

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

August 18, 1998
7:30 P.M.

Library Conference Room

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

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

1. Roll Call 7:37 Administrative Assistant
2. Adoption of Agenda Ray/Rob. as corrected item 9

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the July 21, 1998 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

Doc Wood
Ted Farber

5. Board President Report

SCUN - Kate - send + CACTAC
CACTAC Bd meet
Fondat Donor Receipt - donate.

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

Discussion of Trustee participation in the Heritage Day Parade

{ Fire Truck
ced Car.
1 sed car
1 fire truck.

6. Trustee Reports

Peggy
Sandra - no

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.

Sandra
CSDA/WCA

Peg - missed last month's meeting.

CLAIMS (Items 7 - 10)

Presentation: Library Director
Recommendation: Approve by Motion

pac / Sandra

Items 7 - 10 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claim of \$2,195.05 forwarded by Library Director during this report period.

9. Current Claims and Payroll. (Approve)

Current Claims of \$9,609.80; and Payrolls 3641 and 3642 for \$40,650.00.
Combined total of Current Claims and Payroll of \$52,587.88.

11,937.88

10. FY1998-99 Cash Flow Analysis with recommendation for no inter-fund transfers. (Approve)

FINANCIAL REPORTS (Items 11 - 16)

Presentation: Library Director
Recommendation: Approve by Motion

Sandra / Peg

Items 11 - 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

11. Financial Reports for June 1998 (Receive & File)

12. Office General Ledger & Check Registers for June 1998 (Receive & File)

13. Acquisitions Report for June 1998 (Receive & File)

14. Overdue Collection Reports for May & June 1998 (Receive & File)
15. Debit Card System Reimbursement Report for June 1998 (Receive & File)
16. Gifts Report for June 1998 (Receive & File)

GENERAL CONSENT CALENDAR (Items 17 - 30)

Reg / Pol.

Presentation: Library Director
Recommendation: Approve by Motion

Items 17 – 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

17. Building Maintenance Report for June 1998 (Receive & File)
18. Personnel Report for June 1998 (Receive, File, and Ratify Appointments)
19. Volunteer Report for June 1998 (Receive & File)
20. Circulation Report for May & June 1998 (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Legislative reports from California Advocates and the California Library Association (Receive & File)
23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of July 7, 1998. (Receive & File)
24. Staff Appreciation Dinner Report (Receive & File)
25. Special District Risk Management Authority Evidence of Coverage for 1998/99 (Receive & File)
26. Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-98 (Receive & File)
27. Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1997-98. (Receive & File)
28. Announcement from the Office of Litigation Representative Tom Hayes confirming an agreement in principle to settle pending litigation for the Orange County Bankruptcy (Receive & File)
29. Strategic Planning Report (Receive & File)
30. Status report on Library Board Candidates (Receive & File)

CONTINUING BUSINESS

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

Presentation: Library Director
 Recommendation: Give direction for future action

- 32. Fiscal Year 1998-99 Budget

Presentation: Library Director
 Recommendation: Adopt Personnel Allocation
 Adopt Organizational Chart for Fiscal Year 1998-99
 Adopt Fiscal Year 1998-99 Budget for all Funds by Resolution 98-7

NEW BUSINESS

- 33. Recommendation from Mike Belote, the District's Legislative Consultant at California Advocates, that in the next legislative session the District request a bill that would merge the District with the City in exchange for the return of the District's share of the ERAF (Educational Revenue Augmentation Fund).

Presentation: Library Director
 Recommendation: Authorize the Library Director to request that Mr. Belote make a presentation on the District's legislative status and his proposal at the September 15, 1998 Board Meeting.

- 34. Travel Authorization for CSDA (California Special Districts Association) Annual Conference in San Francisco, September 23-25, 1998.

Presentation: Library Director
 Recommendation: Determine who will attend and authorize payment of expenses

- 35. Appointment of Trustee as Community Representative

Presentation: Trustee Stark
 Recommendation: Action as determined by the Board of Trustees

STAFF REPORTS (Items 36 - 40)

Presentation: Library Director
 Recommendation: Approve by Motion

Items 36 -40 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.

- 36. Program Committee Report for June 1998. (Ammar)

- 37. Children's Services Report for June 1998. (Smith)

*you. offer
e-mail*

diff. & Dec.

*begin in title -
as a memo to
making it possible*

*Peggy - wait for
new Bond.*

Rob/No

- 38. Publicity Materials produced for June 1998. (Willauer)
- 39. Placentia Library Literacy Services Report for June 1998. (Matas)
- 40. Safety Committee Minutes for April 1998. (Matas)

ADJOURNMENT

- 41. Agenda Preparation for the September Regular Meeting which will be held on September 15, 1998.
- 42. Review of Action Items.

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

- 43. Adjourn

Mike Belote

John Tynor Memorial

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

I, Elizabeth D. Minter, Library Director for the Placentia Library District, hereby certify that the Agenda for the August 18, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, August 15, 1998.

ED Minter

August 1998 - July 1999

Yearly Planner

August 98

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

August
18 7:30 PM Library Board Meeting

September
8 7:00 PM Friends Board Meeting, Dinsmore

15 7:30 PM Library Board Meeting

23 CSDA Annual Conference, - San Francisco through 9/25

24 11:30 AM - 1:00 PM Foundation Board Meeting

October
5 7:00 PM Friends Board Meeting,

10 Heritage Parade

20 7:30 PM Library Board Meeting

29 ISDOC Membership Luncheon Meeting

November
2 7:00 PM Friends Board Meeting, Stark

17 7:30 PM Library Board Meeting

December
3 11:30 AM - 1:00 PM Foundation Board Meeting

7 7:00 PM Friends Board Meeting, Masters

15 7:30 PM Library Board Meeting

January
4 7:00 PM Friends Board Meeting, Evans

19 7:30 PM Library Board Meeting

22 ALA Midwinter, Philadelphia

January
28 11:30 AM - 1:00 PM Foundation Board Meeting

29 American Library Assoc, Philadelphia, through 2/3

February
1 7:00 PM Friends Board Meeting, Dinsmore

16 7:30 PM Library Board Meeting

March
1 7:00 PM Friends Board Meeting,

6 9:30 AM - 1:30 PM Author's Brunch

16 7:30 PM Library Board Meeting

April
5 7:00 PM Friends Board Meeting, Stark

11 National Library Week through 4/17

12 Friends Annual Meeting

20 7:30 PM Library Board Meeting

27 CLA Legislative Day, Sacramento

30 Book Expo America, Los Angeles, through 5/2

May
18 7:30 PM Library Board Meeting

June
7 7:00 PM Friends Board Meeting, Evans

15 7:30 PM Library Board Meeting

24 American Library Assoc. New Orleans, through 7/1

February 99

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September 98

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March 99

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October 98

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April 99

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May 99

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December 98

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June 99

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January 99

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31						

July 99

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 1998**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 21, 1998 at 7:35 P. M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore, Trustees Robin Masters, Trustee Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: Secretary Ray Evans.

Others Present: Trustee-designate Al Shkoler; Administrative Assistant Charlene Dumitru; and Principal Librarian Suad Ammar.

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

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

MINUTES It was moved by Trustee Masters, seconded by President Dinsmore to approve the Minutes of the Regular Meeting of June 16, as presented.

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

It was moved by Trustee Masters, seconded by Trustee Masters to approve the Minutes of the Special Meeting of July 8, 1998 as presented.

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

ORAL COMMUNICATIONS Trustee-designate Al Shkoler expressed his appreciation at rejoining the Board.

PRESIDENT'S REPORT President Dinsmore reported that she will attend the California Library Trustees and Commissioners (CALTAC) Board Meeting on August 1, at Torrance Library. A discussion of the recently published *Trustee Took Kit for Library Leadership* is scheduled for the meeting and she requested that each Trustee evaluate the book and inform her of any comments or suggestions that she might contribute to the discussion.

TRUSTEE REPORTS

No Trustees wished to address the Board at this time.

**FOUNDATION
REPORT**

Trustee Stark reported that planning is underway for the "American Girl Tea" scheduled for May 8, 1998, the Saturday before Mother's Day. A committee has formed to work on this project and Trustee Stark anticipates much community support for the event.

Trustee Stark also reported that the Annual Fundraising Campaign letters are scheduled to be mailed July 23, and the Direct Mail Campaign is scheduled for August.

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 8 through 10:

Nonstandard Claims in the amount of \$0.00

Claims forwarded by the Library Director and Board of Trustees in the amount of \$18,346.16

Current Claims and Payroll in the amount of \$69,149.67

AYES: Dinsmore, Masters, Stark

NOES: None

ABSTAIN: None

ABSENT: Evans

**FINANCIAL
REPORTS**

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

Financial Reports for June, 1998

Office General Ledger & Check Registers for June, 1998

Acquisitions Report for June, 1998

Overdue Collection Report for June, 1998

Debit Card System Reimbursement Report for June, 1998

Gifts Report for June, 1998

AYES: Dinsmore, Masters, Stark

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 17-31

Building Maintenance Report for June, 1998 (Receive & File)

Personnel Report for June, 1998 (Receive, File
and Ratify Appointments)

Volunteer Report for June, 1998 (Receive & File)

Circulation Report for June, 1998 (Receive & File)

Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates, the California Special Districts Association and the California Library Association (Receive & File)
Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of June 2, 1998. (Receive & File)
Staff Appreciation Dinner Report (Receive & File)
Letter of Agreement with Munson, Cronick & Associates for the Fiscal Year 1997-1998 Financial Audit. (Receive, File Approve, and Authorize Signature by the Library Director)
Placentia History Room Activities (Receive & File)
California Library Services Board Actions taken at the May 5-6, 1998 Meeting (Receive & File)
Memo from the City of Placentia regarding the funding for the Library Seismic Retrofit Project (Receive & File)
Strategic Planning Report (Receive & File)
Establishment of Custodial Account and Life Insurance Transfer Authorization by form DC-2948-A as required by the Internal Revenue Service through PEPSCO Deferred Compensation Plan Administrator (Receive & File, Approve, and Ratify Signature by the Library Director)
Submission of Letter of Application to the United States Passport Agency for Placentia Library District to serve as a Passport Acceptance Facility (Receive & File, and Approve Application)

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

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

Library Director Minter reviewed the Library revenue issues as presented in the Board packet.

It was moved by Trustee Masters, seconded by Trustee Stark to allocate funds raised by Passport Fees to the book budget.

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

**COLLECTIVE
BARGAINING
AGREEMENT FOR
1998-99 THROUGH
2000-01**

It was moved by Trustee Masters, seconded by Trustee Stark to read Resolution 98-3, A Resolution of the Board of Trustees of Placentia Library District of Orange County Adopting a Memorandum of Understanding between Placentia Library District and Placentia Library District Chapter of the Orange County Employees Association, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to Adopt Resolution 98-3. Motion was approved by roll call vote:

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

**FISCAL YEAR 1998-
1999 BUDGET**

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-4, A Resolution of the Board of Trustees of Placentia Library District of Orange County Establishing the Salaries of Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters, to adopt Resolution 98-4. Motion was approved by roll call vote:

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

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-5, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the District Holiday and Library Closure Schedule for Calendar Years 1998 and 1999, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to adopt Resolution 98-5. Motion was approved by roll call vote:

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

It was moved by Trustee Masters, seconded by President Dinsmore to continue discussion of the Budget for Fiscal Year 1998-1999 until the August Board Meeting.

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

**DENTAL AND
VISION EMPLOYEE
INSURANCE PLANS**

It was moved by Trustee Stark, seconded Trustee Masters to moved employee dental insurance coverage to Ameritas and vision insurance coverage to Vision Service Plan (VSP), including the Video Terminal Display rider, effective August 1, 1998, and to authorize the Library Director to sign the Ameritas and VSP contracts.

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

**NOMINATION OF
PAT IROT FOR THE
CALIFORNIA
SPECIAL DISTRICTS
ASSOCIATION 1998
DISTINGUISHED
VOLUNTEER
AWARD**

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-6, A Resolution of the Board of Trustees of Placentia Library District of Orange Count to Nominate Anna C. (Pat) Irot for the California Special Districts Association 1998 Distinguished Volunteer Award, by title only.

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

It was moved by President Dinsmore, seconded by Trustee Masters to adopt Resolution 98-6. Motion was approved by roll call vote:

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

**APPOINTMENT OF
TRUSTEE
REPRESENTATIVE
TO THE PLACENTIA
LIBRARY
FOUNDATION
BOARD OF
TRUSTEES**

It was moved by Trustee Masters, seconded by Trustee Stark to appoint Al Shkoler as a Board representative to the Placentia Library Foundation Board of Directors, effective upon his appointment as a Trustee of Placentia Library District by the Orange County Board of Supervisors.

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

STAFF REPORTS

It was moved by Trustee Masters , seconded by Trustee Stark to approve Agenda Items 38-42:

Program Committee Report for June, 1998
Children's Services Report for June, 1998
Publicity Materials produced for June, 1998
Placentia Library Literacy Services Report for June, 1998
Safety Committee Minutes for June, 1998

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

**AGENDA
PREPARATION:**

1. Budget for Fiscal Year 1998-1999
2. Establishment of a Trustee position of Community Representative

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:06 P. M.

Margaret V. Dinsmore, President

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal librarian
DATE: August 18, 1998
SUBJECT: **Passport Acceptance Services**

On Monday, August 17, 1998 I was contacted by Ms. Barbara Brophy, Customer Service Manager at the Passport Agency. She acknowledged the receipt of my application letter dated July 14, 1998 and expressed satisfaction with it, she also expressed some concern about the Library service hours, especially during the "peak season" when the Library may have to process close to fifty applications a day. She suggested that the Library may want to establish a by-appointment-only system on days and times that may prove to be very busy.

She suggested that I meet her at the Fullerton post office on September first to watch the application process and talk to the people there about it and follow that by a visit to the Library.

She did indicate that the Fullerton office is a very busy passport site and added that libraries are a very natural place for this service because they are service oriented, she added that the Palm Springs Library Director told her, last week, that their revenue from the passport applications exceeded their revenue from the State.

1870
1871
1872
1873
1874

The first year of the war was a year of great suffering and privation for the people of the North. The war had just begun, and the country was in a state of confusion. The people were poor and the government was weak. The war had just begun, and the country was in a state of confusion. The people were poor and the government was weak.

The second year of the war was a year of great suffering and privation for the people of the North. The war had just begun, and the country was in a state of confusion. The people were poor and the government was weak.

The third year of the war was a year of great suffering and privation for the people of the North. The war had just begun, and the country was in a state of confusion. The people were poor and the government was weak.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 18, 1998

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



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
August 18, 1998

<u>DATE</u>	<u>REPORT NO.</u>	<u>AMOUNT</u>
07/28/98	3637	2195.05
TOTAL		\$2,195.05

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 07/28/98
REPORT NO 3637

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	July 23, 1998		2800	00		346.21		
N00230B Fry's Electronics 600 E. Brokaw Road San Jose, CA 95112	July 8, 1998 2204163		1800	00		43.08		
N03650 Kinko's, Inc. Customer Admin. Svcs. P.O. Box 672085 Dallas, TX 75267-2085	July 19, 1998 030200085556		1800	00		69.10		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	July 22, 1998 312083-9		2800	00		252.59		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	July 7, 1998 253-0470 July 17, 1998 528-6022		0700	01		142.51		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	July 16, 1998 528-8236		0700	00		29.53		
N06555A Principal Life Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	July, 1998		0300	00		381.89		
N06686D Office Depot Credit Plan Dept 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	August 15, 1998		1800	00		911.11		

The claims listed above (totaling \$ 2,195.05) 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

2,195.05

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 August 18, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3638	2,328.08
Subtotal for Immediately		2,328.08
Regular	3639	8,861.76
	3640	748.04
Subtotal for Regular		9,609.80
TOTAL CURRENT CLAIMS		11,937.88
Payroll	3641	20,325.00
	3642	20,325.00
Subtotal for Payroll		40,650.00
	TOTAL	52,587.88

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/18/98
REPORT NO 3638

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				Doc Number	SC
N00230B Fry's Electronics 600 E. Brokaw Road San Jose, CA 95112	July 16, 1998 Inv. 2227597		1300	00		43.05		
	July 16, 1998 Inv. 2225861		1300	00		355.54		
	Aug 3, 1998 Inv. 2278790		1300	00		<u>429.92</u>		
						<u>828.51</u>		
N03648A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	July 23, 1998 Inv. 763		1800	00		24.95		
	August 7, 1998		1800	00		159.08		
N03649 Staples Dept 31 -0000073264 P.O. Box 30292 Salt Lake City, UT 84130-0292								
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	July 28, 1998 572-1609 (ISDN line)		0700	01		156.84		
	August, 1998		0300	00		35.00		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708								
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, ca 92870	August 10, 1998		1400	00		950.00		
	July 30, 1998 Inv. 19980730		1900	00		173.70		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799								

The claims listed above (totaling \$ 2,328.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	August 4, 1998		2800	00		4,161.55		
	Invoice 52288		1400	00		1,688.88		
	July 21, 1998							
	Invoice 52285		1800	00		101.28		
						5,951.71		
N01833 Christenson Electric 111 S.W. Columbia, STE 480 Portland, Oregon 97201-5886	Inv 106871		1400	00		285.00		
	Inv 59283		1400	00		285.00		
						570.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	July, 1998		1900	00		34.71		
N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Placentia, CA 92870	August 18, 1998		0300	00		605.18		
			1800	08		16.09		
			1803	00		154.40		
			2700	01		3.00		
			2700	03		10.00		
			2700	07		6.00		
					794.67			
N03688 Register P.O. Box 11942 Santa Ana, CA 92711	August 1, 1998 70000475		2400	04		133.35		
N03833C Brodart Co 500 Arch Street Williamsport, PA 17705	July 13, 1998 Inv. U133812		2400	01		89.89		
N03833B Brodart Co. P.O. Box 3488 Williamsport, PA 17705	July 24, 1998 Inv. A28416		0700	05		423.82		
N03858 American Agencies P.O. Box 2829 Torrence, CA 90509-2829	August 1, 1998		1900	00		68.94		

The claims listed above (totaling \$ 8,861.76) 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				Doc Number	SC
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	July, 1998		2700	07		31.50		
American Library Assoc 155 N. Wacker Drive Chicago, IL 60606	July 7, 1998		1800	00		39.40		
Cheryl Willauer 411 E. Chapman Ave. Placentia, CA 92870	July/Aug 1998		2700	01		10.38		
N09236 Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373	July 16, 1998		1800	00		168.00		
N15508 Cosmoslink 3030 Saturn Street, STE 204 Brea, CA 92821	July 31, 1998 Inv. 9808-55 Inv. 9808-65		0700	02		19.95		
			0700	07		19.95		
						39.90		
N11530 Simon & Schuster P.O. Box 70660 Chicago, IL 60673	July 7, 1998 8674854		2400	01		55.61		
Donna G. Bass 2207 Mont Blanc Circle Placentia, CA 92870	August 3, 1998		1900	00		360.00		
Chivers North America Box 1450 Hampton, NH 03843-1450	May 7, 1998 Inv. 159305		2400	05		26.00		
FedEx P.O. Box 1140 Memphis, TN 38101-1140	May 26, 1998		1803	00		17.25		

The claims listed above (totaling \$ 748.04) 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	August 18, 1998 Pay period # 18 August 14, 1998 August 27, 1998		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, AUGUST 27, 1998								

The claims listed above (totaling \$ 20,325.00) 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
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	August 18, 1998 Pay period # 19 August 28, 1998 Sept. 10, 1998		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, SEPTEMBER 10, 1998								

The claims listed above (totaling \$ 20,325.00) 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 *edm*
SUBJECT: Cash Flow Analysis
DATE: August 18, 1998

BACKGROUND:

The cash flow and budget expenditures from Fund 707 are on target although local revenues and transaction based reimbursements continue to be weak.

No tax revenues are anticipated in August.

I have requested an explanation from the Orange County Auditor's Office about the negative interest amounts for May and June (Object Code 6610-00 in the Revenue Report). They have not yet responded. I will be contacting the Treasurer's Office with this question on August 17.

The cash balance for the end of August is exceptionally low but it is adequate to carry the District until the September Board Meeting. Funds will need to be transferred at that time.

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

RECOMMENDATION:

Receive & File cash flow analysis of August 18, 1998.

Placentia Library District
 FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
07/21/98		Teeter 2nd Current Delinquent	10,950.23	28.90	112,105.11
07/15/98		Secured Final FY97-98	8,714.72	21.79	120,798.04
07/27/98		Supplemental 1st	1.08		120,799.12
07/16/98		Supplemental Final FY97-98	778.40		121,577.52
07/22/98		Supplemental Secured FY97-98	780.95		122,358.47
07/22/98		Supplemental Prior Year Penalties	270.35		122,628.82
07/15/98		Reverse Interest for 5/98	(1,587.13)	(42.12)	121,083.81
07/17/98		Reverse Interest for 6/98	(1,132.86)	(29.69)	119,980.64
07/24/98		Library Revenue for July	1,033.96		121,014.60
07/16/98		Expired check	3.46		121,018.06
07/21/98	3631	General		3,644.43	117,373.63
07/21/98	3632	General		6,867.26	110,506.37
07/21/98	3633	General		1,847.90	108,658.47
07/21/98	3634	General		4,220.08	104,438.39
07/21/98	3635	Payroll to wire 7/30/98		20,325.00	84,113.39
07/21/98	3636	Payroll to wire 8/13/98		20,325.00	63,788.39
07/28/98	3637	PPI by Library Director		2,195.05	61,593.34
08/18/98	3638	General - PPI		2,328.08	59,265.26
08/18/98	3639	General		8,861.76	50,403.50
08/18/98	3640	General		748.04	49,655.46
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	26,330.46
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	3,005.46

Placentia Library District
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/97		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
01/08/97	3575	PPI by Library Director		2,004.94	249,000.27
01/08/98	3574	PPI by Library Director		3,818.97	245,181.30
01/08/98		Homeowners Property Tax Relief	5,313.13		250,494.43
01/15/98		Unsecured 2nd Actual	6,066.51	15.17	256,545.77
01/20/98	3480	General		518.17	256,027.60
01/20/98	3576	General - PPI		2,954.29	253,073.31
01/20/98	3577	General		1,730.83	251,342.48
01/20/98	3578	General		32,298.27	219,044.21
01/20/98	3579	General		2,232.75	216,811.46
01/20/98	3581	Payroll to wire 1/29/98		19,926.00	196,885.46
01/20/98	3582	Payroll to wire 2/12/98		19,926.00	176,959.46
01/22/98		Current Secured 4th	50,637.92	126.59	227,470.79
01/26/98		Current Supplemental 2nd	2,397.19		229,867.98
01/30/98		Commingled Interest Allocation, Dec	1,073.38	27.94	230,913.42
01/30/98		Transfer to Fund 702		30,000.00	200,913.42
02/03/98		Local Revenue, December	1,365.74		202,279.16
02/04/98		Public Utility Tax	12,571.79		214,850.95
02/04/98		Distribution of Forfeiture Accounts	3,062.01	31.43	217,881.53

Placentia Library District
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
02/10/98	3583	PPI by Library Director		1,725.80	216,155.73
02/10/98	3584	PPI by Library Director		991.98	215,163.75
02/17/98	3585	General		11,855.92	203,307.83
02/17/98	3586	General		972.65	202,335.18
02/17/98	3587	General		667.05	201,668.13
02/17/98	3588	Payroll to wire 2/26/98		19,926.00	181,742.13
02/17/98	3589	Payroll to wire 3/12/98		19,926.00	161,816.13
02/17/98	3590	General - PPI		33,244.01	128,572.12
02/17/98		Current Supplemental 3rd	684.96		129,257.08
02/20/98		Commingled Interest Allocation, Jan	1,517.19	39.08	130,735.19
02/27/98		Interest Administrative Fee Rebate	2.89	-51.48	130,789.56
03/03/98	3591	PPI by Library Director		1,710.45	129,079.11
03/03/98		Distribution of Forfeiture Accounts	75.69		129,154.80
03/05/98	3592	PPI by Library Director		1,112.99	128,041.81
03/09/98		Local Revenue, January	1,550.31		129,592.12
03/17/98	3593	General - PPI		3,721.95	125,870.17
03/17/98	3594	General		48,471.97	77,398.20
03/17/98	3595	General		4,256.37	73,141.83
03/17/98	3596	General		978.93	72,162.90
03/17/98	3597	General		140.92	72,021.98
03/17/98	3598	Payroll to wire 3/25/98		19,926.00	52,095.98
03/17/98	3599	Payroll to wire 4/9/98		19,926.00	32,169.98
03/17/98	3600	Payroll to wire 4/23/98		19,926.00	12,243.98
03/20/98		Local Revenue, February	1,795.04		14,039.02
03/20/98		State TBR - ILL	1,242.66		15,281.68
03/20/98		State Literacy Funds	6,594.00		21,875.68
03/25/98		Current Secured 5th	45,047.45	112.62	66,810.51
04/16/98		Current Secured 6th	224,358.68	582.04	290,587.15
04/20/98		Current Supplemental 4th	4,141.61		294,728.76
04/21/98	3601	General - PPI		4,096.64	290,632.12
04/21/98	3602	General - PPI		984.85	289,647.27
04/21/98	3603	General - PPI		2,071.29	287,575.98
04/21/98	3604	General		893.28	286,682.70
04/21/98	3605	General		1,220.88	285,461.82
04/21/98	3606	Payroll to wire 5/7/98		19,926.00	265,535.82
04/21/98	3607	Payroll to wire 5/21/98		19,926.00	245,609.82
04/27/98		Public Library Fund	28,313.00		273,922.82
04/27/98		Local Revenue, February	31.18		273,954.00
05/07/98		Homeowners Property Tax Relief	5,313.16		279,267.16
05/14/98		Current Secured 7th	33,250.16	83.13	312,434.19
05/14/98		Current Supplemental 5th	1,105.67		313,539.86
05/19/98	3608	General - PPI		3,938.59	309,601.27
05/19/98	3609	General - PPI		1,019.70	308,581.57
05/19/98	3610	General - PPI		3,290.93	305,290.64
05/19/98	3611	General		12,221.63	293,069.01
05/19/98	3612	General		3,039.65	290,029.36
05/19/98	3613	General		363.64	289,665.72
05/19/98	3614	Payroll to wire 6/4/98		19,926.00	269,739.72
05/19/98	3615	Payroll to wire 6/18/98		10,765.00	258,974.72
05/19/98		Transfer to Fund 706		101,000.00	157,974.72
05/20/98		Public Utility Tax	12,336.46	30.84	170,280.34
05/22/98		State TBR - ILL	1,050.00		171,330.34

