	43	42	2,274.36	120	115
Juvenile Reference	52.09	1	1	172.81	4	4	224.90	5	5	0.00	9	7	224.90	14	12
Juvenile Print Continuities	0.00	0	0	0.00	35	34	0.00	35	34	0.00	0	0	0.00	35	34
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	52.09	1	1	1,910.67	116	111	1,962.76	117	112	536.50	52	49	2,499.26	169	161
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1	3,314.79	209	171	3,366.88	210	172	1,023.50	118	113	4,390.38	328	285
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
TOTAL JUVENILE MATERIALS	52.09	1	1	3,314.79	209	171	3,366.88	210	172	1,158.50	127	122	4,525.38	337	294
Total Fiction	12.48	1	1	3,671.36	221	185	3,683.84	222	186	5,239.80	288	286	8,923.64	510	472
Total Non-Fiction	3,088.64	38	5	4,619.40	250	244	7,708.04	288	249	9,719.04	590	571	17,427.08	878	820
Total Audio	450.00	28	28	214.45	5	5	664.45	33	33	1,595.00	96	92	2,259.45	129	125
Total Video	119.85	3	3	0.00	0	0	119.85	3	3	1,590.00	83	80	1,709.85	86	83
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	3,670.97	70	37	8,505.21	476	434	12,176.18	546	471	18,143.84	1,057	1,029	30,320.02	1,603	1,500

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *EB*

DATE: January 20, 1997

SUBJECT: ACS: Overdue Collection Report for Month of November

The report received from ACS Collection Agency on January 15, 1997 is Attachment A

A summary of the current status is as follows:

FY 1997-98	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October	8	33	1	31.00	8
November	8	8	1	12.70	0
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	76	136	14	2,243.28	78

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
DECEMBER 1997

PLA400
PLACENTIA PUBLIC LIBRARY
ATTN: PEGGY BURKICH
411 E CHAPMAN
PLACENTIA, CA 92670

Your ACS consultant is:
WELDON & ASSOCIATES
714-733-3558

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	8	742.97	121	12,109.89	1579	114,865.48
LESS: Mail Returns*, Dispute, Bankrpt	3	265.10	32	40,917.65	318	62,543.95
NET ASSIGNMENTS	5	477.87	89	-28,807.76	1261	52,321.53
COLLECTED						
Paid In Full	0	0.00	17	1,526.91	358	19,609.43
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	1	12.70	31	1,209.14	311	12,824.39
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	1	12.70	48	2,736.05	797	38,461.20

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	369	273	622
\$ ASSIGNED	\$16,614	\$4,033	\$27,317	\$20,998	\$45,904

* Percentage of Mail Returns - 54.4 %
* Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent)
 PIF - paid in full
 F - settled in full
 DIS - disputed
 SUS - action suspend

CC - cycle completed
 PAY - partial payment
 MR - mail returned
 BAN - bankruptcy

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	14279	09/30/97	12/21/97 AMT: 62.35	62.35	ACT	1
	14282	09/23/97	12/21/97 AMT: 97.95	97.95	ACT	1
	14278	08/27/97	12/21/97 AMT: 70.45	70.45	ACT	1
	14281	09/30/97	12/21/97 AMT: 113.11	113.11	ACT	1
	14277	10/09/97	12/21/97 AMT: 84.95	84.95	ACT	1
	14280	09/30/97	12/21/97 AMT: 87.89	87.89	ACT	1
	14276	10/06/97	12/21/97 AMT: 151.32	151.32	ACT	1
	14283	08/18/97	12/21/97 AMT: 74.95	74.95	ACT	1

TOTAL STILL ON SYSTEM :

742.97

TO: Elizabeth Minter, Library Director
FROM: Peggy Burkich, Circulation Supervisor *PB*
DATE: January 20, 1998
SUBJECT: Collection Agency Update

Placentia Library District is in the process of changing from American Agencies Collection System to Unique Management Services, Inc. There has been no change since the December board meeting. Nothing can be done until Anaheim resolves their legal issues.

The consortium will meet January 21, 1998 at Placentia Library to discuss the progress being made.

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *elm*
 DATE: January 20, 1998
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT DECEMBER, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS DECEMBER, 1997

Beginning Balance 12/01/97			(\$ 1,458.90)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in December	349.20		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in December		0.00	
Total Copier Maintenance Payment in December		0.00	
Debit Card System Loan Payback	349.20	0.00	
Ending Balance 12/31/97			<u>(\$ 1,109.70)</u>
December payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
December Purchases (Fund 702)	0.00
December Payment (Fund 702)	0.00
December Payment (Literacy Fund)	0.00
Balance 12/31/97	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: January 20, 1997
 SUBJECT: GIFT REPORT

The following gifts were received from December 12, 1997 through January 13, 1998

ADOPT-A-BOOK - ANNUAL MAILING

Betty A. Colson	Placentia Round Table	
Ralph Goff	Linda Pavlik	
Susan Grimm	in honor of Dr. & Mrs. Allan Stark	
	Renee Scott	
	TOTAL ANNUAL MAILING	\$435.00

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN

Carl & Leigh-Ann Ackerman	Michael King	
Dale & Colleen Bartley	Michael Kopriva	
Catherine Baumann	Conrad Madrid	
Garry & Mary Lou Campuzano	Matt & Pamela Miller	
Ming & Elizabeth Chang	Lawrence Remy	
Elizabeth Clarke	Robert & Grace Rice	
Kenneth & Janice Coulson	Mildred Ritchie	
Gloria Geyer	Gregory & Andrea Sinks	
Charles and Mindah Glatstein	James & Victoria Syrett	
Carolyn M. Joseph	Douglas & Carol Waiono	
June Keir	Larry & Carolyn Zoelle	
James Keller		
	TOTAL DIRECT MAIL	\$860.00

ADOPT-A-BOOK - OTHER DONATIONS

Diane Cunningham - magazine		
William and Anne Guse - magazine		
Sandy Koizumi - magazine		
Donation box at Circ Desk		
	TOTAL AAB OTHER	\$108.00
	TOTAL ADOPT-A-BOOK	\$1,403.00

BOOK ENDOWMENT DONATIONS

Peggy & Jim Dinsmore	REGULAR BOOK ENDOWMENT	\$500.00
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**BOOK ENDOWMENT DONATIONS
 SPECIAL JAMES DINSMORE FUNDRAISER**

Luye Bell	Cindy McClain	
Frances Blemker	Fred & Elizabeth Minter	
Peggy Burkich	Beverly Nestande	
Ruth Cain	Arnold & Carol Peterson	
Christine Caperton	Brahama Sharma, PhD	
Helen Christman	Michael Hince & Elizabeth Spring	
Max and Marjorie Crider	Betty Stewart	
Leroy and Rosemary Fenstermaker	John & Gwendolyn Sunderson, Jr.	
Nita Godwin	Ton & Connie Underhill	
Leon & Doris Goff	Mr. & Mrs. Van Drueten	
Charles & Mary Hanson	J.C. & Ellen Wang	
Annette Kelleher	Robert Wilke Young	
Robert & Jean Lewis	Anonymous donor	
	TOTAL DINSMORE FUNDRAISER	\$815.00
	TOTAL ENDOWMENT FUND	\$1,315.00

OPERATING FUND DONATIONS

William & Joan Dooley	TOTAL OPERATING FUND	\$500.00
	TOTAL DONATIONS	\$3,218.00



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *cd*

DATE: January 20, 1998

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH DECEMBER, 1998

1. **Air Conditioning** - Regular inspection of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Electrical** - Doorbell on loading dock door has been repaired.
4. **Ceiling** - Tiles in northeast corner of building were damaged by rainstorms. Request for repair has been submitted to the City.
5. **Plumbing** - Leaking pipe in storage area repaired. Urinal in men's public restroom repaired.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: January 20, 1998
SUBJECT: PERSONNEL REPORT FOR DECEMBER, 1997

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of December 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 December	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	12.00	52.00	9/95	205.75
Covington, Darlene	0.00	34.00	3/95	345.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	25.00	132.50	7/82	6,336.00
Fioroni, Pete	6.00	26.50	3/97	42.25
Fioroni, Ruth	6.00	26.50	3/97	42.25
Fitzgerald, Joan	29.25	98.25	10/93	1,120.25
Godwin, Nita	0.00	28.50	2/96	124.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	3.50	41.25	10/95	213.75
Horrocks, Marjorie	2.00	20.00	10/95	134.00
Irot, Pat	0.00	145.50	2/96	148.00
Livesey, Jane	4.50	39.75	4/96	152.50
Lord, Audrey	10.50	38.50	10/97	38.50
Malik, Shamim	26.50	211.00	5/97	291.00
Mignot, Shirley	7.00	35.50	9/95	199.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	7.00	82.00	10/95	375.00
Olson, Bob	4.25	26.00	9/95	127.25
Olson, Jeanne	4.00	20.00	9/95	104.25
O'Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	10.00	44.25	10/93	418.50
Shaw, Dixie	0.00	12.00	5/94	112.25
Stark, Allan	0.00	10.00	4/97	15.50
Stark, Sandra	0.00	11.50		76.50
Wymer, Betty	12.50	72.00	1/96	259.25
J.T.P.A. / Job Training Partnership Act	56.00	327.50		556.50
S.T.E.P. / Senior Training & Employment Program	270.00	1,064.50		3,034.75
TOTAL	496.00	2,650.50		15,485.75

TEMPORARAY VOLUNTEERS

	FY97/98			FY97/98	
	December	YTD		December	YTD
Arain, Nazlee	0.00	10.00	Lopez, Armando	0.00	30.00
Ataris, Andy	5.00	5.00	Lui, Wen-Tsu	0.00	28.75
Bengstem, Bob	0.00	5.00	Minh, David	0.00	15.00
Bickford, Lance	0.00	2.50	Mirza, Rabia	0.00	3.25
Bone, Shawnda	0.00	2.50	Mohan, Kavita	0.00	25.25
Blonston, Scott	2.50	5.00	Nguyen, Hien	0.00	0.00
Burns, John	2.50	5.00	Oakins, Cindy	5.00	5.00
Campos, Wendy	5.00	5.00	O'Brien, Cathy	0.00	2.50
Chang, Albert	0.00	24.00	Patel, Ashish	0.00	77.50
Chib, Sheetal	0.00	28.00	Patei, Mayur	0.00	21.00
Chou, Katherine	0.00	49.75	Peck, John	2.50	2.50
Cipres, Marcella	2.50	12.00	Perez, Manual	0.00	7.50
Dadhaniya, Ammie	0.00	3.00	Pham, Nan	0.00	3.25
Dakins, Cindy	0.00	2.50	Pham, Tu	0.00	3.25
El Mohawar, Samah	0.00	12.00	Pi, Irene	0.00	3.25
Fahim, Fady	0.00	66.50	Reed, Robert	2.50	7.50
Fahim, Runia	0.00	80.50	Shah, Niketa	0.00	2.00
Giorgi, Charlie	0.00	12.00	Silva, Pamela	0.00	16.25
Govea, Melissa	0.00	13.00	Soo, Mary	6.00	41.00
Gunda, Diva	11.00	11.00	Stewart, Morgan	0.00	30.00
Guzman, Jessica	0.00	8.50	Tolu, Sonuyi	0.00	35.25
Hamelt, Tom	7.50	15.00	Um, Tricia	0.00	28.00
Hayashi, Colleen	0.00	2.50	Villa, Eric	0.00	6.00
Hayashi, Kristen	0.00	2.50	Vo, Anh-Thu	0.00	3.25
Issacs, Ryan	0.00	10.00	Yada, Julie	5.00	17.00
Jaques, Lura	0.00	11.00	Yorga, Greg	0.00	10.50
Kai, Jarhou	0.00	62.50	Yu, Liang	2.00	33.75
Kim, Brian	0.00	2.50	Yu, Stacy	0.00	13.00
LaBonte, Ryan	0.00	10.25			
Kumar, Puesh	4.00	18.00			
LaBonte, Ryan	0.00	10.25			
Lichtenstein, George	0.00	1.00			
Lim, Michael	0.00	7.00			
Lin, Jeff	0.00	27.00			
Lin, Sherry	0.00	14.00			
Lin, Steven	2.00	35.00			
TOTAL	37.00	593.25	TOTAL	23.00	502.00

LVA VOLUNTEERS

Literacy Volunteer Hours 273.00

TOTAL VOLUNTEER HOURS

829

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		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50	486.00	580.00	482.00	435.00
November	418.00	519.75	492.75	449.50	257.00	369.00
December	301.00	370.00	556.00	297.50	142.00	273.00
January	361.25	488.60		469.00	367.00	
February	339.25	480.00		601.50	517.00	
March	410.50	675.00		476.00	493.00	
April	702.25	788.00		455.00	633.00	
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	

Placentia Library District
Circulation Report
JANUARY 20, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 DEC 97	FY96-97 DEC 96
1st Time Checkouts	82,913	92,931	-10.78%	8,565	9,265
Phone Renewals	6,890	6,192	11.27%	1,060	770
In-Building Renewals	6,629	9,628	-31.15%	654	983
Total Renewals	13,519	15,820	-14.54%	1,714	1,753
TOTAL CHECKOUTS	96,432	106,751	-11.33%	10,279	11,018
On-Time Checkins	81,218	94,572	-14.12%	9,459	9,732
Late Checkins	15,487	18,049	-14.19%	2,553	2,794
TOTAL CHECKINS	96,705	112,621	-14.13%	12,012	12,526
Holds Placed	1,867	2,106	-11.35%	177	174
Holds Cancelled	363	397	-8.56%	57	55
Holds Filled	1,758	1,957	-10.17%	224	250
Holds Expired	20	12	66.67%	3	1
Overdue Items	5,988	5,720	4.69%	1,576	1,248
Overdue Notices	2,502	2,564	-2.42%	603	536
Billing Notices	2,892	3,060	-5.49%	586	612
Patrons Registered	1,700	1,745	-2.58%	148	153
Titles Added	3,206	3,393	-5.51%	169	379
Volumes Added	5,954	6,862	-13.23%	306	615
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	40,958	50,577	-19.02%	5,103	5,552
Juvenile Print	48,259	47,512	1.57%	4,370	4,382
Total Print	89,217	98,089	-9.04%	9,473	9,934
Audio	3,045	4,508	-32.45%	337	454
Visual	4,830	6,151	-21.48%	468	629
Equipment	0	0	0.00%	0	0
Total Audio Visual	7,875	10,659	-26.12%	806	1,083
TOTAL CIRCULATION	96,432	108,751	-11.33%	10,279	11,018
Placentia Circulation	63,674	65,819	-3.26%	6,267	6,677
% Placentia Circulation	65.58%	60.52%	8.36%	60.97%	60.61%
Anaheim/Yorba Linda Circulation	16,943	21,578	-21.48%	1,987	2,132
% Anaheim/Yorba Linda Circulation	17.45%	19.84%	-12.05%	19.33%	19.35%
TYPES OF ACTIVE BORROWERS					
Adult	61,478	74,457	-17.43%	6,754	7,791
Young Adult	1,872	1,584	18.18%	336	202
Juvenile	26,908	25,620	5.03%	2,641	2,474
New Borrower	6,826	7,053	-3.22%	546	551
Non Resident	0	2	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	97,084	108,716	-10.70%	10,277	11,018
TOTAL REGISTERED BORROWERS	27,169			27,169	
ATTENDANCE					
Adult Reference - In Building	6,588	7,193	-8.41%	874	791
Adult Reference - Telephone	1,481	1,471	0.68%	156	178
Children's Reference - In Building	4,611	2,959	55.83%	346	336
Children's Reference - Telephone	204	254	-19.69%	7	15
Total Adult Reference	8,069	8,664	-6.87%	1,030	969
Total Children's Reference	4,815	3,213	49.86%	353	351
Total In Building Reference	11,199	10,152	10.31%	1,220	1,127
Total Telephone Reference	1,685	1,725	-2.32%	163	193
TOTAL REFERENCE	12,884	11,877	8.48%	1,383	1,320



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

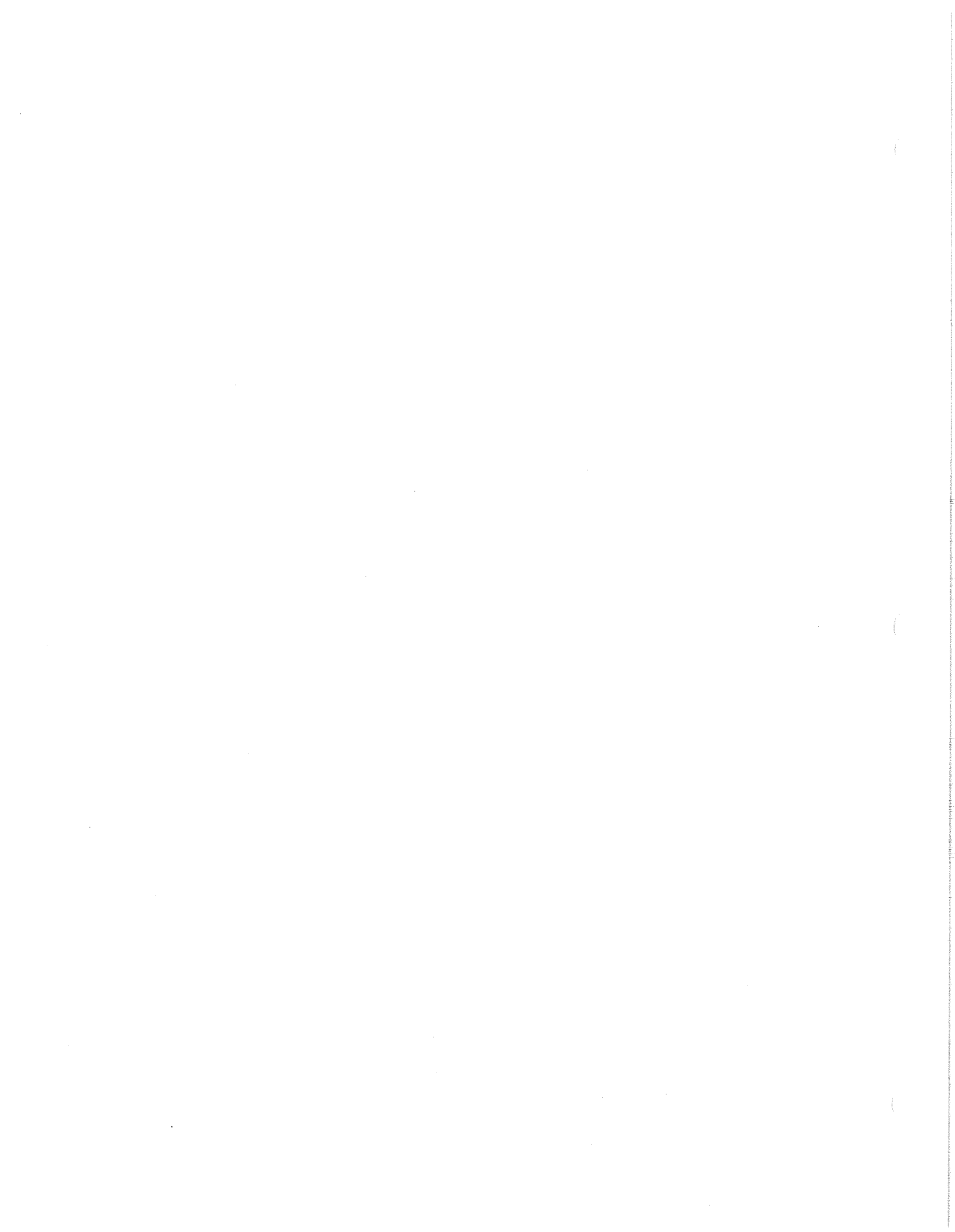
DATE: January 20, 1998

BACKGROUND:

No invoice was received from the City of Placentia during this report period.