Placentia Library District
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/22/98		Local Revenue, March/April	4,559.65		175,889.99
05/28/98		Commingled Interest Allocation, Feb	1,172.96	29.67	177,033.28
05/29/98		Commingled Interest Allocation, Mar	809.07	20.88	177,821.47
06/04/98	3616	PPI by Library Director		3,914.33	173,907.14
06/09/98		Homeowners Property Tax Relief 4th	2,277.06		176,184.20
06/09/98		State Timber Yield Tax	0.62		176,184.82
06/15/98		Current Supplemental 6th	744.21		176,929.03
06/16/98	3617	General - PPI		924.68	176,004.35
06/16/98	3618	General - PPI		1,510.18	174,494.17
06/16/98	3619	General		10,587.71	163,906.46
06/16/98	3620	General		2,162.27	161,744.19
06/16/98	3621	General		1,860.47	159,883.72
06/16/98	3623	General		14,328.46	145,555.26
06/16/98	3624	General		4,035.65	141,519.61
06/19/98		Local Revenue, May	3,903.42		145,423.03
06/20/98	3627	PPI by Library Trustees		5,882.69	139,540.34
06/23/98	3628	PPI by Library Director		3,862.91	135,677.43
06/23/98	3629	PPI by Library Director		7,051.23	128,626.20
06/23/98		Current Unsecured Final	4,647.04	11.62	133,261.62
06/24/98		Unsecured Final Year Paid	1,036.30	2.59	134,295.33
06/24/98		State TBR - ILL	1,811.75		136,107.08
06/24/98		State 321 Grant	971.00		137,078.08
06/24/98		Local Revenue, Year End	494.45		137,572.53
06/29/98		Interest for Unapportioned Tax	2,717.36	51.98	140,237.91
06/30/98		Commingled Interest Allocation, Apr	980.65	26.13	141,192.43
07/15/98		Commingled Interest Allocation, May	1,587.13	42.12	142,737.44
07/17/98		Commingled Interest Allocation, Jun	1,132.86	29.69	143,840.61
		TOTAL	1,060,958.10	1,087,583.28	

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 August 18, 1998

	Fiscal Year 1998-1999					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89
31-Aug-98						0.00	0.00
30-Sep-98						0.00	0.00
31-Oct-98						0.00	0.00
30-Nov-98						0.00	0.00
31-Dec-98						0.00	0.00
31-Jan-99						0.00	0.00
28-Feb-99						0.00	0.00
31-Mar-99						0.00	0.00
30-Apr-99						0.00	0.00
31-May-99						0.00	0.00
30-Jun-99						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

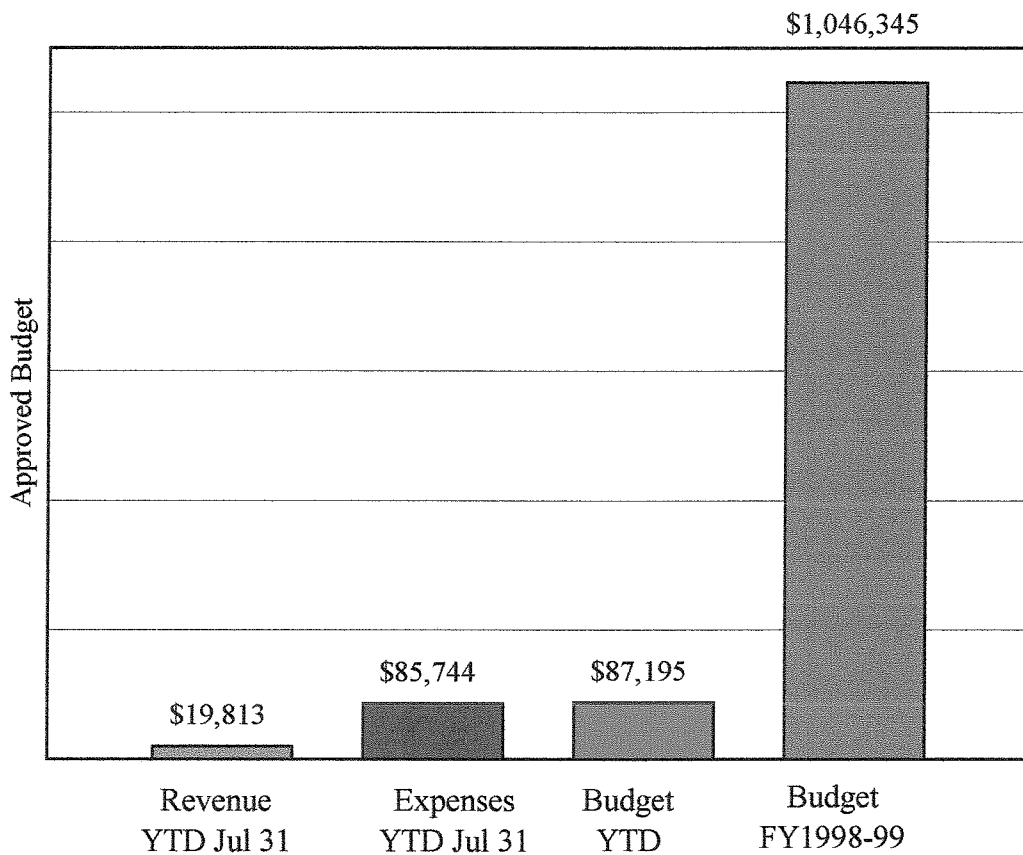
	Fiscal Year 1997-1998					TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	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	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1998-99

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY 1997-98 YTD	FY 1998-99 JUL 1998	FY 1997-98 JUL 1997	FY 1998-99 % REV BUD
		FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JUL 1998				
6210-00	Prop. Taxes - current secured	761,261	0.00	0.00	0.00	0.00	0.00	0.00%	
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00	0.00%	
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	0.00	0.00%	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	0.00	0.00	0.00	0.00	0.00	0.00%	
6220	PROP. TAXES - CURRENT UNSECURED	47,000	0.00	0.00	0.00	0.00	0.00	0.00%	
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	13,088.93	13,088.93	13,088.93		
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	5,201.12	5,201.12	5,201.12		
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	0.00		
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	0.00		
6230-04	Teeter Plan buyout - FY 1993-1994 only	0	0.00	0.00	0.00	0.00	0.00		
6230-10	Release of inpounds	0	0.00	0.00	0.00	0.00	0.00		
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	0.00		
	TOTAL PROP. TAXES - PRIOR SECURED	18,500	19,664.95	18,290.05	18,290.05	18,290.05	18,290.05	106.30%	
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00	0.00%	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	0.00		
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	0.00		
6280-00	Property taxes current supplemental	18,000	1.08	1.62	1.62	1.62	1.62	0.01%	
6280-01	Final supplemental for prior years	0	778.40	370.60	370.60	370.60	370.60		
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	779.48	372.22	372.22	372.22	372.22	4.33%	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	951.78	951.78	951.78	52.06%	
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	309.57	309.57	309.57	309.57		
	TOTAL TAXES	882,461	21,495.73	19,923.62	19,923.62	19,923.62	19,923.62	2.44%	

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

August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY 1997-98 JUL 1997	FY 1998-99 JUL 1998	FY 1997-98 YTD	FY 1998-99 YTD	FY 1998-99 % REV BUD
		FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JUL 1998					
6610-00	Interest	10,500	(2,719.99)	0.00	0.00	(2,719.99)	0.00	0.00	-25.90%	
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	0.00	0.00		
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	0.00	0.00		
	TOTAL INTEREST	10,500	(2,719.99)	0.00	0.00	(2,719.99)	0.00	0.00	-25.90%	
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-00	State - ILL & Direct Loan Reimbursement	6,500	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-01	State - CA Foundation Funds	97,400	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-02	State - CA Literacy Campaign	7,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-04	State - Dept of Education 321 Grant	3,500	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00	0.00		
7670-00	LOCAL REVENUE	23,500	1,033.96	0.00	0.00	1,033.96	0.00	0.00	4.40%	
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	3.46	6.20	6.20	3.46	0.00	6.20		
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	0.00	0.00		
	FUND 707 TOTAL	1,046,345	19,813.16	19,929.82	19,929.82	19,813.16	19,929.82	19,929.82	1.89%	

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

August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY 1997-98 YTD	FY 1998-99 JUL 1998	FY 1997-98 JUL 1997	FY 1998-99 % REV BUD
		FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JUL 1998				
0100	Salaries & Wages	494,410	56,640.00	55,530.00	55,530.00	56,640.00	55,530.00	11.46%	
0200	Retirement	70,123	4,335.00	4,248.00	4,248.00	4,335.00	4,248.00	6.18%	
	Health Insurance/Care America	28,585	1,789.41	(532.64)	(532.64)	1,789.41	(532.64)	6.26%	
	Long Term Disability	2,862	171.25	0.00	0.00	171.25	0.00	5.98%	
	Vision Service Plan	1,974	87.80	0.00	0.00	87.80	0.00	4.45%	
	Dental	4,402	381.89	276.50	276.50	381.89	276.50	8.68%	
0300	Total Employee Insurance	37,823	2,430.35	(256.14)	(256.14)	2,430.35	(256.14)	6.43%	
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	0.00		
0350	Workers Compensation - General	5,800	0.00	0.00	0.00	0.00	0.00	0.00%	
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	63,405.35	59,521.86	59,521.86	63,405.35	59,521.86	10.43%	
0700-00	Communications - Telephone	2,600	259.24	132.98	132.98	259.24	132.98	9.97%	
0700-01	Communications - Modem/Fax	2,384	369.86	37.53	37.53	369.86	37.53	15.51%	
0700-02	Communications - Internet/Database	3,240	289.90	0.00	0.00	289.90	0.00	8.95%	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	423.82	423.82	423.82	423.82	423.82	8.21%	
0700-07	Communications - 321 Grant	570	19.03	58.92	58.92	19.03	58.92	3.34%	
0700-08	Communications - Adult Literacy	330	59.74	0.00	0.00	59.74	0.00	18.10%	
	Total Communications	14,284	1,421.59	653.25	653.25	1,421.59	653.25	9.95%	
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	0.00		
0900-07	Food - 321 Grant	50	0.00	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	0.00%	
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00		
	Total Food	150	0.00	0.00	0.00	0.00	0.00	0.00%	
1000-00	Household Expense	3,500	1,241.23	0.00	0.00	1,241.23	0.00	35.46%	
1100-00	Insurance	10,200	4,996.38	5,024.74	5,024.74	4,996.38	5,024.74	48.98%	



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY1997-98 YTD	FY1998-99 JUL 1998	FY1997-98 JUL 1997	FY1998-99 % REV BUD
		FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JUL 1998				
1300-00	Maintenance of Equipment - General Fund	20,000	0.00	0.00	0.00	0.00	0.00	0.00%	
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00		
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00		
	Total Maintenance of Equipment	20,000	0.00	0.00	0.00	0.00	0.00	0.00%	
	HVAC	5,500	0.00	969.45	969.45	0.00	969.45	0.00%	
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00	0.00%	
	Groundskeeping, City of Placentia	25,000	1,693.36	4,019.14	4,019.14	1,693.36	4,019.14	6.77%	
	Plumbing	1,200	0.00	88.50	88.50	0.00	88.50	0.00%	
	Electrical	4,000	285.00	0.00	0.00	285.00	0.00	7.13%	
	Cleaning Service	11,700	950.00	950.00	950.00	950.00	950.00	8.12%	
	Locksmith	200	0.00	0.00	0.00	0.00	0.00	0.00%	
	Other	2,000	0.00	252.58	252.58	0.00	252.58	0.00%	
1400-00	Total Maintenance of Building & Grounds	50,100	2,928.36	6,279.67	6,279.67	2,928.36	6,279.67	5.85%	
1600-00	Memberships - General Fund	2,900	0.00	0.00	0.00	0.00	0.00	0.00%	
1600-07	Memberships - 321 Grant	200	0.00	0.00	0.00	0.00	0.00		
1600-08	Memberships - Adult Literacy	150	95.00	0.00	0.00	95.00	0.00	63.33%	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00		
	Total Memberships	3,250	95.00	0.00	0.00	95.00	0.00	2.92%	
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	0.00		
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	0.00		
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	0.00		
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00		
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	0.00		



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY1997-98 YTD	FY1998-99 JUL 1998	FY1997-98 JUL 1997	FY1998-99 % REV BUD
		FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JUL 1998				
1800-00	Library Supplies	4,500	189.54	0.00	189.54	0.00	0.00	4.21%	
	Printing	9,000	69.10	0.00	69.10	0.00	0.00	0.77%	
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	0.00		
	Publications	1,500	0.00	39.19	0.00	39.19	0.00	0.00%	
	Paper	1,200	0.00	79.26	0.00	79.26	0.00	0.00%	
	Drinking Water Service	300	24.95	24.95	24.95	24.95	0.00	8.32%	
	Other Office Supplies	3,000	954.19	14.65	954.19	14.65	0.00	31.81%	
	Total Office Supply Expense - General Fund	19,500	1,237.78	158.05	1,237.78	158.05	0.00	6.35%	
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	0.00	0.00	0.00	0.00	0.00		
	Printing	1,475	0.00	0.00	0.00	0.00	0.00	0.00%	
	Publications	2,375	0.00	0.00	0.00	0.00	0.00	0.00%	
	Paper	50	0.00	0.00	0.00	0.00	0.00	0.00%	
	Other Office Supplies	400	388.22	201.27	388.22	201.27	0.00	97.06%	
	Total Adult Literacy Office Supply Expense	4,300	388.22	201.27	388.22	201.27	0.00	9.03%	
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	0.00		
	Total Office Expense	24,950	1,626.00	359.32	1,626.00	359.32	0.00	6.52%	
1803-00	Postage Expense - General Fund	800	0.00	0.00	0.00	0.00	0.00	0.00%	
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00	0.00%	
1803-08	Postage Expense - Adult Literacy	200	0.00	0.00	0.00	0.00	0.00	0.00%	
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00	0.00%	
	Total Postage Expense	1,000	0.00	0.00	0.00	0.00	0.00	0.00%	



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

August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY 1997-98 JUL 1997	FY 1998-99 JUL 1998	FY 1998-99 % REV BUD
		FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JUL 1998			
	Care Resources (Employee Assistance)	420	0.00	0.00	0.00	0.00	0.00%	
	Pension Contribution & Operating Expenses	6,000	0.00	0.00	0.00	0.00	0.00%	
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%	
	Clipping Service	420	0.00	32.71	32.71	0.00	0.00%	
	Tax Collection Services & Fees by Orange County	450	(21.12)	47.51	47.51	(21.12)	-4.69%	
	Advertising	0	0.00	0.00	0.00	0.00		
	Medical Exams	500	52.50	0.00	0.00	52.50	10.50%	
	Collection Services - Accounts Receivable	3,000	0.00	970.00	970.00	0.00	0.00%	
	Audit	3,750	0.00	0.00	0.00	0.00	0.00%	
	Payroll Preparation	2,500	177.80	196.25	196.25	177.80	7.11%	
	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)	1,000	69.42	1,712.00	1,712.00	69.42		
1900-00	Total Specialized Services - General Fund	58,040	278.60	2,958.47	2,958.47	278.60	0.48%	
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00		
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	571.00	0.00		
1900-08	Specialized Services - Adult Literacy	725	0.00	0.00	0.00	0.00	0.00%	
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00		
1900-18	Tax Collection Services & Fees by Orange County	2,100	0.00	0.00	0.00	0.00	0.00%	
	Total Specialized Services	63,215	278.60	3,529.47	3,529.47	278.60	0.44%	
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%	
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%	
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00		



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY1997-98 JUL 1997	FY1998-99 JUL 1998	FY1998-99 % REV BUD
		FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JUL 1998			
2200-00	Semi-Annual Bond Payment	66,090	0.00	0.00	0.00	0.00	0.00%	
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00		
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00		
2400-01	Special Department Expense- Books	63,000	364.82	950.67	364.82	950.67	0.58%	
2400-02	Special Department Expense - Video	1,500	0.00	0.00	0.00	0.00	0.00%	
2400-03	Special Department Expense - Electronic	14,358	0.00	9,207.00	0.00	9,207.00	0.00%	
2400-04	Special Department Expense - Periodicals	16,642	3,804.24	0.00	3,804.24	0.00	22.86%	
2400-05	Special Department Expense - Audio	2,500	0.00	118.05	0.00	118.05	0.00%	
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00		
2400-08	Special Department Expense - Adult Literacy	1,500	1,231.93	0.00	1,231.93	0.00	82.13%	
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00		
	Total Special Department Expense	99,500	5,400.99	10,275.72	5,400.99	10,275.72	5.43%	
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	0.00	0.00	0.00	0.00		
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	62.41	0.00	62.41	0.00	3.12%	
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	500	0.00	0.00	0.00	0.00	0.00%	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00		
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	0.00	0.00	0.00	0.00	0.00%	
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	0.00	0.00	0.00		
	Total Transportation/Travel - Meetings	6,150	62.41	0.00	62.41	0.00	1.01%	



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 18, 1998

OBJECT CODE	DESCRIPTION	PROPOSED				FY 1997-98 JUL 1997	FY 1998-99 JUL 1998	FY 1998-99 % REV BUD
		FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JUL 1998			
	Electricity	45,000	3,048.03	3,723.76	3,723.76	3,048.03	6.77%	
	Gas	5,500	987.11	21.87	21.87	987.11	17.95%	
	Water	3,000	252.59	325.93	325.93	252.59	8.42%	
2800-00	Total Utilities	53,500	4,287.73	4,071.56	4,071.56	4,287.73	8.01%	
	TOTAL SUPPLIES & SERVICES	416,389	22,338.29	30,193.73	30,193.73	22,338.29	5.36%	
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%	
4000-00	Equipment - General Fund	20,000	0.00	0.00	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	21,000	0.00	0.00	0.00	0.00	0.00%	
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00		
	TOTAL EQUIPMENT EXPENSE	21,000	0.00	0.00	0.00	0.00	0.00%	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	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	1,046,345	85,743.64	89,715.59	89,715.59	85,743.64	8.19%	



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

July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 JUN 1998	FY 1996-97 JUN 1997	FY 97 YTD % REV BUD
6210-00	Prop. Taxes - current secured	705,381	710,412.61		0.00		
6210-01	Public Utility	23,624	24,908.25		0.00		
6210-04	Teceter Plan - current delinquent	0	0.00		0.00		
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	735,320.86		0.00		
6220	PROP. TAXES - CURRENT UNSECURED	47,500	45,613.38		4,647.04		
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93		0.00		
6230-01	Prior year's secured final apportionment	0	5,201.12		0.00		
6230-02	Secured prior years	0	0.00		0.00		
6230-03	Tax deed land sales	0	0.00		0.00		
6230-04	Teceter Plan buyout - FY1993-1994 only	0	0.00		0.00		
6230-10	Release of impounds	0	0.00		0.00		
6230-11	(1994 ERAF Refund)	0	0.00		0.00		
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05		0.00		
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	1,036.30		1,036.30		
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00		0.00		
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00		0.00		
6280-00	Property taxes current supplemental	11,500	14,415.11		744.21		
6280-01	Final supplemental for prior years	0	370.60		0.00		
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	11,500	14,785.71		744.21		
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78		0.00		
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	3,447.27		0.00		
	TOTAL TAXES	821,137	819,445.35		6,427.55		

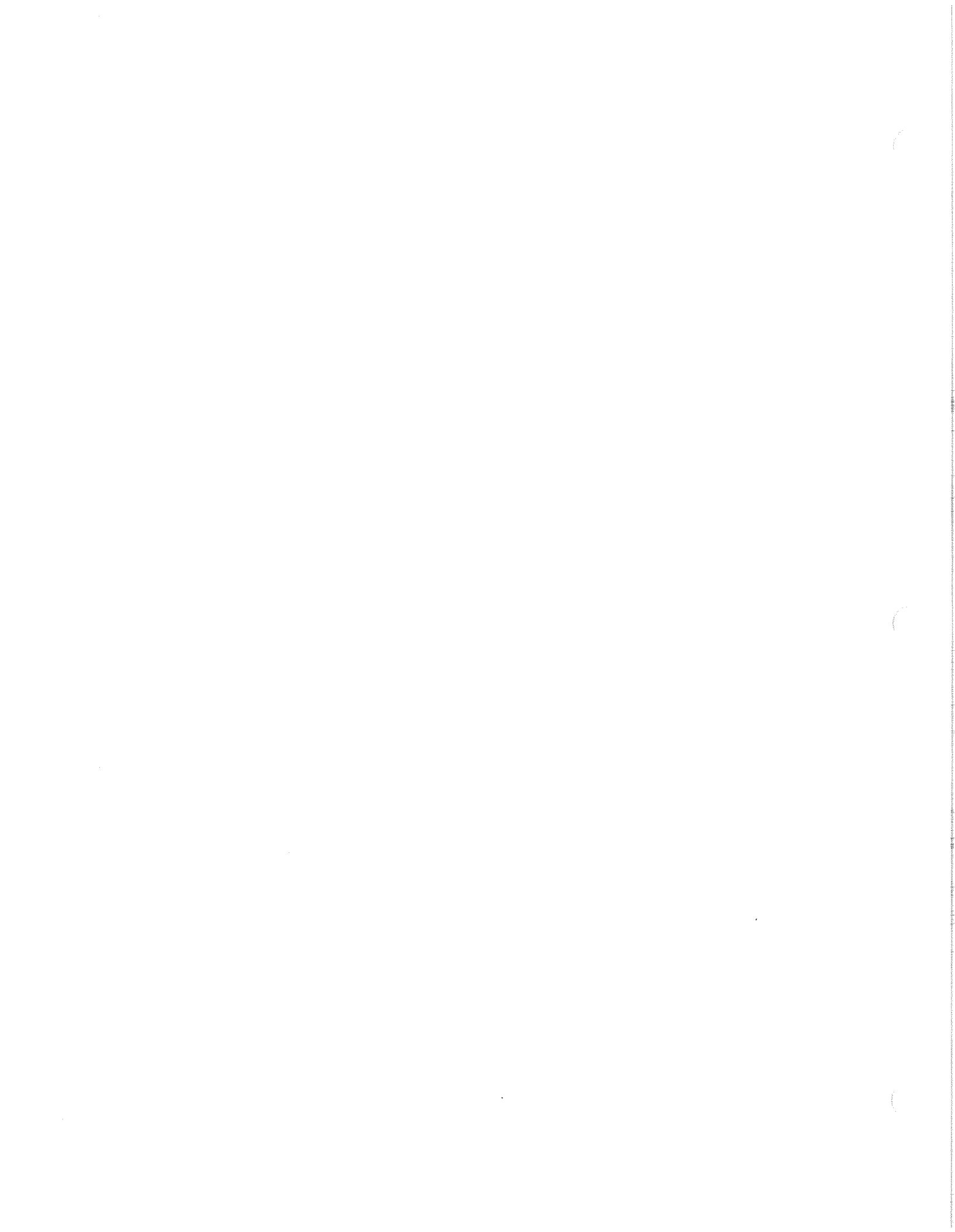


REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 JUN 1998	FY 1996-97 JUN 1997	FY 97 YTD % REV BUD
6610-00	Interest	11,000	13,272.52		6,418.00		
6610-01	Interest - old bond fund	0	0.00		0.00		
6610-23	Interest on impounded taxes released	0	176.98		0.00		
	TOTAL INTEREST	11,000	13,449.50 <i>X 30%</i>		6,418.00		
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	15,180.42 <i>X 30%</i>		2,277.06		
6970-00	State - ILL. & Direct Loan Reimbursement	12,500	8,235.22		1,811.75		
6970-01	State - CA Foundation Funds	28,000	28,313.00		0.00		
6970-02	State - CA Literacy Campaign	12,000	4,211.00		0.00		
6970-03	State - Family Literacy	0	0.00		0.00		
6970-04	State - Dept of Education 321 Grant	3,500	5,919.00		971.00		
6970-05	State - Project Grants	9,000	9,361.00		0.00		
6970-07	State - Timber Yield Apport	0	0.62		0.62		
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	56,039.84 <i>X 30%</i>		2,783.37		
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00		0.00		
7670-00	LOCAL REVENUE	27,500	23,453.79 <i>X 30%</i>		4,397.87		
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	231.20 <i>X 30%</i>		0.00		
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00		0.00		
	FUND 707 TOTAL	940,230	927,800.10		22,303.85		



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

July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 JUN 1998	FY1996-97 JUN 1997	FY97 YTD % REV BUD
0100	Salaries & Wages	472,750.00			28,510.00		
0200	Retirement	66,159.34			2,181.00		
	Health Insurance/Care America		21,054.70		3,578.82		
	Long Term Disability		2,055.00		171.25		
	Vision Service Plan		883.00		87.80		
	Dental		4,477.29		381.89		
0300	Total Employee Insurance	28,469.99			4,219.76		
0310	Unemployment Insurance	0.00			0.00		
0350	Workers Compensation - General	5,502.00			1,180.00		
	TOTAL SALARIES & EMPLOYEE BENEFITS	572,881.33			36,090.76		
0700-00	Communications - Telephone		2,561.03		135.36		
0700-01	Communications - Modem/Fax		3,068.14		627.67		
0700-02	Communications - Internet/Database		4,483.15		593.59		
0700-05	Communications - Cataloging & Acquisitions Vendor		4,681.97		423.82		
0700-07	Communications - 321 Grant		540.55		38.79		
0700-08	Communications - Adult Literacy		308.00		45.64		
	Total Communications	15,642.84			1,864.87		
0900-00	Food - General Fund		24.75		0.00		
0900-07	Food - 321 Grant		0.00		0.00		
0900-08	Food - Adult Literacy		0.00		0.00		
090-009	Food - LSCA Grant		32.55		0.00		
	Total Food		57.30		0.00		
1000-00	Household Expense		4,370.02		0.00		
1100-00	Insurance		10,183.10		0.00		



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

July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 JUN 1998	FY1996-97 JUN 1997	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund		19,065.05		1,633.49		
1300-07	Maintenance of Equipment - 321 Grant		0.00		0.00		
1300-08	Maintenance of Equipment - Adult Literacy		0.00		0.00		
1300-09	Maintenance of Equipment - LSCA Grant		0.00		0.00		
	Total Maintenance of Equipment		19,065.05		1,633.49		
	HVAC		4,448.64		776.14		
	Carpet Cleaning		0.00		0.00		
	Groundskeeping, City of Placentia		23,276.99		1,877.09		
	Plumbing		2,083.97		474.29		
	Electrical		3,720.96		285.00		
	Cleaning Service		11,400.00		950.00		
	Locksmith		93.95		0.00		
	Other		2,443.67		420.47		
1400-00	Total Maintenance of Building & Grounds		47,468.18		4,782.99		
1600-00	Memberships - General Fund		2,884.00		0.00		
1600-07	Memberships - 321 Grant		75.00		0.00		
1600-08	Memberships - Adult Literacy		95.00		0.00		
1600-09	Memberships - LSCA Grant		0.00		0.00		
	Total Memberships		3,054.00		0.00		
1700-00	Miscellaneous Expense - General Fund		0.00		0.00		
1700-07	Miscellaneous Expense - 321 Grant		0.00		0.00		
1700-08	Miscellaneous Expense - Adult Literacy		0.00		0.00		
1700-09	Miscellaneous Expense - LSCA Grant		0.00		0.00		
	Total Miscellaneous Expense		0.00		0.00		



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

July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 JUN 1998	FY 1996-97 JUN 1997	FY97 YTD % REV BUD
	Library Supplies		7,108.99		2,012.71		
	Printing		8,842.42		1,816.51		
	EZ Copy - copy cards for sale to patrons		0.00		0.00		
	Publications		1,999.66		247.92		
	Paper		1,274.99		0.00		
	Drinking Water Service		274.45		24.95		
	Other Office Supplies		2,653.86		45.32		
1800-00	Total Office Supply Expense - General Fund		22,154.37		4,147.41		
1800-07	Literacy Dept Educ 321 Grant Supply Expense		1,141.00		0.00		
	Printing		1,473.04		570.00		
	Publications		3,371.73		2,214.72		
	Paper		0.00		0.00		
	Other Office Supplies		401.10		0.00		
1800-08	Total Adult Literacy Office Supply Expense		5,245.87		2,784.72		
1800-09	LSCA Grant Supply Expense		5,181.20		0.00		
	Total Office Expense		33,722.44		6,932.13		
1803-00	Postage Expense - General Fund		778.77		17.00		
1803-04	Postage Expense - LSCA II Grant		0.00		0.00		
1803-08	Postage Expense - Adult Literacy		75.50		0.00		
1803-09	Postage Expense - LSCA Grant		1,063.44		0.00		
	Total Postage Expense		1,917.71		17.00		

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

July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 JUN 1998	FY 1996-97 JUN 1997	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)		350.00		35.00		
	Pension Contribution & Operating Expenses		5,808.68		0.00		
	Anaheim Library Automated System		39,207.00		0.00		
	Clipping Service		414.52		34.71		
	Tax Collection Services & Fees by Orange County		323.23		149.92		
	Advertising		0.00		0.00		
	Medical Exams		420.00		0.00		
	Collection Services - Accounts Receivable		1,113.27		0.00		
	Audit		3,360.00		0.00		
	Payroll Preparation		2,381.97		198.22		
	Election Expenses		0.00		0.00		
	Staff Training in Library		0.00		0.00		
	Other (including OCIP Settlement Allocations)		6,235.83		2,435.80		
1900-00	Total Specialized Services - General Fund		59,614.50		2,853.65		
1900-01	Specialized Services - LSCA II Grant		0.00		0.00		
1900-07	Specialized Services - 321 Grant		2,321.00		1,750.00		
1900-08	Specialized Services - Adult Literacy		725.00		0.00		
1900-09	Specialized Services - LSCA Grant		4,003.99		0.00		
1900-18	Tax Collection Services & Fees by Orange County		1,976.08		14.21		
	Total Specialized Services		68,640.57		4,617.86		
2000-00	Legal Notices - General Fund		0.00		0.00		
2000-01	Legal Notices - LSCA II Grant		0.00		0.00		
	Total Legal Notices		0.00		0.00		
2100-00	Rents/Leases-Equipment		0.00		0.00		



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 JUN 1998	FY1996-97 JUN 1997	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment		66,259.01		0.00		
2300-00	Small Tools/Instruments		0.00		0.00		
2400-00	Special Department Expense - Miscellaneous		16.03 ✓		0.00		
2400-01	Special Department Expense- Books		15,769.09 ✓		10,626.46		
2400-02	Special Department Expense - Video		592.80 ✓		0.00		
2400-03	Special Department Expense - Electronic		25,292.53 ✓		12,578.30		
2400-04	Special Department Expense - Periodicals		4,039.57		0.00		
2400-05	Special Department Expense - Audio		251.34 ✓		53.88		
2400-07	Special Department Expense - 321 Grant		36.78		36.78		
2400-08	Special Department Expense - Adult Literacy		786.57		180.00		
2400-09	Special Department Expense - LSCA Grant		0.00		0.00		
	Total Special Department Expense		46,784.71		23,475.42		
2600-00	Transportation/Travel - General		0.00		0.00		
2700-00	Transportation/Travel - Meetings, Staff Out of Town		1,003.86		349.08		
2700-01	Transportation/Travel - Meetings, Staff Local		3,805.34		767.95		
2700-02	Transportation/Travel - Meetings, Board Out of Town		647.50		476.08		
2700-03	Transportation/Travel - Meetings, Board Local		287.60		0.00		
2700-04	Transportation/Travel - Meetings, LSCA II Grant		0.00		0.00		
2700-07	Transportation/Travel - Meetings, 321 Grant		1,380.90		335.50		
2700-08	Transportation/Travel - Meetings - Adult Literacy		0.00		0.00		
2700-09	Transportation/Travel - Meetings - LSCA Grant		0.00		0.00		
	Total Transportation/Travel - Meetings		7,125.20		1,928.61		

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 21, 1998

REVISED BY ORANGE COUNTY AUDITOR AUGUST 1, 1998

OBJECT CODE	DESCRIPTION	FY 1997-98 BUDGETED	FY 1997-98 YTD	FY 1996-97 YTD	FY 1997-98 JUN 1998	FY 1996-97 JUN 1997	FY97 YTD % REV BUD
2800-00	Electricity		43,533.26		3,249.09		
	Gas		5,273.78		642.91		
	Water		2,466.19		286.74		
	Total Utilities		51,273.23		4,178.74		
	TOTAL SUPPLIES & SERVICES		375,563.36		49,431.11		
3700-00	Taxes, Assessments (Sales Tax)		0.00		0.00		
4000-00	Equipment - General Fund		0.00		0.00		
4000-07	Equipment - 321 Grant		0.00		0.00		
4000-08	Equipment - Adult Literacy		0.00		0.00		
4000-09	Equipment - LSCA Grant		0.00		0.00		
4000-11	Equipment - County Assigned Fund		0.00		0.00		
	Total Equipment		0.00		0.00		
4200-00	Structures/Improvements		0.00		0.00		
	TOTAL EQUIPMENT EXPENSE		0.00		0.00		
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND		0.00		0.00		
5600	INVESTMENT POOL LOSS		0.00		0.00		
	TOTAL EXPENSES		948,444.69		85,521.87		

Placentia Library District
Balance Sheet

July 31, 1998

Assets		
General Fund - Checking	6,655.07	
Literacy Fund-Checking	0.00	
County Exempt-Checking	4,674.92	
Payroll Account	24,311.62	
Savings (P/R Support)	6,003.68	
Savings (P/R Fees)	2,297.81	
Certificates of Deposit	27,500.00	
General Fund - Savings	2,824.46	
Literacy Fund - Savings	6,185.02	
County Exempt - Savings	2,387.25	
Total Assets		82,839.83 =====
Liabilities		
Manual Payroll Checks	564.98	
Payroll Taxes Payable	(491.74)	
Deferred Comp Payable	842.45	
Insurance Payable	(565.13)	
Credit Union Payable	46.78	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		1,164.03
Capital		
Fund Balance	81,675.80	
Total Capital		81,675.80 -----
Total Liabilities and Capital		82,839.83 =====

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

July 1998

Prepared 8/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,824.46
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,824.46

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

July 1998

Prepared 8/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,286.34
Checks Out	4473	16.09		
	3752	168.28		
	3753	436.90		
	3574	10.00		
TOTALS		631.27	0.00	
CHECKBOOK BAL				6,655.07

ESM

07/31/98

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	Total	07/31/98
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	926.20	926.20
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	72.20	72.20
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	88.25	88.25
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	2,517.56	2,517.56
Interest Income - checking	0.00	0.00
Interest Income - savings	13.35	13.35
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,617.56	3,617.56
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,617.56	3,617.56
Expenses		
Transfers to County	1,033.96	1,033.96
Employee Insurance (030)	605.18	605.18
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)	16.09	16.09
Postage (183)	154.40	154.40
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	19.00	19.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

07/31/98

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending July 31, 1998

	Total	07/31/98
Taxes and Fees (370)	3.50	3.50
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	1,832.13	1,832.13
	-----	-----
Operating Income (Loss)	1,785.43	1,785.43
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,785.43	1,785.43
	=====	=====

07/31/98

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	07/31/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	0.00
Cash Register-Fines	926.20
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	72.20
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	88.25
Cash Register-Computer Rental	0.00
Typewriter Income	0.00
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	2,517.56
Interest Income - checking	0.00
Interest Income - savings	13.35
Miscellaneous Income	0.00

Total Income	3,617.56
Cost of Sales	

Gross Profit (Loss)	3,617.56
Expenses	
Transfers to County	1,033.96
Employee Insurance (030)	605.18
Food (0900)	0.00
Household Expenses (100)	0.00
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)	16.09
Postage (183)	154.40
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	19.00
Utilities (280)	0.00
Equipment (400)	0.00

07/31/98

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

	07/31/98
Taxes and Fees (370)	3.50
Funds in Transit	0.00

Total Expenses	1,832.13

Operating Income (Loss)	1,785.43
Other Income	
Other Expenses	

Net Income (Loss)	1,785.43
	=====

07/31/98

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 99 Period 1
General Fund - Savings

Page

Check	Date	Payee	Amount
1047	07/21/98	Orange County Audito 0-5102-01 Transfers to County	1,033.96
			1,033.96
		Checkbook 5 Total	1,033.96

07/31/98

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 99 Period 1
General Account

Page 1

Check	Date	Payee	Amount
3751	07/06/98	VOID VOID	0.00
3752	07/29/98	VSP	168.28
		0-5104-01 Employee Insurance (030)	168.28
3753	07/29/98	Ameritas	436.90
		0-5104-01 Employee Insurance (030)	436.90
3754	07/30/98	ISDOC	10.00
		0-5122-01 Transportation & Travel (270)	10.00
4472	07/02/98	Bolins Mail Sender	8.40
		0-5116-01 Postage (183)	8.40
4473	07/06/98	League of Women Vote	16.09
		0-5114-01 Office Expense (180)	16.09
4474	07/06/98	U.S. Postoffice	146.00
		0-5116-01 Postage (183)	146.00
4475	07/06/98	Placentia Chamber Co	9.00
		0-5122-01 Transportation & Travel (270)	9.00
Checkbook 1 Total			794.67

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

July 1998

Prepared 8/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,185.02
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,185.02

Ed Smith

07/31/98

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	Total	07/31/98
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	0.00	0.00
Interest Income - savings	13.55	13.55
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	135.00	135.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	148.55	148.55
Cost of Sales	-----	-----
Gross Profit (Loss)	148.55	148.55
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)	148.55	148.55
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	148.55	148.55
	=====	=====

07/31/98

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	07/31/98
Income	
Gifts Income	0.00
Tutor Training Income	0.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	13.55
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	135.00
Donations to Literacy	0.00
Placentopoly Games	0.00
Loan Repayment from C.E.	0.00

Total Income	148.55
Cost of Sales	

Gross Profit (Loss)	148.55
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	0.00

Total Expenses	0.00

Operating Income (Loss)	148.55
Other Income	
Other Expenses	

Net Income (Loss)	148.55
	=====

07/31/98

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

Page 1

For Fiscal Year 99, Period 1 through Fiscal Year 99, Period 1

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

July 1998

Prepared 8/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,833.59
Checks Out	1055	446.34		
TOTALS		446.34	0.00	
CHECKBOOK BAL				2,387.25

EM

07/31/98

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	Total	07/31/98
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	260.00	260.00
Test Proctoring Income	60.00	60.00
Vending Machine Income	0.00	0.00
Debit Card Income	389.35	389.35
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	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	5.73	5.73
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
Special Grants	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	715.08	715.08
Cost of Sales		
	-----	-----
Gross Profit (Loss)	715.08	715.08
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	563.53	563.53
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	122.58	122.58
Friend's-Other Activities	0.00	0.00
Meetings & Special Events	0.00	0.00
Library Board Expenses	686.96	686.96
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00

07/31/98

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending July 31, 1998

Page 2
Part 1 of 1 Parts

	Total	07/31/98
Miscellaneous	0.00	0.00
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	499.94	499.94
Copier Lease Payments	892.68	892.68
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,765.69	2,765.69
	-----	-----
Operating Income (Loss)	(2,050.61)	(2,050.61)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,050.61)	(2,050.61)
	=====	=====

07/31/98

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

Page 1
Part 1 of 1 Parts

	07/31/98
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	260.00
Test Proctoring Income	60.00
Vending Machine Income	0.00
Debit Card Income	389.35
Friends Contributions	0.00
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	5.73
Interest Income - savings	0.00
Miscellaneous Income	0.00
Special Grants	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	0.00

Total Income	715.08
Cost of Sales	

Gross Profit (Loss)	715.08
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	563.53
Children's Camp Library	0.00
Children's Storytime (Friends)	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	122.58
Friend's-Other Activities	0.00
Meetings & Special Events	0.00
Library Board Expenses	686.96
Meeting Room Upkeep Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00

07/31/98

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

Page 2
Part 1 of 1 Parts

	07/31/98
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	499.94
Copier Lease Payments	892.68
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	2,765.69

Operating Income (Loss)	(2,050.61)
Other Income	
Other Expenses	

Net Income (Loss)	(2,050.61)
	=====

07/31/98

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 99 Period 1
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1054	07/21/98	IKON 0-5327-03 Copier Maintenance Contract	499.94
1055	07/21/98	Sharp 0-5328-03 Copier Lease Payments	446.34
Checkbook 7 Total			946.28

07/31/98

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 99 Period 1
County Exempt

Page 1

Check	Date	Payee	Amount
1166	07/06/98	Sharp Electronics 0-5328-03 Copier Lease Payments	446.34
1167	07/21/98	Ellison Educational 0-5308-03 Children's Summer Reading Progra	118.53
1168	07/21/98	Sam's Club 0-5318-03 Library Board Expenses	17.34
1169	07/21/98	Mad Science 0-5308-03 Children's Summer Reading Progra	245.00
1170	07/21/98	Max Espinoza 0-5308-03 Children's Summer Reading Progra	150.00
1171	07/21/98	Smart & Final 0-5318-03 Library Board Expenses	24.08
1172	07/21/98	Peggy Burkich 0-5314-03 Friend's-Director's Fund	81.72
1173	07/21/98	Wal-Mart 0-5314-03 Friend's-Director's Fund	40.86
1174	07/21/98	Frank Frizell 0-5318-03 Library Board Expenses 0-5308-03 Children's Summer Reading Progra	60.00 50.00
1175	07/21/98	Joann Gilmartin 0-5318-03 Library Board Expenses	60.00
1176	07/21/98	Shawn Elder 0-5318-03 Library Board Expenses	60.00
1177	07/21/98	Blue Agave 0-5318-03 Library Board Expenses	445.54
1178	07/21/98	Carlos Gomez 0-5318-03 Library Board Expenses	20.00
Checkbook 3 Total			1,819.41

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll Account
July, 1998

Agenda Item 12
Page 22
PAYROLL FUND

Prepared August 10, 1998

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				25,131.84
	3941	37.52		
	3951	782.7		
	TOTALS	820.22	0.00	
Checkbook balance				24,311.62

C. Dumitru
8-10-98

07/31/98

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending July 31, 1998

	Total	07/31/98
Income		
Transfers from County	60,975.00	60,975.00
Interest Income-CD's	340.63	340.63
Interest-Savings-Landmark	9.79	9.79
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	61,325.42	61,325.42
Cost of Sales	-----	-----
Gross Profit (Loss)	61,325.42	61,325.42
Expenses		
Salaries	37,677.00	37,677.00
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,754.61	2,754.61
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	40,431.61	40,431.61
Operating Income (Loss)	20,893.81	20,893.81
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	20,893.81	20,893.81
	=====	=====

07/31/98

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending July 31, 1998

	07/31/98
Income	
Transfers from County	60,975.00
Interest Income-CD's	340.63
Interest-Savings-Landmark	9.79
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	61,325.42
Cost of Sales	-----
Gross Profit (Loss)	61,325.42
Expenses	
Salaries	37,677.00
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	2,754.61
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	40,431.61

Operating Income (Loss)	20,893.81
Other Income	
Other Expenses	

Net Income (Loss)	20,893.81
	=====

07/31/98

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 99 Period 1
Payroll Account

Page 1

Check	Date	Payee	Amount
619	07/31/98	VOID void	0.00
620	07/31/98	Hai Vuu	57.63
		0-5402-04 Salaries	57.63
		Checkbook 4 Total	57.63

07/31/98

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

Page

For Fiscal Year 99, Period 1 through Fiscal Year 99, Period 1

Account Name	Total
0-5402-04 Salaries	57.63
	57.63

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF JULY
 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	17.29	1	64.04	3	81.33	4	106.00	6	187.33	10
Adult Circulating Non-Fiction	159.48	6	1,343.73	56	1,503.21	62	1,407.94	68	2,911.15	130
Adult Reference	16.97	1	0.00	0	16.97	1	0.00	0	16.97	1
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	176.45	7	1,343.73	56	1,520.18	63	1,407.94	68	2,928.12	131
TOTAL ADULT PRINT MATERIALS	193.74	8	1,407.77	59	1,601.51	67	1,513.94	74	3,115.45	141
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	15.00	1	15.00	1
Total Adult Audio	0.00	0	0.00	0	0.00	0	15.00	1	15.00	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	15.00	1	15.00	1
TOTAL ADULT MATERIALS	193.74	8	1,407.77	59	1,601.51	67	1,528.94	75	3,130.45	142
Juvenile Fiction	0.00	0	0.00	0	0.00	0	17.00	2	17.00	2
Juvenile Circulating Non-Fiction	66.76	4	416.90	24	483.66	28	56.95	7	540.61	35
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	66.76	4	416.90	24	483.66	28	56.95	7	540.61	35
TOTAL JUVENILE PRINT MATERIALS	66.76	4	416.90	24	483.66	28	73.95	9	557.61	37
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	66.76	4	416.90	24	483.66	28	73.95	9	557.61	37
Total Fiction	17.29	1	64.04	3	81.33	4	123.00	8	204.33	12
Total Non-Fiction	243.21	11	1,760.63	80	2,003.84	91	1,464.89	75	3,468.73	166
Total Audio	0.00	0	0.00	0	0.00	0	15.00	1	15.00	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	260.50	12	1,824.67	83	2,085.17	95	1,602.89	84	3,688.06	179

ACQUISITIONS REPORT FOR THE MONTH OF JULY 1998
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	17.29	1	1	64.04	3	3	81.33	4	4	106.00	6	6	187.33	10	10
Adult Circulating Non-Fiction	159.48	6	6	1,343.73	56	50	1,503.21	62	56	1,407.94	68	64	2,911.15	130	120
Adult Reference	16.97	1	1	0.00	0	0	16.97	1	1	0.00	0	0	16.97	1	1
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	176.45	7	7	1,343.73	56	50	1,520.18	63	57	1,407.94	68	64	2,928.12	131	121
TOTAL ADULT PRINT MATERIALS	193.74	8	8	1,407.77	59	53	1,601.51	67	61	1,513.94	74	70	3,115.45	141	131
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	15.00	1	1	15.00	1	1
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	15.00	1	1	15.00	1	1
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	15.00	1	1	15.00	1	1
TOTAL ADULT MATERIALS	193.74	8	8	1,407.77	59	53	1,601.51	67	61	1,528.94	75	71	3,130.45	142	132
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	17.00	2	2	17.00	2	2
Juvenile Circulating Non-Fiction	66.76	4	3	416.90	24	22	483.66	28	25	56.95	7	7	540.61	35	32
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	66.76	4	3	416.90	24	22	483.66	28	25	56.95	7	7	540.61	35	32
TOTAL JUVENILE PRINT MATERIALS	66.76	4	3	416.90	24	22	483.66	28	25	73.95	9	9	557.61	37	34
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	66.76	4	3	416.90	24	22	483.66	28	25	73.95	9	9	557.61	37	34
Total Fiction	17.29	1	1	64.04	3	3	81.33	4	4	123.00	8	8	204.33	12	12
Total Non-Fiction	243.21	11	10	1,760.63	80	72	2,003.84	91	82	1,464.89	75	71	3,468.73	166	153
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	15.00	1	1	15.00	1	1
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	260.50	12	11	1,824.67	83	75	2,085.17	95	86	1,602.89	84	80	3,688.06	179	166

OUTSTANDING ORDERS AS OF JULY 31, 1998

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$1,112.25	\$2,624.00	\$3,736.25

Agenda Item 14

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: August 18, 1998
 SUBJECT: ACS: Overdue Collection Report for Month of August

The report was received from ACS Collection Agency on August 18, 1998. Attachment A is enclosed.

A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	1	7	1	135.85	0

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
JULY 1998

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		0.00	47	4,552.71	1626	119,418.19
LESS: Mail Returns*, Dispute, Bankrpt	1	145.27	13	1,243.62	331	63,787.57
NET ASSIGNMENTS	-1	-145.27	34	3,309.09	1295	55,630.62
COLLECTED						
Paid In Full	1	135.85	3	223.20	361	19,832.63
Settled in Full	0	0.00		0.00	91	4,247.77
Partial Payment	0	0.00	7	475.19	318	13,299.58
Resolved	0	0.00		0.00	37	1,779.61
TOTAL RECOVERED	1	135.85	10	698.39	807	39,159.59

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	383	285	641
\$ ASSIGNED	\$16,614	\$4,033	\$28,855	\$22,177	\$47,740

* Percentage of Mail Returns - 53.4 %
- Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent)	CC - cycle completed
PIF - paid in full	PAY - partial payment
SIF - settled in full	MR - mail returned
DIS - disputed	BAN - bankruptcy
SUS - action suspend	

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST FMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	19598	03/14/98	06/10/98 AMT: 100.94	100.94	ACT	4
	019601	03/11/98	06/10/98 AMT: 119.20	119.20	ACT	4
	19602	06/30/96	06/10/98 AMT: 74.95	74.95	ACT	4
	19599	03/02/98	06/10/98 AMT: 92.70	92.70	ACT	4
	19596	03/16/98	06/10/98 AMT: 84.25	84.25	ACT	4
	19597	03/11/98	06/10/98 AMT: 123.75	123.75	ACT	4
	19595	03/16/98	06/10/98 AMT: 145.27	145.27	MR	2

TOTAL STILL ON SYSTEM : 741.06

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: August 18, 1998
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT JULY, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS JULY, 1998

Beginning Balance 7/01/98			(\$527.03)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	389.35		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in June		446.34	
Total Copier Maintenance Payment in June		499.94	
Debit Card System Loan Payback		0.00	
	<u>389.35</u>	<u>946.28</u>	
Ending Balance 07/31/98			<u>(\$ 1,083.96)</u>
August 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
February Purchases (Fund 702)	0.00
February Payment (Fund 702)	0.00
February Payment (Literacy Fund)	0.00
Balance 07/31/98	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EM*
 DATE: August 18, 1998
 SUBJECT: GIFT REPORT

The following gifts were received from July 17, 1998 - August 12, 1998

ADOPT-A-BOOK REGULAR DONATIONS

John & Nancy Spangler
TOTAL REGULAR DONATIONS 50.00

ADOPT-A-BOOK ANNUAL GIVING CAMPAIGN

Wasim & Shehla Arain	Stephen Kaye
Robert & Pauline Arietta	Bev Kent
Bruce & Laura Barrett	John & Lottie Koziel
Lillian Bart	Kaye E. Lennon
Donna & Ray Bass	Eugene & Mary Lou Lenz
Ezra & Eti Bexalel	Howard & Karen Longballa
Dick & Rae Beverage	Edward & Linda Low
Donald & Kesten Blake	Doris J. McClary
Charles & Helen Brain	Dwight McCleary
Shirley & Philip Cameron	Patrick McDonald
Lee & Mary Castner	James McGillivray
Gary & Jennifer Cattelino	Bill & Karen Mangold
Harold Choi	Virginia Marino
Faye Christlieb	Robin J. Masters
Pete & Helen Dalquist	Mike & Carol Maertzweiler
George & Dorothy Dayhuff	John & Shirley Mignot
Jose & Catalina de la Torre	Richard & Joanne Miller
Richard & Phyllis DeVecchio	Diane Morgan
Lawrence & Carol Doeling	Jo Ann Nelson
Don-A-Vee Chrysler Jeep	Harold Nerhus
Robert & Susan Dreistadt	Will & Lois Nettleship
Norman Eckenrode	Dennis A. O'Hern
Dee Erman	Ryan Oshiro
Jack & Lorna Fisher	James Paddock (via Boeing)
Elinor J. Foster	Jacob & Vera Paperman
Charles & Kathleen Frazee	Pete & Jean Pappas
Mike & Sharon Galassi	Jim & Lucy Polen
Polly & John Gast	Lance Powers
Mae Goldbaum	Florence E. Purdy
Bernie Gordon	Fran & Leonard Rich
Ronald & Melanie Gottula	Phil Rothstein
David & Sandra Graves	Pat Silverman
Bruce & Peggy Groff	Ira & Mildred Smith
Nancy Hammell	Frederick S. Stearns
Michael & Valerie Harris	Frances Stoller
Steven & Rosemary Harsey	Kathleen Roe Trevena
Faye Hartley	Dimitri Tsirtsis
Edward & Suzanne Hartmann	John & Clairee Tynes
Margaret Horrocks	Evelyn B. Van Gelder
Ross & Elizabeth Housewright	Ernest & Jan Wagner
Jerry & Pat Jertberg	Carl & Winifred Westberg
Kim L. Kahrilas	William & Julia Whalen
Isabel Karbaum	Francis & Margaret Wunderlich
TOTAL ANNUAL GIVING CAMPAIGN	4,455.00