RECOMMENDATION:

Receive and File



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: January 20, 1998

BACKGROUND:

There has been no activity on the Strategic Plan since the December 16, 1997 Board Meeting.

RECOMMENDATION:

Receive and File



INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

PRESIDENT
Sterling Fox
(Yorba Linda Water District)

1st VICE PRESIDENT
Keith Coolidge
(Municipal Water District
of Orange County)

2ND VICE PRESIDENT
Mary A. Matneis
(Irvine Ranch Water District)

3RD VICE PRESIDENT
Teri Cable
(East Orange County Water District)

TREASURER
Joan Finnegan
(Coastal Municipal Water District)

SECRETARY
Ronald E. Kennedy
(El Toro Water District)

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

NOTICE OF ISDOC MEETING

To: All ISDOC Members
From: Sterling Fox, President
Date: January 12, 1998

All ISDOC members are notified that the **Quarterly luncheon meeting** that was planned for January 29, 1998 **has been changed to Thursday, February 26, 1998 at 11:30 AM** at the offices of Municipal Water District of Orange County (MWDOC) at 10500 Ellis Avenue, Fountain Valley. (Tel: 714-963-3058).

You will be advised of the Agenda in a future mailing.



LAFCO

Orange County

Local Agency Formation Commission

CHAIRMAN
JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

DATE: January 8, 1998

TO: Independent Special Districts of Orange County

VICE-CHAIRMAN
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

FROM: *J. Joy*ce Crosthwaite, Assistant Executive Officer

SUBJECT: Special Districts Advisory Committee By-laws Revision

DAVID BORAN
REPRESENTATIVE OF
GENERAL PUBLIC

Attached are proposed by-laws for the Orange County LAFCO Special Districts Advisory Committee. The revisions were initiated by the Special Districts Advisory Committee. All independent special districts have previously received a copy of the original by-laws. If your district does not have a copy of the by-laws as approved by Orange County LAFCO, please call me at 834-2556.

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

The proposed changes in the by-laws will be taken to the Commission for their review and approval at the February 11th, 1998 meeting. All comments should be addressed to Joyce Crosthwaite and should be received in the LAFCO office by February 2nd.

TODD SPITZER
SUPERVISOR
THIRD DISTRICT

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT

ALTERNATE
SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
PHILIP L. ANTHONY
DIRECTOR
ORANGE COUNTY
WATER DISTRICT

ALTERNATE
WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

**ORANGE COUNTY
LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS TECHNICAL ADVISORY COMMITTEE
BYLAWS**

DRAFT

**SECTION I
FORMATION AND PURPOSE**

A. Authorization for Formation

Local Agency Formation Commission "Authorization of staff to work with the independent special districts of Orange County to prepare a draft of rules and regulations [bylaws] establishing a special district advisory committee" dated October 5, 1995.

B. Statement of Purpose

Recognizing the diversity of special districts and the need for knowledgeable recommendations to the Orange County Local Agency Formation Commission (LAFCO), the Commission hereby creates the Orange County LAFCO Special Districts Advisory Committee. The purposes of the Committee are to:

1. Assist LAFCO staff in the performance of its duties by (1) reviewing, before consideration by the Commission, those proposed boundary changes, spheres of influence adoption or amendment, or other special studies that affect special districts and require technical insight and expertise, and (2) making recommendations to the Commission.
2. Identify areas of potential conflict between cities, county service areas, and special districts and facilitate voluntary resolution of those conflicts rather than by formal action of LAFCO.
3. Comment on any other issues brought forward by LAFCO staff, recommended by the Commission for Special Districts Advisory Committee review or raised by the Special Districts Advisory Committee itself.

**SECTION II
MEMBERSHIP**

A. Composition

The Orange County LAFCO Special Districts Advisory Committee shall consist of twelve (12) members and five (5) alternates. Members shall consist of staff or elected officials from special districts. They shall be selected with a formula that is based upon the direct proportion of special district categories in Orange County, with at least one member from each type of district to ensure a diversity of skills and occupations. (For example, water districts make up a particular percentage of special districts in Orange County: Their

Special Districts Advisory Committee Bylaws
Page 2

representation would be in proportion to their percentage of the total).

Membership is restricted to those special districts located entirely within Orange County, or those in which Orange County is its principal county. The County of Orange shall be permitted a nonvoting representative, who shall be appointed by the County Chief Executive Officer. The League of Cities shall be permitted two (2) non-voting representatives who shall be staff of two Orange County cities.

B. Selection Procedure

Members of the Special Districts Advisory Committee shall be selected by the Independent Special District Selection Committee of Orange County, as constituted in Government Code Section 56332. If a vacancy occurs subsequent to a regular election, and more than sixty (60) days prior to the next regular election, the Committee chairperson may make an interim appointment until the next regular election.

C. Term of Membership

Members shall serve two-year terms that will expire on May 31. Members may serve more than one term.

D. Termination of Membership

Any member may be removed at any time and without cause by a majority vote of the Independent Special District Selection Committee. A member may be removed if he or she is absent from four (4) consecutive meetings.

A member shall be ineligible to continue as a member if he or she ceases to be a staff person or board member of his or her special district.

SECTION III OFFICERS

A. Number and Selection

The officers of the Committee shall be Chairperson, Vice Chairperson, and Secretary. The Committee may create and appoint such additional officers as may be necessary to carry out the work of the Committee. The officers shall be chosen annually at the regular June meeting, or the first regular meeting held thereafter. Each officer shall hold office until resignation, removal, other disqualification to serve, or until a successor has been chosen.

B. Duties of the Chairperson

The Chairperson shall preside at all meetings of the Committee, appoint members and provide instructions to all subcommittees. The Chairperson, the Vice Chairperson, or other designated committee member may attend and represent the Committees at any meeting of LAFCO.

Special Districts Advisory Committee Bylaws
Page 3

- DRAFT
- C. Duties of the Vice Chairperson
In the absence of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson. The Vice Chairperson shall also preside as the Chairperson of all subcommittees and shall report to the Chairperson on the progress of the subcommittee's activities.
- D. Duties of the Secretary
The Secretary shall be a nonvoting member of the Advisory Committee and a member of the LAFCO staff and shall (1) set agenda items; (2) prepare and mail agendas and other notices to the Committee; (3) take, transcribe, and distribute minutes of committee meetings; and (4) perform such other tasks as are necessary to conduct the business of the Committee.

**SECTION IV
MEETINGS/PLACE OF BUSINESS**

- A. Notice
All regular and special meetings of the Special Districts Advisory Committee shall be posted, noticed, and conducted in compliance with the Ralph M. Brown Act.
- B. Time and Place of Meeting
Regular meetings of the Special Districts Advisory Committee shall be scheduled on the third (3rd) Thursday of each month. Special meetings may be called at any time by the Chairperson or by seven (7) of the committee members. Notice of such special meetings shall be mailed or delivered to each member, and must be received at least twenty-four (24) hours before the time set for said meeting. Meetings shall commence at 1:30 p.m., or when a quorum is present, whichever occurs sooner. The specific meeting place will be the County Sanitation Districts of Orange County or as determined by the Committee.

**SECTION V
VOTING**

- A. Vote Entitlement
Each committee member shall be entitled to one vote, even though that member may be a board member or staff person of more than one special district.
- B. Quorum
The presence of seven (7) or more members shall constitute a quorum for the transaction of business at any regular or special meeting of the Committee.
- C. Number of Votes Required to Carry Action
Adoption of any recommendation or other action shall require a majority affirmation vote.

DRAFT

When seven (7) or fewer votes are cast, a minimum of four (4) affirmative votes shall be required to carry action.

D. Disqualification

When a committee member is a staff person, elected official, consultant or agent of a district that is a subject district of a proposal (as defined by Government Code Section 56077), that member shall be disqualified from voting on the Committee's action regarding that proposal.

**SECTION VI
SUBCOMMITTEES**

The Advisory Committee may create such subcommittees as the business of the Committee may require, each of which shall exist for such period and have such authority and perform such duties as the Committee from time to time determines.

**SECTION VII
PLACE OF BUSINESS**

The principal business office of the Special Districts Advisory Committee is at LAFCO, 12 Civic Center Plaza, Room 235, Santa Ana, California 92701.

**SECTION VIII
AMENDMENT**

These bylaws may be amended by a majority vote of the Commission at any regular or special meeting.

**SECTION IX
FEES AND EXPENSES**

LAFCO shall not be responsible for payment of fees or expenses incurred by Committee members who attend meetings. Districts from which Committee members are appointed will share in costs.

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Page 001

JAN-09-98 FRI 15:41

P. 01

Agenda Item 26

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2186 • FAX (916) 448-4808

January 9, 1998

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR RELEASES 1998-1999 STATE BUDGET

Wednesday the Governor appeared before a joint session of the California legislature to introduce his 1998-1999 Budget proposals in the annual "State of the State address." This morning, he released his written proposal to the media and the public. The Governor's Budget, which contains a reserve of \$296 million, is "one of the largest reserves we've had in quite some time," said Director of Finance, Craig Brown.

Education, public safety, and health and welfare expenditures constitute nearly 91 percent of all state General Fund expenditures as laid out in the Governor's plan. Libraries will be interested in the Governor's proposal in the following areas:

PLF

Last year, CLA was able to increase the PLF augmentation from \$15,870,000 to \$18,870,000. The Governor is recommending that the PLF continue to be funded at last year's level of \$18,870,000.

CLSA

A Budget adjustment is being proposed for 1998-1999 as an augmentation of \$706,000 for the Transaction-Based Reimbursement Program. Last year's total funding of CLSA was \$15,720,000. This year's figure has been increased to \$16,426,000.

(more....)

Post-It® Fax Note	7671	Date	10/26/97	# of pages	6
To	MCLS/SLC/Associate	From	MCLS/SLC HQ		
Co./Dept.	Member Directors	Co.			
Phone #	Sue Curzon, CSUN	Phone #	818/683-6244		
Fax #	(Eugenia Wong, Orange CA)	Fax #	818/683-8097		

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JAN-09-98 FRI 15:42

Agenda Item 26

P.02

LSCA

Last year LSCA was funded at \$11,901,000. No increase is being provided in the Governor's Budget for this program.

Total of local assistance dollars: \$47,197,000

Within State Library Services, the major Budget adjustments proposed for 1998-1999 include:

- * An augmentation of \$52,000 and 1.0 position for the Government Publications Section.
- * An augmentation of \$495,000 and 1.0 position for library materials.
- * An augmentation of \$78,000 and 1.0 position for the California Family Impact Seminar.
- * An augmentation of \$122,000 for nitrate negatives.
- * The continuation of \$972,000 and 9.0 positions until fiscal year 2000-01 for the California Sesquicentennial.

II. ERAF PRESS CONFERENCE

On Tuesday the Allies for Cities, Counties, and Special Districts, of which CLA is a member, held a press conference to encourage the Governor to return lost property tax dollars to local governments upon the release of his 1998-99 State Budget. A recent Legislative Analyst report indicates that California's economy is stronger than previously expected with new budget revenues exceeding 1997-1998 by over \$500 million and a reserve of nearly \$770 million. The Allies are hoping to capitalize on some of this excess revenue by making the issue an integral part of the Budget debate in 1998. Last session, three Educational Revenue Augmentation Fund (ERAF) bills that sought to return local property taxes, received overwhelming bipartisan support in the Legislature. Eventually, \$280 million for this purpose was incorporated into the Assembly version of the Budget. This amount was later sacrificed when the Budget Conference Committee was forced to make \$2 billion in cuts to accommodate the judgement against the state by the California Public Employees Retirement System (CalPERS).

Legislators present on Tuesday to support the Allies effort were Assemblymembers Fred Aguiar, Kerry Mazzoni, Tom Torlakson, Lynne Leach, Helen Thomson, Robert Prenter, Howard Wayne, Dick Ackerman, and Susan Davis. Senators included Richard Rainey, Bruce McPherson, Jack O'Connell, and Maurice Johannessen. Even Jonathan Coupal, the Director of Legal Affairs for the Howard Jarvis Taxpayers Association, was present in support. Since HJTA was one of the co-authors of

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Page 003

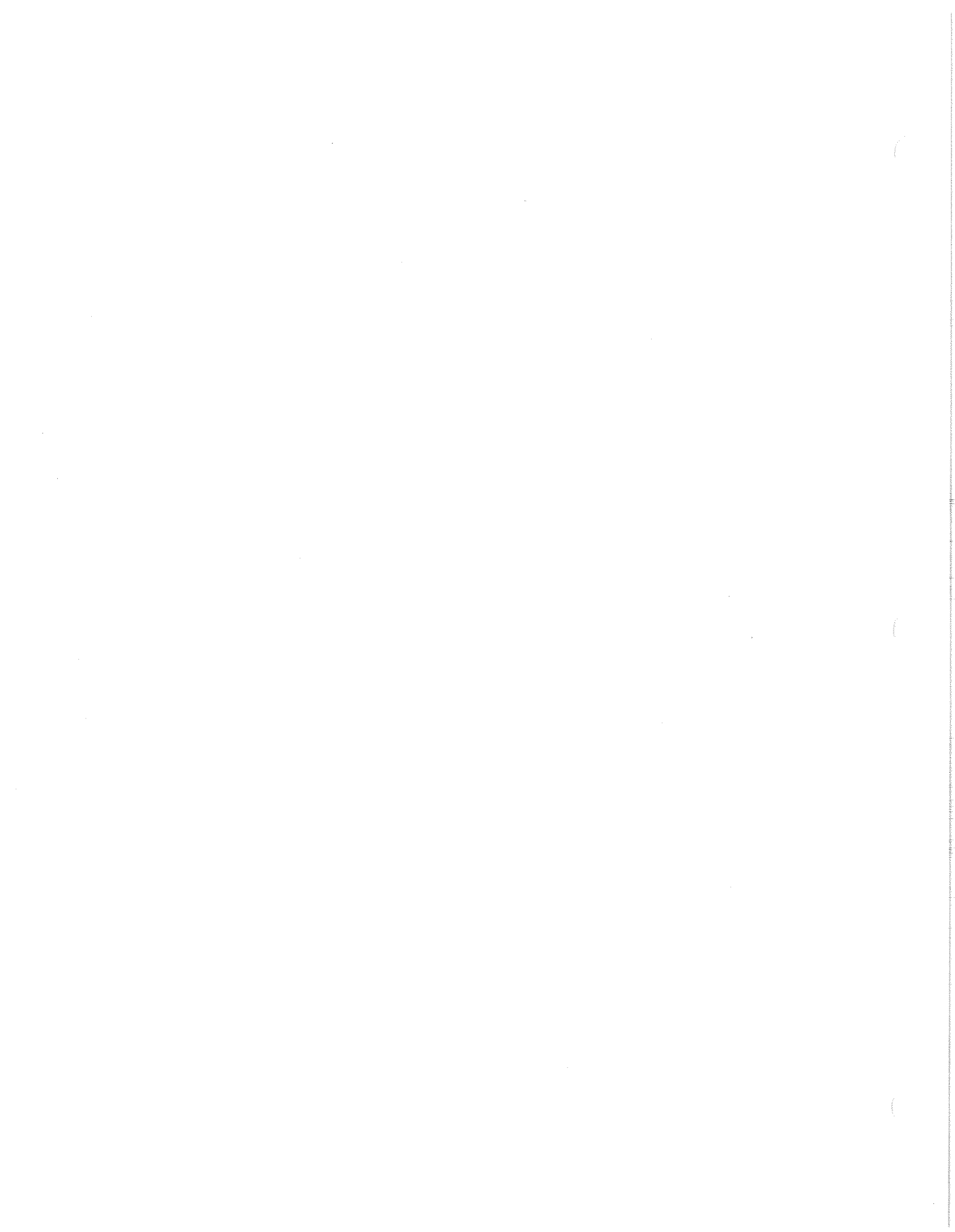
Agenda Item 26

JAN-09-98 FRI 15:43

P.03

Proposition 13 that was passed by the voters in 1978, one reporter asked, "Isn't this a case of strange bedfellows?" Coupal responded by stating that "the State of California no longer needs to balance its books on the backs of the taxpayers. It's time to give the property tax revenues back to local governments." Echoed Senator Bruce McPherson, "Government is best when it is closest to home."

The Governor's Budget, however, made no provisions for ERAF in his proposal released today.



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

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - December 2, 1997

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 693-1162

Keith Coolidge
1st Vice President
c/o MWDOC
P.O. Box 20895
Fountain Valley, Ca. 92728
TEL: (714) 963-3058
FAX: (714) 964-9389

Mary A. Matheis
2nd Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (714) 476-4488
FAX: (714) 476-2878

Teri Cable
3rd Vice President
12279 Baja Panorama
Santa Ana, Ca. 92705
TEL: (714) 647-5658
FAX: (714) 647-5622

Ron Kennedy
Secretary
24151 Adonis Street
Mission Viejo, Ca. 92691
TEL: (714) 837-7050
FAX: (714) 837-7092

Joan Finnegan
Treasurer
258 Sherwood Street
Costa Mesa, Ca. 92627
TEL: (714) 548-3690
FAX: (714) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

cc: LAFCO Representatives
John B. Withers (present)
Phillip L. Anthony (present)
Bob J. Huntley (present)
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO
Wes Bannister
Arlene Schafer (present)
Julia Kelly - LBCWD (present)

Call to Order

1. **Preliminaries**

President Fox called the meeting to order at 7:30 A.M.

2. **Review Minutes of November 4, 1997 Executive Committee Meeting.**

Committee approved Minutes of November 4, 1997 Executive Committee Meeting.

3. **Financial Report -**

Treasurer, Joan Finnegan, submitted the Treasurer's Report indicating a balance on-hand of \$3,032.83 as of December 1, 1997. Responding to a question regarding why receipts for the October 23rd meeting were lower than expected on last month's report, Joan reported that many people had paid in advance and that the receipts were split over two monthly reports.

4. **Program Plan for 1998**

President Fox indicated that he wanted to structure the discussion into three categories: (a) Date, (b) Format, (c) Speakers.

a. The dates for 1998 meetings of membership will be:

January 29
April 30
July 30
October 29

This is in keeping with the fifth Thursday approach which seems to minimize conflict with other scheduled meetings.

b. The format for the meetings will be similar in that all meetings will be luncheon meetings starting at 11:30 AM and ending at 1:00 PM. The committee encouraged renewed special district "profile" reports whenever possible.

c. Several speakers and subjects were discussed with the committee favoring a panel discussion regarding LAFCO matters for the January meeting.

During discussion of the 1998 Program, Arlene Schafer suggested that we adopt a theme - "Communicate in '98 - Help Us Rate". The Committee accepted the idea with the understanding that it would be presented to the

membership at the January meeting.

5. **LAFCO Matters**

John Withers reported that the next meeting of the Commission would be December 3rd; that the Commission would review and discuss the South County Consolidation Study at a Strategic Planning Workshop on January 23rd; that the Commission would consider the Coastal-MWDOC matter on January 12th; that four new applications have been filed at LAFCO involving Carpenter Irrigation District, Serrano Water District and East Orange County Water District.

6. **CSDA Report**

Bob Huntley reported that CSDA's Legislative Committee would be including non-Board Members and that much effort continues in their attempt to develop a credible Certification Program.

7. **Legislative Report**

Keith Coolidge distributed a letter (copy attached) outlining the discussion points at the Assembly Committee on Local Government - November 17th Interim Hearing re: LAFCO and briefly referred to proposed legislation regarding the "public contracting" issue.

8. **Other Comments**

Terri Cable suggested that we drop the phrase - "Help Us Rate" from the proposed theme for 1998 in that it's meaning is not sufficiently evident. Arlene Schafer and the Committee agreed.

9. **Adjourn**

Meeting was adjourned at 8:40 A.M.

Dated December 2, 1997

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

BALANCE ON HAND AS OF OCTOBER 31, 1997:

\$ 3,032.83

RECEIPTS:

None

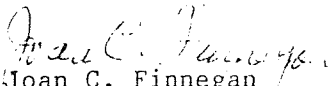
EXPENSES:

None

BALANCE ON HAND AS OF DECEMBER 1, 1997:

\$ 3,032.83

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

12/2/97

Ron:

Following are the receipts and expenses on the 10/23/97 ISDOC Luncheon from the respective Treasurer's Reports:

October 22, 1997 Treasurer's Report Receipts	\$250.00
October 31, 1997 Treasurer's Report Receipts	<u>\$235.00*</u>
Total Receipts 10/23/97 ISDOC Luncheon	<u>\$485.00</u>
* Phil Anthony had overpaid on previous luncheon	
\$15.00 - \$5.00 credit on 10/23/97 luncheon	
October 31/97 Treasurer's Report Expenses:	
Check #1166 Cookies	\$ 12.50
Check #1167 Catering	<u>\$368.00</u>
Total Expenses 10/23/97 ISDOC Luncheon	<u>\$380.50</u>
Profit on 10/23/97 ISDOC Luncheon	<u><u>\$104.50</u></u>

Thanks
Jean

cc: Sterling Fox

Fox
12/2/97
9:150.00





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

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

January 13, 1998

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange

Dear Pool Participants:

We continue to monitor the status of various post-confirmation issues in the County's bankruptcy case.

On December 23, 1997, Bankruptcy Judge Ryan approved the OCIP compromise with the County regarding the \$30 million in settlement funds from settlement of the Merrill Lynch investigation by the District Attorneys office, and \$17.6 million of additional funds.

On January 12, 1998, United States District Judge Gary Taylor considered Fuji's Motion for Partial Summary Judgment on the Pleadings. The matter was taken under submission, and when we receive Judge Taylor's ruling, we will advise you of the outcome.

During the next several months, the District Court will consider two motions in the Merrill Lynch civil action which may impact the case. On February 9, 1998, the Court will consider Merrill Lynch's Motion to Transfer Venue to a Federal Court located outside of California. On March 16, 1998, the Court will consider Merrill Lynch's Motion for Partial Summary Judgment.

We will contact you soon regarding distribution of settlement funds, the Court's ruling on the Fuji motion and any additional information regarding these matters.

Orange County Official Investment Pool
Participants' Committee and Counsel
January 13, 1998
Page 2

If you have any questions, please do not hesitate to contact me.

Very truly yours,

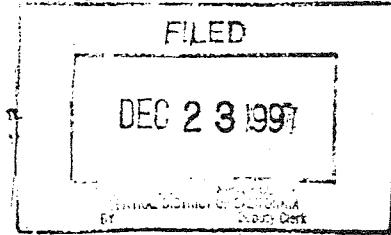


Patrick C. Shea

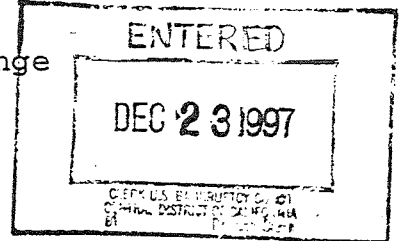
cc: Tom Hayes

Official Investment Pool Participants'
Committee and Counsel

1 PILLSBURY MADISON & SUTRO
2 PATRICK C. SHEA #069391
3 MATTHEW S. WALKER #101470
4 101 W. Broadway, Suite 1800
5 San Diego, CA 92101
6 Telephone: (619) 234-5000



5 Attorneys for Official Committee of Orange
6 County Investment Pool Participants



8 UNITED STATES BANKRUPTCY COURT
9 CENTRAL DISTRICT OF CALIFORNIA

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_____)
In re)
)
COUNTY OF ORANGE, a political)
subdivision of the State of)
California,)
)
Debtor.)
_____)

Case No. SA 94-22273JR
Chapter 9

[PROPOSED] ORDER APPROVING
AND AUTHORIZING SETTLEMENT
AGREEMENT RE: (1) \$30
MILLION MERRILL LYNCH
SETTLEMENT; AND (2) \$17.6
MILLION IN ADDITIONAL
FUNDS

Date: December 23, 1997
Time: 3:30 p.m.
Place: Courtroom 606
34 Civic Center Plaza
Santa Ana, CA 92701

COPY

1 AT SANTA ANA, CALIFORNIA, IN SAID DISTRICT, ON THIS 23RD DAY
2 OF DECEMBER, 1997.

3 The "MOTION FOR ORDER APPROVING COMPROMISE REGARDING:
4 (1) \$30 MILLION MERRILL LYNCH SETTLEMENT; AND (2) \$17.6 MILLION
5 IN ADDITIONAL FUNDS" (the "Motion") filed by the Official
6 Committee of Orange County Investment Pools Participants came on
7 for hearing before the undersigned United States Bankruptcy Judge
8 on December 23, 1997, at 3:30 p.m. Appearances were made as
9 reflected in the record of the hearing.

10 The Court having considered the Motion, the memorandum of
11 points and authorities, declaration of Patrick C. Shea and
12 exhibits filed in connection therewith, the notice of the hearing
13 on the Motion, the records in this case, and good cause appearing
14 therefor, it is hereby

15 ORDERED that the Motion is granted in its entirety; and it
16 is further

17 ORDERED, that the "Agreement re the Disposition of the \$30
18 Million Received from Merrill Lynch in its Settlement with the
19 District Attorney and the Distribution of Additional Funds"
20 substantially in the form attached hereto as Exhibit "A" (the
21 "Settlement Agreement") is approved and authorized; and it is
22 further

23 ORDERED, that the settlements, compromises, releases and all
24 other terms and conditions contained in the Settlement Agreement
25 are authorized and approved; and it is further

26 ORDERED, that the County of Orange is authorized to execute
27 and implement the Settlement Agreement; and it is further

28

1 ORDERED, that the partial prepayment of allowed B-12 claims
2 contemplated by the Settlement Agreement is approved in all
3 respects; and it is further

4 ORDERED, that the Additional Funds not used to prepay
5 allowed B-12 claims may be deposited into the County's General
6 Account; and it is further

7 ORDERED, that the form, scope and timing of the notice of
8 the Motion were appropriate under the circumstances.

9

JOHN E. RYAN

10 Dated: December 23, 1997

United States Bankruptcy Judge

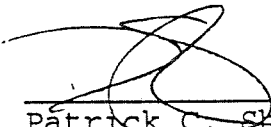
11

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Submitted by

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Patrick C. Shea
16 Pillsbury Madison & Sutro LLP
Attorneys for County of Orange

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AGREEMENT RE THE DISPOSITION OF
THE \$30 MILLION RECEIVED FROM MERRILL LYNCH
IN ITS SETTLEMENT WITH THE DISTRICT ATTORNEY AND
THE DISTRIBUTION OF ADDITIONAL FUNDS

THIS AGREEMENT RE THE DISPOSITION OF THE \$30 MILLION RECEIVED FROM MERRILL LYNCH IN ITS SETTLEMENT WITH THE DISTRICT ATTORNEY, AND THE DISTRIBUTION OF ADDITIONAL FUNDS (this "Agreement"), is entered into as of September __, 1997, by and among the COUNTY OF ORANGE, a political subdivision of the State of California (the "County"), and the Official Committee of Orange County Investment Pools Participants (the "Pool Committee") appointed in the Chapter 9 case for the County pending in the United States Bankruptcy Court for the Central District of California (the "Bankruptcy Court") and designated Case No. SA-94-22272 JR (the "County Chapter 9 Case"). Terms not otherwise defined in this Agreement shall have the meanings given to them in the County's Second Amended Plan of Adjustment (the "Plan") in the County Chapter 9 Case.

RECITALS

A. Under the Plan, all "Net Litigation Proceeds" are to be distributed by the litigation Representative, Thomas Hayes, in accordance with the distribution scheme of Section VI.D. of the Plan.

B. Net Litigation Proceeds are defined in Section II.A. of the Plan to be all "Litigation Proceeds" after deducting paid or unpaid Litigation Costs, and Litigation Proceeds are defined to include "any Cash . . . received or recovered from anyone . . . including, but not limited to, awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, and increased ownership interests in property, on account of any Pool-Related Claims of the County or [any Pool Participant which assigned its claims to the County], whether by way of settlement, litigation or otherwise"

C. "Pool-Related Claims" are defined in Section II.A. of the Plan to mean "any and all claims, demands, obligations, debts, liabilities, suits, causes of action, remedies or rights of any kind whatsoever . . . which in any way relate or pertain to the Pools, the operation or management of the Pools, any transaction entered into by or on behalf of the Pools, any investment made in, by, or on behalf of the Pools, the manner in which assets of the Pools have been invested, purchased or sold, any purchase or sale of assets by or on behalf of the Pools, any deposit of funds into the Pools or withdrawal of funds from the Pools, any other transfer of assets by the Pools or of assets of the Pools, the conduct, act or omission of any person or entity . . . in connection with the Pools or with any transaction with, or investment of, the Pools, any statement, representation or omission which otherwise in any way relates or pertains to the Pools or the manner in which the affairs of the Pools have been conducted; provided, however, that the term "Pool-Related Claims" does not include any Excluded Claims."

D. In June of this year Merrill Lynch, Pierce, Fenner & Smith Incorporated ("Merrill Lynch") entered into an Agreement of Settlement and Release (the "Merrill Lynch Settlement") with the District Attorney for the County ("D.A.") pursuant to which Merrill Lynch has paid to the County \$30 million (the "Settlement Funds") and the D.A. expressly agreed "that he shall not . . . institute, maintain or assert against [Merrill Lynch], and discharges [Merrill Lynch] from, any and all civil causes of action, claims, legal and administrative relief, of any kind and nature . . . that have been, or could be alleged or asserted now or in the future by the District Attorney against [Merrill Lynch] . . . related to, in connection with, or arising out of any acts, omissions, facts, matters, transactions or occurrences, in connection with or relating to [Merrill Lynch's] relationship, communications, and transactions with Orange County, the sale of securities to or by Orange County, repurchase agreements or reverse repurchase agreements entered into by Orange County; or the sale of securities issued by Orange County" prior to December 6, 1994.

E. The County and the Pool Committee wish to resolve the distributional entitlement to the Settlement Funds.

F. The County and the Pool Committee wish to resolve the distributional entitlement respecting an estimated, at August 29, 1997, \$17,586,472 in Accounts 683 and 690 (referred to herein as "Additional Funds") without incurring the cost of conducting an independent audit of those accounts and funds.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants and conditions set forth herein, the parties hereto agree as follows:

1. Distribution of the Settlement Funds. Of the \$30 million Settlement Funds \$27 million (plus interest earned on such \$27 million from the date of receipt of the Settlement Funds by the County to the date of distribution) will be transferred to the Representative for distribution under Section VI.D. of the County's Plan of Adjustment immediately after the entry of a Bankruptcy Court order approving this Agreement and authorizing such distribution. The County will promptly apply for an order of the Bankruptcy Court doing so, and the Pool Committee will support the County's application. The balance of the Settlement Funds will be retained by the County.

2. Additional Funds. The County will retain \$10,320,988 of the Additional Funds. The balance of such Additional Funds (currently not less than \$7,265,484), and all interest accruing on the total of such Additional Funds prior to distribution, will be used by the County immediately after the entry of a Bankruptcy Court order approving this Agreement and authorizing such distribution to partially pay on a pro rata basis the B-12 (Non-School Municipality County-Administered Account) claims of the Non-School Pool Participants under the County's Plan of Adjustment. The County will promptly apply for an order of the Bankruptcy Court doing so, and the Pool Committee will support the County's application.

3. Future Settlements. The County and the Pool Committee further agrees that all Cash, economic benefit, or property received or recovered by the Representative or the County from anyone other than a party to the CSA, including, but not limited to, awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, and increased ownership interests in property, whether by way of settlement, litigation or otherwise ("Future Settlement"), as a result of any of the actions being or to be prosecuted by the Representative will be immediately transferred to the Representative and distributed in accordance with Section VI.D.1. of the County's Plan of Adjustment or pursuant to an applicable separate agreement, approved by the Bankruptcy Court, providing for the assignment of particular Excluded Claims to the Representative, regardless of whether any such action may involve Excluded Claims.

4. Bankruptcy Court Approval. Promptly after the Execution of this Agreement by the County and the Pool Committee, the County shall file with the Bankruptcy Court the motions or applications required to obtain approval of this Agreement and the distributions described herein.

5. Entire Agreement; Modification; Waiver. This Agreement, including the Exhibit hereto, constitutes the entire agreement between the parties hereto respecting the Settlement Funds, Additional Funds and Future Settlements, and supersedes all prior and contemporaneous agreements and understandings of the parties, whether oral, written or implied, as to the subject matter hereof. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties affected thereby. No waiver of any of the provisions of this Agreement shall be deemed or constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

6. Further Assurances and Cooperation. Each party hereto agrees to execute any and all documents and to do and perform any and all acts and things necessary or appropriate to effectuate or further evidence the terms and provisions of this Agreement.

7. Headings. The descriptive headings of the several sections of this Agreement are inserted for convenience of reference only and do not constitute a part of this Agreement.

8. Applicable Law. This Agreement shall be governed in all respects, including its validity, interpretation and effect, by title 11 of the United States Code and the laws of the State of California, without giving effect to the principles of conflicts of law thereof.

9. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

10. Due Authorization. Each party to this Agreement hereby represents and warrants that (i) such party is authorized to enter into this Agreement, and (ii) the persons signing this Agreement on behalf of such party have been authorized to execute this Agreement on its behalf.

11. Construction. The parties acknowledge that each party and its counsel have reviewed this Agreement, and each party has had its interests represented in the drafting of this Agreement, and that the rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed on its behalf by its official representatives thereunto duly authorized, all as of the day and year first above written.

THE COUNTY OF ORANGE, a political
subdivision of the State of California

THE OFFICIAL COMMITTEE OF
ORANGE COUNTY INVESTMENT
POOLS PARTICIPANTS

By: _____
Jan Mittermeier, Executive Director

By: _____
Paul Brady, Committee Chair

By: _____
Bruce Bennett, Counsel

By: _____
Patrick C. Shea, Committee
Counsel

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

In re)	Case No. SA 94-22272 JR
)	
COUNTY OF ORANGE, a)	Chapter 9
political subdivision of)	
the State of California,)	NOTICE OF ENTRY OF JUDGMENT OR
)	ORDER AND CERTIFICATE OF
Debtor.)	MAILING
)	
)	
)	

TO: ALL PARTIES IN INTEREST ON THE ATTACHED SERVICE LIST

1. You are hereby notified, pursuant to Bankruptcy Rules 7005 and 9022 that a judgment* or order entitled **[PROPOSED] ORDER APPROVING AND AUTHORIZING SETTLEMENT AGREEMENT RE: (1) \$30 MILLION MERRILL LYNCH SETTLEMENT; AND (2) \$17.6 MILLION IN ADDITIONAL FUNDS** was entered on December 23, 1997.