DONATIONS TO PROJECTS - AMERICAN GIRL TEA

Ted Farkas
David & Karren Hiskey
Susan Hochman
Allan & Sandra Stark

TOTAL SPECIAL PROJECTS 275.00

TOTAL DONATIONS 4,780.00

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

DATE: August 18, 1998

SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH JULY, 1998**

1. **Air Conditioning** - Regular inspection of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Telephone** - Telephone lines for modem and fax use consolidated from four lines to one line in order to reduce phone costs.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: August 18, 1998
SUBJECT: PERSONNEL REPORT FOR JULY, 1998

RESIGNATIONS:

Beatriz Sandoval, part-time Student Shelver (circulation), effective August 5, 1998
Jessica Jaramillo, part-time Student Shelver (circulation), effective August 17, 1998

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, ^{CW}Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of July 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 July	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	25.50	25.50	9/95	285.25
Backes, Theresa	12.00	12.00	6/98	24.50
Cicero, Linda Ann Lo	8.75	8.75	3/98	56.00
Deputy, Paul	18.25	18.25	7/82	6,481.50
Fioroni, Pete	6.00	6.00	3/97	91.75
Fioroni, Ruth	6.00	6.00	3/97	91.75
Fitzgerald, Joan	21.00	21.00	10/93	1,261.00
Hochman, Sue	14.25	14.25	1/98	50.00
Horrocks, Marjorie	4.00	4.00	10/95	159.00
Hyams, Rose	11.25	11.25	7/98	11.25
Irot, Pat	40.00	40.00	2/96	782.50
Jertberg, Pat	15.00	15.00	4/98	17.50
Livesey, Jane	7.00	7.00	4/96	211.00
Malik, Shamim	14.50	14.50	5/97	432.25
Matsuo, Roy	2.00	2.00	7/98	2.00
Mignot, John	9.00	9.00	6/98	13.00
Mignot, Shirley	10.00	10.00	9/95	253.75
Myers, Claire	4.75	4.75	10/95	490.75
Olson, Bob	2.00	2.00	9/95	199.75
Robb, Barbara	6.25	6.25	9/95	6.25
Schlichter, Allan	8.00	8.00	10/93	476.50
Schmidt, Marie	30.00	30.00	4/98	34.00
Shaw, Dixie	2.50	2.50	5/94	127.25
Stark, Allan	2.00	2.00	4/97	21.50
Stark, Sandra	2.00	2.00		90.00
Venegas, Julie	8.00	8.00	6/98	21.00
Wymer, Betty	12.25	12.25	1/96	338.75
J.T.P.A. / Job Training Partnership Act	0.00	0.00		942.50
S.T.E.P. / Senior Training & Employment Program	270.00	270.00		4,583.75
TOTAL	572.25	572.25		17,566.00

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	July	YTD		July	YTD
Ahmadi, Zohra	18.25	18.25	Kumar, Smita	17.75	17.75
Ataris, Andy	2.00	2.00	Lee, Hannah	9.00	9.00
Boula, Bobby	21.25	21.25	McMillan, Caitlyn	12.00	12.00
Burke, Marsha	2.00	2.00	Morris, Crystal	7.00	7.00
Cerri,Patrick	19.25	19.25	Parker,Jim	3.75	3.75
Chiong, Debbie	10.50	10.50	Rorex, Jamie	4.00	4.00
Chiu, Jason	8.00	8.00	Shaw, Patrick	19.50	19.50
Chiu, Josephine	3.00	3.00	Soto,David	21.00	21.00
Clugston, Patricia	0.75	0.75	Vance, Brian	55.50	55.50
delos Santos, Sarah	12.00	12.00	Vasquez, Joel	6.00	6.00
Hannah, Bryan	18.00	18.00	Wang, Grace	12.00	12.00
Harnett, Tom	6.00	6.00	Wang, Shuan	26.00	26.00
Harrison, Matthew	12.25	12.25	Yada, Julie	2.00	2.00
Hernandez, Ricardo	4.00	4.00	Yang, Kelly	12.00	12.00
Khounani, Anthony	12.00	12.00			
TOTAL	149.25	149.25	TOTAL	207.50	207.50

LVA VOLUNTEERS

Literacy Volunteer Hours 449.00

TOTAL VOLUNTEER HOURS 1378

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		
	FY96/97	FY97/98	FY98/99	FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	864.25		209.00	405.00	
September	773.75	433.00		279.00	376.00	
October	756.50	486.00		482.00	435.00	
November	519.75	492.75		257.00	369.00	
December	370.00	556.00		142.00	273.00	
January	488.60	558.25		367.00	301.00	
February	480.00	533.50		517.00	450.00	
March	675.00	687.00		493.00	398.00	
April	788.00	594.00		633.00	383.00	
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
August 18, 1998

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 JULY 98	FY97-98 JULY 97
1st Time Checkouts	14,590	19,609	-25.60%	14,590	19,609
Phone Renewals	1,080	1,053	2.56%	1,080	1,053
In-Building Renewals	1,131	1,351	-16.28%	1,131	1,351
Total Renewals	2,211	2,404	-8.03%	2,211	2,404
TOTAL CHECKOUTS	16,801	22,013	-23.68%	16,801	22,013
On-Time Checkins	14,709	19,218	-23.46%	14,709	19,218
Late Checkins	2,265	2,879	-15.45%	2,265	2,879
TOTAL CHECKINS	16,974	21,897	-22.48%	16,974	21,897
Holds Placed	338	401	-15.71%	338	401
Holds Cancelled	63	72	-12.50%	63	72
Holds Filled	329	307	7.17%	329	307
Holds Expired	1	2	-50.00%	1	2
Overdue Items	711	941	-24.44%	711	941
Overdue Notices	288	385	-25.19%	288	385
Billing Notices	417	526	-20.72%	417	526
Patrons Registered	234	268	-12.69%	234	268
Titles Added	733	921	-20.41%	733	921
Volumes Added	974	1,276	-23.87%	974	1,276
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,868	7,895	-13.01%	6,868	7,895
Juvenile Print	8,671	12,298	-29.49%	8,671	12,298
Total Print	15,539	20,193	-23.05%	15,539	20,193
Audio	495	630	-21.43%	495	630
Visual	767	1,189	-35.49%	767	1,189
Equipment	0	0	0.00%	0	0
Total Audio Visual	1,262	1,819	-30.62%	1,262	1,819
TOTAL CIRCULATION	16,801	22,013	-23.68%	16,801	22,013
Placentia Circulation	10,941	15,202	-28.03%	10,941	15,202
% Placentia Circulation	65.12%	69.06%	-5.71%	65.12%	69.06%
Anaheim/Yorba Linda Circulation	2,729	3,298	-17.25%	2,729	3,298
% Anaheim/Yorba Linda Circulation	16.62%	14.98%	10.95%	16.62%	14.98%
TYPES OF ACTIVE BORROWERS					
Adult	10,270	12,933	-20.59%	10,270	12,933
Young Adult	348	286	21.68%	348	286
Juvenile	5,244	7,514	-30.21%	5,244	7,514
New Borrower	938	1,280	-26.72%	938	1,280
Non Resident	0	2	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	16,801	22,013	-23.68%	16,801	22,013
TOTAL REGISTERED BORROWERS	25,135			25,135	
ATTENDANCE	26,127	31,155	-16.14%	26,127	31,155
Adult Reference - -In Building	1,039	1,179	-11.87%	1,039	1,179
Adult Reference - Telephone	222	276	-19.57%	222	276
Children's Reference - In Building	1,120	1,105	1.36%	1,120	1,105
Children's Reference - Telephone	24	24	0.00%	24	24
Total Adult Reference	1,261	1,455	-13.33%	1,261	1,455
Total Children's Reference	1,144	1,129	1.33%	1,144	1,129
Total In Building Reference	2,159	2,284	-5.47%	2,159	2,284
Total Telephone Reference	246	300	-18.00%	246	300
TOTAL REFERENCE	2,405	2,584	-8.93%	2,405	2,584

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-95	8/11/95	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug-95	9/11/95	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep-95	10/5/95	5,607.26	523.47	835.38	40.78			7,006.89
Oct-95	11/9/95	4,341.85	712.90	835.38	539.57			6,429.70
Nov-95	12/8/95	3,678.53	718.12	835.38			255.66	5,487.69
Dec-95	1/26/96	3,594.00	852.78	835.38	107.50			5,389.66
Jan-96	2/7/96	3,259.95	753.70	835.38	128.50			4,977.53
Feb-96	3/21/96	3,739.72	765.96	835.38	289.69			5,630.75
Mar-96	5/6/96	3,548.04	751.47	835.38	107.50			5,242.39
Apr-96	6/11/96	3,839.44	759.92	835.38	107.50		1,660.73	7,202.97
May-96	7/9/96	3,119.00	840.14	835.38	107.50			4,902.02
Jun-96	7/10/96	2,652.71	641.34	835.38	107.50			4,236.93
TOTAL		48,074.82	8,765.24	10,024.56	1,643.54	0.00	1,916.39	70,424.55
AVG		4,006.24	730.44	835.38	136.96			5,868.71

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

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

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996	1,283.50	204.00	19.90	1,507.40	753.70
Feb 1996	1,283.50	204.00	44.41	1,531.91	765.96
Mar 1996	1,283.50	204.00	15.43	1,502.93	751.47
Apr 1996	1,283.50	204.00	32.34	1,519.84	759.92
May 1996	1,348.84	279.00	52.44	1,680.28	840.14
Jun 1996	1,089.28	174.00	19.41	1,282.69	641.35
TOTAL	14,586.02	2,592.00	352.40	17,530.42	8,765.21
AVG	1,215.50	216.00	29.37	1,460.87	730.43

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
May 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Jun 1996	261.36	216.00	51.04		560.88	1,089.28
TOTAL	3,126.78	3,046.58	595.68	95.28	7,721.70	14,586.02
AVG	260.57	253.88	49.64	7.94	643.48	1,215.50

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

FY1995-1996	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996	8.00	10.00	2.00		30.00	50.00
Mar 1996	8.00	10.00	2.00		30.00	50.00
Apr 1996	8.00	10.00	2.00		30.00	50.00
May 1996	10.00	10.00	2.00		30.00	52.00
Jun 1996	8.00	8.00	2.00		24.00	42.00
TOTAL	98.00	116.00	24.00	4.00	340.00	582.00
AVG	8.17	9.67	2.00	0.33	28.33	48.50

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Legislative Report from California Advocates
DATE: August 18, 1998

I was not able to access the California Advocates web site to download its legislative report. I will try to have it in time for distribution at the Board Meeting.



Monitor

CALIFORNIA ADVOCATES, INC.

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AB 1793 : Runner : ASM TELEVISIONING THE ASSEMBLY AND INFORMATION TECHNOLOGY
([Status/](#) [History/](#) [Latest Version: 03/25/98](#))

Topic: Libraries: Internet policy.

Last Action: From committee: Do pass, and re-refer to Com. on TV.A. & I.T. with recommendation: To Consent Calendar. Re-referred. (Ayes 17. Noes 0.) (April 1). (04/21/1998)

Lobbyist: MDB

Digest Summary: Under existing law, the State Librarian administers the foundation program, whereby state funds are made available to public libraries for the purpose of providing services to the public.

This bill would require every public library that receives state funds pursuant to the foundation program and that provides public access to the Internet to adopt a policy by January 1, 2000, regarding access to the Internet by minors and to make the policy available to members of the public .

AB 1839 : Thompson : ASM LOCAL GOVERNMENT ([Status/](#) [History/](#) [Latest Version: 03/24/98](#))

Topic: Public libraries: Board of Trustees.

Last Action: In committee: Set, second hearing. Hearing canceled at therequest of author. (05/06/1998)

Lobbyist: MDB

Digest Summary: Under existing law, the common council, board of trustees, or other legislative body of any city in the state is authorized, and upon being requested to do so by 1/4 of the electors of the municipal corporation in the manner provided by law, is required, by ordinance, as specified, to establish in and for the municipality, a public library if there is none already established.

This bill would also authorize, as an alternative to appointing 5 members of the board of library trustees, the legislative body of the municipality, by resolution, when adopting the ordinance establishing the public library or at any time thereafter , to declare itself as the board of library trustees, with the same rights, powers, duties, privileges, and immunities that would otherwise be vested in the board of library trustees, except as provided by law.

AB 1886 : Thompson : ([Status/](#) [History/](#) [Latest Version: 08/12/98](#))

Topic: Public libraries: videos.

Last Action: In Assembly. To enrollment. (08/13/1998)

Lobbyist: MDB

Digest Summary:(1) Existing law declares that it is in the interest of the people of the State of California that there should be a general diffusion of information and knowledge through the combined operation of the public libraries.

This bill would require any public library that provides public access to motion picture videotapes to adopt a policy regarding access by minors to motion picture videotapes, by January 1, 2000, and to make that policy available to members of the public at every library branch.

AB 1920 : Wildman : SEN APPROPRIATIONS ([Status/](#) [History/](#) [Latest Version: 07/08/98](#))

Topic: Libraries: joint use.

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Last Action: Joint Rules 61 (b)(13) and 61 (b)(14) suspended. (08/13/1998)

Hearing Date: 08/19/1998 (SEN APPROPRIATIONS)

Lobbyist: MDB

Digest Summary: Existing law authorizes the governing board of a school district to provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.

This bill would enact the School and Library Partnership Act of 1998, under which the State Department of Education in conjunction with the State Library would award grants to school districts that have demonstrated an ability to implement a joint-use library program.

[AB 2007](#) : Torlakson : ASM APPROPRIATIONS ([Status/ History/ Latest Version: 04/29/98](#))

Topic: Local government.

Last Action: In committee: Set, second hearing. Held under submission. (05/21/1998)

Lobbyist: MDB

Digest Summary: Under existing law, a number of means exist to promote and facilitate collaboration and joint or cooperative action between local governmental entities.

This bill would create the Local Government Streamlining, Efficiency, and Mandate Relief Account within the General Fund, to be administered by the Governor's Office of Planning and Research, which would provide moneys to local agencies for specified streamlining and efficiency studies.

[AB 2337](#) : Vincent : ASM LOCAL GOVERNMENT ([Status/ History/ Latest Version: 02/20/98](#))

Topic: Public Library Fund.

Last Action: In committee: Set, first hearing. Hearing canceled at the request of author. (04/22/1998)

Lobbyist: MDB

Digest Summary: Under existing law, there is established in the State Treasury, the Public Library Fund, into which the Controller transfers annually an amount from the General Fund to meet the state's obligation for public libraries.

This bill would additionally authorize any city, county, district, or city and county to request a waiver of this requirement by demonstrating that the percentage of the reduction in local revenues appropriated for the public library is no greater than the percentage of the reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of the withdrawal of that entity from the county free library system.

[AB 2350](#) : Frusetta : ASM ([Status/ History/ Latest Version: 04/27/98](#))

Topic: Libraries: Internet: pornography.

Last Action: Re-referred to Com. on TV.A. & I.T. (04/28/1998)

Lobbyist: MDB

Digest Summary:(1) Existing law defines "public library" as a library, or 2 or more libraries, operated as a single entity by one or more public jurisdictions and which serve the public without distinction.

This bill would require a public library that provides public access to the Internet to purchase, install, and maintain computer software for use on at least half of the computers available for public use, or in the case of a library that has only one computer, for use on that computer that prohibits access to obscene matter, as defined, on the Internet.

[AB 2471](#) : Brewer : ASM APPROPRIATIONS ([Status/ History/ Latest Version: 04/20/98](#))

Topic: Property tax revenue shifts: local fiscal relief.

Last Action: In committee: Set, first hearing. Hearing canceled at the request of author. (05/06/1998)

Lobbyist: MDB

Digest Summary: Existing property law generally requires the county auditor, in each fiscal year, to allocate



property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction, including school entities, be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would, for the 1998-99 fiscal year and each fiscal year thereafter, require a county auditor, in accordance with specified formulas, to reduce allocations of ad valorem property tax revenue to overequity jurisdictions within the county and to increase allocations of those revenues to underequity jurisdictions.

ACA 4 : Aguiar : SEN (Status/ History/ Latest Version: 06/15/98)

Topic: Local government finance: property tax revenue allocation:local agency relief.

Last Action: From committee: Be adopted, and re-refer to Com. on RLS. with recommendation: To Consent Calendar. Re-referred. (06/18/1998)

Lobbyist: MDB

Digest Summary:Existing provisions of the California Constitution require that the revenues derived from the general ad valorem property tax be allocated to local jurisdictions in each county in accordance with law.

This measure would modify these reduction and transfer requirements, for the 1999-2000 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1998-99 fiscal year.

SB 139 : Kopp : (Status/ History/ Latest Version: 08/05/98)

Topic: Open meetings: local agencies.

Last Action: Chaptered by Secretary of State. Chapter 260, Statutes of 1998. (08/05/1998)

Lobbyist: MDB

Note: Important

Digest Summary:(1) The Ralph M. Brown Act authorizes a local agency to use teleconferencing in connection with a public meeting under specified conditions.

This bill would require, as an additional condition under which teleconferencing may be used, that during the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.

SB 147 : Kopp : (Status/ History/ Latest Version: 05/13/98)

Topic: Local agency borrowing.

Last Action: Chaptered by Secretary of State. Chapter 35, Statutes of 1998. (05/13/1998)

Lobbyist: MDB

Digest Summary:Under the Marks-Roos Local Bond Pooling Act of 1985, a joint exercise of powers authority may issue bonds to assist local agencies in financing public capital improvements, working capital, liability or other insurance needs, or projects whenever there are significant public benefits for taking that action.

This bill would provide that an authority, with certain exceptions, may not issue bonds to construct, acquire, or finance a public capital improvement unless (a) the authority reasonably expects on the date of issuance of the bonds that the public capital improvement is to be located within the geographic boundaries of one or more members of the authority that is not itself an authority; and (b) a member of the authority within whose boundaries the public capital improvement is to be located has approved the public capital improvement and has made a finding of significant public benefit after a public hearing.

SB 409 : Alpert : ASM APPROPRIATIONS (Status/ History/ Latest Version: 06/11/98)

Topic: Libraries.



Last Action: Joint Rule 61(b) (12), (13), & (14) suspended. (08/13/1998)

Hearing Date: 08/19/1998 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary: Existing law, the California Library Services Act (act), establishes the California Library Services Board and provides that its duties include, among other things, adopting rules, regulations, and general policies relating to the implementation of the act.

This bill would revise and recast the act by enacting the Library of California Act under which services would be augmented and regional networks established.

SB 529 : Johnson : SEN LOCAL GOVERNMENT (Status/ History/ Latest Version: 08/13/98)

Topic: Property tax revenue allocation: state-assessed property.

Last Action: Senate concurs in Assembly amendments. (Ayes 38. Noes 0.) To enrollment. (08/13/1998)

Lobbyist: MDB

Note: Important

Digest Summary: Existing property tax law requires, with respect to property that is assessed by the State Board of Equalization, that property be taxed at certain rates and that the revenues derived from the application of those rates be allocated, in accordance with certain formulas and requirements, among "taxing jurisdictions.

This bill would, for purposes of these allocations in the County of Orange, specify that the term "taxing jurisdiction" includes, for the 1992-93 fiscal year and each fiscal year thereafter, a fund that has been designated by the county auditor as the "Unallocated Residual Public Utility Tax Fund.

SB 880 : Craven : ASM (Status/ History/ Latest Version: 06/03/97)

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Placed on inactive file pursuant to Assembly Rule 78. (09/09/1997)

File: ASM INACTIVE FILE (Item # A- 19) (08/17/1998)

Lobbyist: MDB

Digest Summary: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally provides that each jurisdiction shall be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would declare the intent of the Legislature to limit and eventually eliminate these reductions and transfers of revenues from local agencies.

SB 1032 : Polanco : ASM APPROPRIATIONS (Status/ History/ Latest Version: 06/08/98)

Topic: Local fiscal relief: property tax revenue allocation.

Last Action: Joint Rule 61(b) (12), (13), & (14) suspended. (08/13/1998)

Hearing Date: 08/19/1998 (ASM APPROPRIATIONS)

Lobbyist: MDB

Digest Summary: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would, except as otherwise provided with respect to amounts attributable to community colleges, prohibit a county auditor, for the 1998-99 fiscal year and each fiscal year thereafter, from allocating to that county's ERAF a total amount of ad valorem property tax revenue greater than the amount allocated from that fund to school districts and the county office of education for the 1997-98 fiscal year.



SB 1656 : Brulte : ASM APPROPRIATIONS (Status/ History/ Latest Version: 07/21/98)**Topic:** Property tax revenue shifts: water districts: capital incentives.**Last Action:** Joint Rule 61(b) (12), (13), & (14) suspended. (08/13/1998)**Hearing Date:** 08/19/1998 (ASM APPROPRIATIONS)**Lobbyist:** MDB

Digest Summary: Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer provisions by eliminating, commencing with the 1998-99 fiscal year and continuing until the first fiscal year beginning after a certain event, the reduction and transfer amount that would otherwise be applied to the San Geronio Pass Water Agency.

SB 2026 : Rainey : ASM APPROPRIATIONS (Status/ History/ Latest Version: 07/30/98)**Topic:** California Library Construction and Renovation Bond Act.**Last Action:** Joint Rule 61(b) (12), (13), & (14) suspended. (08/13/1998)**Lobbyist:** MDB

Digest Summary: Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Bond Law of bonds in the amount of \$75,000,000 for the purpose of financing a special library construction and renovation program.

This bill would enact the California Library Construction and Renovation Bond Act of 1998, which, upon approval of the electorate, would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of \$_____ for the purpose of financing a library construction and renovation program administered by the State Librarian.

SB 2226 : Schiff : SEN LOCAL GOVERNMENT (Status/ History/ Latest Version: 02/20/98)**Topic:** Local government finance: property tax revenue allocation: local agency relief.**Last Action:** Set, first hearing. Hearing canceled at the request of author. (04/08/1998)**Lobbyist:** MDB

Digest Summary: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer requirements, for the 1998-99 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1997-98 fiscal year.

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 916/446-9849 - Sacramento Local Telephone
 916/612-2040 - 24 Hour / 7 Day Pager
legweb@capweb.com - Email





**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. - July 7, 1998**

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) 528-6364

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
Bob J. Huntley (present)
Dana Smith - LAFCO
Russ Behrens -McCormick, Kidman & Behrens

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)
Tom Woodruff (present)
Bill Goodwin (present)

Call to Order

1. Preliminaries

Third Vice-President Teri Cable called the meeting to order at 7:30 A.M.

2. Review Minutes of June 2, 1998 Executive Committee Meeting.

Committee approved Minutes of June 2, 1998 Executive Committee Meeting as submitted.

3. Financial Report

Joan Finnegan submitted the financial report indicating a cash balance of \$3,684.59 on hand as of July 6, 1998.

4. Set Agenda for July 30, 1998 luncheon meeting

Sterling Fox will contact Ron Kennedy later in the week to confirm the sequence of items for the luncheon meeting. Mr. Kennedy will have meeting notices to all agencies by July 20th.

5. LAFCO Matters

Bill Goodwin reported that the Commission had approved the Leisure World incorporation proposal but with concern about the financial feasibility given the Governor's proposal to eliminate the Motor Vehicle License Fee.

6. CSDA Report - Bob Huntley

Bob Huntley gave a status report on the "Certification Proposal" currently in a draft form and distributed at the meeting. CSDA will be considering this on July 10th.

7. Legislation

Keith Coolidge gave a brief status report on various bills of interest including AB 556 (Pringle).

Keith reported that Assemblyman Pringle had deleted language regarding specific district consolidations, replacing it with language that restates and clarifies the statutory ability of LAFCO under the Cortese-Knox Act. A lengthy discussion followed indicating differences of opinion with respect to whether the LAFCO-sponsored provisions were merely clarifying or substantively changing Cortese-Knox. Also of concern was the lack of communication from LAFCO to the local agencies regarding the Orange County LAFCO sponsored amendment.

The Executive Committee voted unanimously to oppose AB 556 at the hearing on July 8, 1998.

The Secretary was directed to prepare correspondence confirming that position (copy attached).

8. **Adjourn**

Meeting was adjourned at 8:50 A.M.

Dated July 7, 1998

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF JUNE 1, 1998: \$ 3,664.59

RECEIPTS:

4/30/98 Luncheon Receipts \$ 20.00

TOTAL RECEIPTS FOR PERIOD 6/1 - 7/6/98: 20.00

EXPENSES:

None

BALANCE ON HAND AS OF JULY 6, 1998: \$ 3,684.59

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: 1998 Staff Appreciation Dinner
DATE: August 18, 1998

The 1998 Staff Appreciation Dinner was held on Thursday, July 23 at in the Children's Department of the Library.

Responses were received from 34 guests and food reservations were made for 30-35. A total of 42 attended the dinner, excluding the entertainers.

Dinner was catered by Blue Agave Southwestern Grill.

Entertainment was provided by Joann Gilmartin of Glasgow Girl Enterprizes. The group included Frank Frizell.

President Peggy Dinsmore presented a 10-year service award to Julie Shook.

The total cost for the Staff Appreciation Dinner was \$662.88.