2. I hereby certify that I mailed a copy of this notice and a true copy of the order or judgment to the persons and entities on the attached service list on December 24, 1997.

DATED: December 24, 1997.

JON D. CERETTO
CLERK OF THE
BANKRUPTCY COURT

By KIM WEST
Deputy Clerk

* If a judgment is by default, then a copy of the judgment must be attached to this notice.

Attachment to Notice of Entry of Judgment or Order
Case No. SA 94-22272 JR

Bruce Bennett, Esq.
Hennigan, Mercer & Bennett
c/o 10 Civic Center Plaza, R, 407
Santa Ana, CA 92702

Bruce Bennett, Esq.
Hennigan, Mercer & Bennett
601 South Figueroa Street, Suite 3300
Los Angeles, CA 90017

Marcy J.K. Tiffany
Office of the U.S. Trustee
221 N. Figueroa Street, Suite 800
Los Angeles, CA 90012

Laurence M. Watson, Esq.
Office of County Counsel
10 Civic Center Plaza
P.O. Box 1379
Santa Ana, CA 92702

Robert J. Moore, Esq.
Murphy, Weir & Butler
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Los Angeles, CA 90067

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3 San Diego, CA 92101
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Attorneys for Official Committee of Orange County
Investment Pool Participants

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8 Suite 3300
Los Angeles, CA 90017
9 Telephone: (213) 694-1200

Reorganization and Litigation Counsel
for County of Orange

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

14 _____)
15 In re)
16 COUNTY OF ORANGE, a political)
subdivision of the State of)
17 California,)
18 Debtor.)
19 _____)

Case No. SA 94-22273JR
Chapter 9
NOTICE OF MOTION AND
MOTION FOR ORDER APPROVING
COMPROMISE REGARDING:
(1) \$30 MILLION MERRILL
LYNCH SETTLEMENT; AND
(2) \$17.6 MILLION IN
ADDITIONAL FUNDS;
MEMORANDUM OF POINTS AND
AUTHORITIES; DECLARATION
OF PATRICK C. SHEA

Date: December 23, 1997
Time: 3:30 p.m.
Place: Courtroom 606
34 Civic Center Plaza
Santa Ana, CA 92701
Estimated time for
hearing - ½ hour

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9 416 F. Supp. 132 (C.D. Cal. 1975) 10

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11 84 B.R. 893 (Bankr. S.D.N.Y. 1988) 9

12 Jeff D. v. Andrus,
13 899 F.2d 753 (9th Cir. 1989) 8

14 Martin v. Kane (In Re A & C Properties),
15 784 F.2d 1377 (9th Cir.),
16 cert. denied, 479 U.S. 854 (1986) 9-11

17 Protective Comm. for Independent Stockholders of
18 TMT Trailer Ferry, Inc. v. Anderson,
19 390 U.S. 414 (1968) 9, 11

20 United States v. Alaska Nat'l Bank
21 (In re Walsh Constr., Inc.),
22 669 F.2d 1325 (9th Cir. 1982) 9, 10

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25 839 F.2d 610 (9th Cir. 1988) 9, 10

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31 Local Bankruptcy Rules
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1 PLEASE TAKE NOTICE THAT the COUNTY OF ORANGE (the
2 "County") and the OFFICIAL COMMITTEE OF ORANGE COUNTY
3 INVESTMENT POOLS PARTICIPANTS will, and do hereby, move the
4 Bankruptcy Court for an order: (1) approving the "Agreement
5 re the Disposition of The \$30 Million Received from Merrill
6 Lynch in Its Settlement with the District Attorney and The
7 Distribution of Additional Funds" substantially in the form
8 attached hereto as Exhibit "A" (the "Agreement"); and (2)
9 authorizing execution, delivery and performance of the
10 Agreement by the County.

11 PLEASE TAKE FURTHER NOTICE that a hearing on said
12 motion will be held on December 23, 1997 at 3:30 p.m., or as
13 soon thereafter as the parties may be heard, in Courtroom
14 606, United States Courthouse, 34 Civic Center plaza, Santa
15 Ana, California. Pursuant to Local Bankruptcy Rule
16 111(1)(g), any response to this motion must be in writing,
17 accompanied by a memorandum of points and authorities and
18 supporting evidence, and filed with this Court and served
19 on: (1) Bruce Bennett, Esq., Hennigan Mercer & Bennett, 601
20 S. Figueroa St. #3300, Los Angeles, CA 90017-5704;
21 (2) Patrick C. Shea, Esq., Pillsbury, Madison & Sutro LLP,
22 101 West Broadway, Suite 1800, San Diego, CA 92101; and
23 (3) Office of the United States Trustee, 221 N. Figueroa
24 Street, Suite 1900, Los Angeles, CA 90012. Pursuant to
25 Local Bankruptcy Rule 111(1)(j), failure to file and serve a
26 proper response in conformity with the requirements of the
27 Local Bankruptcy Rules not later than eleven days before the
28 hearing on the Motion may be deemed by the Bankruptcy Court

1 to be consent to the granting of the motion and the relief
2 requested.

3 This motion is brought on the ground that execution,
4 delivery and performance of the Agreement is in the best
5 interests of the County and the Pool Participants (defined
6 below).

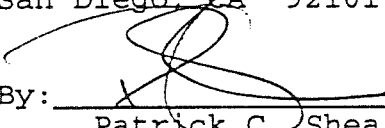
7 This motion is based upon the accompanying memorandum
8 of points and authorities, the accompanying declaration of
9 Patrick C. Shea, the files and records in this case, and
10 such other and further evidence and argument as may
11 hereafter be adduced.

12 Dated: December 2, 1997

Respectfully Submitted,

13 PILLSBURY MADISON & SUTRO LLP
14 PATRICK C. SHEA
15 MATTHEW S. WALKER
16 101 West Broadway, Suite 1800
17 San Diego, CA 92101

16

By: 
Patrick C. Shea
Attorneys for Official
Committee of Orange
County Investment Pool
Participants

17

18

19

20

21

BRUCE BENNETT #105430
JOHN L. AMSDEN #137168
HENNIGAN, MERCER & BENNETT
601 S. Figueroa Street
Suite 3300
Los Angeles, CA 90017

22

23

24

By: _____
Bruce Bennett
Reorganization and
Litigation Counsel for
County of Orange

25

26

27

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2 requested.

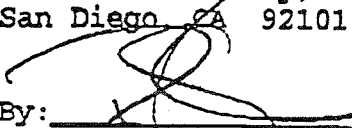
3 This motion is brought on the ground that execution,
4 delivery and performance of the Agreement is in the best
5 interests of the County and the Pool Participants (defined
6 below).

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9 Patrick C. Shea, the files and records in this case, and
10 such other and further evidence and argument as may
11 hereafter be adduced.

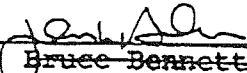
12 Dated: December 2, 1997

Respectfully Submitted,

PILLSBURY MADISON & SUTRO LLP
PATRICK C. SHEA
MATTHEW S. WALKER
101 West Broadway, Suite 1800
San Diego, CA 92101

16
17 By: 
Patrick C. Shea
Attorneys for Official
Committee of Orange
County Investment Pool
Participants

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21 BRUCE BENNETT #105430
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24 By: 
Bruce Bennett
25 Reorganization and
26 Litigation Counsel for
27 County of Orange
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MEMORANDUM OF POINTS AND AUTHORITIES

I. INTRODUCTION.

By this motion, the County of Orange ("County") and the Official Committee of Orange County Investment Pools Participants (the "Pool Committee") seek an order approving the "Agreement re the Disposition of The \$30 Million Received from Merrill Lynch in Its Settlement with the District Attorney and The Distribution of Additional Funds" (the "Agreement") entered into between the County and the Pool Committee. The Settlement Agreement incorporates two related settlements referred to herein as the "DA/Merrill Lynch Settlement Funds Compromise" and the "Additional Funds Compromise."

II. FACTUAL BACKGROUND.

A. Background Relating to The DA/Merrill Lynch Settlement Funds Compromise.

In June of this year, the District Attorney for the County (the "D.A.") and Merrill Lynch, Pierce, Fenner & Smith Incorporated ("Merrill Lynch") entered into an "Agreement of Settlement and Release" (the "DA/ML Settlement Agreement"). The DA/ML Settlement Agreement ended an investigation by the D.A. into certain conduct by Merrill Lynch relating to the County and the Pools.

The DA/ML Settlement Agreement provides, inter alia:
[The D.A.] shall not . . . institute, maintain or assert against [Merrill Lynch], and discharges [Merrill Lynch] from, any and all civil causes of action, claims, legal and administrative relief, of any kind and nature . . . that have been, or

1 could be alleged or asserted now or in the future
2 by the District Attorney against [Merrill
3 Lynch] . . . related to, in connection with, or
4 arising out of any acts, omissions, facts,
5 matters, transactions or occurrences, in
6 connection with or relating to [Merrill Lynch's]
7 relationship, communications, and transactions
8 with Orange County, the sale of securities to or
9 by Orange County, repurchase agreements or reverse
10 repurchase agreements entered into by Orange
11 County; or the sale of securities issued by Orange
12 County [prior to December 6, 1994].

13
14
15 Pursuant to the DA/ML Settlement Agreement, Merrill
16 Lynch paid the County \$30 million (the "Settlement Funds").

17 The Agreement resolves the County's and the Pool
18 Committee's potentially conflicting claims and entitlements
19 to the Settlement Funds. The County and Pool Committee have
20 been negotiating concerning the Settlement Funds since the
21 settlement became public knowledge in June 1997. The
22 Agreement represents a compromise concluded after many
23 discussions and meetings.

24 Under the County's confirmed Second Amended Plan of
25 Adjustment (the "Plan"), all "Net Litigation Proceeds" are
26 to be paid to the Representative for ultimate distribution
27 in accordance with Section VI.D. of the Plan.

28 Net Litigation Proceeds are defined in Section II.A. of
29 the Plan to be all "Litigation Proceeds" remaining after
30 deduction of "Litigation Costs." Litigation Proceeds are
31 defined to include, in pertinent part:

32 any Cash . . . received or recovered from
33 anyone . . . including, but not limited to, awards
34 of damages, rescission, interest, attorneys' fees
35 and expenses, penalties, actual or punitive
36 damages, and increased ownership interests in
37 property, on account of any Pool-Related Claims of
38 the County or [any Pool Participant which assigned

1 its claims to the County], whether by way of
2 settlement, litigation or otherwise

3 "Pool-Related Claims" are defined in Section II.A. of
4 the Plan to mean:

5 any and all claims, demands, obligations, debts,
6 liabilities, suits, causes of action, remedies or
7 rights of any kind whatsoever . . . which in any
8 way relate or pertain to the Pools, the operation
9 or management of the Pools, any transaction
10 entered into by or on behalf of the Pools, any
11 investment made in, by, or on behalf of the Pools,
12 the manner in which assets of the Pools have been
13 invested, purchased or sold, any purchase or sale
14 of assets by or on behalf of the Pools, any
15 deposit of funds into the Pools or withdrawal of
16 funds from the Pools, any other transfer of assets
17 by the Pools or of assets of the Pools, the
18 conduct, act or omission of any person or
19 entity . . . in connection with the Pools or with
20 any transaction with, or investment of, the Pools,
21 any statement, representation or omission which
22 otherwise in any way relates or pertains to the
23 Pools or the manner in which the affairs of the
24 Pools have been conducted; provided, however, that
25 the term "Pool-Related Claims" does not include
26 any Excluded Claims.

17 The County and the Pool Committee have agreed that
18 \$27 million of the Settlement Funds shall be deemed to be
19 Net Litigation Proceeds under the Plan and \$3 million of the
20 Settlement Funds shall be deemed reimbursement for expenses
21 the County incurred in the course of the D.A.'s
22 investigation of Merrill Lynch.

23 B. Background Relating to The Additional Funds
24 Compromise.

25 Prior distributions made to the Pool Participants have
26 been based on various accounting conventions and
27 assumptions. Since confirmation of the Plan, the County has
28 continued to analyze its accounts to reconcile as fully as

1 practicable its accounting records. As a result of its
2 efforts, the County has identified \$17,586,472 as of August
3 29, 1997¹ in certain County Administered Accounts (the
4 "Additional Funds") as remaining unallocated in accounts
5 used to track post-petition transactions in funds of the
6 County and in funds ultimately distributed to Pool
7 Participants.

8 The County asserts that it has made all distributions
9 to Pool Participants required to be made pursuant to the
10 Comprehensive Settlement Agreement and all other applicable
11 agreements and that the Additional Funds are post-petition
12 assets of the County. The Pool Committee asserts that the
13 Pool Participants are entitled to some or all of these
14 monies because such funds were accounted for in accounting
15 funds used to account for assets allocated to Pool
16 Participants as well as County assets.

17 Both the Pool Committee and the County agree that a
18 precise allocation of these monies between the Pool
19 Participants, on the one hand, and the County, on the other
20 hand, could not be made without a comprehensive audit which
21 would cost millions of dollars and that such an audit may
22 not be conclusive. The County's accountants and the Pool
23 Committee's accountants have already expended significant
24 time and energy attempting allocate the Additional Funds.
25 Unfortunately, these efforts have not been sufficient to

26 _____
27 1 The County has advised the Pool Committee that there are
28 more previously unidentified funds. Those funds will be the
subject of a later motion.

1 precisely allocate these monies. Rather, these efforts have
2 only demonstrated that attempting to further refine the
3 allocation of the Additional Funds will be difficult,
4 expensive, time consuming and potentially inconclusive.
5 Further, the Pool Committee would likely be required to pay
6 its accountants hundreds of thousands of dollars to monitor
7 and validate, to the extent possible, the County's audit.

8 The Pool Committee and the County are not confident
9 that all of these accounting expenditures, which benefit
10 none of the parties, would result in a definitive
11 disposition of the Additional Funds. Rather, further
12 discussions and a negotiated resolution would probably
13 follow all of these expenditures.

14 C. Summary of The Agreement's Provisions
15 Concerning the Merrill Lynch Settlement Funds
16 Compromise.

17 The Agreement resolves the dispute concerning the
18 Settlement Funds by providing for distribution of \$27
19 million of those funds, plus a pro rata portion of interest
20 earned on the entire \$30 million, to the Representative, who
21 will distribute those funds according to the Plan. The
22 balance of the Settlement Funds will be retained by the
23 County.

24 In light of the potential for future disagreements
25 concerning the allocation of recoveries, the Agreement also
26 specifies that both the County and the Pool Committee have
27 agreed that all cash or other economic benefit recovered by
28 the Representative or the County from anyone other than a

1 party to the CSA, as a result of any of the actions being or
2 to be prosecuted by the Representative will be transferred
3 to the Representative and distributed in accordance with
4 either Section VI.D.1. of the Plan or agreements that may be
5 approved in the future by the Bankruptcy Court.

6 D. Summary of The Agreement's Provisions
7 Concerning the Additional Funds Compromise.

8 The County will retain \$10,320,988 of the \$17,586,472
9 Additional Funds and such amount shall be deposited into the
10 County's General Fund. The balance of the Additional Funds,
11 not less than \$7,265,484, and all interest accruing on all
12 the Additional Funds prior to distribution, will be used by
13 the County to partially prepay on a pro rata basis the
14 allowed B-12 (Non-School Municipality County-Administered
15 Account) claims of the Non-School Pool Participants under
16 the Plan.

17

18 III. ARGUMENT.

19 A. The Court May Approve a Settlement That is
20 Reasonable, Fair and Equitable.

21 Courts generally favor the resolution of disputes
22 through settlement. Jeff D. v. Andrus, 899 F.2d 753, 759
23 (9th Cir. 1989). The underlying premise is that settlement
24 results in the "amicable adjustment of disputes and the
25 concomitant avoidance of costly and time consuming
26 litigation." Decaney v. Mendoza, 573 F.2d 1075, 1078 (9th
27 Cir. 1978), cert. denied, 499 U.S. 956 (1980).

28

1 Bankruptcy Rule 9019(a) gives the bankruptcy court
2 authority to approve a compromise or settlement. The Ninth
3 Circuit has long recognized that "[t]he bankruptcy court has
4 great latitude in approving compromise agreements." Woodson
5 v. Fireman's Fund Ins. Co. (In re Woodson), 839 F.2d 610,
6 620 (9th Cir. 1988). The reasonableness of a settlement is
7 determined by the particular circumstances of each case, and
8 the order approving or disapproving a settlement will not be
9 disturbed on appeal absent a clear abuse of discretion.
10 United States v. Alaska Nat'l Bank (In re Walsh Constr.,
11 Inc.), 669 F.2d 1325, 1328 (9th Cir. 1982). In considering
12 whether to approve a settlement agreement, the court "should
13 form an educated estimate of the complexity, expense, and
14 likely duration of such litigation, the possible
15 difficulties of collecting on any judgment which might be
16 obtained, and all other factors relevant to a full and fair
17 assessment of the wisdom of the proposed compromise."
18 Protective Comm. for Indep. Stockholders of TMT Trailer
19 Ferry, Inc. v. Anderson, 390 U.S. 414, 424 (1968); see also
20 Martin v. Kane (In Re A & C Properties), 784 F.2d 1377, 1381
21 (9th Cir.), cert. denied, 479 U.S. 854 (1986); In re Texaco,
22 Inc., 84 B.R. 893, 901 (Bankr. S.D.N.Y. 1988).

23 The Ninth Circuit has articulated the following factors
24 for consideration in determining whether a proposed
25 settlement is reasonable, fair and equitable:

- 26 • The probability of success in the litigation;
- 27 • The difficulties, if any, to be encountered in the
28 matter of collection;

- 1 • The complexity of the litigation involved, and the
2 expense, inconvenience and delay necessary
3 attending it; and
- 4 • The paramount interest of creditors and a proper
5 deference to their reasonable views in the
6 premises.

7 In re Woodson, 839 F.2d at 620, citing, In re A & C
8 Properties, 784 F.2d at 1381.

9 In evaluating the proposed settlement, "[w]hile the
10 court must apprise itself of the probabilities of ultimate
11 success should disputed issues be litigated, it is not the
12 duty of the court to determine those issues, for that would
13 render compromise useless." In re Equity Funding Corp. of
14 America, 416 F. Supp. 132, 146 (C.D. Cal. 1975). Moreover,

15 [T]he approval of a proposed settlement does not
16 depend on establishing as a matter of legal
17 certainty that the subject claim or counterclaim
18 is or is not worthless or valuable. The probable
19 outcome in the event of litigation, the relative
20 advantages and disadvantages are, of course,
21 relevant factors for evaluation. But the very
22 uncertainties of outcome in litigation, as well as
23 the avoidance of wasteful litigation and expense,
24 lay behind the Congressional infusion of a power
25 to compromise. This is a recognition of the
26 policy of the law generally to encourage
27 settlements. This could hardly be achieved if the
28 test on hearing for approval meant establishing
29 success or failure to a certainty.

30 Florida Trailer & Equip. Co. v. Deal, 284 F.2d 567, 571 (5th
31 Cir. 1960). Accordingly, in approving a settlement
32 agreement, the court need not conduct an exhaustive
33 investigation into the validity, or a mini-trial on the
34 merits, of the claims to be compromised. In re Walsh
35 Constr., Inc., 669 F.2d at 1328. It is sufficient that the

1 court find that the settlement was negotiated in good faith
2 and that the proposed compromise is reasonable, fair and
3 equitable. TMT Trailer, 390 U.S. at 424; In Re A & C
4 Properties, 784 F.2d at 1381.

5 Here, the County and the Pool Committee believe that
6 the Settlement Agreement is reasonable, fair and equitable
7 to the County and to all Pool Participants.

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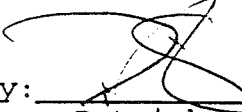
1 IV. CONCLUSION.

2 For the reasons set forth above, the Pool Committee and
3 the County respectfully request that the Bankruptcy Court
4 approve the Agreement and the transactions contemplated
5 thereby.

6 Dated: December 2, 1997

7 Respectfully Submitted,

8 PILLSBURY MADISON & SUTRO LLP
9 PATRICK C. SHEA
10 MATTHEW S. WALKER
11 101 W. Broadway, Suite 1800
12 San Diego, CA 92101

13 By: 
14 Patrick C. Shea
15 Attorneys for Official
16 Committee of Orange County
17 Investment Pool Participants

18 BRUCE BENNETT #105430
19 JOHN L. AMSDEN #137168
20 HENNIGAN, MERCER & BENNETT
21 601 S. Figueroa Street
22 Suite 3300
23 Los Angeles, CA 90017

24 By: _____
25 Bruce Bennett
26 Reorganization and Litigation
27 Counsel for County of Orange
28


1 IV. CONCLUSION.

2 For the reasons set forth above, the Pool Committee and
3 the County respectfully request that the Bankruptcy Court
4 approve the Agreement and the transactions contemplated
5 thereby.

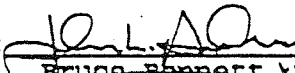
6 Dated: December 2, 1997

7 Respectfully Submitted,

8 PILLSBURY MADISON & SUTRO LLP
9 PATRICK C. SHEA
10 MATTHEW S. WALKER
11 101 W. Broadway, Suite 1800
12 San Diego, CA 92101

13 By: 
14 Patrick C. Shea
15 Attorneys for Official
16 Committee of Orange County
17 Investment Pool Participants

18 BRUCE BENNETT #105430
19 JOHN L. AMSDEN #137168
20 HENNIGAN, MERCER & BENNETT
21 601 S. Figueroa Street
22 Suite 3300
23 Los Angeles, CA 90017

24 By: 
25 Bruce Bennett
26 Reorganization and Litigation
27 Counsel for County of Orange

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DECLARATION OF PATRICK C. SHEA

I, PATRICK C. SHEA, HEREBY DECLARE:

1. I am an attorney admitted to practice before the Bankruptcy and District Courts of the Central District of California, and am a member of Pillsbury Madison & Sutro LLP, attorneys for the Pool Committee. I have personal knowledge of the matters set forth in this declaration, and if called as a witness, I could competently testify thereto.

A. The Merrill Lynch Settlement Funds
Compromise.

2. In June of this year, the D.A. and Merrill Lynch entered into the DA/ML Settlement Agreement. It has been widely reported that the DA/ML Settlement Agreement resolved an investigation by the D.A into certain allegedly wrongful conduct by Merrill Lynch relating to the Pools.

3. I have read the DA/ML Settlement Agreement, which is quoted at pages 3 and 4 of this pleading. Merrill Lynch paid the County the \$30 million Settlement Funds pursuant to the DA/ML Settlement Agreement.

4. The Pool Committee and the County have been negotiating concerning the Settlement Funds since the settlement became public knowledge in June 1997. The Agreement represents a compromise concluded after many, many discussions and meetings.

5. Absent a settlement, the County and the Pool Participants could be denied access the Settlement Funds for a substantial time.

1 6. The proposed compromise also saves that parties
2 the cost and expense of litigating a dispute over the
3 Settlement Funds.

4 7. The Agreement reduces the potential for further
5 similar disputes by providing that all future settlements
6 recovered by the Representative or the County as a result of
7 any action prosecuted now or in the future by the
8 Representative will be immediately distributed either in
9 accordance with Section VI.D.1. of the Plan or pursuant to
10 an agreement to be approved in the future by the Bankruptcy
11 Court.

12 B. The Additional Funds Compromise.

13 8. The County has advised the Pool Committee that
14 since confirmation of the Plan, the County has continued to
15 analyze its accounts to reconcile as fully as practicable
16 its accounting records. According to the County, as a
17 result of its efforts, the County has identified \$17,586,472
18 as of August 29, 1997² in certain County Administered
19 Accounts (the "Additional Funds") as remaining unallocated
20 in accounts used to track post-petition transactions in
21 funds of the County and of funds ultimately distributed to
22 Pool Participants.

23 9. Both the Pool Participants and the County agree
24 that a determination of the ownership of these funds could
25 not be made without a comprehensive audit which would cost
26 _____

27 2 The County has advised the Pool Committee that there are
28 more previously unidentified funds. Those funds will be the
subject of a later motion.

1 millions of dollars, and that such an audit may not be
2 conclusive. The County's accountants have expended
3 significant time and energy attempting to determine
4 ownership of the Additional Funds. The Pool Committee's
5 accountants have worked with the County's accountants in
6 this endeavor. Unfortunately, these efforts have not been
7 sufficient to demonstrate ownership of the Additional Funds.
8 Rather, these efforts have demonstrated that attempting to
9 determine ownership of the Additional Funds will be
10 difficult, expensive, time consuming and probably
11 inconclusive.

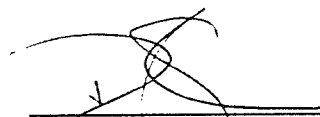
12 10. The Pool Committee believes that negotiated
13 disposition of the Additional Funds represents one of the
14 many possible outcomes of litigation. This factor is
15 difficult to assess, because the difficulty of obtaining
16 dispositive accounting information limits the parties'
17 ability to support their respective claims. This settlement
18 reflects the Pool Committee's negotiation of what it
19 believes is a fair result in this matter.

20 11. Absent a settlement, the Additional Funds could be
21 tied up in litigation for years while the County and Pool
22 Participants conduct audits and then litigate their claims.

23 12. The Pool Committee believes the Additional Funds
24 Compromise also provides the benefit of avoiding the costs
25 and expenses of litigation.

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1 I declare under penalty of perjury under the laws of
2 the State of California that the foregoing is true and
3 correct. Executed at San Diego, California, this 2nd day of
4 December, 1997.

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6 _____
7 Patrick C. Shea

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AGREEMENT RE THE DISPOSITION OF
THE \$30 MILLION RECEIVED FROM MERRILL LYNCH
IN ITS SETTLEMENT WITH THE DISTRICT ATTORNEY AND
THE DISTRIBUTION OF ADDITIONAL FUNDS

THIS AGREEMENT RE THE DISPOSITION OF THE \$30 MILLION RECEIVED FROM MERRILL LYNCH IN ITS SETTLEMENT WITH THE DISTRICT ATTORNEY, AND THE DISTRIBUTION OF ADDITIONAL FUNDS (this "Agreement"), is entered into as of September __, 1997, by and among the COUNTY OF ORANGE, a political subdivision of the State of California (the "County"), and the Official Committee of Orange County Investment Pools Participants (the "Pool Committee") appointed in the Chapter 9 case for the County pending in the United States Bankruptcy Court for the Central District of California (the "Bankruptcy Court") and designated Case No. SA-94-22272 JR (the "County Chapter 9 Case"). Terms not otherwise defined in this Agreement shall have the meanings given to them in the County's Second Amended Plan of Adjustment (the "Plan") in the County Chapter 9 Case.

RECITALS

A. Under the Plan, all "Net Litigation Proceeds" are to be distributed by the litigation Representative, Thomas Hayes, in accordance with the distribution scheme of Section VI.D. of the Plan.

B. Net Litigation Proceeds are defined in Section II.A. of the Plan to be all "Litigation Proceeds" after deducting paid or unpaid Litigation Costs, and Litigation Proceeds are defined to include "any Cash . . . received or recovered from anyone . . . including, but not limited to, awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, and increased ownership interests in property, on account of any Pool-Related Claims of the County or [any Pool Participant which assigned its claims to the County], whether by way of settlement, litigation or otherwise"

C. "Pool-Related Claims" are defined in Section II.A. of the Plan to mean "any and all claims, demands, obligations, debts, liabilities, suits, causes of action, remedies or rights of any kind whatsoever . . . which in any way relate or pertain to the Pools, the operation or management of the Pools, any transaction entered into by or on behalf of the Pools, any investment made in, by, or on behalf of the Pools, the manner in which assets of the Pools have been invested, purchased or sold, any purchase or sale of assets by or on behalf of the Pools, any deposit of funds into the Pools or withdrawal of funds from the Pools, any other transfer of assets by the Pools or of assets of the Pools, the conduct, act or omission of any person or entity . . . in connection with the Pools or with any transaction with, or investment of, the Pools, any statement, representation or omission which otherwise in any way relates or pertains to the Pools or the manner in which the affairs of the Pools have been conducted; provided, however, that the term "Pool-Related Claims" does not include any Excluded Claims."

D. In June of this year Merrill Lynch, Pierce, Fenner & Smith Incorporated ("Merrill Lynch") entered into an Agreement of Settlement and Release (the "Merrill Lynch Settlement") with the District Attorney for the County ("D.A.") pursuant to which Merrill Lynch has paid to the County \$30 million (the "Settlement Funds") and the D.A. expressly agreed "that he shall not . . . institute, maintain or assert against [Merrill Lynch], and discharges [Merrill Lynch] from, any and all civil causes of action, claims, legal and administrative relief, of any kind and nature . . . that have been, or could be alleged or asserted now or in the future by the District Attorney against [Merrill Lynch] . . . related to, in connection with, or arising out of any acts, omissions, facts, matters, transactions or occurrences, in connection with or relating to [Merrill Lynch's] relationship, communications, and transactions with Orange County, the sale of securities to or by Orange County, repurchase agreements or reverse repurchase agreements entered into by Orange County; or the sale of securities issued by Orange County" prior to December 6, 1994.

E. The County and the Pool Committee wish to resolve the distributional entitlement to the Settlement Funds.

F. The County and the Pool Committee wish to resolve the distributional entitlement respecting an estimated, at August 29, 1997, \$17,586,472 in Accounts 683 and 690 (referred to herein as "Additional Funds") without incurring the cost of conducting an independent audit of those accounts and funds.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants and conditions set forth herein, the parties hereto agree as follows:

1. Distribution of the Settlement Funds. Of the \$30 million Settlement Funds \$27 million (plus interest earned on such \$27 million from the date of receipt of the Settlement Funds by the County to the date of distribution) will be transferred to the Representative for distribution under Section VI.D. of the County's Plan of Adjustment immediately after the entry of a Bankruptcy Court order approving this Agreement and authorizing such distribution. The County will promptly apply for an order of the Bankruptcy Court doing so, and the Pool Committee will support the County's application. The balance of the Settlement Funds will be retained by the County.

2. Additional Funds. The County will retain \$10,320,988 of the Additional Funds. The balance of such Additional Funds (currently not less than \$7,265,484), and all interest accruing on the total of such Additional Funds prior to distribution, will be used by the County immediately after the entry of a Bankruptcy Court order approving this Agreement and authorizing such distribution to partially pay on a pro rata basis the B-12 (Non-School Municipality County-Administered Account) claims of the Non-School Pool Participants under the County's Plan of Adjustment. The County will promptly apply for an order of the Bankruptcy Court doing so, and the Pool Committee will support the County's application.

3. Future Settlements. The County and the Pool Committee further agrees that all Cash, economic benefit, or property received or recovered by the Representative or the County from anyone other than a party to the CSA, including, but not limited to, awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, and increased ownership interests in property, whether by way of settlement, litigation or otherwise ("Future Settlement"), as a result of any of the actions being or to be prosecuted by the Representative will be immediately transferred to the Representative and distributed in accordance with Section VI.D.1. of the County's Plan of Adjustment or pursuant to an applicable separate agreement, approved by the Bankruptcy Court, providing for the assignment of particular Excluded Claims to the Representative, regardless of whether any such action may involve Excluded Claims.

4. Bankruptcy Court Approval. Promptly after the Execution of this Agreement by the County and the Pool Committee, the County shall file with the Bankruptcy Court the motions or applications required to obtain approval of this Agreement and the distributions described herein.

5. Entire Agreement; Modification; Waiver. This Agreement, including the Exhibit hereto, constitutes the entire agreement between the parties hereto respecting the Settlement Funds, Additional Funds and Future Settlements, and supersedes all prior and contemporaneous agreements and understandings of the parties, whether oral, written or implied, as to the subject matter hereof. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties affected thereby. No waiver of any of the provisions of this Agreement shall be deemed or constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

6. Further Assurances and Cooperation. Each party hereto agrees to execute any and all documents and to do and perform any and all acts and things necessary or appropriate to effectuate or further evidence the terms and provisions of this Agreement.

7. Headings. The descriptive headings of the several sections of this Agreement are inserted for convenience of reference only and do not constitute a part of this Agreement.

8. Applicable Law. This Agreement shall be governed in all respects, including its validity, interpretation and effect, by title 11 of the United States Code and the laws of the State of California, without giving effect to the principles of conflicts of law thereof.

9. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

10. Due Authorization. Each party to this Agreement hereby represents and warrants that (i) such party is authorized to enter into this Agreement, and (ii) the persons signing this Agreement on behalf of such party have been authorized to execute this Agreement on its behalf.

11. Construction. The parties acknowledge that each party and its counsel have reviewed this Agreement, and each party has had its interests represented in the drafting of this Agreement, and that the rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed on its behalf by its official representatives thereunto duly authorized, all as of the day and year first above written.

THE COUNTY OF ORANGE, a political
subdivision of the State of California

THE OFFICIAL COMMITTEE OF
ORANGE COUNTY INVESTMENT
POOLS PARTICIPANTS

By: _____
Jan Mittermeier, Executive Director

By: _____
Paul Brady, Committee Chair

By: _____
Bruce Bennett, Counsel

By: _____
Patrick C. Shea, Committee
Counsel

10/7/97 insertion faxed to Bruce Bennett

3. Future Settlements. The County further agrees that all Cash, economic benefit, or property received or recovered by the Representative or the County from anyone other than a party to the CSA, including, but not limited to, awards of damages, rescission, interest, attorneys' fees and expenses, penalties, actual or punitive damages, and increased ownership interests in property, whether by way of settlement, litigation or otherwise ("Future Settlement"), as a result of any of the actions being or to be prosecuted by the Representative (except to the extent they represent the proceeds of the Excluded Claims of Pool Participants assigned to the Representative by separate agreement) will be immediately transferred to the Representative and distributed in accordance with Section VI.D.1. of the County's Plan of Adjustment, regardless of whether any such action may involve Excluded Claims of the County. Moreover, one-half of all Cash and other property reserved for any Disputed Claim in Classes A-1 and B-1 under the Plan to the extent such Disputed Claims are (i) disallowed by a Final Order other than by reason of the assertion by the County of a defense, offset or counterclaim which is a Pool-Related Claim or (ii) equitably subordinated by a Final Order, for whatever reason, will also be immediately transferred to the Representative and distributed in accordance with Section VI.D.1. of the County's Plan of Adjustment.

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PROOF OF SERVICE BY MAIL

I, Jemma Samala, hereby declare:

1. I am over the age of 18 years and am not a party to the within cause. I am employed by Pillsbury Madison & Sutro LLP in San Diego, California.

2. My business address is 101 West Broadway, Suite 1800, San Diego, California 92101.

3. On December 2, 1997, I served a true copy of the attached document titled exactly:

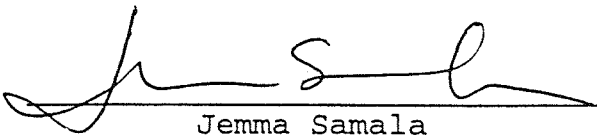
NOTICE OF MOTION AND MOTION FOR ORDER APPROVING COMPROMISE REGARDING: (1) \$30 MILLION MERRILL LYNCH SETTLEMENT; AND (2) \$17.6 MILLION IN ADDITIONAL FUNDS; MEMORANDUM OF POINTS AND AUTHORITIES; DECLARATION OF PATRICK C. SHEA

by placing it in a sealed envelope and depositing it in the United States mail, first class postage fully prepaid, addressed to the following:

[See Attached Service List]

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 2nd day of December, 1997, at San Diego, California.


Jemma Samala



**MEMORANDUM**

To: Member Agency Managers
From: Keith Coolidge
Date: November 18, 1997
Subject: **Assembly Committee on Local Government – 11/17 Interim Hearing re: LAFCO**

An interim hearing on Local Agency Formation Commission (LAFCO) issues Monday (Nov. 17) focused on growth management and the need to protect agricultural lands as well as LAFCO-specific issues such as funding, staffing, and the nuts-and-bolts of Cortese-Knox.

Titled "Growth at the Margin: What's the Role of LAFCO?", the Assembly Committee on Local Government heard several recommendations on growth management, including:

- The State should adopt comprehensive growth-management strategies, with local input, to control growth at the local level;
- There is a need for better coordination between state and local governments to improve growth-management planning;
- Local governments need better coordination among units responsible for growth-management decisions; and
- The property-tax shifts contribute to poor growth-management planning by cities and counties, and the Legislature should return the property tax to all local governments.