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2400 Venture Oaks Way, Suite 460
Sacramento, CA 95833-3291

Board of Directors

(President)
Ken Sonksen
Sanger-Del Rey CD
568 S. Rainbow
Sanger, CA 93657
(209) 787-2267

(Vice-President)
Earl F. Sayre
Trinity County WD #1
P.O. Box 1152
Hayfork, CA 96041
(530) 628-5512

(Secretary)
Joseph C. Martin
Rossmoor/Los Alamitos
Area Sewer District
3092 Inverness Drive
Los Alamitos, CA 90720
(562) 596-6064

Carol E. Bartels
Riverside-Corona RCD
P.O. Box 1213
Riverside, CA 92502
(909) 683-7500

David Aranda
Stallion Springs CSD
28500 Stallion Springs Dr.
Tehachapi, CA 93561
(805) 822-3268

Kit Carter
Heritage Ranch CSD
4870 Heritage Road
Paso Robles, CA 93466
(805) 227-6230

Executive Director/
Risk Manager
James W. Towns, ARM

July 8, 1998

Elizabeth Minter
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

RE: EVIDENCE OF COVERAGE FOR THE 1998/99 PROGRAM YEAR

ELIZABETH
Dear Ms. Minter:

This letter is to thank you for your district/agency's payment of \$4,996.38 for the 1998/99 Program Year. In acknowledgment, we have enclosed the following preliminary coverage documents which serve as evidence of coverage for the period of July 1, 1998 through June 30, 1998:

- * *Certificate of Coverages (first party)* - This document is your evidence of insurance in the program(s) listed. When an evidence of insurance request is made to your district/agency, you can use this certificate and make copies as needed.
- * *Vehicle Insurance Cards (provided to members with vehicles)* - These vehicle insurance card(s) serve as your proof of auto liability insurance (comp/collision when applicable). We recommend you keep the vehicle card in the vehicle noted should you are required to provide proof of auto insurance.

Shortly after July 31st, we will forward to you a coverage binder which will include the comprehensive coverage documents for the 1998/99 Program Year, i.e. the district/agency's Declaration Pages, Memorandum of Coverages, and excess policy Exhibits, as well as any additional coverage documents applicable to the program year.

We appreciate your commitment to the Special District's Risk Management Program and your continued confidence in our services. If we can provide any additional information about your coverages or any other matters, please do not hesitate to call.

Sincerely,

Jim
James Towns, ARM
Executive Director/Risk Manager



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2400 Venture Oaks Way
Suite 460
Sacramento, CA 95833-3291

July 21, 1998

INSURED/PARTICIPANT

SDRMA/Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

CERTIFICATE OF COVERAGES

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

CERTIFICATE HOLDER

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE PARTICIPANT NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

POLICY DATE: July 1, 1998 to June 30, 1999

LIMITS

Personal Injury and Property Damage Liability Coverage - General

Company: Special District Risk Management Authority

\$ 500,000 per occurrence/aggregate where applicable

Company: Insurance Co. of the State of Pennsylvania Policy No. 4797-2053

\$2,000,000 per occurrence/aggregate where applicable

Personal Injury and Property Damage Liability Coverage - Auto

Company: Special District Risk Management Authority

\$ 500,000 per occurrence

Company: Insurance Co. of the State of Pennsylvania Policy No. 4797-2053

\$2,000,000 per occurrence

Public Officials Liability

Company: Special District Risk Management Authority

\$ 500,000 per occurrence/aggregate per member

Company: Insurance Co. of the State of Pennsylvania Policy No. 4797-2053

\$2,000,000 per occurrence/aggregate per member

Property Coverage

Company: Special District Risk Management Authority

Replacement Cost for Property on File with SDRMA Less \$2,000 Deductible

Company: Travelers Indemnity Company, Policy No. KTJCM230-T7958-98

\$50,000,000 per occurrence

Boiler and Machinery

Company: Travelers Indemnity Company, Policy No. M5JBMG-992K-5329-TIL98

\$50,000,000 per occurrence

Public Employees and/or Officials Dishonesty Blanket Coverage



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2400 Venture Oaks Way
Suite 460
Sacramento, CA 95833-3291

Company: Special District Risk Management Authority	\$ 100,000 per occurrence
<u>Excess Liability</u>	
Company: Insurance Co. of the State of Pennsylvania Policy No. 4797-2053	\$3,000,000 per occurrence/aggregate
Company: Insurance Co. of the State of Pennsylvania Policy No. 4797-2053	\$5,000,000 per occurrence/aggregate

Description: Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.

Authorized Representative



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-98
DATE: August 18, 1998

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-98.

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

RECOMMENDATION:

Receive and File



CALIFORNIA LIBRARY LITERACY SERVICE
 In-kind Resource Development (Fiscal Year 1997/98)

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

Instructions:

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

I. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals	
										GRAND TOTAL
a) Space	\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$660	\$2,000	
b) Materials	\$0	\$60	\$0	\$0	\$0	\$0	\$60	\$60	\$1,000	
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
d) Printing	\$0	\$0	\$0	\$120	\$0	\$0	\$120	\$450	\$1,000	
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,500	\$2,000	
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
COLUMN TOTALS FOR QTR	\$0	\$60	\$375	\$270	\$0	\$0	\$705			
COLUMN TOTALS FOR YTD	\$0	\$60	\$1,500	\$1,110	\$0	\$0	\$2,670	\$2,670		

COMMENTS:

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

2. VOLUNTEER HOURS	THIS QTR	YTD	GOALS
a) Literacy Instruction	746	3,264	4,000
b) Talent/Support Services	360	1,559	2,000

Katie Matas
 Contact Person
 Literacy Coordinator
 Title
 (714) 524-8408 ext. 213
 Telephone Number
 Signature of Person Submitting Report
 Literacy Coordinator
 Title
 Date 7/16/98

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1997/98)

Placentia Library District _____
Name of Library

1st Quarter
July-September

2nd Quarter
October-December

3rd Quarter
January-March

X 4th Quarter
April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)			1. 60
2. Adult Learners who began during quarter			2. 6
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	0	
b. Learners who became physically inaccessible this quarter	3b.	0	
c. Learners who left program for other reasons	3c.	5	
d. Learners who left program WITHOUT notification *	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		5
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)			4. 66
5. Adult Learners referred to other programs (never instructed) this quarter			5. 3

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)			6. 125
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)			7. 12

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)			8. 61
9. Prospective Adult Learners awaiting instruction at end of quarter			9. 24

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

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	20	0	29	0	0	8	1	3	61

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	11	21	15	11	0	2	1	61

12. Gender	Male	Female	Not Specified	TOTAL
	18	43	0	61

Double Check:

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

Placentia Library District
Name of Library

K. Matas
Signature of person submitting this report

Literacy Coordinator 7/16/98
Title Date

Katie Matas
Contact Person

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

CALIFORNIA LIBRARY LITERACY SERVICE

Tutor Activity Report (Fiscal Year 1997/98)

Placentia Library District _____
Name of Library

_____ 1st Quarter July-September	_____ 2nd Quarter October-December
_____ 3rd Quarter January-March	<u>X</u> 4th Quarter April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)			52
2. Tutors who began instructing during quarter			13
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	12	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		12
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) *			65
5. Number of tutors trained during quarter			8
6. Number of pre-service tutor workshops offered during quarter			1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)			108
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)			45

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)			53
10. Prospective tutors awaiting training/matching at end of quarter			12

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

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

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

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	7	0	6	1	0	39	0	0	53

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	4	5	16	11	13	4	0	53

13. Gender	Male	Female	Not Specified	TOTAL
	7	46		53

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

14a. Number of library branches used for literacy instruction during quarter	3
14b. Number of additional sites used for literacy instruction during quarter	10

Legislative districts in which instruction occurred during quarter

a: State Assembly District #(s): 72

b: State Senate District #(s): 33

c: U.S. Congressional District #(s): 39, 41

Placentia Library District
Name of Library

Katie Matas
Signature of person submitting this report

Literacy Coordinator 7/16/98
Title Date

Katie Matas
Contact Person

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

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Narrative Report

Fiscal Year: 1997/98

Placentia Library District _____ 1st Quarter (July-September) 2nd Quarter (October-December)
Name of Library _____ 3rd Quarter (January-March) X 4th Quarter (April-June)

Instructions:

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

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

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

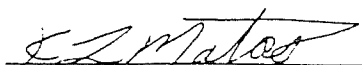
Describe the significant successes you have had in your literacy services this quarter. Examples are public communications activities; new instructional approaches/materials/techniques; tutor training or other staff development activities; new reader involvement in literacy activities; and other activities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

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

Each year during National Library Week, the Friends of the Library hold a volunteer recognition event. Library volunteers (including tutors) donating fifty or more hours during the past year are recognized at this event. This year twenty-six tutors had volunteered fifty or more hours. That is up from fifteen tutors with fifty or more hours last year. Learner recognition is in order as well. Three learners took and passed the CASAS Basic Citizenship Skills Examination this quarter. This exam takes the place of the history, government and writing portion of the Immigration and Naturalization Service (INS) interview for citizenship.

Literacy advocate John Corcoran spoke at a Rotary Club of Placentia breakfast. As a result of his presentation, one person signed up to become a tutor, another person called about designating Placentia Library Literacy Services as the beneficiary of his portion of his employer's charitable contribution, and the Rotary Club sent the check for the money they had designated for the literacy program.

Other public communication activities included continued participation in the Placentia Community Network, participation in the Placentia Chamber of Commerce Spring Business Expo, and distribution of literacy flyers and information at the City of Placentia annual open house.



Signature of person who prepared this report

Check here if you would like this
information shared with others

Katie Matas

Printed name

(714) 524-8408 ext. 213 / placentialit@otan.dni.us

Telephone / email

CALIFORNIA LIBRA LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 1997-98)

Placentia Library District _____ 1st Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____
 Name Of Library _____ July-September _____ October-December _____ January-March _____ April-June _____

Instructions:

1. Submit one original plus one copy of this report with other reports required.

2. Send to: Budget Office - Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	1,250	23,039	24,289	1,250	6,941	1,250	30,528	31,778
2. Library Materials	-0-	1,000	1,000	-0-	1,078	-0-	1,668	1,668
3. Operations	5,044	6,325	11,369	2,622	6,415	5,044	6,875	11,919
4. Equipment	-0-	500	500	-0-	-0-	-0-	-0-	-0-
5. Indirect	300	-0-	300	300	-0-	300	-0-	300
6. Total	6,594	30,864	37,458	4,172	14,434	6,594	39,071	45,665

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	-0-	1,625	1,625	-0-	1,250	-0-	1,250	1,250
3b. Travel	-0-	1,450	1,450	-0-	1,443	-0-	1,538	1,538
3c. Office Supplies	900	650	1,550	398	757	964	958	1,922
3d. Printing	1,890	1,200	3,090	570	1,152	1,140	1,173	2,313
3e. Instr. Resources	800	200	1,000	1,000	158	1,800	158	2,101
3r. Communications	1,250	950	2,200	704	1,655	1,140	1,655	2,795
3g. Other	204	250	454	-0-	-0-	-0-	-0-	-0-
TOTAL	5,044	6,325	11,369	2,622	6,415	5,044	6,875	11,919



Signature of Representative of Fiscal Agent or of

Library Director 08/10/98

Title Date

Charlene Dumitru, Admin. Ass't

Contact Person

(714) 528-1906, ext. 202

Title Phone

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

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

1. See INSTRUCTIONS for Budget Change Request

2. Send complete form to:
 California State Library
 Budget Office, Literacy
 PO Box 942837
 Sacramento, CA 94237-0001


Placentia Library District

Name of Library _____
 Fiscal Year 1997-1998

Please Check One CLS FFL

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	1,250	-0-	1,250	
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (a-h)	5,044	5,044	5,044	
a. contract services	-0-	-0-	-0-	
b. travel	-0-	-0-	-0-	
c. office supplies	900	64	964	
d. printing	1,890	(750)	1,140	
e. instructional resources	800	1,000	1,800	
f. communications	1,250	(110)	1,140	
g. children's book (FFL)	-0-	-0-	-0-	
h. other	204	(204)	-0-	
4. Equipment	-0-	-0-	-0-	
5. Indirect	300	-0-	300	
6. TOTAL	6,594	-0-	6,594	

c:\users\ldsl\my\BCR 53.CLC (Rev. 8/95)

STATE LIBRARY USE ONLY	
 Fiscal Agent/Library Rep. Signature Charlene Dumitru	Library Director 08/10/98 Title Administrative Assistant Date 08/08/98
CSL Consultant approval/signature	Date
CSL Fiscal Office approval/signature	Title Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1997-98
DATE: August 18, 1998

BACKGROUND:

Attached is a copy of the District's Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1997-98.

Filing this report is required in order for the District to receive reimbursement for the funds expended for this Grant, and to remain eligible for future California Department of Education Grants.

RECOMMENDATION:

Receive and File

California Department of Education
CDE 101-B2 (Rev. 3/98)

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1997-98
CLOSE-OUT

Return to: Attachment A
California Department of Education
Adult Education Unit
Attn: B. Foster/Y. Cummings
560 J Street, #290
Sacramento, CA 95814
(916) 323-5030

DEADLINE FOR SUBMISSION:
August 14, 1998

PROGRAM ACTIVITY AND EXPENDITURE REPORT

FORM I

Reporting Period: July 1, 1997 to June 30, 1998

Agency Name: Placentia Library District	County Code 30	District/Vendor No. - Suffix M692 -
--	-------------------	--

Part A: ONE HUNDRED HOUR UNITS (HHUs) GENERATED (July 1 1997-June 30, 1998)

Note: Students must attend a minimum of 12 hours before their attendance is counted for hundred hour unit reimbursement. Further, ESL-Citizenship students must have met all the following 5 criteria: 1) Evidence is available to show there has been a gain in skill levels for the instruction areas; 2.) Evidence is available to show the individual has completed training to take the INS test; 3.) Evidence is available that shows the individual has completed the INS N-400 form and is able to answer questions about the information provided; 4.) Evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: • CASAS, • ETS, • 1/3 of INS Practice Questions; 5.) Students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.

Column 1 PROGRAM:	Column 2 GRANT FUNDS AWARDED	Column 3 HHUs GENERATED (should concur with the Enrollment Report, CDE 101-E-2)	Column 4 MONETARY RATE	Column 5 MONETARY VALUE (column 3 x 4)
BASE GRANT	\$ 3,500			
ABE	\$ 156	8	X \$13.00	= \$ 104
ESL	\$ 150	13	X \$10.00	= \$ 130
ESL-CITIZENSHIP	\$		X \$250.00	= \$
INSTITUTIONALIZED	\$	Total Institutionalized	X \$40.00	= \$
INSTITUTIONALIZED INCENTIVE (if applicable)	\$	\$	X \$25.00	= \$

Part B: ACTUAL EXPENDITURES INCURRED (total by program)

BASE GRANT	ABE	ESL	ESL-CITIZENSHIP	INSTITUTIONALIZED
\$ 3,734	\$ 104	\$ 130	\$	\$

Note: Eligible Base Grant activities include; staff development, program assessment and networking.

Part C: MAINTENANCE OF EFFORT

As required by the Adult Education Act (PL 100-297), amended by the National Literacy Act of 1991 (PL 102-73), report the total dollar value of **non-Federal** (state and local) funds and other *resources which support these programs. Report a grand total for all programs.

TOTAL \$ 37,458

* Resources may include contributions, including cash and third party in-kind, contributions of service and property, volunteer services, donated supplies, cost sharing of equipment, buildings and land, and donated property when these meet the criteria set forth in the Education Department General Administrative Regulations Section 74.23. **These resources must be verifiable from the recipient's records.**

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agents Name & Title Elizabeth D. Minter, Library Director

Signature  Date August 10, 1998

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1997-98
CLOSE-OUT

Return to:
California Department of Education
Adult Education Unit
Attn: B. Foster/Y. Cummings
560 J Street, #290
Sacramento, CA 95814
(916) 323-5030

FINAL DEADLINE FOR SUBMISSION:
August 14, 1998

Agenda Item 27
Attachment A
Page 2

FINAL RECONCILIATION

FORM II

**** IMPORTANT ****

The figures requested in Column 3 and 4 below are to be transferred from Form I- Program Activity and Expenditure Report (CDE 101-B2), parts A and B. Column 5 below, Reimbursable Amount, is the lowest of the figures listed in columns 2, 3 or 4. Final deadline for submission is August 14, 1998.

Agency Name:	County Code	District/Vendor No.- Suffix
Placentia Library District	30	M692

Reporting Period: July 1, 1997 to June 30, 1998

Column 1 PROGRAM	Column 2 GRANT AWARD (as listed on Form I, Part A, Column 2)	Column 3 GENERATED HHUs MONETARY VALUE (as listed on Form I, Part A, Column 5)	Column 4 EXPENDITURES INCURRED (as listed on Form I, Part B)	Column 5 1997-98 REIMBURSABLE AMOUNT (place here the <u>lowest</u> amount from column 2, 3, or 4)
BASE GRANT	\$ 3,500		\$ 3,734	\$ 3,500
ABE	\$ 156	\$ 104	\$ 104	\$ 104
ESL	\$ 150	\$ 130	\$ 130	\$ 130
ESL-CITIZENSHIP	\$	\$	\$	\$
INSTITUTIONAL	\$	\$	\$	\$

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agent's Name & Title Elizabeth D. Minter, Library Director

Signature  Date August 10, 1998

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1997-98
CLOSE-OUT

Return to:
California Department of Education
Adult Education Unit
Attn: B. Foster/Y. Cummings
560 J Street, #290
Sacramento, CA 95814
(916) 323-5030

DEADLINE FOR SUBMISSION:
August 14, 1998

FINAL CLAIM FOR REIMBURSEMENT
Form III

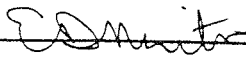
Agenda Item 27
Attachment A
Page 3

****IMPORTANT****

In order to complete this claim, refer to Form II - Final Reconciliation (CDE 101-B1) which calculates your allowable reimbursement(s). Deadline for submission: August 14, 1998.

AGENCY: Placentia Library District		COUNTY CODE 30	DISTRICT or VENDOR NO. - SUFFIX M692
PERSON COMPLETING FORM: Charlene Dumitru		TELEPHONE NO: (714) 528-1906, ext. 202	
REPORTING PERIOD: July 1, 1997 - June 30, 1998			DATE OF CLAIM: Aug. 10, 1998
Column 1 PROGRAM (PCA number)	Column 2 REIMBURSABLE AMOUNT (form II, column 5)	Column 3 LESS PRIOR AMOUNTS PAID	Column 4 AMOUNT OF FINAL CLAIM (column 2 minus column 3)
Base Grant (03499)	\$ 3,500	\$ 2,275	\$ 1,225
321 ABE (03055)	\$ 104	\$ 78	\$ 26
321 ESL (03303)	\$ 130	\$ 140	\$ (10)
321 ESL-Citizenship (03802)	\$	\$	\$
326 Institutionalized (03844)	\$	\$	\$
TOTAL	\$	\$ 2,493	\$ 1,241

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Printed Name of Authorized Agent: Elizabeth D. Minter	Title: Library Director	Telephone: (714) 528-1925, ext. 203
Signature of Authorized Agent: 		Date: August 10, 1998

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

CLAIM APPROVAL

DATE:

SUBMISSION DEADLINE:
August 14, 1998

**ADULT EDUCATION - FY 1997-98
CLOSE-OUT**

Agenda Item 27
Attachment A
Page 4

ENROLLMENT REPORT
(see instructions on the reverse side of this form)

COUNTY & VENDOR/DISTRICT CODES
(See Letter of Encumbrance for these codes)

FY		County Code		District/Vendor Code-Suffix (if applicable)	
9	7	3	0	M692	

AGENCY NAME (School District/Community College/Private Agency)

Placentia Library District

**SECTION I. TOTAL ENROLLMENT DATA (July 1, 1997 through June 30, 1998)
BY INSTRUCTIONAL PROGRAM**

	ADULT BASIC EDUCATION (ABE) (A)	ENGLISH AS A SECOND LANGUAGE (ESL) (B)	ABE/ESL MIXED (C)	ESL-CITIZENSHIP (D)
NUMBER OF TEACHERS (UNDUPLICATED)	15	42	1	
NUMBER OF INSTRUCTIONAL HOURS	707	1,273		
NUMBER OF ENROLLEES (UNDUPLICATED)	17	43		*
NUMBER OF ATTENDANCE HOURS	887	1,334		*

**SECTION II. NUMBER OF ESL-CITIZENSHIP STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA *
AND CUMULATIVE NUMBER OF ATTENDANCE HOURS**

	Amount		Amount
*NUMBER OF STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA		*CUMULATIVE NUMBER OF ATTENDANCE HOURS	

*Only students who have met the following requirements may be claimed:

1.) Evidence is available to show there has been a gain in skill levels for the instruction areas; 2.) Evidence is available to show the individual has completed training to take the INS test; 3.) Evidence is available that shows the individual has completed the INS N-400 form and is able to answer questions about the information provided; 4.) Evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: • CASAS, • ETS, • 1/3 of INS Practice Questions; 5.) Students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.

SECTION III. NARRATIVE FORM

Please provide a brief paragraph which describes how your program improved (1) access to users; (2) accountability; (3) quality and responsiveness; and (4) planning and coordination. Use separate pages if necessary (include the agency name and grant number on any attachments).

Access to the program has been improved by the use of volunteer office help resulting in better reception desk coverage and more opportunity for telephone contact. The literacy program has been made more visible to the business community by participation in Chamber of Commerce events, speaking engagements at business organizations, and articles and advertisements in various local publications. Accountability is maintained through monthly tutor report forms and phone calls, and an adult learner progress evaluation form. The progress evaluation form is designed to help the student define his or her reading and writing goals and to show progress over time. The forms are completed by the student and tutor together every six months. To enhance the quality and responsiveness of the program, staff participated in various literacy related conferences and workshops and incorporated ideas from those events into the literacy program. Supplemental training workshops were offered to tutors to enhance their teaching skills.

**INSTRUCTIONS FOR COMPLETING
ENROLLMENT REPORT
(FORM CDE 101-E2)**

COUNTY & DISTRICT/VENDOR CODES and AGENCY NAME

Complete the information in the box provided. Please list your agency's county, district/vendor/suffix codes and agency name exactly as they appear on the grant award letter.

SECTION I. TOTAL ENROLLMENT DATA (July 1, 1997 through June 30, 1998)

Number of Teachers (Unduplicated): Enter number of teachers for the entire fiscal year (July 1, 1997 - June 30, 1998) who taught ABE, ESL, both ABE and ESL, and ESL-Citizenship. Every class has an instructor. *If the same instructor teaches two classes of two different groups of students, the instructor is counted only once.*

Number of instructional Hours: Report total number of hours of instruction, teaching, or tutoring.

Number of Enrollees (Unduplicated): Report only enrollees who received at least 12 hours of ABE, ESL, and ESL-Citizenship instruction. **NOTE: For purposes of this section, ESL-Citizenship students in this category do have to meet the 5 criteria listed as a requirement in Section II, below.**

Number of Attendance Hours: Report total number of hours of actual seat time per student. Report only attendance for students who received at least 12 hours of ABE, ESL, and ESL-Citizenship instruction. **NOTE: For purposes of this section, ESL-Citizenship students in this category do have to meet the 5 criteria listed as a requirement in Section II, below.**

SECTION II. NUMBER OF ESL-CITIZENSHIP STUDENTS WHO HAVE MET THE FIVE CRITERIA AND CUMULATIVE NUMBER OF ATTENDANCE HOURS

Please list the number of ESL-Citizenship students **who have met the five (5) criteria as described on the form.** Also please list the cumulative number of attendance hours.

SECTION III. NARRATIVE FORM

Please supply a brief paragraph which describes how your program improved the following:

- 1) Access to users;
- 2) Accountability;
- 3) Quality and responsiveness; and
- 4) Planning and coordination

*Attach additional page(s) if necessary

**CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION - FY 1997-98**

ANNUAL PERFORMANCE REPORT

The information requested in this report is required by the United States Office of Education (USOE) as part of the approval of the states' application for Adult Education funds. The California State Plan for Adult Basic Education, approved by USOE, page 5, item 12, states "CDE annually will report information about the state's adult education students, programs, expenditures and goals as may be required by the Secretary." And, on page 53, item (3) which states in part, "the applicant will agree to follow State Guidelines that may be revised from year to year with respect to accountability and data collection procedures."

The four following tables must be completed and returned to the California Department of Education by **August 14, 1998**.

.....

COUNTY CODE & DISTRICT/VENDOR CODE:
(See Letter of Encumbrance)

FY	County Code	District/Vendor Code-Suffix (if applicable)
97	30	M692

AGENCY: Placentia Library District

Contact (person completing form): Katie Matas

Telephone Number: (714) 524-8408 ext. 213

REPORTING PERIOD: JULY 1, 1997 - JUNE 30, 1998

TABLE 1. Report the number of participants in your program(s) who had achievements in the listed areas during the reporting period. Participants who have several achievements may be listed more than once.

EDUCATIONAL:	PARTICIPANT ACHIEVEMENT	NUMBER OF PARTICIPANTS (may be duplicated)
1.	Obtained an Adult High School Diploma	
2.	Passed the GED test	
3.	Entered other educational or training program	4
SOCIETAL:		
4.	Applied for US citizenship	3
5.	Received US citizenship	
6.	Registered to vote or voted for the first time	
ECONOMIC:		
7.	Gained employment	
8.	Secured employment retention or obtained job advancement	6
9.	Removed from public assistance	
OTHER (specify):		

TABLE 2. Report the number of participants and the number of classes by time and location

LOCATION OF CLASS (A)	NUMBER OF PARTICIPANTS (B)	NUMBER OF DAYTIME CLASSES (C)	NUMBER OF EVENING CLASSES (D)	SITES OPERATING FULL-TIME PROGRAMS (25 hours or more unduplicated count) (E)
SCHOOL BUILDING:				
1. Elementary/Secondary school				
2. Community college (junior college, technical institute, etc)				
3. Four-year college				
OTHER LOCATIONS:				
4. Learning center				
5. Correctional institution				
6. State/focal institution for the disabled				
7. Work site				
8. Library	60			1
9. Community-based organization center				
10. Home or home-based				
11. Other				
TOTAL:				

TABLE 3. Enter an unduplicated count of personnel by function and job status.