On LAFCO-specific issues, CALAFCO representatives offered these recommendations:

- Cities and special districts should contribute to general funding of LAFCOs, which now comes from the counties. The formula should be fair and based on each city's and special district's proportional budget. This would be similar to the formula now embodied in AB 972 (Torlakson).
- All LAFCOs should be independent of county government.
- CALAFCO supports increasing the number of public members and is willing to consider alternatives to the current method of choosing public members (they are now chosen by the other LAFCO commissioners from a pool of applicants).
- LAFCOs need to do a better job educating the public about LAFCO's roles and responsibilities and they should strive for better public accountability.

- Orange County's Dana Smith, who serves as CALAFCO executive director, encouraged the Committee to revisit provisions that were in the original version of former Assemblyman Mike Gotch's AB 1335 and subsequently deleted in the Legislative process. She suggested these provisions could provide LAFCO with more specific policy guidance.
- Ms. Smith also suggested that special districts in urban counties, such as Orange County, are better candidates for consolidation than those currently serving rural counties. She also suggested that it makes more sense to consolidate single-function special districts than those that provide multiple services.
- Ms. Smith also suggested that some special districts, particularly water and sewer districts, could be reorganized into regional districts serving multiple cities.

Dr. Alvin Sokolow, a public policy specialist at the University of California, Davis, concluded that Cortese-Knox is more than 25 years old and in serious need of modification. He told the Committee that all of the issues raised during the hearing have been discussed for years without resolution and that it will take strong political will if the Legislature wants to effectively deal with the growth-related problems confronting the state.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Election Cost Estimates
DATE: January 20, 1998

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

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: **Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue, including consideration of the proposal by Pat Irot to establish a Study Committee to review the impact on the community of the library's service reductions.**

DATE: January 20, 1998

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

The Governor's Budget for Fiscal Year 1998-99 contains no provision for reversal of ERAF.

Library Director Minter talked with Assemblyman Ackerman by telephone about the possibility of having library districts exempted from ERAF since they are established by the Education Code. He responded that while the Governor's Budget has no provision for ERAF reversal the bipartisan support for including it in this year's budget is greater than ever before. He did not dismiss the suggestion but asked that we wait several weeks to see how the general ERAF reversal momentum is building in this session.

I talked with Mike Belote of California Advocates about my conversation with Assemblymen Ackerman and Mike is prepared to assist the District with taking the exemption for library districts forward. I have an appointment to meet with Mike Belote on Wednesday, January 21 in Irvine. Trustee Pappas has agreed to attend this meeting with me.

The Board will need to determine whether it intends to continue its Legislative Services contract with California Advocates. The cost is \$2,500 per year plus expenses for printing and postage. This contract has been paid from the Meeting Room revenues in the County Exempt Fund.

2. State Funds

The Governor's Budget recommends no increase in Public Library Foundation Funds.

The recommended increases in the Transaction Based Reimbursements will not significantly impact Placentia Library District.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services. This project is being held up by the Anaheim Public Library as it controls the output of information from the shared library system. A Consortium meeting on this topic is scheduled for this week.

Parcel Tax Election Considerations

Library Director Minter talked with Bob Tunstall, Administrative Aide in Supervisor Steiner's Office, and Orange County Librarian John Adams about whether they foresee the county-wide 1/8¢ or 1/4¢ sales tax option being placed on a ballot. Both indicated that there is no willingness for this to happen in Orange County.

I am expecting to talk with County Elections Manager Rosyln Lever before the Board Meeting. I hope to have the estimate for various types of election expenses.

At the December 16, 1997 Board Meeting President Dinsmore read a memo from Pat Irot in which she suggested the establishment of a study committee that would review the District's financial condition and subsequent service cuts. This was proposed in the spirit of providing a number of community opinion leaders who will become more articulate about the Library's needs for increased funding. Mrs. Irot's memo is Attachment A.

RECOMMENDATION:

- Continue*
act
1. Determine whether to renew contract with California Advocates *- hold.*
 2. Determine whether to establish a Study Committee
 3. Give direction for future action.

TO: LIBRARY TRUSTEES

FROM: PAT IROT

RE PUBLIC HEARING DECEMBER 16, 1997
REDUCTION OF LIBRARY HOURS

When resources became tight, and prior to the Measure W campaign efforts were made to maintain patron hours. This decision, at was acknowledged, impacted negatively on acquisitions for the collection. But, the attempt was to keep the doors open as much as possible for the patrons.

Following the failure of Measure W to pass, the Board, at about this time last year, voted to reduce the number of hours the library is available to the patrons and concentrate the resultant savings, thus made available, on improving the collection. The savings were projected to derive from reduction in staff to a skeleton force, just enough staff to cover the various stations with one person during the operating hours.

Over one year has passed since that decision, and it seems timely for the Board to study the consequences of the reduced patron hours and staff. Perhaps a study committee is needed to review the available data. Are patrons needs being served? by the number of hours? by the schedule of hours? by the increase in acquisitions? by the "kind" of acquisitions?, by the services provided?

The implicit question is whether the decision has worked? the effect on the collection? the effect on patron satisfaction? the effect on staff?

The study committee could then be charged with making recommendations to the Board relative to the restoration of hours? restoration of collection categories? restoration of services? These recommendations could be prioritized and used as a guide when funds become available.

The purpose of the study is to inform the Board of Trustees of the (1)efficacy of its decision and (2)for the allocation of anticipated improved revenues.

In addition, the participants on the study committee would develop a broader base of understanding of the library needs.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Review Policy Handbook, Section I, Item C: Board of Trustees Handbook,
Article IV: Board Organization and Procedures
DATE: January 20, 1998

BACKGROUND:

At its meeting on December 16, 1997, the Library Board of Trustees amended its Board of Trustees Handbook, Article III, Board Organization and Procedures by replacing the content of the former Article III with the following:

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 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 to serve for one year.

The Board requested that an Article IV be presented to define the role and responsibilities of the Friends of Placentia Library and the Placentia Library Foundation. Attachment A is a draft for Article IV.

RECOMMENDATION:

Review, Revise and Adopt.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Board of Trustees Handbook, Draft of Article ^{IV}~~IV~~
DATE: January 20, 1998

1 ARTICLE IV. Placentia Library Support Organizations

2
3 A. Definition and Purpose

4
5 Two independent, not-for-profit organizations have been established by Library supporters to
6 supplement the Library's revenue, public relations activities, programs, and volunteer
7 recruitment. Both of these organizations are certified as non-profit corporations by the California
8 Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This
9 means that donations to both of these organizations are tax deductible. Both organization are
10 managed by Boards of Directors which are self-perpetuating and operate in close cooperation
11 with, but administratively independent of, the Library Board of Trustees. The Library Director is
12 an *ex officio* member of both Boards of Directors. Placentia's ^BPublic ^LLibrary is designated as the
13 sole beneficiary of the activities of both of these organizations. The Library provides
14 administrative support to both of these organizations through the active participation of the
15 Library Director, Administrative Assistant, and Volunteer Coordinator.

16
17 B. Friends of Placentia Library

18
19 The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations
20 between the Placentia Library and the citizens of Placentia, and to support the functions,
21 resources and needs of the Library.

22

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

5
6 Friends of Placentia Library grants and gifts to the Library are coordinated through the Library
7 Director.

8
9 The Library Board of Trustees sends a representative to each Friends of Placentia Library Board
10 Meeting to encourage the Friends in its activities, and to keep an open channel of communication
11 between the two boards. The Friends of Placentia Library President is encouraged to attend and
12 make a report at each Library Board of Trustees Regular Meeting.

13
14 The Board of Directors of the Friends of Placentia Library appoints one of its members to the
15 Placentia Library Foundation Board of Directors.

16
17 C. Placentia Library Foundation

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19 Placentia Library Foundation was established in 1984⁹⁴. Its mission is to ensure the future
20 provision of resources and services at Placentia Library District through building and managing
21 endowment and capital funds, and providing grants to the Placentia Library District from these
22 funds. Specific programs supported by the Foundation include: The Library's collection of
23 books, magazines and audiovisual materials; the Library's reference and information services; the
24 Library's facilities and equipment; and special Library projects.

25
26 Placentia Library Foundation is not a membership organization. It raises money through an
27 annual giving campaign for individuals and corporations, and a planned giving program. The
28 main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of
29 current-year books and magazines, and the Book Endowment Program for long term financial
30 security. The Foundation offers named endowment programs designed around each donor's
31 specifications. The Foundation also seeks grants in support of Library programs, services, and
32 facilities.

- 1 Placentia Library Foundation grants and gifts to the Library are coordinated through the Library
- 2 Director.
- 3
- 4 The Library Board of Trustees appoints two (2) representatives to the Placentia Library
- 5 Foundation Board of Directors.
- 6
- 7 The Friends of Placentia Library Board of Directors appoints one (1) representative to the
- 8 Placentia Library Foundation Board of Directors.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: **Travel Authorizations for Special District Risk Management Authority
Education Day for Elected Officials and Managers, and California Studies
Conference X**
DATE: January 20, 1998

BACKGROUND:

Special District Risk Management Authority (SDRMA) Education Day for Elected Officials and Managers

The SDRMA Education Day will be held on February 19 from 8:30 A.M. to 4:00 P.M. at the Country Side Suites in Ontario.

Topics for this year are "Board Ethics/Brown Act" and "Employment-Related Issues".

The District receives a discount on its liability insurance bill for having at least 2 Board or Management representatives attend this program. Library Director Minter is scheduled to be at the California Library Services Board meeting in Sacramento on this date.

Several staff members will be attending the SDRMA staff workshop on February 18.

There is no charge to member Districts for representatives attending SDRMA meetings. Lunch is provided at no charge to participants.

Background information is Attachment A.

California Studies Conference X

In December, 1997 the District received a grant from the California Council on the Humanities to conduct a discussion series entitled "Gold Rush". This program is one of the California Sesquicentennial activities.

California Conference X will be held February 5-7 at the University of Southern California. It will prepare staff and volunteers to maximize the productivity of the local discussion groups.

Library Director Minter has approved attendance for Principal Librarian Suad Ammar and Library Board Placentia History Room Delegate Pat Irot at a cost of \$112 per person. Since Pat

Irot is not covered by the Blanket Travel Authorization for Fiscal Year 1997-98 the Board needs to ratify the payment of her registration fee.

Background information for this Conference is Attachment B.

RECOMMENDATION:

1. Determine who will attend the SRRMA Education Day in Ontario on February 19, 1998.
2. Ratify payment of \$112 for Library Volunteer Pat Irot to attend the California Studies Conference X, February 5-7, 1998 in Los Angeles.

WHE. AND WHERE

Thursday
February 19, 1998

COUNTRY SIDE SUITES
204 NORTH VINEYARD
ONTARIO, CA 91764
1-800-248-4661

Room charges are \$79 + tax, single occupancy. For room reservations, call the hotel directly and identify yourself as attending the SDRMA Education Day.
There is no charge for attendance of SDRMA member districts; \$100 per person from non-member districts.

Lunch is provided.

Room charges and meals other than lunch are the responsibility of attendees.

PLEASE MUST RECEIVE YOUR EDUCATION DAY REGISTRATION FORM BY:

February 11, 1998

Reservations not canceled by February 13, 1998 and no-shows are subject to a lunch charge.

PLEASE TO CHANGES IN THE "INCENTIVE CREDIT PROGRAM", EDUCATION DAY CREDITS WILL BE APPLICABLE FOR ATTENDANCE OF BOARD MEMBERS AND MANAGEMENT PERSONNEL ONLY!

COURSE AND FACULTY

BOARD ETHICS/BROWN ACT

Ron Stewart, SDRMA's General Counsel, will provide information on Board activities and how individual Board members should conduct themselves while representing their respective entities. The Brown Act and recent amendments will also be discussed.

This session is recommended for all Board members, particularly those Board members whose districts have no formal Board policy.

Presenter: Mr. Ronald Stewart
Stewart, Humpherys, Burchett,
Sandelman & Molin

EMPLOYMENT-RELATED ISSUES

Dennis Walsh will present a session covering common employment related liability issues through the use of vignettes, with audience participation.

The session is designed to help management recognize and avoid situations which may lead to wrongful termination claims.

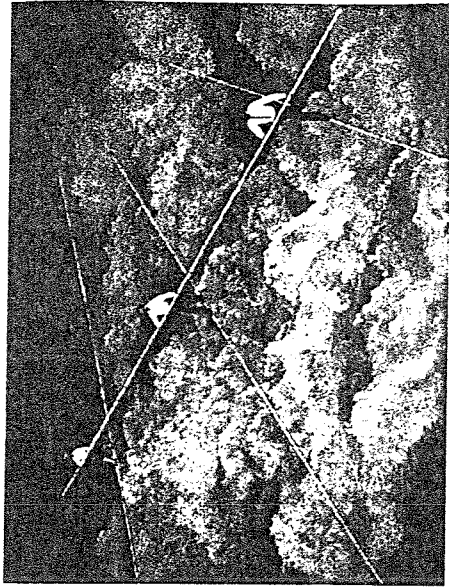
Presenter: Dennis Walsh
Walsh & Declues, LLP

EDUCATION DAY SCHEDULE

8:00 a.m. to 8:30 a.m.	Registration & Coffee
8:30 a.m. to 9:00 a.m.	INTRODUCTION
9:00 a.m. to 10:00 a.m.	Board Ethics/Brown Act
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 12:00 a.m.	Board Ethics/Brown Act cont.
12:00 a.m. to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Employment Practices
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:00 p.m.	Employment Practices/ Question & Answer



For additional information contact:
 James W. Towns, Executive Director, or
 Murphy J. Lott, Loss Control Officer
 at 1-800-537-7790

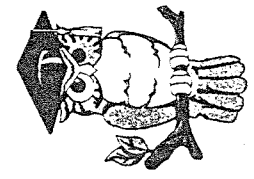


SDRMA

**SPECIAL DISTRICT RISK
 MANAGEMENT AUTHORITY**

in cooperation with
**CALIFORNIA
 SPECIAL DISTRICTS ASSOCIATION**
 presents

EDUCATION DAY
FEBRUARY 19, 1998




REGISTRATION FORM
 EDUCATION DAY - Thursday, February 19, 1998

District _____
 Address _____
 Phone _____

ATTENDEES: _____
 TITLE: _____

PRESENT FOR _____
 Lunch (Y/N)? _____

MAIL FORM BY FEBRUARY 9, 1998
 TO: 2400 Venture Oaks Way, Suite 460, Sacramento, CA 95833-3291
 OR: FAX FORM TO (916) 641-2776 BY FEBRUARY 11, 1998
 Reservations not canceled by FEBRUARY 13, 1998 will be subject to a meal charge.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE: January 8, 1998
SUBJECT: **Request to attend the "California Studies Conference X"**

This is a request to attend a conference that relates directly to the Library's "Gold Rush" program. I think it will help prepare me to direct the program more efficiently. Pat Irot, the Library Board's representative to the Placentia History Room Committee, will also benefit from attending this Conference.

The "California Studies Conference X", a three day conference from February 5, to February 7, 1998 is co-sponsored by the California Council for the Humanities and the California Studies Association, the Getty Research Institute for the History of Art and the Humanities, the Southern California Studies Center of the University of Southern California, the U.S.C. School of International Relations, Loews Santa Monica Beach Hotel and Self-Help Graphics.

The Conference will be held at the University of Southern California and other Los Angeles locations. It will kick off the three year celebration of California's Sesquicentennial with an exploration of the theme "1848-1998: 150 years Since the Discovery of Gold and the U.S.-Mexican War"

The cost for registration, attending special presentations and parking totals \$112.00



TO: Elizabeth D. Minter, Library Director
 FROM: Charlene Dumitru, Administrative Assistant *cd*
 DATE: January 20, 1998
 SUBJECT: Certificates of Deposit

BACKGROUND:

Over ten years ago Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The Certificates are held in amounts of \$5,000 and \$2,500, so that in the event a withdrawal was necessary, the required funds could be withdrawn without disturbing the entire investment.

These Certificates of Deposit have an annual maturity date of January 22. The District has ten days from that date to make any alternate decisions for the investment of these funds. The Certificates of Deposit are currently held at California State Bank, Placentia. They earn an interest at the rate of 5.25% which is rolled into a Savings Account at the same institution. The savings account is earning 2% interest.

Account numbers and values of the Certificates of Deposit are as follows:

174445017	\$ 5,000.00	174445021	\$ 2,500.00
174445018	\$ 5,000.00	174445022	\$ 2,500.00
174445019	\$ 5,000.00	174445055	\$ 2,500.00
174445020	\$ 5,000.00		
7001118	Savings \$4,877.86		


**COMPARISON OF INTEREST RATES ON CERTIFICATES OF DEPOSIT
 AS OF JANUARY 12, 1998**

Financial Institution	Current Rate	Savings Rate	Penalty for early withdrawal
California State Bank (current bank)	<i>5.30</i> 4.95%	2.00%	1 month interest
Sanwa Bank	5.15%	2.00%	1 month interest
Bank of America	5.15%	2.00%	1 month interest
Cen Fed Bank	5.49% (8 month promo rate - then renews at the rate current at the time)	2.00%	no withdrawal during initial 8 months thereafter 3 months interest

RECOMMENDATION:

1. Leave all accounts at California State Bank
2. Purchase additional Certificate of Deposit in the amount of \$2,500.00 from Savings Account.



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE January 20, 1998
SUBJECT: **Program Committee Report for the Month of December 1997**

Thirty letters were sent to community leaders, presidents and chairpersons of clubs and organizations in Placentia inviting them to participate in the reading and discussions of the definitive anthology "*Gold Rush: a Literary Exploration.*"

Placentia Library was awarded a joint grant by the California State Library and the California Council for the Humanities to direct this program commemorating the California Sesquicentennial and the California Statehood during the next three years.

Wendy Elliott, Instructor at California State University, Fullerton will be the leading scholar for the four reading and discussion sessions. The group will meet at 7:00 p.m. on the following dates:

Tuesday, February 10
Tuesday, March 3
Tuesday, March 24
Tuesday, April 14

This program also leads to the 75th anniversary of the City of Placentia in 2001, the anniversary of the Bradford House, and the 100th anniversary of the Placentia Round Table in 2003.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: January 20, 1998
SUBJECT: **Program Committee Report for the Month of December 1997**

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	DECEMBER 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	11
<i>CHILDREN'S SERVICES</i>		
Class Visits	1	15

TO: Elizabeth Minter, Library Director
FROM: Cyrise Smith, Children's Librarian
DATE: January 20, 1998
SUBJECT: **December activities in the Children's Department**

Programming- There was no storytime programming during the month of December. Programming will resume January 6. The Children's Department would like to thank the Friends of Placentia Library and the Placentia Round Table Women's Club for sponsoring the winter session of storytimes.

Class visits- Class visits from local schools continued. 1 class visited the library this month, with 15 children receiving instruction and help with the library and its services.

School/Community Outreach- The Children's Librarian acted as a judge for Morse Elementary schools' art and literature contest "Children's Reflections".

Community Support- The Children's Department would like to thank Julia Whalen for the donation of the "Sing and Snore Ernie". The toy was raffled off as a fund raiser for the Children's Department. One-hundred and forty-two dollars was raised. Congratulations to the winner of the "Sing and Snore Ernie" Betty Wymer, long-time volunteer at the Placentia Library.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: January 20, 1998
SUBJECT: **Publicity materials produced for December 1997**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. December quotes.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Friends of Placentia Library bookstore and on going sale in lobby.
8. Storytimes and lapsit programs for children.
9. Holiday closing.
10. Asking for ConAgra Employees to contact Library

Newspaper articles published:

1. Placentia Library honors longtime volunteers (should read *employees*)
2. Understanding Living Trusts seminar to be held at Library
3. Community Blood Drive at the Library.
4. Righting reading wrongs.
5. Main Library in Orange now out of circulation.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News DEC 11 1997
Weekly

Placentia Library honors longtime volunteer

332

Some bits and pieces before the year ends: Did you know that Cheryl Willauer and Katie Mattas were honored for their 20 years of Placentia Library service? Cheryl, in technical services and administration, said the years have gone by quickly and she enjoyed the time she spent supervising the Children's Library. She now finds her function as a volunteer coordinator "rewarding and challenging."

Because of the large contingent of volunteers, the library has managed to stay alive despite huge financial cutbacks and ongoing crises. The volunteers provide a high level of customer satisfaction. We can thank Cheryl for scheduling volunteer staffing to meet our community needs. In addition to her "regular work," she provides staff support for the Friends of the Placentia Library and Placentia Library Foundation. A talented comput-



er-graphics technician, she is the editor of the library pages in the "Placentia Quarterly."

Katie Mattas has grown up (really!) in the Library, starting as a page while attending El Dorado High, then on to other positions, including clerk and reference desk librarian along the way. She has enjoyed it all and currently focuses her efforts in the area of literacy ser-

vices representing the library at various organizations concerned with the development of adult literacy.

I really like this lady: Saundra Stark, library board trustee and president of the Library Foundation. As unique as her first name, she's a ball of energy... (Halley's Comet pales next to her!) She helped form the foundation, contributing countless volunteer hours on its behalf. Saundra received a 10-year pin. Recipients of 5-year pins were Elizabeth Minter, Library director, and Esther Guzman, who helps train the student shelvees and volunteers.

FOOD FOR THOUGHT: Date-line: Placentia, October 1997 "Pancake Breakfast a Huge Success." A big thank-you to those who donated food items, flipped pancakes, sauteed sausages and refilled coffee cups: Woody Murphy (American Legion Post 277), Richard O'Hara, "Bud" Steffan, Jim Weise, Jim

Bardwell, John Carlson, Jim and Daniel Fenstermaker, Ev Freywald, William Latta, Patty too, Tom Ortiz, Autumn Humphrey, Jim Aviles, Perry Murphy, Pua Poi, Marv Reid, Dannaca Daniel, Mayur Patel, Angela Viera, Charnell Whitney and Nolan Wirtz. A little "dough" for the pancakes and lots of dough raised for the Boys and Girls Club and senior centers. Missed anyone? Gotcha covered with a "Communitywide thank-you!"

DYNAMO DECORATIONS: If you have not driven past Casey Jones' home (across the street from Ruby Drive Elementary) you simply must...every year Casey adds a little bit of this and a little bit of that to his house and yard...it's a must see!

Sending Happy Anniversary Wishes (and many more years) to Jim and Ruth Purdy, and Reinhard and Priscilla Buss.

FOR THE CHILDREN: Another big success...Placentia's Round

Table (PRT) Women's Club held a barbecue during this year's Heritage Festival. Ever wonder how these events go? Did they reach their goals, and which organizations benefitted? PRT pledged all monies raised would go to the children of the community...Looks like the Boys and Girls Club of Placentia will receive \$2,000, and \$1,000 to the Placentia Children's Library. Thank you (a big one!) to all who participated and supported the fund-raiser!

Correction: The Office Depot coupon in the "Buy in Placentia" booklet does not expire until Dec. 31 despite the date printed on the coupon.

Our condolences to Andrea Andreef and her family for the loss of Andrea's aunt Radka Eagan.

Placentia People is written by resident April Ottavian. Comments, suggestions and information for the column are welcome. Please mail or deliver to 922 Diamond Road or call 579-7885.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily

DEC 8 1997

TUESDAY 332
JAN.

13

Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 7 p.m.
Admission: Free
Information/Reservations: (714) 541-9569

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post office box 11789
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Placentia News DEC 11 1997
Weekly

this week 332

TODAY

Community Blood Drive 7:45 a.m. to 1 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 993-8141.

Choral Concert with Jazz Band 7 p.m. at Tuffree Middle School, 2151 N. Kraemer Blvd. Call 996-1881.

The Register
Daily

Main library in Orange now out of circulation

³³²
CITIES: With a face-lift under way, the tiny facility won't reopen until fall 1998.

By **ANN PEPPER**
The Orange County Register

ORANGE — Orange's main city library, the smallest in Orange County, closed for renovation Christmas Eve and will reopen sometime in the fall with a fresh look, a safer structure and a lot better Internet access.

The project, currently funded at \$1.5 million, has long been anticipated by library workers and patrons. The old building, dedicated in 1961, has been squeezed to accommodate triple the 40,000 population it was built to serve.

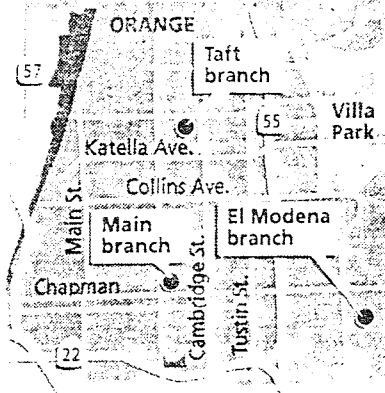
Orange's main has about 16,800 square feet plus storage compared with the Huntington Beach Public Library's 115,000-square-foot main branch, one of the county's largest. And, although Orange's building isn't going to get bigger, the space will be better used. Plus, Internet access will jump from one station to as many as 20.

"Our patrons are both excited because they've seen the plans (for the renovation) on display and concerned about what (the closure) is going to mean for getting their reports and assignments completed," said Yolanda Moreno, adult services and circulation supervisor.

"But we want to move forward with improving the library's technology and we can't do it without the renovation," Moreno said. "There's no doubt the public will be inconvenienced because we can't take everything with us. But we're going to do the best we can and staff is geared up to help the public get that information it wants."

ORANGE'S CITY LIBRARIES

While the city's main library is closed, the two branches will attempt to fill the gap.



The Orange County Register

A significant portion of the main library's collection and all of its staff will be moved to the two smaller branches where hours also will be lengthened to try to accommodate patrons' needs, Moreno said.

For months librarians have been taking residents' suggestions for what they most want brought to the branches. Next week, the staff will decide priorities and try to accommodate as many of the requests as possible.

Much of the business and reference collections will go to the El Modena branch. Children's services will set up shop at the Taft branch. Both plan to have expanded collections and staffing by February.

What can't be taken will be stored at the Bank of America building recently purchased by the city and a possible site for a future new and larger library, Moreno said. It's across Center Street from the main library.

On Tuesday, about a half dozen library workers were culling the library's collections for misfiled books, or ones too damaged or

ORANGE LIBRARY SERVICES

The city of Orange's main library at 101 N. Center Street closed for renovation Christmas Eve and will be unavailable to patrons until fall. As much as possible of the main library's collection and all of its staff will be shifted to the two branch libraries in an effort to accommodate library users. Here are addresses, phone numbers and hours for the two branches:

El Modena Branch Library, 380 S. Hewes St., (714) 288-2450

Taft Branch Library, 740 E. Taft Ave. (714) 288-2430

Hours through January

Monday, Tuesday, Wednesday — 1 to 8 p.m.

Thursday — 1 to 6 p.m.

Friday, Jan. 16, Jan. 30 — 1 to 5 p.m.

Saturday — 1 to 5 p.m.

Hours beginning in February

Monday, Tuesday, Wednesday — 10 a.m. to 9 p.m.

Thursday and Saturday — 10 a.m. to 6 p.m.

Alternate Fridays beginning Feb. 13 — 10 a.m. to 6 p.m.

Source: City of Orange Library

outdated to be reshelved when the library reopens.

"One surprise (has been) that our science-fiction books don't circulate that much," Moreno said. "Science fiction isn't that popular at the main. It seems more popular at El Modena."

Richard Lusk and his son, Corey, 14, had science fact in mind when they showed up at the library Tuesday and discovered it closed.

"I need a book for a genetics report on eye color," said Corey, a student at St. Norbert's High School.

They'd already checked the Taft branch and hadn't found what they wanted. Next stop: El Modena.

pacific clippings
post office box 11789
santa ana, calif. 92711

The Register
Daily

1 - 1988

Righting reading wrongs

³³²
The news that the main library of the city of Orange closed for renovation last week and will stay closed until fall gives us a mixed reaction.

There is frustration at not being able to enjoy in the coming months the homey environs of one of the county's smallest — but also friendliest — central city libraries. But there is also anticipation of how the facility will be upgraded.

The strategy that library officials are employing deserves note. For the past two months they have been taking suggestions from residents about what books they most want brought to satellite branches, for accessibility during the renovation period. This canvassing of customers is helpful on several levels, not least of which in the merely personal sense of helping to build a relationship with the community. Beyond that not-intangible benefit, library staff also get a clearer sense of patrons' interests — a consumer sampling of the kind that private businesses might utilize.

Indeed, a new accent on entrepreneurial approaches can be seen in many public libraries. They're produced not just by financial limitations but by the example of some local

private bookstores that offer customers comfortable reading spaces, music and even food and coffee — and are rivaling libraries as popular venues for people who love to read.

The ideal approach is for a library entirely funded by private community effort — whether non-profit or for-profit in its organization. But even tax-supported libraries can move beyond the narrow mentality of government subsidy, a mentality that too often is resistant to innovation.

Some public-library reformers advocate adding snack shops or gift shops to help raise funds and expand points of connection with customers. Another idea is to link up with academic libraries and with patrons' home computers to offer services unbounded by bricks and mortar. The public libraries of tomorrow ought to be "total service environments, like Las Vegas casinos," State Librarian Kevin Starr has argued.

Increased links with the private sector can offer more resources. In Orange, for instance, local civic and business activists have supplied such services at the main library as Internet access.

The Orange library is listening to customers, and the payoff is sure to be more customer support.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: January 20, 1998
SUBJECT: **Placentia Library Literacy Services Report for the month of December**

Program Statistics

Active tutors: 54
Active students: 61
Students waiting to be matched: 32
Percentage of tutors reporting (Dec hours): 87%
Tutoring hours reported: 216
Other volunteer hours reported: 57
Total volunteer hours: 273

Citizenship Exam. The citizenship exam was administered December 6, 1997. Eleven people took the exam. The next exam is scheduled for Saturday, January 24, 1998.

Tutor Training. The next tutor training workshop is scheduled to begin Tuesday, January 20, 1998.

Other Networking Activities. Placentia Community Network did not meet in December. The next meeting will be Thursday, January 15, 1998.



SAFETY COMMITTEE MEETING
DECEMBER 17, 1997
MINUTES

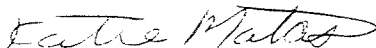
- I. Call to Order: 3:20 P.M.
- II. Members Attending: Jerry Conn
Katie Matas
Cindy McClain
- Members Absent: Esther Guzman
- III. Old Business

IV. New Business

1. On December 4, 1997, two ceiling tiles fell in the Children's Department. A third tile that was loose was removed to avoid having it fall. The electrical maintenance employees need to be instructed in the correct way to remove and replace the ceiling tiles.
2. The Anaheim delivery boxes will no longer be stored by or under the mail table. A small desk was removed from the workroom to make a safer place to store the delivery boxes.

The next meeting will be January 21, 1998 at 3:15 P.M.

Respectfully submitted,



Katie Matas



1 PLACENTIA LIBRARY DISTRICT

2 MISSION STATEMENT

3 Adopted by the Library Board of Trustees

4 June 15, 1992

5
6 To provide library services and materials that are responsive to the informational,
7 recreational, educational, and cultural needs of all member of the community.

8
9 THE PURPOSE OF THE PLACENTIA LIBRARY DISTRICT

10 IS TO:

- 11
- 12 • Acquire, organize and maintain a collection of print and non print materials to meet
13 the informational, recreational, educational, and cultural reading, listening and
14 viewing needs of the residents of the District and other eligible users.
 - 15
 - 16 • Provide qualified staff to assist the public with the use of the collection and the
17 information contained therein.
 - 18
 - 19 • Provide and operate a library facility, that is free of physical barriers, to house the
20 collection and services, to provide reading and study space for users, and to provide
21 space for library and community programs.
 - 22
 - 23 • Collect, preserve and maintain a collection of published and unpublished material
24 about the City of Placentia and contiguous communities, about current and prior
25 residents of Placentia, and published materials by authors who reside or have resided
26 in Placentia.
- 27

1 PLACENTIA LIBRARY DISTRICT
2 BOARD OF TRUSTEES
3 HANDBOOK
4
5

6 I. DEFINITION AND HISTORY
7

8 A. Definition of an Independent Special District
9

10 Independent special districts are the most local form of government in the State of
11 California. There are over 2,000 independent special districts in California. They
12 provide many essential services to areas embracing both incorporated and unincorporated
13 territories, sometimes within and sometimes across county boundaries. In most cases
14 special districts were organized by local citizens seeking solutions to their many service
15 and utility problems, and in the process established service areas not necessarily limited
16 to or encompasses by the other political boundaries of existing cities and counties. In the
17 case of the Placentia Library District there was no county library available or an
18 incorporated city at that time to provide library service to the citizens of the territory.
19 Today there are five special library districts with exclusively elected boards in the State
20 of California and five more district libraries that use school board members as their
21 governing body.
22

23 B. History
24

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

28 In 1926, the Board started ^{it} their first non-storefront library located on the northwest corner
29 of Bradford and Center. In 1927, ^{it} they moved into the 4500 square foot library. This

1 building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the
2 population of the District was approximately 800 people.

3 September of 1974 saw the doors open to the present library at 411 East Chapman in the
4 Civic Center. The District joined the City in a joint-powers authority to construct the
5 28,800 square foot structure to serve a growing population of 31,000 people.

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

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

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

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

16 C. Administration

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

20 Memberships are maintained for the District in ~~California Library Association (CLA)~~ the
21 California Special Districts Association (CSDA) and the Orange County Volunteer
22 Center. Staff memberships include American Library Association (ALA), California
23 Library Association (CLA), ~~Special Libraries Association (SLA)~~, ~~Orange County Library~~
24 ~~Association (OCLA)~~, ~~American Society of Information Science (ASIS)~~, Public Library
25 Executives Association of Southern California (PLEASC), ~~Public Library Administrators~~
26 ~~of Orange County (PLAOC)~~, Southern California Library Literacy Network (SCLLN),
27 and the National Society of Fundraising Executives (NSFRE).

1 II. BOARD MEMBERS ARE TRUSTEES

2 A. Qualification of Library Trustees

3
4 Serving on a Board of Library Trustees constitutes a public trust. It carries with it the
5 responsibility of rendering faithful service, and of providing enlightened leadership to
6 promote the best library service the community can afford.

7
8 The Board of Library Trustees should be composed of men and women representing the
9 highest standards of the community. An ideal board member is an able and dedicated
10 person with integrity, imagination, and enthusiasm, a sense of humor, and love and
11 respect of books. Additional qualities which will ensure the value of an individual as a
12 board member are:

- 13
14 1. Understanding of cultural, social and economic conditions in the
15 community
- 16
17 2. Appreciation of the role of the library as an educational center for the
18 whole community.
- 19
20 3. Ability to help make the library appreciated and respected in the
21 community.
- 22
23 4. Availability to give the time and effort required for board and committee
24 meetings.
- 25
26 5. Willingness to keep informed on library trends, developments, and
27 progress so that the program will constantly grow according to modern
28 requirements.
- 29
30 6. Willingness to present the library fiscal, building, and program needs to
31 appropriating bodies and community.

1
2 B. Authority

3
4 Libraries in unincorporated towns and villages may be established and operated under the
5 Unincorporated Towns Library Act. This is found in the California Education Code,
6 Sections 27501-27665. Upon the establishment of the library district, the Board of
7 Trustees consisting of five members, is constituted and continued in the manner
8 prescribed in the Education code.

9
10 C. Selection and Appointment

11
12 1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-
13 74)

14
15 a. Elections shall be held biennially, in the odd numbered years, at the General
16 Election, ~~district on the same day as the school district as specified in Section~~
17 ~~4111, in the odd number years.~~

18 b. The Trustees shall hold office for a term of four years beginning on the first
19 day of July next succeeding their appointment or election.

20
21 2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local
22 newspapers and posted in three (3) conspicuous locations. Applications are
23 available at the library director's office. The Library Board will screen all
24 applications and make an appointment. The Orange County Board of Supervisors
25 will be informed of the appointment. (Govt. Code 1780.)