Function Organizational Placement and Type of Job Performed (A)	ADULT EDUCATION PERSONNEL	
	Paid Personnel	Unpaid Volunteers (D)
	Total number of part-time personnel (B)	Total number of full-time personnel (C)
1. Local-level administrative/supervisory/ancillary services	1	1
2. Local teachers		58
3. Local counselors		
4. Local paraprofessionals		



Pillsbury

Madison &
Sutro LLP

ATTORNEYS AT LAW
101 WEST BROADWAY SUITE 1800
SAN DIEGO, CALIFORNIA 92101-8219
TELEPHONE: (619) 234-3000 FAX: (619) 236-1995
Internet pillsburylaw.com

Writer's direct dial number / email

(619) 544-3177

July 21, 1998

VIA FACSIMILE TRANSMISSION

TO: ORANGE COUNTY INVESTMENT POOL PARTICIPANTS

Re: In Re County of Orange - Tentative Settlement

Dear Pool Participants:

Herewith you will find an announcement from the office of Litigation Representative Tom Hayes confirming an agreement in principle to settle pending litigation against Morgan Stanley & Co., Dean Witter Reynolds, Inc. and Nomura Securities International, Inc. for the sum of \$117.5 million. This tentative agreement brings aggregate litigation recoveries in this case to \$739,050,000.

Further details will be forthcoming.

Thank you for your continued support of the Committee.

Sincerely, **Dictated by Mr. Shea
but forwarded in his
absence to avoid delay**



Patrick C. Shea

Enc.

cc: OCIP Committee
OCIP Counsel

THOMAS W. HAYES, Representative
ORANGE COUNTY LITIGATION FUND
915 L Street, Suite 1105
Sacramento, California 95814

Press Release
July 21, 1998

Contact: James W. Mercer
Hemmigan, Mercer & Bennett
(213) 694-1200

**Orange County Litigation
Settlement Agreement**

Thomas W. Hayes, appointed by the Federal Bankruptcy Court to oversee legal actions taken on behalf of the residents of Orange County against legal and financial service providers, announced today that an agreement in principle has been reached with Morgan Stanley & Co., Dean Witter Reynolds, Inc. and Nomura Securities International, Inc. to settle the case against those firms for an aggregate of \$117,500,000 of which \$69,623,000 will be paid by Morgan, Stanley & Co. and Dean Witter Reynolds, Inc. and \$47,877,000 will be paid by Nomura Securities International, Inc. According to Hayes, "The agreement is subject to execution of a definitive settlement agreement and approval by the Court."

This settlement brings total litigation recoveries to approximately \$739,050,000.

All distributions are made in conformance with the distribution schedule approved by the Bankruptcy Court.

THOMAS W. HAYES, Representative
ORANGE COUNTY LITIGATION FUND
915 L Street, Suite 1105
Sacramento, California 95814

Press Release
July 21, 1998

Contact: James W. Mercer
Hennigan, Mercer & Bennett
(213) 694-1200

SUPPLEMENTAL FACT SHEET

The following outlines the status of the litigation being prosecuted by Thomas Hayes as Litigation Representative on behalf of the County of Orange and the more than 200 other municipalities and public entities which arise out of the losses in the County's investment pool.

RECOVERIES TO DATE

To date, recoveries to the Litigation Representative total \$739,050,000 including:

\$117,500,000 - Morgan Stanley & Co., Inc., Dean Witter Reynolds, Inc. and Nomura Securities International, Inc., July 1998,

\$400,000,000 - Merrill Lynch & Co., June 1998, primary broker to the County prior to the bankruptcy, plus \$20,000,000 return of excess collateral.

\$75,000,000 - KPMG Peat Marwick LLP, May 1998, accounts for the County, Orange County Transportation Authority, City of Orange and the Orange County Water District.

\$52,500,000 - Credit Suisse First Boston Corporation, May 1998, one of the County's brokers which entered into reverse repurchase agreements and sold securities.

\$45,000,000 - LeBoeuf, Lamb, Green & MacRae LLP, April 1998, attorneys for the County and numerous school districts.

\$27,000,000, December 1997, Merrill Lynch payment to terminate criminal investigation.

\$1,050,000, June 1997 - Recovery on taxable note claim

\$1,000,000, January 1997 - Recovery on fidelity bond.

REMAINING LAWSUITS

Mr. Hayes will continue to prosecute several pending lawsuits including the actions against: the County's rating agency and advisor, Standard & Poors; the County's financial advisors, Rauscher Pierce Refsnes, Inc.; attorneys Brown & Wood; and 14 of the County's other brokers including PaineWebber, Inc.; Fuji Securities, Inc.; Smith Barney, Inc.; Sanwa Securities; Citicorp Securities; Bear, Stearns & Co., Inc.; Cantor Fitzgerald Securities Corp., Daiwa Securities; Donaldson Lufkin & Jenrette, Kidder Peabody & Co.; Lehman Brothers; Prudential Securities, BA Securities and Paribas Corp.

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: August 18, 1998

The three presidents met on July 22, 1998 to develop a list of potential focus groups.

The Library Director is in the process of identifying and recruiting focus group moderators and members.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report on Library Board Candidates for the November 1998 Election
DATE: August 18, 1998

The Orange County Registrar of Voters' Election Office reported on Wednesday, August 12 that three candidates have filed for the three available Library Trustee positions:

Al Shkoler for a four-year term

Saundra Stark for a four-year term

Gaeten Wood for a two-year term (the unexpired term of Jean Pappas)

Since none of the positions is contested the District will not be assessed for printing and counting ballots.

The Board of Supervisors will appoint the Trustees in November and they will take office the same day as the other elected officials in Orange County.



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Extension 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

August 17, 1998

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Saundra M. Stark

The Honorable Pete Wilson
Governor of the State of California
First Floor State Capitol Building
Sacramento, CA 95814

SUBJECT: SB529, Johnson – Support

Dear Governor Wilson:

On behalf of Placentia Library District I am respectfully requesting your approval of SB529, Johnson, when it is presented for your signature.

SB529 ratifies an agreement between the County of Orange and several local government agencies. The bill redirects a portion of the public utility property taxes to the Orange County Fire Authority, the county libraries, and two independent library districts, including Placentia. These entities are entitled to these revenues under a State Controller's finding.

Because this issue is the proper allocation of local revenue, SB529 has no fiscal impact on the State. In addition, these local agencies provide very important services to the citizens of Orange County. I urge your approval of SB529.

Thank you for your consideration of our request.

Sincerely,

Elizabeth D. Minter
Library Director

916-445-4633

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 reductions.**
DATE: August 18, 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

I talked with Sheron Violini in Assemblyman Ackerman's Office last week. She reported that no action had been taken on the District's request for ERAF relief. Agenda Item 33 deal with a proposed follow-up to this issue.

I talked with Neal Gruber in the Orange County Auditor's Office last week and he was able to tell me that the property tax growth for Placentia was slightly over 7%. We agreed that I could use 6.5% in my budget projections for all property-tax accounts.

I am hearing rumors that part of the Bankruptcy settlement money will be reimbursed in September.

2. State Funds

The State Budget has gone to the Governor's Office with full funding for the Public Library Fund. Last week all of the Trustees and several others were asked to write letters to Governor Wilson requesting his approval of this line item.

3. Local Revenues

The Passport Acceptance Agency application has been submitted. It may be several months before we hear anything.

Peggy Burkich continues to work on the transfer of collection accounts to the new agency.

Parcel Tax Election Considerations

No news to report.

RECOMMENDATIONS:

Give direction for future action

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 1998-99 Budget
DATE: August 18, 1998

BACKGROUND:

The Budget for Fiscal Year 1998-1999 is balanced. All expense items are included in the General Fund (Fund 707) Budget except for the seismic retrofit project which is in the Major Equipment & Structures Fund (Fund 702).

Property Tax Revenues

Attachment A is the Revenue Budget for Fund 707.

The Orange County Auditor's Office reported last week that the property tax growth for the City of Placentia was slightly over 7%. It was agreed that it would be acceptable for the District to estimate a 6.5% increase in the overall tax revenues for FY98-99. This growth is significantly larger than we had anticipated in June. Buena Park received less than 3%.

In addition I included \$8,000 in object code 6211 (Public Utility) for the new funds generated by SB529 (Johnson) which allocates to the District .005% of some previously unassigned utility tax money. I am not sure which object code will be used for this revenue when it is received for the first time.

State Revenues

Attachment B is an analysis of the State Reimbursements and Grants.

The State Budget as presented to Governor Wilson includes full funding for the Public Library Fund (PLF). There is a chance that the Governor may change this appropriation. All of the PLF money is used for library materials (books, electronic services & audio-visual materials). If this amount is reduced by Governor Wilson it will impact the book budget.

Other Revenues

No revenue has been included for the Passport Application Agency program. Any funds received this year can be used to build the Fund 707 operating reserve and to provide an estimate of the revenue for the FY1999-2000 book budget.

Personnel Expenses

The Personnel Allocation has an increase from 12.50 FTE to 13.00 FTE. This is because of the addition of a .50 FTE Library Aide in Technical Services to assist with physical processing of new and used books and audio/visual materials.

Personnel costs increased slightly because of an additional change in the substitution of 1.00 Library Page with 1.00 Library Aide in the Circulation Department. The reason for this shift is that the high school students have been requiring more training, supervision and counseling than the Circulation Staff has time to provide.

It is anticipated that the combined 1.50 FTE Library Aide allocation will be divided into two .75 FTE positions. Any staff member who works 20 hours per week or more is eligible for pro rata benefits. This cost has been included in the budget estimate for Object Code 0300 regardless of whether the staff member has actually signed up for the benefit.

Object Code 0200 includes both the Social Security/Medicare contribution (.0765) plus the Pension Fund contribution (.07 of the previous year's salaries & wages).

Supply & Services Expenses

Object Code 0700, Communications, has been the subject of several major changes during the past several months. In 0700-01 (Modem/FAX/ISDN) four lines have been combined into one. The savings for this year will be partially consumed by the cost of the service call. By the end of September Julie Shook will make arrangements for a fifth line to be eliminated by changing it to a cable connection which Comcast has offered to provide free of charge – this is a line that is used during all the hours that the Library is open for public service and currently carries significant local call charges. Julie is also researching telecommunications alternatives for the Internet connection for the LAN, included in Object Code 0700-02, which is currently billed at \$250 per month.

Object Code 1300, Maintenance of Equipment, became more manageable last year as Julie Shook was able to take over more of the personal computer and LAN maintenance issues for the District. The significant investment in her training is already showing a payback.

Object Code 1400, Maintenance of Building and Grounds, contains only routine expenses for the HVAC system. If major work is needed it will need to be taken from the contingency section of Fund 702. The Cleaning Service has not requested a change in fees since the contract was awarded 5 years ago.

Object Code 1600, Memberships, included no new organizations. The increase reflects the actual changes in current memberships.

Object Code 1900, Specialized Services, includes no money for election costs. The Pension Fund Operating & Investment Management Expenses are rising because of the increasing size of the Fund – the fees are based on fund balances. The Anaheim Library System fees will be increasing as the software shifts to a WEB based system and the telecommunications requirements are upgraded.

Object Code 2200, Semi-Annual Bond Payment, is being covered entirely from Fund 707.

Object Code 2400, Special Department Expense, is the book and library materials budget. The funding this year is based on the Public Library Fund. If the Governor does not approve the proposed funding level this allocation will be under funded. Suad Ammar determines the breakdown in the various categories for the section of the budget.

Object Code 2700, Transportation/Travel, is at a slightly lower level than last year since tuition costs should not be as great.

Object Code 2800, Utilities, are expected to show a 4% increase over last year's charges.

Equipment Expenses

The Anaheim Library Consortium anticipates implementing its WEB terminals sometime this year. This means that the telecommunications equipment located at Placentia will have to be replaced in order to accommodate T-1 lines. Placentia will also be required to change several of its public service desk terminals to personal computers. During the next three years every old Dynix terminal in the building will need to be changed to a personal computer. The total cost of this project is approximately \$65,000. The Foundation has a grant request submitted to ConAgra to cover this project and we should hear about it during the next 30 days. In the meantime the District needs to budget this amount to cover its obligation to the Consortium. If the grant is received the money in this Object Code can be used to rebuild the operating reserve.

RECOMMENDATION:

1. Adopt Personnel Allocation *Saudan/Roy*
2. Adopt Organizational Chart for Fiscal Year 1998-99 *Saudan/Roy*
3. Read Resolution 98-7 by Title only *Saudan/Roy*
4. Adopt Resolution 98-7 *Saudan/Pole*



Placentia Library District											
Revenue Budget for Fund 707 for Fiscal Year 1998-99											
August 18, 1998 (Includes Orange County Auditor Adjustments Aug 1, 1998)											
Object Code	Category	FY1990-91	FY1991-92	FY1992-93	FY1993-94	FY1994-95	FY1995-96	FY1996-97	FY1997-98	FY1998-99	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413	761,261	
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	28,818	18,290	18,500	
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	702,669	728,703	779,761	
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908	33,000	
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613	47,000	
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036	1,200	
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	37,115	46,650	48,200	
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180	15,484	
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	760,717	777,249	815,441	876,445	
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	448	3,447	2,000	
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786	18,000	
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	1,066	952	1,500	
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	18,502	13,450	10,500	
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	29,684	32,634	32,000	
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	806,933	848,075	908,445	
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	53,648	56,040	114,400	
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	120,000	0	0	0	
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	25,754	23,454	23,500	
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	7	231	0	
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	871,441	1,011,308	886,342	927,800	1,046,345	



Placentia Library District
Revenue Budget for Fund 707 for Fiscal Year 1998-99
August 18, 1998

Object Code	Category	FY1990-91 Actual	FY1991-92 Actual	FY1992-93 Actual	FY1993-94 Actual	FY1994-95 Actual	FY1995-96 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Estimate
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413	761,261
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	28,818	18,290	18,500
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	702,669	728,703	779,761
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908	33,000
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613	47,000
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036	1,200
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	37,115	46,650	48,200
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180	15,484
	TOTAL ESTIMATE PROVIDED									
	BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	760,717	777,249	815,441	876,445
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	448	3,447	2,000
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786	18,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	1,066	952	1,500
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	18,502	10,730	10,500
	TOTAL CATEGORIES NOT ESTIMATED									
	BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	29,684	29,914	32,000
	TOTAL PROPERTY TAX REVENUE:	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	806,933	845,355	908,445
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	53,648	56,040	114,400
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	120,000	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	25,754	23,454	23,500
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	7	231	0
	TOTAL REVENUE:	1,243,597	1,309,871	1,306,705	1,016,782	871,441	1,011,308	886,342	925,080	1,046,345

Placentia Library District
State Library Reimbursements and Grants
August 18, 1998

FUND	FY 1990-91	FY 1991-92	FY 1992-93	FY 1993-94	FY 1994-95	FY 1995-96	FY 1996-97	FY 1997-98	Anticipated FY 1998-99
ILL & Direct Loan Reimbursements	0	41,937	53,447	37,154	22,423	20,683	10,167	8,235	6,500
CA Foundation Funds	0	16,217	14,636	15,625	16,036	16,003	28,082	28,313	97,400
CA Literacy Campaign	0	51,348	12,528	11,158	9,185	8,391	11,887	4,211	7,000
Family Literacy Grant	0	9,255	25,000	23,000	23,174	20,194	0	0	0
Dept Educ. 321 Grant	0	0	0	0	3,294	1,381	3,511	5,919	3,500
One-Year Grants	0	5,000	0	0	0	0	0	9,361	0
Miscellaneous State Revenues	0	1	1	1	1	152	1	1	0
TOTAL STATE REVENUE	144,764	123,758	105,612	86,938	74,112	66,803	53,648	56,040	114,400



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
8/18/1998 (Includes Orange County Auditor Adjustments Aug 1, 1998)

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	482,527.00	472,750.00	494,410
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	67,885.59	66,159.34	70,123
0300	Health Insurance Care America			38,981.19	28,676.84	19,117.42	16,445.45	22,398.24	21,054.70	28,585
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,596.21	2,093.66	2,055.00	2,862
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,299.83	1,188.40	883.00	1,974
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,163.08	4,477.29	4,402
	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	29,843.38	28,469.99	37,823
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	0.00	0.00	0
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	7,125.00	5,502.00	5,800
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	587,380.97	572,881.33	608,156
0700-00	Communications - Telephone	5,841.73	0.00	3,554.15	4,121.95	1,928.80	1,565.58	1,708.04	2,561.03	2,600
0700-01	Communications - Modem/Fax/ISDN			0.00	0.00	2,713.84	3,881.88	5,275.50	3,068.14	2,384
0700-02	Communications - Internet Access			0.00	0.00	483.46	437.14	85.28	4,483.15	3,240
0700-05	Communications - Brodart Cataloging Access			6,092.77	4,869.85	5,320.19	4,634.69	5,085.84	4,681.97	5,160
0700-07	Communications - 321 Grant					134.20	170.37	522.53	540.55	570
0700-08	Communications - Adult Literacy	5,841.73	0.00	896.35	485.82	553.09	298.54	179.24	308.00	330
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	10,988.20	12,856.43	15,642.84	14,284
0900-00	Food - General Fund	0.00	88.83	0.00	1.99	205.98	85.98	0.00	24.75	50
0900-07	Food - 321 Grant			0.00	0.00	0.00	0.00	0.00	0.00	50
0900-08	Food - Adult Literacy			0.00	0.00	30.43	43.74	7.17	0.00	50
0900-09	Food - Family Literacy			32.26	315.85	35.74	178.43	0.00	32.55	0
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	7.17	57.30	150
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	4,164.33	2,152.25	4,370.02	3,500
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	11,323.44	10,183.10	10,200
1300-00	Maintenance of Equipment - General Fund	3,003.13	7,575.16	4,453.27	6,793.53	5,377.32	8,574.33	29,098.85	19,065.05	20,000
1300-07	Maintenance of Equipment - 321 Grant			0.00	0.00	0.00	0.00	0.00	0.00	0
1300-08	Maintenance of Equipment - Adult Literacy			0.00	0.00	969.00	517.16	44.95	0.00	0
1300-09	Maintenance of Equipment - Family Literacy/SCA Grant			0.00	0.00	0.00	0.00	0.00	0.00	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	29,143.80	19,065.05	20,000
	HIVAC			13,623.83	4,141.52	2,390.82	7,734.32	5,560.09	4,448.64	5,500
	Carpet Cleaning			2,894.55	3,176.25	800.00	0.00	550.00	0.00	500
	Groundskeeping - City of Placentia			23,537.42	27,101.43	21,979.52	18,626.60	20,188.23	23,276.99	25,000
	Plumbing			523.71	1,146.60	765.56	110.00	1,111.47	2,083.97	1,200
	Electrical			982.57	1,174.22	3,601.71	3,372.00	2,621.44	3,720.96	4,000
	Cleaning Service			13,060.20	11,683.04	11,400.00	11,400.00	11,400.00	11,400.00	11,700
	Locksmith			87.45	827.12	55.19	1,262.10	245.46	93.95	200
	Other	44,124.45	60,144.19	1,141.36	(575.62)	3,639.32	7,461.59	1,647.21	2,443.67	2,000
	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,323.90	47,468.18	50,100



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
8/18/1998 (Includes Orange County Auditor Adjustments Aug 1, 1998)

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,358.00	2,884.00	2,900
1600-07	Memberships - 321 Grant				0.00	0.00	135.00	295.00	75.00	200
1600-08	Memberships - Adult Literacy				0.00	135.00	238.00	95.00	95.00	150
1600-09	Memberships - Family Literacy				0.00	0.00	0.00	0.00	0.00	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,748.00	3,054.00	3,250
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0.00	0.00	0
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0.00	20.00	0.00	0
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0.00	0.00	0.00	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0.00	0.00	0.00	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	20.00	0.00	0
	Library Supplies			9,042.32	5,251.95	5,618.20	9,103.81	3,673.37	7,108.99	4,500
	Printing			4,172.71	8,983.64	8,610.34	3,816.95	8,641.63	8,842.42	9,000
	EZ Copy - copy cards for sale to patrons			1,571.32	0.00	0.00	0.00	0.00	0.00	0
	Publications			1,985.00	312.00	850.05	1,119.48	2,742.75	1,999.66	1,500
	Paper			1,143.69	672.00	885.95	707.81	1,126.10	1,274.99	1,200
	Drinking Water Service			299.40	274.45	299.40	299.40	274.45	274.45	300
	Other Office Supplies			10,585.64	4,608.25	6,462.27	5,195.08	5,895.60	2,653.86	3,000
	Total Office Supply Expense - General Fund			28,800.08	20,102.29	22,726.21	20,242.53	22,353.90	22,154.37	19,500
1800-07	Literacy Dept Educ 321 Grant Supply Expense			0.00	729.13	0.00	0.00	636.39	1,141.00	1,150
	Printing			616.54	3,343.24	2,938.36	1,045.62	1,796.25	1,473.04	1,475
	Publications			0.00	0.00	2,062.86	3,660.39	2,532.02	3,371.73	2,375
	Paper			86.93	12.31	0.00	0.00	0.00	0.00	50
	Other Office Supplies			1,953.93	573.49	328.25	1,620.47	1,685.66	401.10	400
	Total Adult Literacy Office Supply Expense			2,657.40	3,929.04	5,329.47	6,326.48	6,013.93	5,245.87	4,300
1800-09	Family Literacy Supply Expense/LSCA Grant Expense			4,832.97	2,154.59	6,014.75	3,341.22	0.00	5,181.20	0
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	29,910.23	29,004.22	33,722.44	24,950
1803-00	Postage Expense - General Fund			1,970.50	(19.13)	1,450.99	948.22	692.24	778.77	800
1803-01	Postage Expense - LSCA II Grant				0.00	19.95	0.00	0.00	0.00	0
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	115.20	224.00	75.50	200
1803-09	Postage Expense - Family Literacy/LSCA Grant			29.00	477.79	114.84	0.00	0.00	1,063.44	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	1,063.42	916.24	1,917.71	1,000
	Care Resources (Employee Assistance)			693.00	455.00	280.00	385.00	350.00	350.00	420
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	4,690.92	5,808.68	6,000
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	37,377.87	38,781.65	39,207.00	40,000
	Clipping Service			368.52	390.52	392.52	392.52	392.52	414.52	420
	Tax Collection Services & Fees by Orange County			545.51	472.55	1,38.85	402.58	426.14	323.23	450
	Advertising			552.50	97.50	72.97	270.82	0.00	0.00	0
	Medical Exams			324.00	552.00	760.00	252.50	392.00	420.00	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	0.00	118.86	1,113.27	3,000



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
8/18/1998 (Includes Orange County Auditor Adjustments Aug 1, 1998)

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
1900-00	Audit & Accounting Services									
	Payroll Preparation			2,950.00	3,200.00	3,530.00	2,950.00	4,130.00	3,360.00	3,750
	Election Expenses			2,367.28	5,120.72	2,441.95	2,370.03	1,894.47	2,381.97	2,500
	Staff Training in Library			0.00	0.00	0.00	0.00	8,450.48	0.00	0
	Other			8,101.87	10,835.99	2,693.76	2,643.91	1,095.99	6,235.83	1,000
	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	51,842.84	60,723.03	59,614.50	58,040
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0.00	0.00	0
1900-07	Specialized Services - 321 Grant				0.00	0.00	250.00	1,625.00	2,321.00	2,350
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	1,305.31	1,333.86	725.00	725
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	2,467.26	812.00	(25.00)	5,505.00	5,714.25	0.00	4,003.99	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	1,877.98	1,976.08	2,100
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	65,559.87	68,640.57	63,215
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	225.00	2,129.12	0.00	1,000
2100-00	Rents/Leases/Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	1,542.61	66,259.01	66,090
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0.00	0.00	0
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	2,817.81	644.34	16.03	0
2400-01	Special Department Expense - Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	10,246.41	15,769.09	63,000
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	0.00	592.80	1,500
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	46,181.66	35,441.99	25,292.53	14,358
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	5,230.97	4,039.57	16,642
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	503.90	0.00	251.34	2,500
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0.00	36.78	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	1,439.19	2,252.85	1,381.15	637.76	1,980.84	786.57	1,500
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,544.55	46,784.71	99,500
	Total Special Department Expense	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town									
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,695.33	1,304.04	1,003.86	1,000
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	1,867.75	2,362.54	3,369.52	3,805.34	2,000
2700-03	Transportation/Travel - Meetings, Board Local				0.00	61.48	886.78	835.92	647.50	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	699.00	727.52	1,020.09	287.60	500
2700-07	Transportation/Travel - Meetings, 321 Grant				0.00	0.00	0.00	0.00	0.00	0
2700-08	Transportation/Travel - Meetings - Adult Literacy			728.00	1,408.01	137.00	2,421.02	260.00	1,380.90	1,400
	Total Transportation/Travel - Meetings							2,520.00	2,520.00	500

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
8/18/1998 (includes Orange County Auditor Adjustments Aug 1, 1998)

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00		941.50	1,141.37	91.65	81.04	9.67	0.00	0
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,824.44	7,125.20	6,150
2800-00	Electricity			56,813.70	57,098.74	48,474.74	47,635.00	42,250.50	43,533.26	45,000
	Gas			2,917.30	2,033.77	2,938.78	3,066.02	6,102.59	5,273.78	5,500
	Water			1,888.97	1,683.49	1,803.99	1,913.25	2,955.74	2,466.19	3,000
	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	51,308.83	51,273.23	53,500
	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	311,340.31	375,563.36	416,389
3700-00	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,154.00	778.00	0.00	800
4000-00	Equipment									
4000-07	Equipment - 321 Grant	0.00	19,583.43	711.12	3,863.73	4,725.29	4,722.66	2,625.36	0.00	20,000
4000-08	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	0.00	0.00	0.00	0.00	0
4000-09	Equipment - Family Literacy/LSCA Grant									
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0.00	0.00	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000
4200-00	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0.00	0.00	0.00	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00	0.00	0
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(545.75)	0.00	0.00	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	903,001.71	948,444.69	1,046,345

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
 August 18, 1998

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	482,527.00	472,750.00	494,410
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	67,885.59	66,159.34	70,123
0300	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	16,445.45	22,398.24	21,054.70	28,585
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,596.21	2,093.66	2,055.00	2,862
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,299.83	1,188.40	883.00	1,974
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,163.08	4,477.29	4,402
	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	29,843.38	28,469.99	37,823
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	0.00	0.00	0
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	7,125.00	5,502.00	5,800
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	587,380.97	572,881.33	608,156
0700-00	Communications - Telephone			3,554.15	4,121.95	1,928.80	1,565.58	1,708.04	2,561.03	2,600
0700-01	Communications - Modem/Fax/ISDN	5,841.73	0.00	0.00	0.00	2,713.84	3,881.88	5,275.50	3,068.14	2,384
0700-02	Communications - Internet Access			0.00	0.00	483.46	437.14	85.28	4,483.15	3,240
0700-05	Communications - Brodart Cataloging Access			6,092.77	4,869.85	5,320.19	4,634.69	5,085.84	4,681.97	5,160
0700-07	Communications - 321 Grant					134.20	170.37	522.53	540.55	570
0700-08	Communications - Adult Literacy			896.35	485.82	553.09	298.54	179.24	308.00	330
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	10,988.20	12,856.43	15,642.84	14,284
0900-00	Food - General Fund			0.00	1.99	205.98	85.98	0.00	24.75	50
0900-07	Food - 321 Grant			0.00	0.00	0.00	0.00	0.00	0.00	50
0900-08	Food - Adult Literacy			0.00	0.00	30.43	43.74	7.17	0.00	50
0900-09	Food - Family Literacy			32.26	315.85	35.74	178.43	0.00	32.55	0
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	7.17	57.30	150
1000-00	Household Expense	3,311.71	4,479.02	3,596.68	3,172.21	3,177.16	4,164.33	2,152.25	4,370.02	3,500
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	11,323.44	10,183.10	10,200
1300-00	Maintenance of Equipment - General Fund			4,453.27	6,793.53	5,377.32	8,574.33	29,098.85	19,065.05	20,000
1300-07	Maintenance of Equipment - 321 Grant	3,003.13	7,575.16	0.00	0.00	0.00	0.00	0.00	0.00	0
1300-08	Maintenance of Equipment - Adult Literacy			0.00	0.00	969.00	517.16	44.95	0.00	0
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0.00	0.00	0.00	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	29,143.80	19,065.05	20,000
	HVAC			13,623.83	4,141.52	2,390.82	7,734.32	5,560.09	4,448.64	5,500
	Carpet Cleaning			2,894.55	3,176.25	800.00	0.00	550.00	0.00	500
	Groundskeeping, City of Placentia			23,537.42	27,101.43	21,979.52	18,626.60	20,188.23	23,276.99	25,000
	Plumbing			523.71	1,146.60	765.56	110.00	1,111.47	2,083.97	1,200
	Electrical			982.57	1,174.22	3,601.71	3,372.00	2,621.44	3,720.96	4,000
	Cleaning Service			13,060.20	11,683.04	11,400.00	11,400.00	11,400.00	11,400.00	11,700
	Locksmith			87.45	827.12	55.19	1,262.10	245.46	93.95	200
	Other	44,124.45	60,144.19	1,141.36	(575.62)	3,639.32	7,461.59	1,047.21	2,443.67	2,000
	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	43,323.90	47,468.18	50,100

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
August 18, 1998

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
1600-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,358.00	2,884.00	2,900
1600-07	Memberships - 321 Grant				0.00	0.00	135.00	295.00	75.00	200
1600-08	Memberships - Adult Literacy				0.00	135.00	238.00	95.00	95.00	150
1600-09	Memberships - Family Literacy				0.00	0.00	0.00	0.00	0.00	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,748.00	3,054.00	3,250
1700-00	Miscellaneous Expense - General Fund	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0.00	0.00	0
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0.00	20.00	0.00	0
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0.00	0.00	0.00	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0.00	0.00	0.00	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	20.00	0.00	0
	Library Supplies									
	Printing			9,042.32	5,251.95	5,618.20	9,103.81	3,673.37	7,108.99	4,500
	EZ Copy - copy cards for sale to patrons			4,172.71	8,983.64	8,610.34	3,816.95	8,641.63	8,842.42	9,000
	Publications			1,571.32	0.00	0.00	0.00	0.00	0.00	0
	Paper			1,985.00	312.00	850.05	1,119.48	2,742.75	1,999.66	1,500
	Drinking Water Service			1,143.69	672.00	885.95	707.81	1,126.10	1,274.99	1,200
	Other Office Supplies			299.40	274.45	299.40	299.40	274.45	274.45	300
	Total Office Supply Expense - General Fund			10,585.64	4,608.25	6,462.27	5,195.08	5,895.60	2,653.86	3,000
1800-00				28,800.08	20,102.29	22,726.21	20,242.53	22,353.90	22,154.37	19,500
1800-07	Literacy Dept Educ. 321 Grant Supply Expense			0.00	729.13	0.00	0.00	636.39	1,141.00	1,150
	Printing			616.54	3,343.24	2,938.36	1,045.62	1,796.25	1,473.04	1,475
	Publications			0.00	0.00	2,062.86	3,660.39	2,532.02	3,371.73	2,375
	Paper			86.93	12.31	0.00	0.00	0.00	0.00	50
	Other Office Supplies			1,953.93	573.49	328.25	1,620.47	1,685.66	401.10	400
	Total Adult Literacy Office Supply Expense			2,657.40	3,929.04	5,329.47	6,326.48	6,013.93	5,245.87	4,300
1800-09	Family Literacy Supply Expense/L.SCA Grant Expense			4,832.97	2,154.59	6,014.75	3,341.22	0.00	5,181.20	0
	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	29,910.23	29,004.22	33,722.44	24,950
1803-00	Postage Expense - General Fund			1,970.50	(19.13)	1,450.99	948.22	692.24	778.77	800
1803-01	Postage Expense - L.SCA II Grant			0.00	0.00	19.95	0.00	0.00	0.00	0
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	115.20	224.00	75.50	200
1803-09	Postage Expense - Family Literacy/L.SCA Grant			29.00	477.79	114.84	0.00	0.00	1,063.44	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	1,063.42	916.24	1,917.71	1,000
	Care Resources (Employee Assistance)			693.00	455.00	280.00	385.00	350.00	350.00	420
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	4,690.92	5,808.68	6,000
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	37,377.87	38,781.65	39,207.00	40,000
	Clipping Service			368.52	390.52	392.52	392.52	392.52	414.52	420
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	402.58	426.14	251.42	450
	Advertising			552.50	97.50	72.97	270.82	0.00	0.00	0
	Medical Exams			324.00	552.00	760.00	252.50	392.00	420.00	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	0.00	118.86	1,113.27	3,000

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
August 18, 1998

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
1900-00	Audit & Accounting Services									
	Payroll Preparation	2,950.00	2,367.28	3,200.00	3,530.00	2,950.00	4,130.00	3,360.00	3,750	3,750
	Election Expenses	0.00	0.00	5,120.72	1,894.47	2,370.03	2,381.97	2,381.97	2,500	2,500
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	8,450.48	0.00	0.00	0
	Other	8,101.87	10,835.99	2,693.76	1,095.99	2,643.91	1,095.99	6,235.83	1,000	1,000
	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	60,723.03	59,542.69	58,040	58,040
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0.00	0.00	0
1900-07	Specialized Services - 321 Grant									
	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	1,305.31	1,625.00	1,333.86	2,321.00	2,350
	Specialized Services - Family Literacy/LSCA Grant	0.00	2,467.26	812.00	(25.00)	5,505.00	5,714.25	0.00	4,003.99	725
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	1,877.98	1,976.08	2,100
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	65,559.87	68,568.76	63,215
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	1,064.56	0.00	500
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	225.00	2,129.12	0.00	1,000
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	1,542.61	66,259.01	66,090
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0.00	0.00	0
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	2,817.81	644.34	16.03	0
2400-01	Special Department Expense-Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	10,246.41	15,769.09	63,000
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	0.00	592.80	1,500
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	46,181.66	35,441.99	25,292.53	14,358
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	5,230.97	4,039.57	16,642
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	503.90	0.00	251.34	2,500
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0.00	36.78	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	118.80	2,252.85	1,381.15	637.76	1,980.84	786.57	1,500
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	156,327.17	925.19	3,228.99	0.00	0.00	0.00	0
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	36,892.83	69,966.11	72,502.10	53,544.55	46,784.71	99,500
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town									
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,695.33	1,304.04	1,003.86	1,000
2700-02	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	1,867.75	2,362.54	3,369.52	3,805.34	2,000
2700-03	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	61.48	886.78	835.92	647.50	750
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	699.00	727.52	1,020.09	287.60	500
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	728.00	1,408.01	0.00	0.00	2,631.92	2,421.02	260.00	1,380.90	1,400
	Total Transportation/Travel - Meetings	9,155.00	12,213.01	6,292.83	5,355.11	8,100.33	4,965.64	5,363.56	6,073.66	5,000

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1998-99
August 18, 1998

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 PROPOSED
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00		941.50	1,141.37	91.65	81.04	9.67	0.00	0
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,824.44	7,125.20	6,150
	Electricity			56,813.70	57,098.74	48,474.74	47,635.00	42,250.50	43,533.26	45,000
	Gas			2,917.30	2,033.77	2,938.78	3,066.02	6,102.59	5,273.78	5,500
	Water			1,888.97	1,683.49	1,803.99	1,913.25	2,955.74	2,466.19	3,000
2800-00	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	51,308.83	51,273.23	53,500
	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	311,340.31	375,491.55	416,389
3700-00	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,154.00	778.00	0.00	800
4000-00	Equipment			711.12	3,863.73	4,725.29	4,722.66	2,625.36	0.00	20,000
4000-07	Equipment - 321 Grant	0.00	19,583.43	0.00	0.00	0.00	0.00	0.00	0.00	0
4000-08	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	2,150.05	0.00	877.07	0.00	1,000
4000-09	Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0.00	0.00	0.00	0
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0.00	0.00	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000
4200-00	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0.00	0.00	0.00	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	3,502.43	0.00	21,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00	0.00	0
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(545.75)	0.00	0.00	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	903,001.71	948,372.88	1,046,345

Placentia Library District

Personnel Allocation for Fiscal Year 1998-99
Proposed Effective August 28, 1998

	Allocations Proposed for FY1998-99							TOTAL
	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian					1.00			1.00
Library Assistant	0.75			0.50		1.00	0.25	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide						1.50	0.50	2.00
Page						0.50		0.50
TOTAL	2.75	0.50	1.75	0.50	1.00	5.00	1.50	13.00

	Allocations Adopted May, 1997							TOTAL
	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.50				0.50	2.00
Librarian					1.00			1.00
Library Assistant	0.50			0.50		1.00	0.50	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide						0.50		0.50
Page						1.50		1.50
TOTAL	2.50	0.50	2.00	0.50	1.00	5.00	1.00	12.50

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
Organization Chart for Fiscal Year 1998-1999
Proposed August 18, 1998

Library Staff
(13.00 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Administrative Services
(1.75 FTE)
Administrative Assistant
Dumitru
Library Assistant
(Volunteer Coordinator)
(.75 FTE)
Willauer

Circulation Services
(5.00 FTE)
Library Assistant
(1.00 FTE)
Burkich
Library Clerk I
(2.00 FTE)
Wnek (1.00 FTE)
Conn (1.00 FTE)
Library Aide/(Lead Shelver)
(1.50 FTE)
Guzman (.50 FTE)
Vacant (1.00 FTE)
Library Student Assistant
(Shelvers)
(.50 FTE)

Technical Services
(1.50 FTE)
Librarian II
(.75 FTE)
Shook
Library Assistant
(.25 FTE)
Willauer
Library Aide (.50 FTE)
Vacant

Professional Services
(3.75 FTE)
Principal Librarian
(.50 FTE)
Ammar

Adult Services
(1.75 FTE)
Principal Librarian
(.50 FTE)
Ammar
Librarian II
(1.25 FTE)
McClain (1.00 FTE)
Shook (.25 FTE)

Literacy Services
(.50 FTE)
Library Assistant/
Literacy Coordinator
(.50 FTE)
Matas

Children's Services
(1.00 FTE)
Librarian
(1.00 FTE)
Smith



Placentia Library District
Orange County Auditor Budget Forms Summary
Fiscal Year 1997-98 Actual

REVENUE:

Object Code	Description	702	703	Fund Number	707	708	DISTRICT TOTAL
	Fund Balance Available	77,730	2,863	111,579	171,448	6,878	
6210	Property Tax - Current Secured	0	0	0	710,413	0	710,413
6210-01	Property Tax - Public Utility Secured	0	0	0	24,908	0	24,908
6220	Property Tax - Current Unsecured	0	0	0	45,613	0	45,613
6230	Property Tax - Prior Secured	0	0	0	18,290	0	18,290
6240	Property Tax - Prior Unsecured	0	0	0	1,036	0	1,036
6280	Property Tax - Current Supplemental	0	0	0	14,786	0	14,786
6300	Property Tax - Prior Supplemental	0	0	0	952	0	952
6540	Penalties & Costs on Delinquent Taxes	0	0	0	3,447	0	3,447
6610	Interest	4,021	169	2,393	13,450	405	20,438
6690	State - Homeowners Property Tax Relief	0	0	0	15,180	0	15,180
6970	State - State Library & Other	0	0	0	56,040	0	56,040
7670	Miscellaneous & Local Revenue	0	0	0	23,454	0	23,454
7680	6-month Expired Checks	0	0	0	231	0	231
7817	Operating Transfers In	0	0	0	0	0	0
	TOTAL MEANS OF FINANCING	81,751	3,032	113,972	1,099,248	7,283	1,305,286

Placentia Library District
Orange County Auditor Budget Forms Summary
Fiscal Year 1997-98 Actual

EXPENSES

Object Code	Description	702	703	706	707	708	DISTRICT TOTAL
SALARIES & EMPLOYEE BENEFITS							
0100	Salaries & Wages	0	0	0	472,750	0	472,750
0200	Retirement	0	0	0	66,159	0	66,159
0300	Employee Group Insurance	0	0	0	28,470	0	28,470
0350	Workers Compensation	0	0	0	5,502	0	5,502
	TOTAL SALARIES & BENEFITS	0	0	0	572,881	0	572,881
SERVICES & SUPPLIES							
0700	Communications	0	0	0	15,643	0	15,643
0900	Food	0	0	0	57	0	57
1000	Household Expense	0	0	0	4,370	0	4,370
1100	Insurance	0	0	0	10,183	0	10,183
1300	Maintenance - Equipment	0	0	0	19,065	0	19,065
1400	Maintenance - Buildings & Improvements	0	0	0	47,468	0	47,468
1600	Memberships	0	0	0	3,054	0	3,054
1700	Miscellaneous Expense	0	0	0	0	0	0
1800	Office Expense	0	0	0	33,723	0	33,723
1803	Postage	0	0	0	1,918	0	1,918
1900	Professional & Specialized Services	81	4	32	68,641	8	68,766
2000	Publications & Legal Notices	0	0	0	0	0	0
2200	Rents & Leases - Semi-Annual Bond	0	0	0	66,259	0	66,259
2400	Special Department Expense - Books	0	0	0	46,785	0	46,785
2700	Transportation & Travel	0	0	0	7,125	0	7,125
2800	Utilities	0	0	0	51,273	0	51,273
3000	Bad Debts	0	0	0	0	0	0
3700	Taxes & Assessments	0	0	0	0	0	0
	TOTAL SERVICES & SUPPLIES	81	4	32	375,564	8	375,689
FIXED ASSETS							
4000	Equipment	0	0	0	0	0	0
	TOTAL FIXED ASSETS	0	0	0	0	0	0
4807	Operating Transfer Out	0	0	0	0	0	0
5200	Provision for Contingencies	0	0	0	0	0	0
	Provision for Reserves	0	0	0	0	0	0
TOTAL FINANCING REQUIREMENTS		81	4	32	948,445	8	948,570
BALANCE TO CARRY FORWARD		81,670	3,028	113,940	150,803	7,275	356,716



Placencia Library District
Orange County Auditor Budget Forms Summary
Fiscal Year 1998-99 Recommended

REVENUE:

Object Code	Description	702	703	706	707	708	DISTRICT TOTAL
	Fund Balance Available	81,670	3,028	113,940	150,803	7,275	
6210	Property Tax - Current Secured	0	0	0	761,261	0	761,261
6210-01	Property Tax - Public Utility Secured	0	0	0	33,000	0	33,000
6220	Property Tax - Current Unsecured	0	0	0	47,000	0	47,000
6230	Property Tax - Prior Secured	0	0	0	18,500	0	18,500
6240	Property Tax - Prior Unsecured	0	0	0	1,200	0	1,200
6280	Property Tax - Current Supplemental	0	0	0	18,000	0	18,000
6300	Property Tax - Prior Supplemental	0	0	0	1,500	0	1,500
6540	Penalties & Costs on Delinquent Taxes	0	0	0	2,000	0	2,000
6610	Interest	3,090	170	2,000	10,500	415	16,175
6690	State - Homeowners Property Tax Relief	0	0	0	15,484	0	15,484
6970	State - State Library & Other	0	0	0	114,400	0	114,400
7670	Miscellaneous & Local Revenue	0	0	0	23,500	0	23,500
7680	6-month Expired Checks	0	0	0	0	0	0
7817	Operating Transfers In	0	0	0	0	0	0
	TOTAL MEANS OF FINANCING	84,760	3,198	115,940	1,197,148	7,690	1,408,736



Placentia Library District
Orange County Auditor Budget Forms Summary
Fiscal Year 1998-99 Recommended

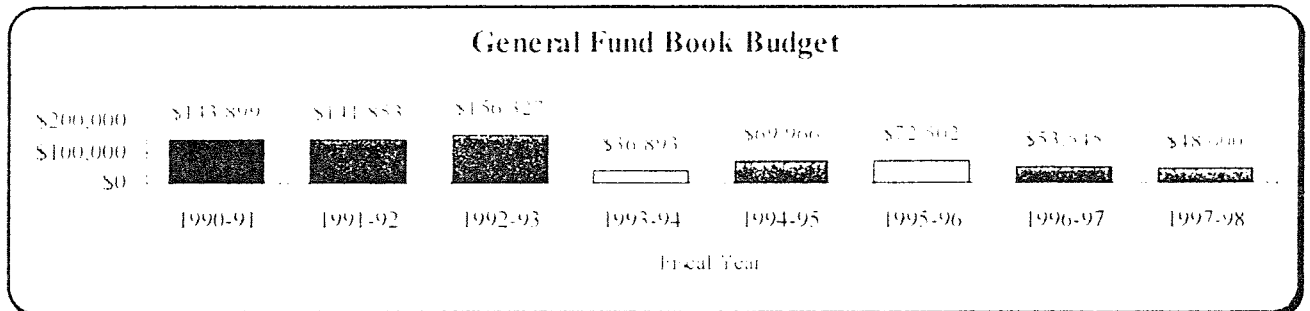
EXPENSES

Object Code	Description	Fund Number			DISTRICT TOTAL
		702	703	706	
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	0	0	0	494,410
0200	Retirement	0	0	0	70,123
0300	Employee Group Insurance	0	0	0	37,823
0350	Workers Compensation	0	0	0	5,800
	TOTAL SALARIES & BENEFITS	0	0	0	608,156
SERVICES & SUPPLIES					
0700	Communications	0	0	0	14,284
0900	Food	0	0	0	150
1000	Household Expense	0	0	0	3,500
1100	Insurance	0	0	0	10,200
1300	Maintenance - Equipment	13,000	0	0	20,000
1400	Maintenance - Buildings & Improvements	0	0	0	50,100
1600	Memberships	0	0	0	3,250
1700	Miscellaneous Expense	0	0	0	0
1800	Office Expense	0	0	0	24,950
1803	Postage	0	0	0	1,000
1900	Professional & Specialized Services	90	10	50	63,215
2000	Publications & Legal Notices	0	0	0	500
2200	Rents & Leases - Semi-Annual Bond	0	0	0	66,090
2400	Special Department Expense - Books	0	0	0	99,500
2700	Transportation & Travel	0	0	0	6,150
2800	Utilities	0	0	0	53,500
3000	Bad Debts	0	0	0	0
3700	Taxes & Assessments	0	0	0	800
	TOTAL SERVICES & SUPPLIES	13,090	10	50	417,189
FIXED ASSETS					
4000	Equipment	0	0	0	21,000
	TOTAL FIXED ASSETS	0	0	0	21,000
4807	Operating Transfer Out	0	0	0	0
5200	Provision for Contingencies	71,670	3,188	115,890	150,803
	Provision for Reserves	0	0	0	0
	TOTAL FINANCING REQUIREMENTS	84,760	3,198	115,940	1,197,148
	TOTAL				7,690
	TOTAL				1,408,736

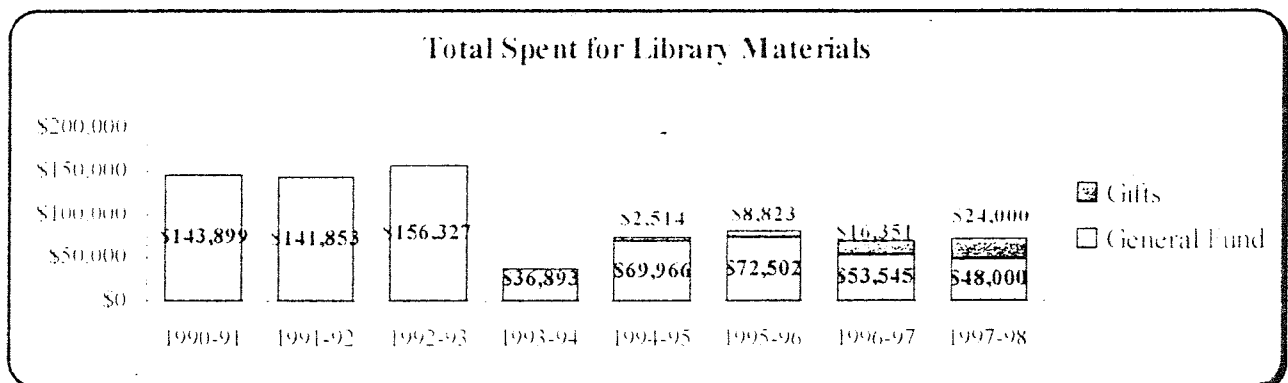


Assemblyman Dick Ackerman, May 12, 1998 Page 3.

Reductions in revenue also had a severe impact on the Library's book budget. The benchmark for library materials expenditures for a public library is 15% - 20% of the total operations budget. Placentia Library has not had a respectable book budget since Fiscal Year 1992-93.



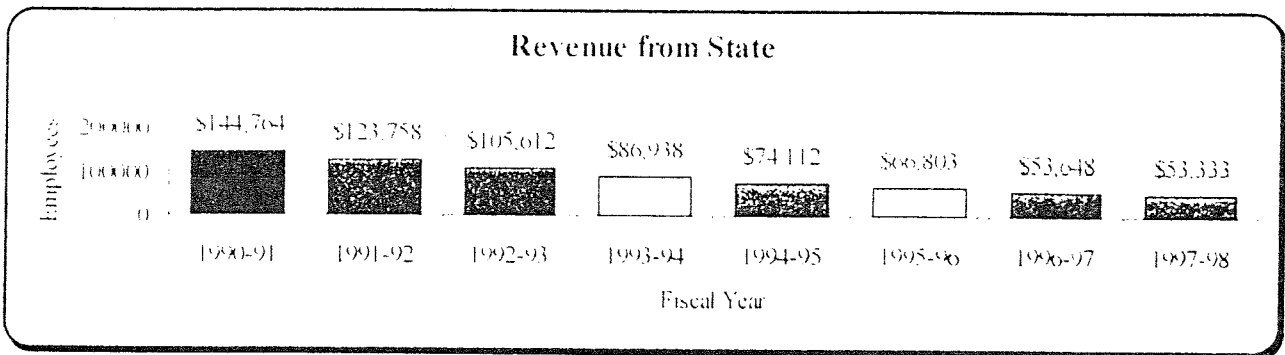
Placentia Library Foundation was established in 1994 and conducted its first Adopt-A-Book Campaign in 1995. While the development of a charitable giving program enhances book purchasing it is not replacing the \$150,000 shortfall in the District's General Fund Book Budget.



Serious financial side effects of the reduction in book purchasing are impacting Placentia Library District:

Attachment C shows the reduction in State Library-related revenue from \$144,764 in Fiscal Year 1990-91 to approximately \$53,333 in Fiscal Year 1997-98. The main reason for this loss has been the reduction in Interlibrary Loan and Direct Loan Reimbursements, which have dropped from a high of \$53,447 in Fiscal Year 1992-93 to approximately \$6,500 in Fiscal Year 1997-98.

Attachment D is a history of the Interlibrary Loan and Direct Loan Reimbursement revenues. The reason for this precipitous loss is that Placentia no longer has a significant number of new books on the shelves and library users are going to other facilities for their recreational reading materials.



The other consequence is that, because of the combination of the reduction in hours of service and the lack of new books, Placentia Library District library users are making heavy demands on neighboring libraries. Memos from Yorba Linda Library Director CarolAnn Tassios, Attachment E, describe the impact of Placentia's cutbacks on Yorba Linda's services.

Despite the heavy use of the Yorba Linda Library by Placentia residents, Placentia Library continues to provide 35.6% of its circulation services and 46.8% of its Internet and electronic reference services to users who live outside its service area. Yet Placentia Library District receives no direct loan reimbursement from the State Library because so many of its cardholders are using the Yorba Linda Library.

Attachment F shows Placentia's expenditures by categories. As the budget cuts have been taken over the years the relative percentage for staff has remained fairly consistent. The fixed costs reflected in the supplies and services section has increased because many of the fixed costs remain constant regardless of the budget or staffing level fluctuations.

I hope that these statistics will meet your research and fact-finding needs for evaluating Placentia Library District's request for relief from the property tax shifts. Please give me a call at 714-528-1925 Ext. 203 if you have any questions or would like additional information.

Sincerely,

Elizabeth D. Minter
Library Director

CC: Mike Belote, California Advocates
Ralph Heim, Heim, Noack, Kelly & Spahn



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Extension 202 (714) 528-8236 (Fax)
plalibd@cosmoslink.net

May 12, 1998

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

The Honorable Dick Ackerman
Assemblymember, Seventy-Second District
State Capitol
Sacramento, CA 95814

Dear Assemblyman Ackerman:

Thank you for the time that you and Sheron made available to Placentia Library District during the past several weeks, both in Sacramento and Placentia.