26
27 D. Duties and Responsibilities

28
29 The duties and powers of boards of library trustees are set forth in the following section
30 of the Education Code of California: libraries in unincorporated towns and villages,
31 Sections 27501-27665.

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

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7 The following duties and responsibilities are prescribed by law:

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9 1. The board manages the affairs of the library district. (In practice, the board
10 determines policy, and delegates administration to the director.
- 11
12 2. The board meets at least once each month, with special meetings subject to
13 call by request of a majority of the board's membership, or by the president of
14 the board.
- 15
16 3. The board keeps a record of its proceedings.
- 17
18 4. The board makes and enforces rules and regulations necessary for the
19 administration and protection of libraries and library properties.
- 20
21 5. The board administers trusts, gifts and property received by the library, and
22 may, in some cases, dispose of property for the benefit of the library. It also
23 purchases, builds, or rents, and equips such real property as its necessary for
24 library operations.
- 25
26 6. The Board prescribes the duties and powers of the director and other
27 employees of the library, determines the number of and appoints all officers
28 and employees, and fixes their compensation. The officers and employees
29 hold their offices or positions at the pleasure of the board.

1 7. The board purchases necessary library materials and other personal property.
2 The board may borrow, lend and exchange books by arrangement with other
3 libraries, and may allow non-residents to borrow books upon such conditions
4 as may be prescribed.

5
6 8. The board delegates to the director the rendering of an annual report to the
7 State Librarian on the condition of the library for the period ending June 30 of
8 each year.

9
10 9. The board adopts a yearly budget with the advice and assistance of the
11 director, presents the budget requirements to the appropriating body, and is
12 prepared to explain and justify the allocation of amounts to be spent for the
13 various items in the budget.

14
15 10. The board has the power to make a contract with a city or county for library
16 service, and determine the compensation to be paid for such service.

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18 11. The board of library trustees may do and perform any and all other acts and
19 things necessary or proper to carry out the provisions of the Education Code
20 relating to libraries.

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25 share of responsibility. (Govt. Code 1770.)

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- 18 9. News releases and other releases of information should be made by the
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- 20 in executive session should be respected.
- 21
- 22 10. All meetings of the board shall be conducted under the laws pertaining to the
- 23 Brown Act. (Govt. Code 54950 to 54961.)
- 24

25 III. BOARD ORGANIZATION AND PROCEDURES

26

27 A. Officers

28

29 ~~The board shall elect, at its regular meeting in July, one of its members as president and~~
30 ~~another as secretary. Each officer shall serve for one year and/or until election of his~~
31 ~~successor.~~

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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

1 shall be called 24 hours notice, which notice shall be written and delivered to all board
2 members.

3 1. Minutes of Meetings: A true and accurate account of all proceedings of board
4 meetings shall be recorded by the secretary or by one appointed by the board
5 from library staff for this specific purpose. All motions shall be recorded as
6 stated, and their adoption or rejection shall be shown in the minutes. As a
7 matter of good practice, it is recommended that minutes be prepared in several
8 copies and sent to board members prior to the next meeting.

9 2. Quorum: A quorum for the transaction of business shall consist of a majority
10 of the members of the board.

11 D. Duties of the Director

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

14 1. The director is responsible for preparing the annual budget request for
15 adoption by the library board, and for administering the budget after its
16 approval.

17 2. The director is in charge of library personnel, and handles such matters as
18 staff appointments, assignments of duties, service standards, promotions and
19 transfers, approval of salary increments in conformity with classification and
20 pay plans, staff development and morale, disciplinary actions, and any
21 necessary dismissal of employees.

22 3. The director is ultimately responsible for selecting books and other library
23 materials.

24 4. The director is responsible for developing a program of public relations
25 according to the community's needs.

1 5. The director is responsible for preparing an annual report and is to forward it
2 to the State Librarian to comply with the state law.

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

8 E. The Library Board and the Director

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

11 The board is in control:

- 12 1. It informs itself about general library objectives and makes plans for the
13 management of the library in the light of these objectives.
- 14 2. It establishes policies in regard to (a) finances, including the acquisition of
15 funds; (b) property; (c) library equipment and materials; (d) personnel; (e)
16 services, including rules and regulations; and (f) public relations.
- 17 3. It selects and appoints a competent director in whom it has genuine
18 confidence and to whom it gives full support and encouragement.

19 F. Miscellaneous

- 20 1. Telephone credit cards are issued to each trustee for the purpose of carrying
21 on library business from home or office as required.
- 22 2. To encourage participation in library related activities; the district will
23 reimburse expenses incurred for travel, meals, lodging and conference fees.
24 The library board can be requested to give advance approval for
25 reimbursement.

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3. Memberships for trustees in ~~the California Library Association~~ professional associations for public library trustees and independent special district directors, are paid for by the District. ~~This will~~ These provide the trustees with periodicals and bulletins to keep them aware of library and special district activities within the state.



1 PLACENTIA LIBRARY DISTRICT

2 MISSION STATEMENT

3 Adopted by the Library Board of Trustees

4 June 15, 1992

5
6 To provide library services and materials that are responsive to the informational, recreational, educational,
7 and cultural needs of all member of the community.

8
9 THE PURPOSE OF THE PLACENTIA LIBRARY

10 DISTRICT IS TO:

- 11
- 12 • Acquire, organize and maintain a collection of print and non print materials to meet the informational,
13 recreational, educational, and cultural reading, listening and viewing needs of the residents of the
14 District and other eligible users.
 - 15
 - 16 • Provide qualified staff to assist the public with the use of the collection and the information contained
17 therein.
 - 18
 - 19 • Provide and operate a library facility, that is free of physical barriers, to house the collection and
20 services, to provide reading and study space for users, and to provide space for library and community
21 programs.
 - 22
 - 23 • Collect, preserve and maintain a collection of published and unpublished material about the City of
24 Placentia and contiguous communities, about current and prior residents of Placentia, and published
25 materials by authors who reside or have resided in Placentia.
 - 26

1 PLACENTIA LIBRARY DISTRICT
2 BOARD OF TRUSTEES
3 HANDBOOK
4
5

6 I. DEFINITION AND HISTORY
7

8 A. Definition of a Special District
9

10 Special Districts are the most local form of government. There are over 2,000 special districts in the State
11 of California. They provide many essential services to areas embracing both incorporated and
12 unincorporated territories, sometimes within and sometimes across county boundaries. In most cases
13 special districts were organized by local citizens seeking solutions to their many service and utility
14 problems, and in the process established service areas not necessarily limited to or encompasses by the
15 other political boundaries of existing cities and counties. In the case of the Placentia Library District there
16 was no county library available or an incorporated city at that time to provide library service to the citizens
17 of the territory. Today there are five special library districts with exclusively elected boards in the State of
18 California and five more district libraries that use school board members as their governing body.
19

20 B. History
21

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

24 In 1926, the board started their first non-storefront library located on the northwest corner of Bradford and
25 Center. In 1927, they moved into the 4500 square foot library. This building was designed by Carlton
26 Monroe Winslow of Los Angeles. At that time, the population of the district was approximately 800
27 people.

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

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

33 In 1974, the System in conjunction with the universities and colleges formed a network called Libraries of
34 Orange County Network (LOCNET).

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

4 C. Administration

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

7 Memberships are maintained for the District in California Library Association (CLA) AND California
8 Special Districts Association (CSDA). Staff memberships include American Library Association (ALA),
9 Special Libraries Association (SLA), Orange County Library Association (OCLA), American Society of
10 Information Science (ASIS), Public Library Executives Association of Southern California (PLEASC),
11 Public Library Administrators of Orange County (PLAOC).

12 II. BOARD MEMBERS ARE TRUSTEES

13 A. Qualification of Library Trustees

14
15 Serving on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility of
16 rendering faithful service, and of providing enlightened leadership to promote the best library service the
17 community can afford.

18
19 The Board of Library Trustees should be composed of men and women representing the highest standards
20 of the community. An ideal board member is an able and dedicated person with integrity, imagination, and
21 enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will ensure the
22 value of an individual as a board member are:

- 23
- 24 1. Understanding of cultural, social and economic conditions in the community
- 25
- 26 2. Appreciation of the role of the library as an educational center for the whole community.
- 27
- 28 3. Ability to help make the library appreciated and respected in the community.
- 29
- 30 4. Availability to give the time and effort required for board and committee meetings.
- 31
- 32 5. Willingness to keep informed on library trends, developments, and progress so that the
- 33 program will constantly grow according to modern requirements.
- 34

- 1 6. Willingness to present the library fiscal, building, and program needs to appropriating
- 2 bodies and community.

3

4 B. Authority

5

6 Libraries in unincorporated towns and villages may be established and operated under the Unincorporated

7 Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the

8 establishment of the library district, the Board of Trustees consisting of five members, is constituted and

9 continued in the manner prescribed in the Education code.

10

11 C. Selection and Appointment

12

- 13 1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
- 14
- 15 a. Elections shall be held biennially in the district on the same day as the school district election
- 16 as specified in Section 1111, in the odd number years.
- 17 b. The Trustees shall hold office for a term of four years beginning on the first day of July next
- 18 succeeding their appointment or election.
- 19
- 20 2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted
- 21 in three (3) conspicuous locations. Applications are available at the library director's office. The
- 22 Library Board will screen all applications and make an appointment. The Orange County Board of
- 23 Supervisors will be informed of the appointment. (Govt. Code 1780.)
- 24

25 D. Duties and Responsibilities

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~~and to report to the board~~

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Placentia Library Foundation
Comparative Responsibilities
April 27, 1994
(Revised)

Library Board

Elected officials.

Manage all tax revenues, local revenues (fines & fees), and grants.

Approve budget and all programs for Library services.

Set all Library policies.

Approve all expenditures.

Hire and evaluate the Library Director.

Appoints 2 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Friends of the Placentia Library

Independent of the Library Board of Trustees

Day to day fundraising through booksales and special events for current year projects.

Has an annual membership drive with dues ranging from \$5.00 for an individual to \$50 for a lifetime membership.

Grants and gifts to the Library are coordinated through the Library Director. A Library Board member attends the Friends Board Meetings.

Appoints 1 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Placentia Library Foundation

Independent of the Library Board of Trustees.

Long term funding resource

Creation and management of endowment, capital and operating funds.

Annual fund drive, special gifts, directed appeals, bequests, charitable remainder trusts.

No activities to be in competition with the Friends of the Library.

Grants and gifts to the Library are to be coordinated through the Library Director.

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1-5

Creating a Legacy for Placentia

It makes sense to give to the Placentia Library Foundation so that your name and your gift will live on after you. Your gift to the Foundation, large or small, will meet the changing needs of your public library. There are a number of ways to give wisely through the Placentia Library Foundation

By Will or Trust

Many persons who have provided for family members in their wills or trusts have also left money through bequests to local charities like the Placentia Library Foundation.

A number of individuals with no survivors have named a local charity like the Placentia Library Foundation as the primary beneficiary of their will or trust.

These bequests can substantially reduce the amount of your estate tax by using allowable charitable deductions.

Outright Gifts and Year-End Giving

Perhaps you want to make charitable gifts during your lifetime. By doing so you can take maximum advantage of the charitable deduction on you income tax return. Lifetime gifts can also serve to reduce the size of your estate and allow you to see the impact of your donation on the services of the Library.

Life Insurance

You can make the Placentia Library Foundation the beneficiary of life insurance policies. If you do so irrevocably, your annual premiums are tax deductible. The cash surrender value of an existing policy is also tax-deductible.

Gifts with Lifetime Interest

You can provide for yourself and your survivors by making a trust now and specifying that the income go either to yourself or others for a specified number of years or for life, with the principal ultimately going to Placentia Library Foundation. In the case of a gift of low-yield, low basis securities, such a gift could increase you income for life.

Book Endowment Fund

Your can assure that your annual giving goes on forever even if your estate is limited.

For each \$250 increment given to the Book Endowment Fund, either during your lifetime or through your estate, the principal is invested and the interest is used to purchase a book magazine or other collection item each year for your Library.

A commemorative book plate imprinted with your name will be placed in each book as recognition of your gift.

Memorial Gifts

When a relative or friend dies the family sometimes asks that you make a contribution to a charity of your choice. A gift to Placentia Library Foundation provides a continuing memorial. The family of the person you are remembering will be informed of the gift.

It's Your Choice

Only you can make the decision about who will benefit from your years of work.

We urge you to talk to your attorney, accountant, financial planner, life insurance underwriter, or any Director of the Placentia Library Foundation about making the Foundation one of your beneficiaries.

Donor Recognition

Adopt-A-Book and Adopt-A-Magazine donors are recognized with customized bookplates in the items purchased. The are also listed in *Placentia Library Notations*, the Foundation's newsletter.

Book Endowment Fund donors are recognized *each year* with customized bookplates in the items purchased with the proceeds from their gift.

The names of donors contributing \$500 or more to the Book Endowment Fund will be permanently recognized in the Library.

Why Do We Have A Library Foundation?

The purpose of the Placentia Library Foundation 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 to be supported by the Foundation include:

- 📖 The Library's collections of books, magazines, audio visual materials, and reference and information services for adults and children;
 - 📖 The Library's facilities and equipment; and
 - 📖 Special Library projects.
-
-

Donor Benefits

The Foundation has been granted 501(c)(3) status by the Internal Revenue Service. Contributions to the Foundation are tax deductible for donors who itemize their income tax deductions.

Deferred gifts have many special tax and income advantages for the donor. Several members of the Foundation Board of Directors are available to explain this program to you by personal appointment.

For additional information please call the Placentia Library Foundation Office at (714) 528-1925 Ext. 203.

How To Include Placentia Library Foundation In Your Will or Living Trust

Percentage

"I give, devise and bequeath to Placentia Library Foundation for the support of Placentia Public Library located in Placentia, California, ___ % of the residue of my estate."

Dollar Amount

I give, devise and bequeath to Placentia Library Foundation for the support of Placentia Public Library located in Placentia, California, the sum of \$ _____."

Specific Property

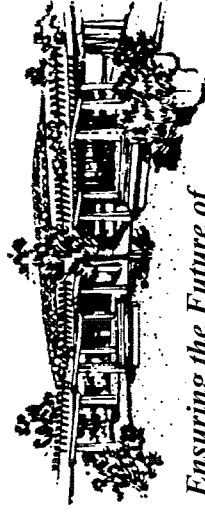
"I give, devise and bequeath to Placentia Library Foundation for the support of Placentia Public Library located in Placentia, California, my interest in (describe the property and its exact location)."

Placentia Library Foundation Board of Directors

Sandra M. Stark, President
David D. Hiskey, Esq., Secretary
Jane DeJovine, Ph.D.
A. C. "Pat" Irot
M. A. McHenry, CPA
Jean Pappas
Al Penry

Elizabeth D. Minter, M.L.S., Ex. Officio

How To Make A Gift To The PLACENTIA LIBRARY FOUNDATION



*Ensuring the Future of
Placentia's Public Library*

PLACENTIA LIBRARY FOUNDATION
411 East Chapman Avenue
Placentia, CA 92870-6198
(714) 528-1925 Ext. 203

Programs

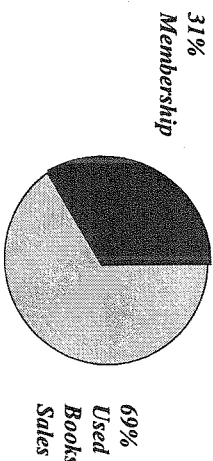
The Friends of Placentia Library is in its third decade as a nonprofit community organization.

Through the members' efforts, Placentia Library programs are supported by providing:

- 📖 Children's Summer Reading Program
- 📖 National Library Week Program
- 📖 Date Due Reminders for Borrowers
- 📖 Telephone Message System
- 📖 Volunteer and Employee Recognition
- 📖 Camp Library for Children
- 📖 Color Printer for Electronic Reference System
- 📖 Special Library Events and Receptions
- 📖 Local History Archives
- 📖 Storytimes for Children
- 📖 Computer for Public Use
- 📖 Reference Materials

Money

The Friends of Placentia Library receives its revenue from membership contributions, sustaining contributions and used book sales.



The annual budget is approximately \$12,000

The Friends of Placentia Library support a variety of Library programs and services by purchasing equipment, funding speakers and special events and co-publishing a newsletter with the Placentia Library Foundation

In addition to its own projects, the Friends of Placentia Library sponsors an Author's Brunch each year to benefit the Placentia Library Foundation. This highly anticipated community event attracts over 200 participants and involves over 30 community leaders who serve as celebrity waiters.

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All our proceeds are spent supporting

Placentia Library Programs!

Volunteers

Friends volunteers donate over 12,000 hours of service to Placentia Library each year.

You are invited to become a part of this exciting and rewarding program.

Friends volunteers are involved in:

- 📖 Friends Book Store
- 📖 Checking in Books
- 📖 Sorting Used Books for Sale
- 📖 Summer Reading Program for Children
- 📖 Literacy Tutors
- 📖 Author's Brunch
- 📖 Semi-Annual Book Sales
- 📖 Literacy Office Assistants
- 📖 Preparing New Books for Circulation
- 📖 Friends Board of Directors
- 📖 Putting up Bulletin Boards and Displays
- 📖 Occasional Special Projects

Mission

The mission of the Friends of Placentia Library is to:

Foster closer relations between the Placentia Library and the citizens of Placentia

and

To support the functions, resources, services and needs of the Library.

Membership

Membership in this organization is an evidence of support for this community and particularly its educational, cultural and recreational needs.

Members are provided a pre-sale time at our Used Book Sales prior to opening for the general public.

We are indebted to several local merchants who provide Friends members with discounts.

Friends of Placentia Library Board of Directors

Pat Irot, President
Bob Olson, Vice President
Barbara Hemmerling, Secretary
Marjorie Dailey, Treasurer
Ted Farkas, Membership Chair
Camille Himes
Marge Horrocks
Renée Scott
Frances Stoller
Kay Suiter
Virginia Walker

Directors Emeriti

Ruth Cain
Nita Godwin
Bev Johnson



*A
Community Volunteer Organization
Supporting Public Library Services
at
Placentia Library District*

Placentia Library District Board of Trustees

Peggy Dismore, President
Ray Evans, Secretary
Robin Masters
Jean Pappas
Saundra M. Stark
Elizabeth D. Minter, Library Director

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