The purpose of this letter is to transmit to you the statistical information that Sheron requested in support of our request for consideration of the District's property tax situation.

During our meetings we requested consideration of one of the following possible solutions to restoring our property tax shift to ERAF:

Add independent library districts to the list of types of districts exempted from the property tax shift to ERAF on the grounds that they are established under the Education Code, and no other Education Code agencies have been required to contribute to ERAF.

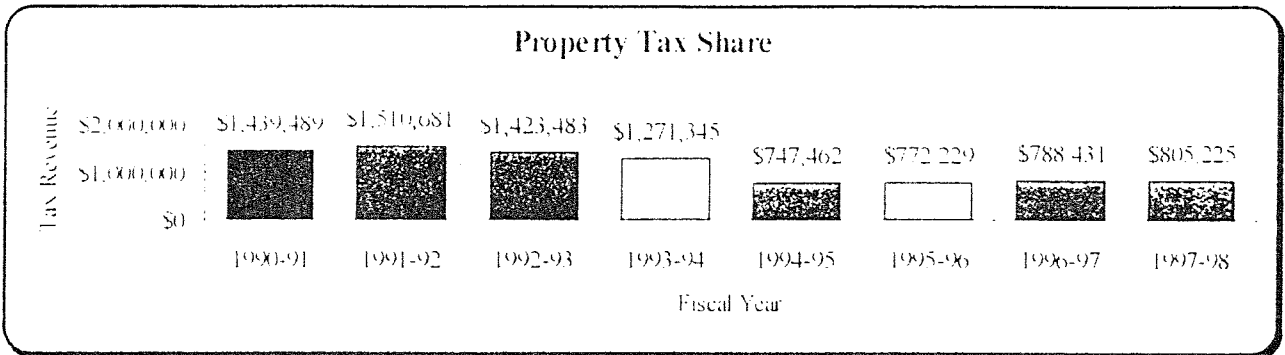
Or

Create a special consideration for Placentia Library District wherein the Library will receive its ERAF property tax share if it consolidates with the City of Placentia, under conditions similar to those of the consolidation of the Yorba Linda Library District and the City of Yorba Linda.

The rate of Placentia Library District's property tax transferred to ERAF was calculated by the Orange County Auditor to be 50.41%. (This amount included \$400,957 that the District was contributing annually to the Special District Augmentation Fund that was being diverted by Orange County to County dependent districts.) A detailed history of Placentia Library District's property tax and valuation history is Attachment A.

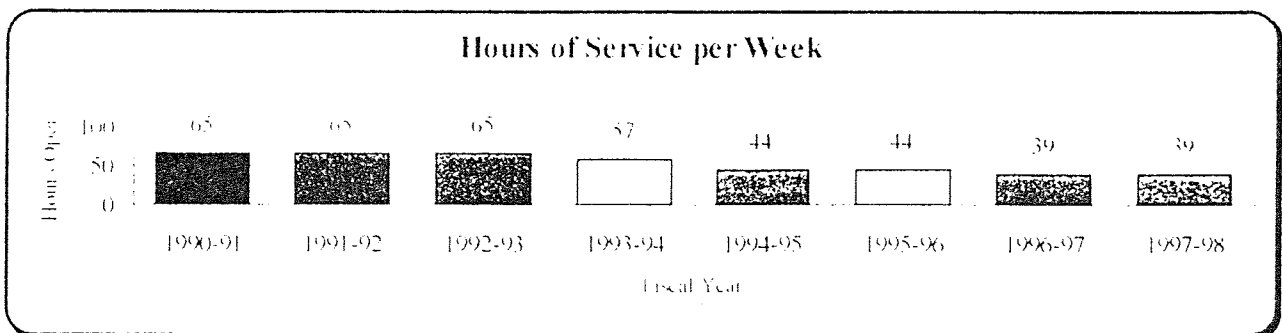
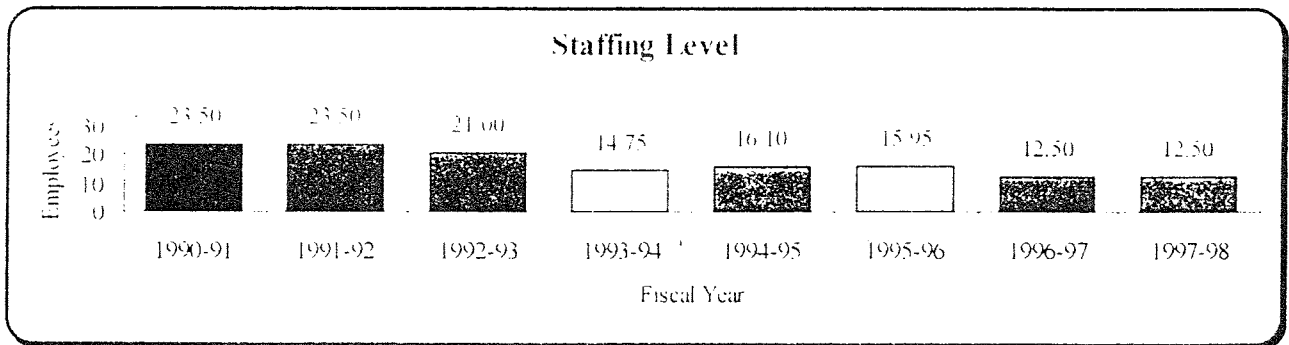
Assemblyman Dick Ackerman, May 12, 1998, Page 2.

The following is a summary of Placentia Library District's property tax revenue since Fiscal Year 1990-91:




Attachment B is a letter from the Orange County Auditor which states that the estimated impact of the full reversal of ERAF on Placentia Library District would be approximately \$800,000 - twice what we are receiving in the current year. This letter also shows the impact on Buena Park Library District and the Orange County Library.

The impact of the loss of property tax revenue caused a reduction in staff which subsequently caused a reduction in the hours of Library operation. In January 1997 the Library became a single shift operation with all of the staff working the same hours. As a result the Library is no longer open on Fridays or Saturdays and is closed on Monday, Tuesday, and Wednesday mornings.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
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 reductions.
DATE: May 19, 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

By the time of the California Library Association Legislative Day on May 5, 1998 it was apparent that a universal solution to the property tax shift problem is no longer being seriously considered by the California Legislature.

The District is continuing to work with Assemblyman Ackerman's Office about ERAF relief for Placentia Library. Two issues are being discussed with his staff: including of library districts in the list of agencies exempted from ERAF because we are established under the Education Code; or, exempting library districts that consolidate with another agency, in our case the City of Placentia. The follow-up letter sent to Assemblyman Ackerman is Attachment A.

2. State Funds

The California Library Association is actively lobbying for an increase in the Public Library Fund and Transaction Based Reimbursements.

3. Local Revenues

This item is addressed in Agenda Item 32.

Parcel Tax Election Considerations

No news to report.

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 reductions.**

DATE: July 21, 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 District is continuing to work with Assemblyman Ackerman's Office about ERAF relief for Placentia Library. Two issues are being discussed with his staff: including of library districts in the list of agencies exempted from ERAF because we are established under the Education Code; or, exempting library districts that consolidate with another agency, in our case the City of Placentia. We should not anticipate any movement on this issue before mid-August.

2. State Funds

The California Library Association is actively lobbying for an increase in the Public Library Fund and Transaction Based Reimbursements.

3. Local Revenues


The District's application to serve as a Passport Application Facility presents the potential for a new local revenue stream. If this revenue is designated to be part of the District's General Fund it could be used to augment the Book Budget. It is impossible to tell how long the application process will take. It would be safe to estimate that we could be operational by January 1999.

Parcel Tax Election Considerations

No news to report.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
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 reductions.
DATE: March 17, 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

Library Director Minter and California Advocates Representative Mike Belote met with Assemblyman Dick Ackerman and Administrative Assistant Sheron Violini in the Assemblyman's Sacramento office on February 18.

Mr. Belote presented the District's proposal that the Assemblyman sponsor legislation that would exempt the special library districts from the Educational Revenue Augmentation Fund (ERAF).

Assemblyman Ackerman asked a number of questions and agreed to take the issue under consideration.

At this point in time it would be appropriate for the Trustees to solicit letters of support of the ERAF reversal from local Library supporters. A sample letter is Attachment A.

Library Director Minter is scheduled to attend the California Special Districts Association (CSDA) Government Affairs Day in Sacramento on Monday, April 13. This is a one day trip leaving Ontario at 6:30 A.M. and returning on the 7:00 P.M. flight from Sacramento. It would be helpful if a District Trustee would be able to participate in the meeting with Assemblyman Ackerman that day. Buena Park will be represented by Library Director McGregor and several Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Recommendation from Mike Belote, the District's Legislative Consultant at California Advocates, that in the next legislative session the District request a bill that would merge the District with the City in exchange for the return of the District's share of the ERAF (Educational Revenue Augmentation Fund)**

DATE: August 18, 1998

BACKGROUND:

Most of the District's legislative efforts this session focused on getting some of the ERAF percentage returned. To date there has been no action to help us achieve this goal.

Attachment A is a proposal from Mike Belote that the District request a bill that would provide for both consolidation with the City of Placentia and full return of the ERAF percentage.

Mr. Belote has expressed confidence that the District can get the support of the Orange County delegation for this proposal.

RECOMMENDATION:

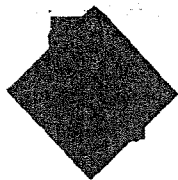
Authorize the Library Director to request that Mr. Belote make a presentation on the District's legislative status and his proposal at the September 15, 1998 Board Meeting.

ok.

CALIFORNIA ADVOCATES, INC.

Agenda Item 33

Attachment A



-VIA FAX-

Ralph F. Simoni

Michael D. Belote

Robert G. Walters

Peter C. Kellison

August 14, 1998

MEMORANDUM

TO: Elizabeth Minter, Placentia Library District

FROM: Mike Belote, California Advocates

SUBJECT: **Potential Legislation For 1999**

With the close of the 1997-1998 session of the California legislature just two weeks away, the strongest likelihood is that the session will conclude without the systemic ERAF reform sought by counties and special districts. It appears that only prior calculation errors under ERAF are being seriously considered for correction. Unfortunately, Placentia is likely to benefit only from the minor provisions of Senate Bill 529 by Senator Johnson, leaving the library far short of the adjustments necessary to meaningfully improve hours of operation and personnel.

At this point, I believe it is prudent to discuss with Board the advisability of a simple legislative proposal for 1999. The proposal would provide narrow ERAF reversal for Placentia Library, in exchange for the library joining the roster of city services. Understandably, the city would not welcome the addition of library services unless the fiscal issue was resolved; for the legislature we would emphasize the benefits of "streamlining" government in exchange for a very targeted ERAF change.

We would envision a stand alone bill dedicated only to this proposal, and would approach members of the Orange County legislative delegation to carry the bill.

We recognize that in important respects the proposal may amount to "choosing between evils", but believe the lack of progress on more global approaches makes the idea worth considering.

MDB/cs

Cs-Placentia-potent. Leg99

925 L Street, Suite 350 Sacramento, CA 95814

phone: (916) 441-5050 fax: (916) 441-5859 email: mail@caladvocates.com

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Travel Authorization for CSDA Annual Conference
DATE: August 18, 1998

BACKGROUND:

The California Special Districts Association 1998 Annual Conference will be held at the Sir Francis Drake Hotel on Union Square, San Francisco, September 23-25.

The Awards Luncheon will be held on Thursday, September 24.

The Award winners will be notified after the Committee meets on August 26. The District should plan to pay the travel, hotel and meal costs for its candidate if she is invited to receive an award. It is possible for the guests of an awardee to purchase tickets for the Awards Luncheon without paying the entire Conference Registration.

The District has reserved 2 double-bed rooms at the Sir Francis Drake.

The Library Director plans to share a room with the new library director at Buena Park.

Please review the Conference Program (Attachment A) to determine whether the sessions are of interest to you.

The estimated cost per person:

Airfare & Airport Transfer	\$ 150
Registration	275
Hotel (2 nights/shared)	80 160
Meals & Misc.	75
<u>TOTAL</u>	<u>\$ 580</u> # 660

The authorization could be made conditional upon the District's candidate receiving the award. For example, expenses could be approved for the Library Director for the Conference, and for

several others to travel to San Francisco just for the Awards Luncheon if the District's candidate is selected.

RECOMMENDATION:

Determine who will attend and authorize payment of expenses.

TENTATIVE PROGRAM AGENDA

Wednesday, September 23, 1998

8:00 am — REGISTRATION OPEN

11:00 am - 1:00 pm — WELCOME LUNCHEON AND KEYNOTE PRESENTATION

by Former Assembly Member Phil Isenberg

1:15 pm - 2:30 pm — PLENARY SESSION

Local Government and the Growth of California

A panel of local government practitioners will exchange success stories on "how-to" pilot your district while responding to the changing California.

2:45 pm - 3:45 pm — STRATEGIC WORKSHOPS

Session I

The Basics: Labor and Management

This series of concurrent sessions looks at labor management issues in the 90s. With budget cutbacks, "right sizing" and increased litigation, each workshop offers a discussion vital to today's governing and administrative officials.

- A) BUILDING PARTNERSHIPS BETWEEN LABOR AND MANAGEMENT
- B) PREVENTING HUMAN RESOURCE PROBLEMS
- C) EFFECTIVE LABOR RELATIONS

4:00 pm - 5:00 pm — STRATEGIC WORKSHOPS

Session II

Beyond Basics: Innovative Programs

Operating a successful local government agency in today's world demands innovative financing and programming. This series of concurrent workshops will help attendees look beyond standard practices in their quest to serve their constituents.

- D) NOT BUSINESS AS USUAL
- E) PROGRAM SURVIVAL WITHOUT TAX REVENUE
- F) SUCCESSFUL PUBLIC OUTREACH IN TODAY'S INFORMATION FRENZY

6:00 pm - 9:30 pm — SPECIAL EVENT

CSDA Exclusive Dinner Cruise

(Separate Registration Required - See Form)

Thursday, September 24, 1998

7:30 am — LIGHT CONTINENTAL BREAKFAST

8:30 am — EXHIBITOR TRADE SHOW OPENS

8:30 am - 9:30 am — CSDA ANNUAL MEETING AND ELECTIONS

9:30 am - 10:30 am — PLENARY SESSION

California — Today and Tomorrow

Paul Lewis, Public Policy Institute of California

10:45 am - 12:00 pm — STRATEGIC WORKSHOPS

Session III

Beyond Basics: Technology

Technology is having a major impact on how your agency

provides services to your constituents. These sessions will help expose attendees to technology issues and trends you need to understand and what has worked for others.

- G) MAKING YOUR JOB EASIER BY USING THE INTERNET
- H) BUILDING A RELATIONSHIP WITH YOUR COMPUTER
- I) INFORMATION TECHNOLOGY

12:00 pm - 1:30 pm — 1998 AWARDS LUNCHEON

1:45 pm - 2:45 pm — STRATEGIC WORKSHOPS

Session IV

Hands On Training

Looking for practical information you can use immediately in the operation of your district? These workshops will provide attendees with information to "help get the job done!"

- J) RISK MANAGEMENT
- K) FINANCING IN THE '90s
- L) SPECIAL DISTRICT ASSESSMENT FINANCING

3:00 pm - 4:00 pm — STRATEGIC WORKSHOPS

Session V

Technical and Practical Compliance

Sharpen your understanding of legal compliance issues facing special districts. These concurrent workshops will expose attendees to technical discussions on specific "big picture" areas.

- M) EPA UPDATE - GROUND WATER COMPLIANCE
- N) EMINENT DOMAIN AND PROPERTY ACQUISITION
- O) PERSONNEL AND LIABILITY

4:15 pm - 5:15 pm — ANNUAL MEETINGS

- CSDA Finance Corporation Annual Meeting
- Special District Risk Management Authority Annual Meeting
- Special District Workers Compensation Authority Annual Meeting

Annual meetings are held to allow program participants an opportunity to have direct input into the pools as well as offer potential participants an opportunity to gain insight into these cost effective and high quality CSDA programs.

5:30 pm - 6:30 pm — RECEPTION

Dinner on your own with time to enjoy the many sights and sounds of beautiful downtown San Francisco.

Friday, September 25, 1998

7:30 am - 8:30 am — CSDA BOARD OF DIRECTORS MEETING

8:00 am - 9:00 am — CSDA ANNUAL BREAKFAST BUFFET

9:00 am - 10:00 am — PLENARY SESSION

California in the New Millennium

Haans Johnson, Public Policy Institute of California

10:00 am - 11:30 am — CSDA ANNUAL LEGISLATIVE REVIEW WITH RALPH HEIM

Registration Form

Please check all appropriate boxes

On or before September 14, 1998

- CSDA Members: \$275
- CSDA Non-Members: \$325

After September 14, 1998

- CSDA Members: \$300
- CSDA Non-Members: \$350

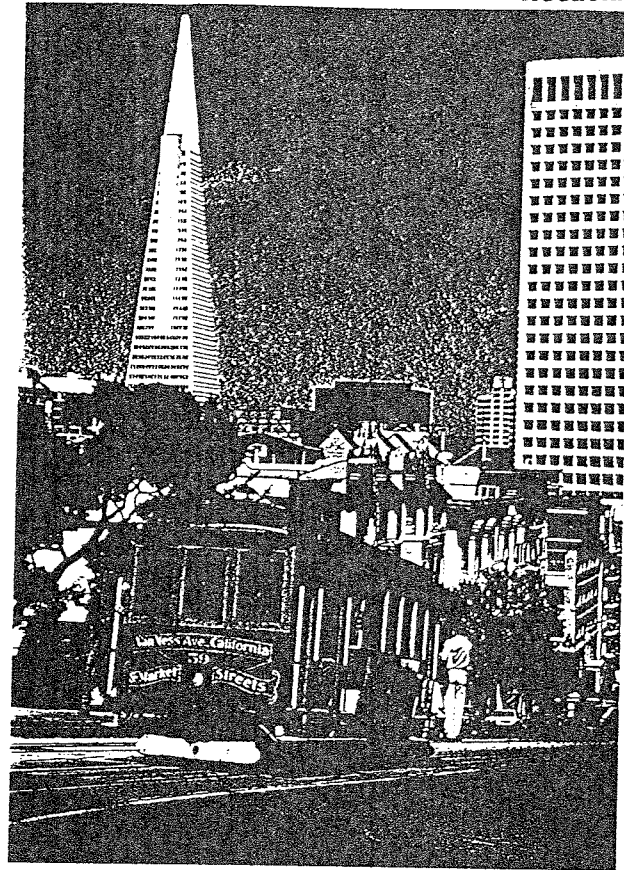
Special Events:

- CSDA San Francisco Bay Dinner Cruise: \$55

Guests:

- Conference Meal Pass: \$150
- CSDA San Francisco Bay Dinner Cruise: \$55
- Walking Tour and Lunch: \$50

Total Amount Enclosed: _____



Name _____ Title _____ District/Organization _____

Address _____ City _____ State _____ ZIP _____

Phone () _____ FAX () _____ Guest Name _____

Method of Payment: Check VISA MasterCard

Print Account Name _____ Account # _____

Expiration Date _____ Authorized Signature _____

Special needs you have that may require assistance:

- Wheelchair Access
- Visually Impaired
- Hearing Impaired
- Vegetarian
- Other _____

SPECIAL EVENTS:

San Francisco Bay Dinner Cruise

Join CSDA conference attendees on a private dinner cruise around the beautiful San Francisco Bay. Enjoy the breathtaking sights as you get to know other special district representatives from around the State. The dinner cruise includes full-course dinner and select beverages.

The cruise will be on the California Spirit part of the fleet of Pacific Marine Yachts. CSDA has chartered the yacht to offer conference attendees an opportunity to capture the beauty of San Francisco. The warmth aboard this private yacht will assure you the most unique and memorable event afloat. Registration is limited to the first 100 registrations.

Walking Tour and Lunch - Hosted by the Marin County Chapter of CSDA

A Marin County Day is being hosted on Thursday, September 24, 1998. Included will be a guided trip and hike through the Muir Woods National Monument (entrance fee included), the Bay Area's (and one of the few remaining anywhere) virgin forest of old age redwoods - the tallest trees in the world; a three-course luncheon outdoors (weather permitting) at Pelican Inn, an English style pub at Muir Beach; and round-trip transportation on a chartered bus. The luncheon will include soup or salad, choice of one of our dishes, dessert, coffee, soft drink, or tea. Tax and tip included in registration fee. A no-host bar will be available.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Proposal to Establish Library Board Position as Community Representative**
DATE: August 18, 1998


BACKGROUND:

At the Library Board Meeting on July 21, 1998, Trustee Stark requested that the establishment of Library Board position of Community Representative be placed on the August Agenda for Board discussion.

RECOMMENDATION:

Action as determined by the Board.



TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian 
 DATE: August 18, 1998
 SUBJECT: **Program Committee Report for the Month of July 1998**

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JULY 1998	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	34
Tutor Training	4	7
<i>CHILDREN'S SERVICES</i>		
Way Out Wednesdays	5	388
SRP Registration		135
Class Visits to the Library	2	40
Storytimes 2-3 years	4	18
Storytimes 4-6 years	4	52
Lapsits	4	18



TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian *CS*
 DATE: August 18, 1998
 SUBJECT: July activities in the Children's Department

Programming- There were 12 storytimes in July. A total of 63 children and 25 adults attended.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits for under 2 years	4	11 children / 7 adults
2 - 3 year old storytimes	4	12 children / 6 adults
4 - 6 year old storytimes	4	40 children / 12 adults
TOTALS	12	63 children / 25 adults

Class/Group visits- Class visits from local schools continued. Two classes visited the library this month, with a total of 40 children using the library and it's services.

Summer Reading Program- The Summer Reading Program is well under way. During the month of July 135 children were registered for the Summer Reading Program bringing the total registered up to 612. By the end of July we were into the 6th week of the program. The teen volunteers continue to man the prize booth and re-shelve and clean books as time permits. The librarian and volunteers are currently working on cleaning and relabeling the easy readers.

Way Out Wednesdays- There were five Way Out Wednesday shows in July, with a total of 388 kids and adults attending. The shows included a performance of science experiments (we got to melt a styrofoam head using acetone... COOL!), a storyteller and movies. The librarian pitched in on one Way Out Wednesday, with storytelling, songs, and puppet shows.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: August 18, 1998
SUBJECT: **Publicity materials produced for July 1998**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. Holiday closing
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Summer Reading Program
7. Friends of Placentia Library bookstore and on going sale in lobby.
6. Access the Internet at the Library for free.
8. Storytimes and lapsit programs for children.

Newspaper articles published:

1. State Should Repay Libraries by Margaret V. Dinsmore
2. Summer Reading performances at Library, sponsored by Friends of Placentia Library.
3. Living Trust seminar to be held at Library.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily JUL 25 1993

332 State Should Repay Libraries

■ Thank you for stating what should be obvious to every thinking person—libraries are a valuable resource (Editorial, July 5).

Unfortunately, during the last five years, the state of California has stripped Placentia Library District of half of its property tax revenue by "shifting" it to fund other state programs.

Now, when the state is supposed to have so much money in its treasury, it has not returned any of the library's property tax money.

As a result, Placentia Library has had to close two days per week, reduce its hours, lay off half its staff and slash its book budget. In spite of these challenges, it has maintained its commitment to provide a full, balanced library pro-

gram, including the oldest library-based adult literacy program in Orange County.

The amount of our property tax loss is 50.41%, or about \$800,000 per year. This money would reverse our losses in hours, staff and book collection. We depend on donations almost exclusively for our popular reading material. Since 1993, we have had over \$2.5 million in property tax diverted from our district.

We urge Gov. Wilson and state legislators to repay California's independent library districts with some other highly publicized surplus.

MARGARET V. DINSMORE
Placentia Library District
Board of Trustees

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition JUL 20 1998
Daily

MONDAY
JULY 332

20

■ 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) 541-9539

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JUL - 9 1998

WEDNESDAY 332

Friends of Placentia Library
has performances every week

until August 12 for their summer reading program including, movies, storytellers, music and more. 1 p.m., 411 East Chapman Ave. For more information call 528-1906 ext.212

Canasta meets at 12:30 p.m. at the Senior Center, 143 S. Bradford Ave. Call 993-8281.

Exercise meets at 10 a.m. at the Senior Center, 143 S. Bradford Ave. Call 993-8281.

Billiards meets from 10 a.m. to noon at the Senior Center, 143 S. Bradford Ave. Call 993-8281.

Placentia/Yorba Linda So-
roptimist Club meets weekly at Polly's Pies at 12:30 p.m. Call 979-7907 x327 for information.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: August 18, 1998
SUBJECT: Placentia Library Literacy Services Report for the month of July

Program Statistics

Active tutors: 50
Active students: 56
Students waiting to be matched: 20
Percentage of tutors reporting (July hours): 94%
Tutoring hours reported: 273
Other volunteer hours reported: 176
Total volunteer hours: 449

Citizenship Exam. The final citizenship exam was administered Saturday, July 18, 1998. Thirty-four people took the exam. The citizenship exam was offered at the Library for three years. During that time, 525 people took the exam representing 50 different countries.

Tutor Training. The summer Tutor Training Workshop began Monday, July 6, 1998 and will continue through August 3, 1998. Two supplemental workshops for all tutors will be held September 20, 1998 and October 4, 1998.

Southern California Library Literacy Network (SCLLN). The July 23, 1998 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas and Board President Dinsmore.

SAFETY COMMITTEE MEETING
JULY 29, 1998
MINUTES

- I. Call to Order: 11:35 A.M.
- II. Members Attending: Jerry Conn
Katie Matas
Esther Guzman
- Members Absent: Cindy McClain
- III. Old Business
1. The committee continued its review of the Library's disaster plan. The section dealing with bomb threats was reviewed and updated.
- IV. New Business
1. Katie Matas attended the Special Districts Workers Compensation Authority (SDWCA) Summer safety seminar on July 21, 1998.

The next meeting will be August 12, 1998 at 11:30 A.M.

Respectfully submitted,



Katie Matas

